



# PETERSHAM PUBLIC SCHOOL P&C ASSOCIATION

Policy title:	PPS P&C Association expenditures & procurement
Effective date:	November 15, 2016
Initial review date:	3 July, 2018
Next Review	November 2019

## POLICY STATEMENT

1. The P&C is an incorporated body under the Federation of Parents and Citizens Associations Incorporation Act 1976.
2. The Petersham Public School P&C (P&C) is committed to supporting Petersham Public School (PPS) through its fundraising activities and decisions on how money raised is best applied to benefit the school and its community. The P&C has developed this Expenditure & Procurement Policy to ensure that P&C monies spent go through the appropriate approval process prior to being allocated or spent and prior to any procurement.
3. Generally expenditure decisions will be made at general meetings in keeping with this policy. In the case of previously agreed general or recurring P&C expenses, expenditure will be based on approval by the P&C Executive Committee with details to be recorded and presented at next general meetings.

## GENERAL INFORMATION

4. The P&C raises funds to contribute to PPS in areas not directly funded by the Department, but where the school (through the Principal), in consultation with the P&C Executive, determines there is a need for additional support.
5. The P&C has a close working relationship with the School but is a separate association. As a separate organisation, the P&C is not responsible for the decisions made by the School, and cannot agree to anything on behalf of PPS.
6. Money raised through P&C activities can be spent or allocated on:
  - School resources, building works, school activities (music / sport / drama / art programs, etc)
  - P&C Event co-ordination and planning
  - P&C resources
  - Donations to approved charities
  - Student assistance
  - School and Community engagement events (grandparents day, Easter parade, Christmas lunch etc.)

## PROCESS

### ***Preparing proposals for expenditure / procurement***

7. Purchasing and expenditure proposals should be well documented to support transparency, accountability, informed decision making and accurate record keeping. While the PPS P&C does not have prescribed forms, guidance and relevant documentation for specifications, quotes, evaluations and risk management may be utilised<sup>1</sup>.
8. Proposals for expenditure / procurement will generally be prepared to support expenditure decisions. The level of details of proposals will vary depending on the scope, complexity and cost of the proposed project / event / program / item. Proposed procurement may be accompanied by detailed specifications of proposed expenditure, including functional, performance and technical specifications.

### ***Determining the Purchasing Method***

9. Proposals for expenditure will consider the most suitable purchasing method. The P&C will determine the appropriate purchasing method from the following options:

#### *Option 1 School manages the purchase*

10. Purchasing of ICT goods and services, building works and tools and equipment may be undertaken by the school to ensure compatibility with existing infrastructure and safety requirements and to take advantage of existing supply contracts.
11. In such cases, in consultation with the school, the P&C will contribute to defining the requirements and evaluating quotes but draw on school purchasing staff experience to manage the purchasing process and ensure compatibility with existing equipment and infrastructure.
12. Purchases undertaken by the school on behalf of the P&C will be subject to P&C evaluation, but procurement will be done by the school on the basis of funds to be recovered from the P&C, subject to pre-existing P&C decisions.

#### *Option 2 P&C manages the purchase*

13. In cases where it is not suitable to utilize existing school purchasing arrangements, the P&C will directly manage the purchasing, including quoting, evaluation and procurement.

### ***Thresholds for quoting and evaluation***

\$0 – \$2,000

- Request a minimum of one quote by phone, in-store, catalogue or online.
- Purchaser should provide a written or oral quote to the decision makers (general meeting or P&C Executive)

\$2,000 - \$10,000

- Request a minimum of two written quotes.
- One evaluator to provide a written or oral evaluation to a general meeting of the P&C.

\$10,000 - \$100,000

- Request a minimum of three written quotes.
- Two evaluators to provide a written evaluation to a general meeting of the P&C.

\$100,000+

- Request a minimum of four written quotes.
- Three evaluators to provide a written evaluation to a general meeting of the P&C.

