Belmore South Public School
P&C Association
By-Laws

These By - Laws accompany the Belmore South Public School P&C Constitution

1. These rules are made under the constitution of Belmore South Public School Parents and Citizens Association.

2. The P&C Association is formed for the benefit of the students of the school, which will; (a) participate as much as possible in the activities of the school and communicate with all members of the school community; (b) engage in fundraising initiatives to raise funds to support learning outcomes for the students of Belmore South Public School; and (c) promote the interests of public education.

3. The financial year of the association will close on 31 December each year.

4. The annual general meeting of the P&C Association will be held in December of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.

5. No person will serve more than three consecutive years in the same position unless unanimously voted in by the entire attendance of the AGM.

6. A general meeting of the P&C Association will be held [on the first Monday of each month during term time] at [7 pm].

7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of $2 to the Treasurer, after any general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.

8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be 5.

9. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.

10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.

11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. Each meeting of the P&C Association will be conducted as follows;

Welcome, acknowledgement of the traditional custodians and formal opening of meeting
Apologies
Minutes of the previous meeting (Receipt/Amendments/Adoption)
Business arising from the previous meeting Minutes
Correspondence
General Business [motions to put on notice or those already notified to members]
Reports - Treasurer, uniform, communications, fundraising (by Vice President), Principal
Meeting Close

13. Minutes from meetings and the Agenda will be forwarded via email and available on the
school blog and in hard copy from the school office no later than the last Wednesday of the month
prior to the general members meeting
(a) all reports from office bearers, sub committees and items for general business must be
received by the secretary on the last Monday of the Month (7 days prior to the general meeting)
(b) Members will review the minutes, agenda items and reports prior to the general meeting
(c) It will be assumed that members will use the meeting time to make amendments, adoption,
receipts and ask questions of the reports
(d) The principals report is the exception and is the only report that shall be read if required

14. For members who are unable to attend the general meeting minutes will be available on the
2nd Tuesday of the month where possible

15. The P&C Association may elect representatives who will be responsible to represent the P&C
Association on committees or at events. Members who are elected to represent the P&C
Association are required to produce a written report to the next general meeting of the P&C
Association.

16. A general meeting of the P&C Association may declare any Officer who has been absent for
three successive meetings, to have vacated their position and to have created a casual vacancy to
be dealt with by means of Rule 6 of the constitution.

17. Any motion to expend P&C Association monies must be placed on notice for the meeting at
which it is to be considered unless it is a standing agreement.

18. The P&C Association may confer the honour of Life Membership or Outstanding Service on a
member of the P&C Association or a volunteer who has made a significant contribution to the work
of the association. Life Members may attend and speak at meetings but are not entitled to vote or
to hold office unless they are also ordinary members.

19. Members of the Belmore South Public School P&C will receive, where possible,
Communication via email, email addresses will be kept by the secretary and remain private. The
secretary will Bcc all correspondence of general mail lists.

20. The Belmore South P&C Association will, where possible, respect the cultural requirements of
our diverse community all BBQ or food activities will be Halal with a Vegetarian option. At fetes
and festivals there will be Halal and vegetarian options as well as non halal foods if offered.

21. Members purchasing goods for all fundraising events must first present a budget to the
Belmore South P&C Treasurer.
(a) for amounts under $50 the member will be issued a cash cheque and a petty cash form to be
filled out, all items will require their own receipt, receipts must be kept and stapled to the form
and change returned to the treasurer.
(b) for items greater than $50 a cheque requisition must be lodged with the treasurer.
Belmore South Public School
P&C Association
Constitution

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Association of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This prescribed constitution is as follows:

1. Name
This body shall be known as the Belmore South Public School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

2. Object and Functions
The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

(i) The objects:
(a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
(b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

(i) The functions:
(a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
(b) to assist and co-operate with the teaching staff in public functions associated with the school;
(c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
(d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

3. School Staff
The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.
4. Membership
Membership will be open to all parents and guardians of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association.

