



**CATHOLIC INDEPENDENT
SCHOOLS
DIOCESE OF VICTORIA**

**PARENT
SUPPORT
GROUP
GUIDELINES**

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(Updates noted in yellow)

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NAME

The name of the association shall be name of school Parent Support Group.

PURPOSE

1. The role of the Parent Support Group (PSG) shall be to assist the Principal and Local School Council in meeting the needs of the school community. The community includes students' parents/guardians and staff of _____ School.
2. These needs shall be met by:
 - a. Conducting fundraising functions and programs to aid in providing for additional educational resources, recreational and cultural development for the school community and infrastructure needs specific to building and maintenance of the school facility.
 - b. Encouraging the involvement of parents or guardians of the students in the school community.
 - c. Fostering a community spirit by organizing and supporting activities that involve the students, teachers, support staff and families of the school.
3. The Parent Support Group shall work with the Principal to conduct a program of parent education, which may include guest speakers, films, etc. of interest to the parents'/guardians, when possible.
4. The Parent Support Group shall work with the Local School Council and the Principal to promote cooperation between the home, school and church.

LIMITATIONS

1. The Parent Support Group shall operate under the following limitations:
 - a. The actions of the Parent Support Group shall be in accordance with the policies established by the Local School Council and Catholic Independent Schools of the Diocese of Victoria (CISDV) Board of Directors.
 - b. The Parent Support Group shall not obligate or make the Local School Council of _____ School liable for expenditures and commitments unless prior approval is obtained from the Principal and Local School Council.
 - c. The Parent Support Group shall not be involved in the day-to-day operations of the School, which are the responsibility of the Principal and his/her staff.
 - d. The general membership, in consultation with the Principal, shall be free to make suggestions regarding the expenditures of fundraising revenue.
 - e. All fundraising projects and the disposition of funds raised for the school, except money received from Gaming, shall be subject to the approval of the Local School Council.
 - f. Money received from Gaming shall be spent at the sole discretion of the Parents Support Group, taking into consideration the wishes of the Local School Council, Board of Directors and Principal while adhering to the guidelines for Gaming Funds published by the *Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch*.

MEMBERSHIP

1. Active membership in the Parent Support Group shall be open to any parent, stepparent, or guardian of any student of the School, except for the exclusion listed in 2.
2. Administrators, Local School Council and staff members can serve as non-voting members of the Parent Support Group.

EXECUTIVE

1. The officers of the Parent Support Group shall be the President, Vice-President, Treasurer, Secretary, and three to six Members At Large assigned to specific tasks.
2. Members At Large shall perform duties as prescribed by the Parent Support Group and shall be expected to head sub-committees as required.

DUTIES OF THE EXECUTIVE

1. President

- a. is Chief Executive Officer of the Parent Support Group and shall supervise the other officers in the execution of their duties;
- b. shall convene and preside at all general, special and executive meetings;
- c. shall ensure that an agenda is prepared and presented at meetings;
- d. shall be an ex-officio member to all committees;
- e. shall maintain contact with all Committee Heads to ensure communication between Parent Support Group and the Principal;
- f. shall be the official spokesperson for the Parent Support Group;
- g. shall be a signing officer on the general account and gaming account
- h. shall submit an Annual Report at the Annual General Meeting.

2. Vice-President

- a. shall assume the responsibilities of the President in the President's absence;
- b. shall assist the President as required;
- c. shall be a signing officer on the general account and gaming account.

3. Secretary

- a. shall record the minutes of all general, special and executive meetings;
- b. shall distribute the minutes to the Executive Officers, Principal, Local School Council (LSC), and the School Secretary; after reviewing with the Principal.
- c. shall post the minutes on the Parent Support Group bulletin board and make copies available at all general meetings and at the front office information area;
- d. shall issue and receive correspondence on behalf of the Parent Support Group;
- e. shall distribute any incoming correspondence to the appropriate members;

- f. shall ensure that notice of all general meetings be included in the school activity calendar;
- g. shall ensure that notification of all regular, special and Annual General Meetings are posted on the Parent Support Group bulletin board and in the school newsletter prior to these meetings taking place;
- h. shall be responsible for the inclusion of the Parent Support Group information in the school newsletter;
- i. shall be responsible for communicating with class reps if they exist;
- j. may be a signing officer.

4. Treasurer

- a. shall maintain an up-to-date ledger regarding all fundraising monies and expenditures;
- b. shall ensure that another Executive Officer has access to the books in the event of the Treasurer's absence;
- c. shall act as liaison between Parent Support Group, the Gaming Policy and Enforcement Branch and the school bookkeeper;
- d. shall ensure that at all times Parent Support Group is in compliance with the current gaming license, direct access grant and/or bingo affiliation grant, and the conditions as set by the Gaming Policy and Enforcement Branch;
- e. shall, with the assistance of the Executive Officers and Principal, draft a yearly budget and plan of expenditures;
- f. shall be responsible for presenting monthly financial reports to the Executive Officers and to the members at general meetings;
- g. shall submit an Annual Report with June 30th year-end financial statements to the Executive, LSC and CISDV Finance Office by July 31st.

