GENERAL BROCK PAC – TREASURER PROCEDURES

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# PAC Financials

## Book Keeping (PAC Accounting worksheet)

* Use XL workbook to track accounting entries – use previous year as a sample.
* Workbook has tabs for: Bank Reconciliation; Revenues, Expenses, Staff Allocations tracking

### EXPENSES & STAFF ALLOCATIONS

Payment requests may come from Staff, Principal, or other PAC members. \*Make sure the expense is part of approved budget! Non-budget requests must be reviewed and approved at a PAC meeting

Individual staff requests are allocated as *negative* numbers in the Staff Allocation tab, so we can show staff their remaining funds (see Staff Allocations tab)

Pay out cheques against invoices from school or staff (or PAC members) – (See PST note below)

Record expenses by cheque number on Expense grid, which shows budget spending areas, AND on the Bank Reconciliation sheet.

**Non-budget or zero-sum cheques:**  These are payments of an in-out nature that don’t fall under the spending budget headings. (For example – paying for shopping cards, where the cost is offset by revenue, or cheques written to Brock School, to generate VSB tax receipts.) I record these Chq#s on the expense tracking for continuity, but NOT the amounts. Then I record fundraising revenue NET of those expenses, and the donation revenue when received first time to the bank, for donations.

### REVENUES

* Gaming Grant – funds come directly into VanCity Gaming Account (email notification)
* Donations & Other revenues – bank deposit
* Donations need to be tracked for VSB Tax Receipting (See Tax Receipts Submission to VSB)
* Fundraising revenues – record these NET (current practice) *because we don’t budget for the expense side of fundraising.*

## Bank Reconciliation

## Monthly Financial Statements

## Year-End Financials

## PST Rebate

We are entitled to apply for a rebate of all PST we spend on materials for the school.

The PST Rebate application is very detailed and onerous, and requires a lot of supporting documentation. May not be practical to do this for small expenses, but good to be aware of for larger purchases.

# BUDGET

## Budget Guidance

## Preliminary Budget

* Get staffing numbers from Principal to calculate staff allocations for classroom supplies and field trip money

## Final Budget

* Populate current year’s Staff Allocations as part of the Accounting worksheet

# BANKING

## PAC Bank Information

VanCity – Main Street Branch  
4205 Main Street, Vancouver, BC V5V 3P8

Account Name:   
The Brock Parent Group of General Brock Elementary School  
4860 Main St. Vancouver, BC V5V 3R8

Relationship Number: 9236422 and 9057158 (this may be the Jumpstart Account)

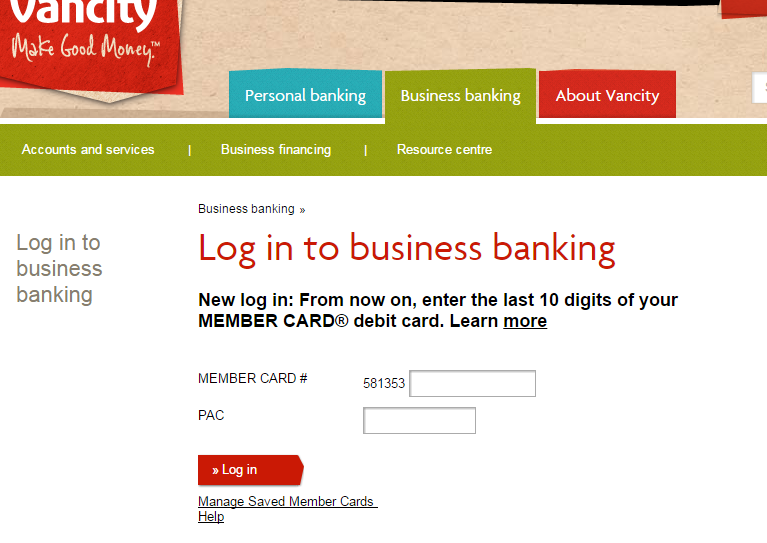
**Account Numbers: (See bank statements)**

Main Chequing Account –– Community Service Pkg #100071754654 (Relationship 9236422)

GAMING Account (also chequing) – Community Serv. Pkg #100071754662 (Relationship 9236422)

Business Jumpstart Savings #100071754688 (interest-bearing short-term savings)

Online Banking Login: <https://www.vancity.com/BusinessBanking/OnlineBanking/>



Member Card Number: 0224186413 (enter this after 6-digit member card number)

PAC: 06844860 (reverse street address back and forth)

Security Questions:



## Cheque Writing

Two signing officers required.

Require original invoices before issuing cheques (to school or staff or PAC members)

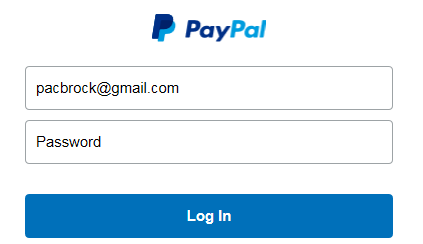
## Investment of PAC Funds

## PayPal (online payments)

Krista Knight has set up a PayPal account for the PAC, with a link on the PAC website. Payments may come into the PayPal account as donations, or we may use it to sell tickets for events.