The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers
(a) The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
(b) The Officers shall consist of President, two Vice-Presidents (community and fundraising if the P&C membership can support 2 positions ), Treasurer and Secretary, and shall be elected at the annual general meeting.
(c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
(d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
(e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies
Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:
(a) dies;
(b) resigns from the committee by notice in writing;
(c) ceases to be a member of the association;
(d) is removed under clause 5(a); or
(e) has a continuing and long-term incapacity to fulfil the functions of the position.
7. Annual General Meeting
An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

8. General Meetings
A general meeting shall be held at least once during each school term.

9. Special Meetings
A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum
Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.

11. Liability
(a) A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.

(b) The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions
The annual subscription shall be set by the rules but shall not be less than 50 cents.
13. Subcommittees
The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

14. Dissolution
(a) The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
(b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
(c) Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organisation will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalised until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.
(d) Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. Rule-Making Power
The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:
(a) at meetings of the association;
(b) to convene a substitute meeting when a quorum is not attained at a meeting; and
(c) in making an application for membership.

16. Accounts
The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.
Belmore South Public School
P&C Association
Social Media Policy

Policy
Belmore South Public School P&C Association is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications in all mediums.

Policy Objectives
The Belmore South Public School P&C Association intend to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

Responsibilities
A Community Relations sub Committee will be responsible for the administration and moderating of all Belmore South Public School P&C Association social media.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C members agree to follow Belmore South Public School P&C Association policies including the Code of Conduct.

Members agree to be clear in representing the P&C Association. Where a member is not representing the P&C Association it should be made clear that comments are made by you as an individual. Members shall be mindful that your role with the Belmore South Public School may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C Association related topics or issues.
Where a member uses social media they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards.

Members shall be mindful that social media posts may have consequences where they are not appropriate. Will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Any correspondence received by the private message function is viewed as incoming mail and, as such, must be directed to the P&C for action.

Members will be polite and considerate in all social media activities. Where a post is negative or brings disrepute to the P&C Association it shall be reported immediately to the Administrators for removal. Where a party continues to post negative comments they may be blocked from the Belmore South Public School P&C Association social media accounts.

Belmore South Public School P&C Association has reviewed this social media policy and formed the Community Relations sub committee to perform associated duties as at a
general meeting of the members on the ________ of _____, 20____.

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The Belmore South Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and Communities and students enrolled at Belmore South Public School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education and Communities employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education and Communities.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

**Principles:**
* Complainants should not instigate grievances that are frivolous, vexatious or malicious.
* Grievances and information arising from the handling of the grievance must be treated confidentially.
* Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
* The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

**Procedures:**
* Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.
* If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the Principal, P&C Association President or Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with the P&C Federation along with a copy of these procedures and all relevant policies.
* The Principal/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.
* The complainant may have an independent witness attend any meetings.
*The Principal/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

* If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.

*Grievances are to be resolved no later than six weeks after the complaint is lodged. The outcomes of a formal grievance process may include (but not limited to):
  recommendation to amend policies,
  recommendation to alter practices,
  agreement by parties regarding interactions,
  access to training and development or
  disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to P&C Federation where the matters involve volunteers.

This grievance, complaints and disputes procedures policy is as adopted by the Belmore South Public P&C Association general meeting on (insert date).

Signed President: NAME:

Witnessed Principal: NAME:
Belmore South Public School
P&C Association

Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Belmore South Public School P&C Association ('P&C Association') while undertaking any role or activity related to the Belmore South Public School P&C Association.

The Principles
The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law
Belmore South Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons
Belmore South Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity
Belmore South Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment
Diligence
Belmore South Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:
• Carrying out official decisions and policies faithfully and impartially
• Seeking to attain the highest possible standards of performance
• Exercising care for others in P&C related activities
• Ensuring outside interests do not interfere with a P&C member’s duties or responsibilities
• Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

Working with Children
• The Belmore South Public School P&C Association adheres to the government’s Working with Children Check legislation and relevant procedures

Conflict of Interest
• P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
• A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

Confidentiality
• Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
• Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President’s consent.

Grievances, complaints and procedures
Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Belmore South Public School P&C Association.

