



John Purchase Public School P&C Association FUNDING REQUESTS AND ALLOCATIONS POLICY

Policy owner	P&C Executive Committee
Approved by	General Meeting of the John Purchase Public School P&C Association
Effective date	[date adopted]
Version	1.0
Next review	[date — recommended annually]
Related document	P&C Assistance / Funding Request Form

1. Purpose

This policy sets out how the John Purchase Public School Parents and Citizens Association (the "P&C") receives, assesses, approves and pays funding requests. It exists to ensure that the funds raised by the P&C are directed to projects and activities that benefit the students of John Purchase Public School ("JPPS"), and that every funding decision is made fairly, transparently and in line with the values of the school and the P&C.

2. Scope

This policy applies to all requests for financial assistance, consultation or in-kind support made to the P&C by teachers, staff, students, parents and community members. It covers the full life cycle of a request: submission, assessment, approval, payment, acquittal and record-keeping.

3. Definitions

- "P&C" means the John Purchase Public School Parents and Citizens Association.
- "Executive" means the office bearers of the P&C (President, Vice President(s), Secretary and Treasurer).
- "General Meeting" means a properly convened meeting of the P&C at which a quorum is present.
- "Applicant" means the person who submits a funding request and acts as the main contact for the P&C.
- "Acquittal" means the evidence (receipts, invoices and a short outcome summary) provided after funds are spent.

4. Guiding principles

All funding decisions are guided by the following principles:

- 4.1 Benefit to students — funds are used for the direct or indirect benefit of JPPS students.
- 4.2 Alignment with values — projects should reflect the values of John Purchase Public School and of the P&C.
- 4.3 Transparency — requests are assessed against published criteria and decided in an open meeting.
- 4.4 Equity — all eligible applicants are treated consistently and fairly.
- 4.5 Accountability — approved funds are tracked, acquitted and recorded.
- 4.6 Good stewardship — the P&C maintains sufficient reserves to meet its commitments and operating needs.
- 4.7 Compliance — this policy, and all funding decisions made under it, must be consistent with the P&C's constitution and with the policies, by-laws and guidelines of the Federation of Parents and Citizens Associations of NSW (P&C Federation), as well as any relevant legislation. Where any inconsistency arises, the P&C Federation requirements and the P&C's constitution prevail.

5. Use of P&C funds

P&C funds may be used to support resources, equipment, programs, events and initiatives that benefit JPPS students. The P&C will not fund expenditure that is the funding responsibility of the Department of Education, nor any purpose that is unlawful, that conflicts with the school's policies, or that does not align with the values and objectives of the P&C.

6. Who may submit a request

A funding request may be made by any teacher, staff member, student, parent or community member. Where a request is made on behalf of the school, it should be made with the knowledge of, and after consultation with, the Principal or their delegate.

7. How to submit a request

- 7.1 Requests must be made on the P&C Assistance / Funding Request Form, with any supporting documentation (such as quotes) attached.
- 7.2 The completed form must be submitted to the Vice President, Jas Henriquez, at least two (2) weeks before the relevant P&C General Meeting so that it can be reviewed ahead of the meeting.
- 7.3 Forms are submitted electronically to jasdeep@jppspandc.org.au.
- 7.4 Late submissions may be held over for consideration at the following General Meeting.

8. Assessment criteria

Each request is assessed against the questions set out in the Assistance / Funding Request Form, which include:

- a clear description of the proposed project and why it matters to JPPS;
- how the project reflects the values of John Purchase Public School and of the P&C;

- the total funds required, the amount requested from the P&C, and any other sources of funding, supported by quotes;
- when the funds will be expended;
- evidence of consultation with, and support from, the Principal and school administration;
- who will manage the project and act as the main contact for the P&C; and
- any ongoing maintenance, assembly or post-project responsibilities, and who will carry them.

9. Approval and decision-making

- 9.1** Funding requests are decided by resolution at a General Meeting. The meeting may approve the full amount requested, approve a portion of it, defer the request for more information, or decline it.
- 9.2** Decisions are made by a majority vote of members present and entitled to vote, with a quorum present.
- 9.3** Between General Meetings, the Executive may approve minor or urgent requests up to \$500, with such decisions reported to and ratified at the next General Meeting.
- 9.4** The applicant will be notified of the outcome, including the amount approved and any conditions, in writing (email or letter).

10. Allocation and payment of funds

- 10.1** Approved funds will be made available no later than two (2) weeks before the event, or by the dates required for deposits and/or preparation.
- 10.2** Wherever possible, the P&C will pay suppliers directly against an invoice, or reimburse the applicant on production of valid receipts.
- 10.3** Funds must be used only for the purpose approved. Any material change in purpose or amount requires fresh approval.

11. Acquittal and reporting

- 11.1** Within a reasonable period after the funds are spent, the applicant must provide receipts or invoices and a short summary of the outcome to the Treasurer.
- 11.2** Unspent funds, or funds not used for the approved purpose, are to be returned to the P&C.

12. Record keeping

The Secretary records each request and decision in the P&C register and meeting minutes. The Treasurer records all approved allocations, payments and acquittals in the P&C's financial records. Records are retained in accordance with the P&C's record-keeping obligations.

13. Conflicts of interest

Any member with a personal, financial or family interest in a funding request must declare that interest before the matter is discussed and must not vote on it. The declaration is recorded in the minutes.

14. Declined or deferred requests

Where a request is declined or deferred, the applicant will be advised of the reason and, where appropriate, invited to provide further information or to resubmit a revised request at a future General Meeting.

15. Policy review

This policy will be reviewed at least annually, or earlier if required by changes to the P&C's constitution, the school's circumstances or relevant legislation. Amendments take effect once approved at a General Meeting.

16. Related documents

- P&C Assistance / Funding Request Form
- P&C Association Constitution / Rules
- P&C financial records and meeting minutes

Adoption

This policy was adopted by resolution of the John Purchase Public School P&C Association at a General Meeting. The resolution is recorded in the minutes of that meeting, which are confirmed and signed by the President and Secretary.

General Meeting date: _____

Minute number: _____

Moved by: _____

Seconded by: _____

Confirmed by the Executive Officers:

President: _____

Vice President: _____

Vice President: _____

Secretary: _____

Treasurer: _____