



Management of Funds Policy

This policy provides guidance in line with Section 10 (Funds and Assets) of the Balgownie P&C Association By-Laws. All members must follow the cash handling procedures outlined below.

The Management of Funds procedure helps protect volunteers and members who handle community money and ensures all funds raised are properly recorded and accounted for.

1. Authorisation and reimbursements

- 1.1 An officer who is authorised at a general meeting of the Association to expend an approved amount of funds shall not expend more than the authorised amount.
- 1.2 All members and volunteers of the Association are required to keep records of all financial matters and expenditures of the Association to be produced to the Treasurer.
- 1.3 Receipts are required to be produced to the Treasurer for all expenditures of P&C funds. If a receipt cannot be produced, reimbursement may not be possible. If a receipt is lost, a sworn Statutory Declaration will be required before re-imbusement can be made.

To request reimbursement, members must submit:

- a copy of the receipt
 - the reason for the expenditure
 - bank account details
- to treasurer@balgowniepnc.onmicrosoft.com

2. Cash Handling

- 2.1 All change floats allocated to volunteers at any fundraising event stall shall be recorded and receipted on distribution, including the amount distributed, and the name of who the float is handed to.
- 2.2 Any fundraising money taken at an Association fundraising event or any other fundraising activity shall be counted and signed by two people, and a [cash handling record sheet](#) (see [Appendix](#)) shall be completed and provided along with the monies taken to the Treasurer or delegated Association Executive member. The cash handling record shall also be provided to the event co-ordinator for financial reporting purposes at the next Association meeting. For the purposes of this clause a member of the Association Executive shall be able to be one of the persons who counts the money.
- 2.3 All change floats allocated are required to be returned to the P&C Bank account by 31 December each year in line with the P&C Financial Year in section 15 of the P&C By Laws.

3. Banking

- 3.1 All Association money shall be banked in a timely manner. Amounts exceeding \$250 should be banked within five (5) working days after being received.
- 3.2 Any Association money received which cannot be immediately banked must be stored in a safe until it is able to be banked. Confirmation of this course of action shall be communicated to the Treasurer.
- 3.3 For WHS requirements, when Association banking exceeds \$2000, the P&C shall encourage at least two (2) persons to attend the bank together for safety reasons.



4. Urgent Ad-hoc expenditure approval

4.1 Any Ad-hoc expenditure that cannot wait until the next Association meeting for approval (for example due to unforeseen circumstance for an event scheduled prior to the next general meeting) may be reviewed and approved by the Association Executive.

4.2 As a general rule, ad-hoc expenditure in between regular general meetings should only be approved if there is a risk to reputational damage to the Association.

5. Document Information and Review

5.1 This document will be reviewed by the Custodian on an annual basis. Any updates to this policy must be adopted or approved at a general or special meeting before becoming effective. Seven days' notice is required for adoption or alteration.

Custodian: P&C Treasurer or agreed delegate

Next review due: April 2027

Version	Changes made	Prepared by	Reviewed by	Date Adopted
Draft	Creation with content taken from BPS P&C Association 2021 By Laws	Eleisa Cajna 28/1/2026		
BPS PC Management of Funds Policy 2026	Remove draft watermark and update document name	Eleisa Cajna	BPS P&C Association Members	6 May 2026 at Association General Meeting



BALGOWNIE PUBLIC SCHOOL P & C ASSOCIATION

Balgownie Public School P&C Association Cash Collection

DATE:	
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Type of Activity	
Fundraising Activity	

Approved Float Total:	
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Do not add Float to Cash Takings
The float is removed before counting the money

CASH TAKINGS - NOTES		
	Number	Amount
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
Total Amount	\$	

CASH TAKINGS - COINS		
	Number	Amount
\$2.00		
\$1.00		
\$0.50		
\$0.20		
\$0.10		
\$0.05		
Total Amount	\$	

BANKING SUMMARY	
Total Cash Amount	\$
TOTAL BANK DEPOSIT	\$
Date Banked:	
Banking Receipt Number:	



COUNTED BY	
Name:	
Date:	
Signature:	
CHECKED BY	
Name:	
Date:	
Signature:	
BANKED BY	
Name:	
Date:	
Signature:	