ELECTION OF PARENTS SUPPORT GROUP EXECUTIVE

1. Members shall be elected for a two-year term; one half of the executive is to be elected each year. If a member of the executive leaves before the two-year term is complete the executive may appoint a new member to complete the term of the outgoing member.
2. Elections should be held in May of each school year.
3. Candidates for election must be a legal guardian of a child attending the school and not be a staff member or member of the school council.
4. Voting shall be by secret ballot with the names of the candidates listed in alphabetical order. The candidate(s) with the largest number of votes shall be declared elected to the Parent Support Group Executive. In the event of a single person nomination, the nominee shall win by acclamation. In the event of a tie vote, new ballots shall be issued for the tied candidates and the candidate on the second vote with the largest number of votes shall be declared elected.
5. A meeting overlap with dual executive positions shall occur in June prior to the newly elected members assuming office at the regular monthly meeting of the Parent Support Group in September of the following school year.

MEETINGS

Meetings shall be conducted respectfully, efficiently and with fairness to the members present and shall follow Robert's Rules of Order.

1. Executive Meetings

- a. Executive meetings shall be held as required but at least three (3) times during the term of office. Three (3) Executive Officers present constitute a quorum.
- b. The first Executive Meeting is to be held within four (4) weeks of their election and before the regular meeting.
- c. Questions arising at any Executive Meeting shall be decided by a majority of votes.
- d. In the event of a tie, an unresolved issue or an unsatisfied Executive Officer, the issue would then be brought to the next general meeting of the Parent Support Group for discussion and voting.
- e. Administration and/or school council may be invited to an Executive Meeting.

2. General Meetings

- a. General meetings shall be held, if possible, once a month during the school year. Five (5) voting members, which must include at least two (2) Executive Officers, constitute a quorum.
- b. Notice of general meetings shall be given to parents and/or guardians by means of the school newsletter and the school activity calendar.
- c. In the event of an extraordinary meeting, the time and place shall be made public through the school newsletter prior to such meeting.

3. Voting at a General Meeting

- a. For general meetings, five (5) voting members, including two (2) Executive Officers, constitute a quorum.
- b. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
- c. In the case of a tie vote, the President shall vote.
- d. Voting of members on all matters must be given personally – voting by proxy shall not be permitted.

4. Annual General Meeting

- a. The Annual General Meeting is to be held by the end of May and shall include the President's report, the Treasurer's report and the election of the new Executive.

FINANCES

1. General Internal Controls

- a. As far as possible, there shall be a segregation of duties so that no one person is responsible for all financial transactions.
- b. The Treasurer shall maintain the records, chequebook and reconcile the bank accounts.
- c. The Treasurer shall prepare cheques for payment, but is not authorized to sign cheques.
- d. All disbursement cheques require two signatures.
- e. Electronic transfer requests require an approved motion from the PSG or written instructions from 2 signers, **at least one being a member of the PSG.**
- f. The President and the Principal shall review and sign off on monthly bank account reconciliations and financial reports prepared by the Treasurer.
- g. All transactions and undertakings are to be appropriately recorded and reported to the PSG Executive and the LSC.
- h. Cash and cheques are to be held at the School in a locked file cabinet or safe until deposited and are not to be taken off school property to be stored or counted in individual's homes.
- i. Cash and cheque receipts are to be deposited as soon as possible, preferably weekly.
- j. All counts shall be conducted with two unrelated persons present.
- k. Cheques are to be restrictively endorsed "for deposit only" to the PSG account before being turned over to the person responsible for deposits.

2. Banking Policy

- a. The establishment of all bank accounts by a school shall be authorized by the Bishop through the Catholic Independent Schools of the Diocese of Victoria (CISDV) Finance Office.
- b. Canadian Western Bank is the designated financial institution for the CISDV, under the Diocese of Victoria Master banking agreement and, as a result, all schools shall utilize Canadian Western Bank accounts.
- c. As Canadian Western Bank does not have branches in all locations it is permitted to use a specified Royal Bank of Canada branch as a clearing house for deposits into Canadian Western Bank.
- d. Bank accounts are to be kept to a minimum and, unless there are extenuating circumstances, only two PSG accounts are required; one for General Funds and another for Gaming Funds.
- e. Funds should be used for the intended purposes as soon as possible, unless there are extenuating circumstances (i.e. Projects longer than 1 year).
- f. All bank accounts are to be reconciled on a monthly basis, and are subject to a periodic review by the LSC and CISDV Finance Office.