To LOG IN to the PAC PayPal account:

<https://www.paypal.com/ca/webapps/mpp/merchant>

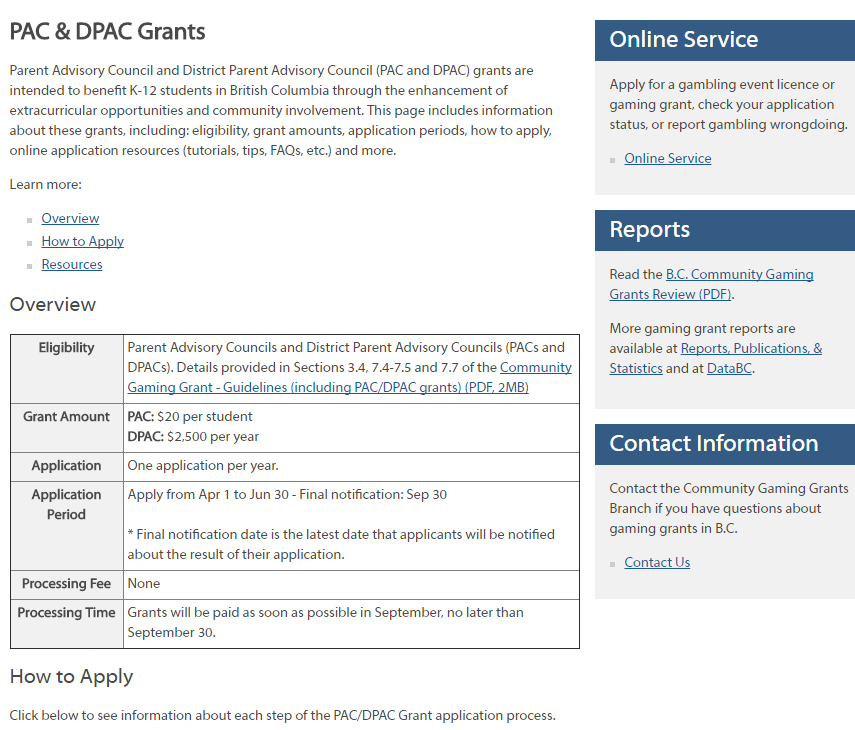


PASSWORD: K1dsneedt0pl@y2016 (or check with Krista if she has changed it)

Once in PayPal, you can see recent activity, run reports for bank reconciliation, and transfer funds to the VanCity bank accounts.

# PAC GAMING GRANT

## Gaming Grant Application





## Gaming Grant Reporting

# COMMUNITY DONATIONS

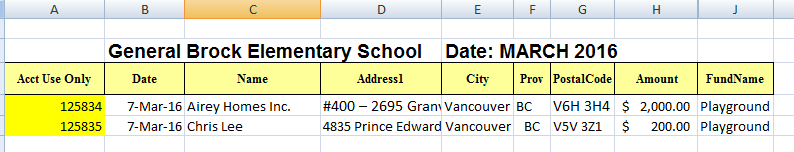
## Direct Drive

## Donation Tracking

## Tax Receipts Submission to VSB

Brock PAC Cannot issue tax receipts directly for donations. The process is as follows:

1. PAC writes a cheque to the school, equivalent to recent donations (see sample spreadsheet )
2. With the cheque, we also email an XL list of the donors names, addresses, and donation amounts, filled out on a special VSB XL form. (Total donations for tax receipt equals cheque amount to school)

  
(The Acct Use Only column will be empty until tax receipts are generated.)

1. Brock Elementary issues a cheque to VSB, and submits it to Perpetua Siglos in their finance department
2. VSB returns a cheque to Brock Elementary, along with tax receipts
3. Record each TAX RECEIPT NUMBER in the Acct Use Only column, so we have a record of each donor’s receipt number.
4. PAC distributes tax receipts to donors (see below)
5. Brock Elementary issues a cheque for the receipted donation amount, and it is deposited back to PAC VanCity accounts.

## Tax Receipts & Thanks to Donors

Each tax receipt should contain the official VSB tax receipt, and a thank you note from Brock PAC.

(Sample document – attached)

# AGM, INCORPORATION, By-LAWS, & SOCIETY ACT

## AGM

## BC Societies Reporting

## Signing officers

# COMMUNICATIONS & IMPORTANT CONTACTS

* Staff are still not used to communicating with PAC electronically – NEED TO CHECK PAC MAILBOX at school
* Communicate funding allocations with staff and principal via the Staff Allocations budget which is part of approved budget (See Expenses and Final Budget)

# NESTERS POINTS

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