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<sup>1</sup> For example, <http://education.qld.gov.au/corporate/pandc/pcpurchasingpolicy.doc>

## ***Evaluating quotes***

14. All quotes should be evaluated considering whether the purchase requirements are met and achieve value for money under acceptable terms and conditions. Evaluation of quotes should consider:
  - conformity with requirements, including proposed specifications
  - compliance with mandatory requirements including insurance, licences, standards etc – to be verified by sighting relevant documentation;
  - conformity to requirements including delivery / installation, safety, capability, etc
  - inclusion of support services, warranties, customer assistance / support, etc
15. The P&C executive will appoint suitable persons separate from the proposing purchaser to evaluate quotes in keeping with the thresholds and criteria outlined above. For purchases above \$10,000, one of the appointed evaluators should not be from the P&C executive team. Evaluators are asked to provide brief feedback (email or written or verbal report to a general meeting) on the merits and benefits of quotes, taking into account the factors outlined above. The views of the evaluators are not binding on decision makers but are intended to assist with taking a decision.
16. An expenditure risk assessment will generally be prepared and implemented for all procurement over \$20,000 for non-routine/complex/sensitive purchases under \$20,000.<sup>2</sup>

## ***Notice of planned expenditure***

17. Notice will be given of discussion and/or decision regarding major points of expenditure to ensure the best range of P&C members can attend relevant general meetings. Notice will generally be given via website, P&C newsletter or email.
18. Proposed expenditure above \$5000 will generally receive greater periods of notice to promote transparency and greater opportunity for contributions to decision making. More complex and non-routine proposals should receive greater notice.
19. Notice of planned expenditure above \$20,000 should include a notice period of at least two weeks with detailed proposal documentation available prior to a general meeting;

## **Approval Process**

20. Two (2) or more members of the P&C executive team must approve any expenditure greater than \$150 during the course of a general meeting or by means of an email trail whereby details are recorded. Amounts under \$150 for new or extraordinary expenses should also generally be approved by two members of the P&C executive team, but in pressing circumstance be approved by one member of the P&C executive team with reporting to the next general meeting on the nature of the exception. Expenditure of amounts over \$5000 within P&C approved projects, programs, or events will generally only be taken with specific approval of a general meeting.
21. For expenditure on larger projects or events, particularly those events for which the expenditure greatly exceeds that of past events, detailed proposals will need to be presented at a general meeting, with amounts and timeframes for key expenditure for decision by the general meeting.
22. In the event money is required for projects, school resources or building works, charitable donations, etc, a proposal will need to be presented at a general meeting. Expenditure related to more complex matters and/or higher value expenditure may be subject to general meeting decisions spread over a number of meetings.

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<sup>2</sup> ibid

23. P&C fundraising events will need to access P&C funds for event planning and preparation. In such circumstances an event plan should be provided outlining foreseeable costs and a planned income. The event plan will generally be presented and confirmed at a general meeting or, at a minimum, will be sighted and approved by two (2) or more members of the P&C executive team before the event team can commit to or make any expenditure.
24. For expenditures concerning recurring annual community engagement events or student assistance for which decisions have been taken, reconfirmation of approvals is only required on an annual basis, but should be monitored and subject to reporting to general meetings.
25. For expenditure on ongoing programs (for example the music ensembles program), overall budgets (revenue and expenditure) will be presented to and agreed by general meetings with regular reporting via the treasurer and program sub-committees.
26. For all other ad-hoc expenditure:
  - If spending is related to a fund raising event or scheme: Event/scheme plan and budget will need to be presented at a General meeting where possible. Otherwise, an Event Coordinator will provide a plan and budget to the P&C Executive. Details will need to be recorded and presented at the next General meeting.
  - If spending is related to general P&C expenses, the proposal will be presented at a General meeting where possible. Otherwise, the spend must gain approval from two (2) members of the P&C Executive Committee and details will need to be recorded and presented at next General meeting.

### ***Reporting and Keeping records***

27. Purchasers will provide copies of to the Secretary of spending proposals, including specifications, quotes and any evaluations of quotes.
28. The Secretary will keep a record of agreed expenditure at general meetings and where approval has been sought outside of a general meeting.
29. A brief report should be submitted to each general meeting on recent expenditure and all current fund raising events and schemes, covering: progress against plan and any concerns or issues arising.
30. The Treasurer is responsible for maintaining a record of expenditure and report to P&C members at each General meeting.

### **RESPONSIBILITIES**

31. It is the responsibility of the P&C Executive to provide notice of significant proposed expenditure, timely acceptance or denial for expenditures, particularly in the case of fundraising events.

### **APPROVALS**

32. Updated draft policy adopted by a general meeting of the PPS P&C on 3 July 2018.
33. Original policy approved by P&C Executive 15 November 2016