3. Cheque Signing Policy

- a. Cheques are to be signed by two authorized signatories.
- b. There shall be at least four authorized signing officers. Usually these are the President, the Vice-President, the Secretary and the School Secretary and Principal.
- c. All authorized signers must be either an active PSG member or staff member of the school.
- d. The signing officers are subject to the approval of the Bishop.
- e. The primary signatories ideally should be the President and the Principal, except for Gaming Fund disbursements.
- f. Under no circumstances shall the Treasurer or the bookkeeper be authorized to sign cheques.
- g. Persons authorized to sign cheques shall only do so after they have reviewed the supporting documentation and ensured that the transaction is valid and that proper authorization has been given.
- h. Those signing shall indicate their approval on the invoice or statement concerned, by initialing the document.
- i. Under no circumstances are blank cheques to be signed.
- j. A signing officer cannot sign a cheque to reimburse themselves.
- k. Cheques shall not be made payable to 'cash'.
- l. The use of a signature stamp is prohibited.

4. General Funds

- a. General funds include any funds generated through fundraising activities organized and lead by the Parent Support Group, except gaming funds.
- b. General funds shall be held in a separate bank account at the designated Financial institution.
- c. The Parent Support Group Executive, in consultation with the Principal shall establish a General Fund budget and expenditure priorities for the school year, which does not include any funds received through gaming.
- d. The budget shall be forwarded to the Local School Council no later than June 1st for LSC approval. A copy of the approved budget shall be forwarded to the CISDV Finance Office.
- e. Actual results, compared to budget, is to be submitted to Local School Council by July 31st, for inclusion with the schools overall financial reporting deadlines.

5. Gaming Funds

- a. Gaming funds include any funds generated through gaming including licensed gaming events, direct access, certificates of affiliation, gaming fund donations as well as any GST rebates, interest and revenues from the sale of assets purchased with gaming funds.
- b. Applications for all gaming licenses and grants shall be completed and administered by the Parent Support Group.
- c. Funds received through Gaming shall be held at the designated Financial institution for the CISDV, in a separate account and administered by the Parent Support Group, who shall have complete control and management of all gaming funds.
- d. The words "Gaming Account" shall be imprinted on cheques to be used solely for this account.
- e. All disbursements from the Gaming Account shall be in accordance with specific grant conditions.
- f. A Gaming Account Summary Report, which reports on all gaming funds received and disbursed, shall be submitted within 90 days of the organization's fiscal year end.
- g. Records of cheques issued from the Gaming Account shall be accessible as part of the organization's gaming records.
- h. All forms, records and receipts obtained from disbursement of gaming funds shall be retained for a period of five years from the end of the fiscal year in which the funds were received.
- i. For detailed regulations refer to the Government of BC Gaming and PAC Grants.

6. Counting procedures

- a. Funds are to be counted and recorded at the school in the presence of two unrelated persons.
- b. The count and deposit shall be made as expeditiously as possible.
- c. All cheques for deposit shall be made out to the PSG and not made out to individuals.
- d. E-transfers shall be directed to the PSG and deposits made directly into the PSG account and not to personal bank accounts.
- e. The count results shall be written in ink on to a standard deposit slip.
- f. Copies of the deposit slip shall be forwarded directly to the Treasurer for comparison and verification to the bank statement.
- g. Cash withdrawals from the deposit and the cashing of personal cheques from the funds is prohibited.
- h. The deposit shall be made intact and amounts shall not be withheld for any reason.
- i. All deposits shall be made at the Canadian Western Bank (or Royal Bank) placed in a tamper proof bag with a pre-printed encoded Canadian Western bank deposit slip.
- j. The deposit shall be taken by the Treasurer or the School Secretary directly to the bank for deposit.
- k. The LSC shall periodically review the deposit and count process by:
 - i. Tracing a copy of a deposit slip to the count form.
 - ii. Tracing deposits to bank statements and ascertain that deposits were timely.
 - iii. Those who perform this review are not to be the Treasurer, on the count team or have recording or bookkeeping responsibility.

7. Purchasing

- a. All purchases are to be made with appropriate prior authorization.
- b. Purchases are to be made by way of cheque, if possible.
- c. All supporting documents (invoice, receipt, purchase order etc.) shall be attached to the cheques when they are presented for signature.
- d. Advances or floats may be issued ahead of events to authorized event coordinator.
- e. After the event, a full accounting of an Advance is required to be submitted to the Treasurer, with receipts and unspent funds totaling the full amount advanced.

GUIDELINE REVISIONS

The Guidelines of the Parent Support Group may be amended with approval of the Superintendent of Schools in consultation with the CISDV Board of Directors. Suggested amendments shall be forwarded to the Superintendent of Schools three months prior to any changes being considered for implementation.

ADOPTION OF PARENT SUPPORT GROUP GUIDELINES

The Guidelines set forth in this document replace all existing guidelines and constitutions and have been adopted by the

_____ School, Parent Support Group on _____, 202_

President _____

Vice-President _____

Treasurer _____

Secretary _____