Belmore South Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the Belmore South Public School P&C Association General Meeting, <<INSERT DATE>>.
Signed President: ________________________ NAME: ________________________
Witnessed Principal: ________________________ NAME: ________________________
BELMORE SOUTH PUBLIC SCHOOL
P&C ASSOCIATION
UNIFORM SHOP SUB-COMMITTEE RULES

1. Name
The committee shall be known as the Belmore South Public School
P&C Association Uniform Shop sub-committee.

2. Aims
(a) To provide a service to children and school community at a reasonable cost.
(b) To provide stock that complies with the community adopted school uniform policy.
(c) To provide a source of revenue for the school, whilst encouraging parental involvement
in the school community.

3. Membership of the sub-committee
The sub-committee shall consist of at least three (3) members. A Uniform Shop Convenor
will be elected annually at the Annual General Meeting of the Belmore South Public School
P&C Association and will engage members of the community in the following roles .
Sub-Committee roles consist of:
1. Uniform Shop Convenor
2. Uniform Shop Minute Taker
3. Representative of the Treasurer (this can be the P&C Association Treasurer where there
is a bookkeeper employed by the P&C Association it shall be this person)
and if possible two (2) other financial members of the Belmore South Public School P&C
Association. The Principal and President shall be ex-officio members of the sub-
committee.

4. Duties of the sub-committee
(a) The sub-committee shall organise and control the full administration of the Uniform
Shop. However, the sub-committee shall be responsible in all its actions to the Belmore
South Public School P&C Association which shall have the right to reorganise, disband or
close the sub-committee, such decisions to be supported by a majority vote at a general or
special meeting of the P&C Association called for that purpose. Notice of Motion for action
to reorganise, disband or close must be given in writing to the Secretary of the P&C
Association and must be signed by five (5) financial members of the Belmore South Public
School P&C Association. Further, such notice shall be circulated to all financial members
at least seven (7) days in advance of the general or special meeting.
(b) The sub-committee, via the Convenor shall present a written report to each general
meeting of the Belmore South Public School P&C Association.
(c) The Treasurer's representative must lodge with the P&C Association's Treasurer a
current financial statement for presentation to each general meeting of the P&C
Association.

5. Meeting of the sub-committee
(a) The sub-committee shall meet at least once a school term.
(b) The quorum for all meetings shall be five (3) members
(c) A special meeting may be summoned by the Uniform Shop Convenor on a written
request signed by at least three (3) members of the sub-committee. Seven (7) days notice
of any such meeting, stating the business of the meeting, shall be given to all members of
the sub-committee including ex officio members.
6. Funds
All money received by the sub-committee shall be deposited in (INSERT BANK ACCOUNT NAME).
All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

Once all establishment costs have been paid to creditors. All income received by the Uniform Shop shall be given to the general funds of the P&C Association at the end of each term. Recognition shall be given for;
(a) Uniform Shop stock and the purchase of additional equipment for the efficient running of the Uniform Shop.
(b) Purchases exceeding $1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. Uniform operation rules
(a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Belmore South Public School P&C Association.
(b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stock-taking.
(c) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

8. Volunteers
(a) the Belmore South Public School P&C Association Uniform shop is run by solely by volunteers.
(b) The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the Belmore South Public School P&C Associations policies.
(d) The sub-committee Convenor shall ensure that the Belmore South Public School P&C Association has obtained workers compensation insurance to cover all volunteers and public liability insurance.
(e) The Convenor will liaise between all volunteers of the P&C Association Uniform Shop and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Belmore South Public School P&C Association.

9. Audit
The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the Belmore South Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Belmore South Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association’s financial year.

10. Alterations
No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Belmore South Public School P&C Association.
Purchase Approval/ Claim Form

Event: ………………………..

Convenor: …………………

Steps – for Items under or near $50:
1. Gain approval from Treasurer and they will provide a cash cheque
2. Complete attached form
3. Purchase items and deliver below form and all signed & dated receipts & change to the Treasurer

Steps – for Items exceeding $50
1. Complete form according to relevant headings & seek 2 signed approvals from the P&C Executive prior to purchase.
2. Deliver form to treasurer. If it is out-of-pocket payments please attach signed & dated receipt to form & a cheque will be requested for reimbursement. (Please note: Cheque Made Payable To?)
3. If paying supplier directly then please fill out a cheque request.

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Thank you for your support