

It All Counts

Treasurer 101



**BCCPAC Regional Conference -
Kelowna**

October 15, 2011

What you need to know

- What kind of PAC/DPAC are you?
Enabled under the School Act or a Registered Society
- Applying for Direct Access Grants to PAC/DPAC (Gaming Funds)
- Filing government forms
- Preparing a budget
- Fund Raising with Gaming
- Record keeping
- Reporting to members

What you need to know

Applying and reporting for Direct Access Grants for PAC/DPAC

<http://www.pssg.gov.bc.ca/gaming/grants/pacdpcac.htm>

- ✓ Each year, PACs and DPAC apply for Direct Access Grants for PAC/DPAC via the Gaming Branch website or by mail.
- ✓ Applications are accepted between April 1 and June 30
- ✓ Gaming Account Summary Report of disbursements for the prior year must be filed within 90 days of year end
- ✓ Currently grants are paid in September. PACs receive \$20 per student based on last year's enrolment and DPACs receive a flat rate of \$2500.
- ✓ Gaming funds must be spent according to the conditions as described in the following link:

<http://www.pssg.gov.bc.ca/gaming/grants/docs/cond-pac-dpac.pdf>

What you need to know

Filing Government Forms

- ✓ BC Corporate Registry - Societies

<http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page?>

- ✓ PST Refunds on PAC purchases prior to July 1, 2010

http://www.sbr.gov.bc.ca/documents_library/bulletins/sst_116.pdf

- ✓ GST/HST Rebate on PAC purchases

<http://www.cra-arc.gc.ca/E/pub/gp/rc4034/rc4034-e.html>

For large purchases it may be worthwhile to purchase through your school district to take advantage of the GST/HST rebate.

What you need to know

Preparing a Budget

- ✓ Determine your spending priorities
- ✓ Determine your expenses
- ✓ Estimate and plan your revenue
- ✓ Build consensus
- ✓ Pass budget via motion at a PAC/DPAC meeting

All money raised should have a purpose.

All money kept should have a purpose.

PAC Budget 2011/12

	July 1, 2010 - June 30, 2011 Actual	Projection 2011/12
<u>Income:</u>		
¹ Gaming	\$4780.00	\$4620.00
² Fund Raising	\$12,500.00	\$2500.00
³ Other Grants	\$35,500.00	-
Balance Forward	\$289.57	\$898.55
Total:	\$53,069.57	\$8018.55
 <u>Expenses:</u>		
¹ BCCPAC Member- ship	\$65.00	\$75.00
² Childcare	\$250.00	\$500.00
³ Field Trips	\$2183.12	\$2543.55
Hot Lunch	\$874.92	\$1000.00
⁴ Library Books	\$1000.00	\$1000.00
⁵ Playground	\$45,000.00	-
Sports Equipment	\$297.98	\$400.00
⁶ Winter Program	\$2500.00	\$2500.00
Total:	\$52,171.02	\$8018.55

Notes to Projected 2011/12 Revenue:

- ¹ – annual Direct Access Grant to PACs, \$20/231 FTE students (2011/12)
- ² – fund raising will include: hot lunch, spaghetti supper, silent auctions, raffles, etc.
- ³ – will apply for grants from Regional District and local foundations for playground

Notes to Expenses:

- ¹ – annual BCCPAC membership rose to \$75 in 2011
- ² – childcare offered at every PAC meeting, \$50/meeting
- ³ – all field trips including whole school and Grade 5/6 trip to museum
- ⁴ – paid portion of library books
- ⁵ – new playground installed Spring 2011 ~ great effort everyone J
- ⁶ – paid portion of school's winter program

DPAC Budget 2011/12

	July 1, 2010 – June 30, 2011 Actual	Projection 2011/12
<u>Income:</u>		
¹ District Funding	\$5000.00	\$5000.00
² Gaming	\$2500.00	\$2500.00
³ Fund Raising	\$2500.00	\$5000.00
⁴ Other Grants	\$2000.00	\$7500.00
Balance Forward	\$1289.57	\$1935.22
Total:	\$13289.57	\$21,935.22
<u>Expenses:</u>		
<i>All Parents Belong!</i> Parent Education Conference	-	\$10,000.00
BCCPAC Membership	\$65.00	¹ \$75.00
BCCPAC Fall Conference	\$1257.45	\$1500.00
BCCPAC Spring Conference/AGM	\$1428.39	\$1500.00
Childcare	\$225.00	² \$300.00
Communication	\$43.84	³ \$100.00
Meetings	\$2894.86	⁴ \$3500.00
Office	\$297.98	\$400.00
Parent Ed./ Workshops	\$4791.83	⁵ \$4410.22
Travel	\$350.00	² \$150.00
Total:	\$11,354.35	\$21,935.22

Notes to Projected 2011/12 Revenue:

- ¹ – annual financial support from district
- ² – annual Direct Access Grant to DPACs
- ³ – fund raising for *All Parents Belong!* Parent Education Conference will include: pancake breakfasts, spaghetti supper, silent auctions, raffles, etc.
- ⁴ – will apply for grants from Regional District and local foundations to put on *All Parents Belong!* Parent Education Conference

Notes to Expenses:

- ¹ – annual BCCPAC membership rose to \$75
- ² – travel and childcare expense reimbursements at every DPAC meeting. Childcare is based on \$10/hour to a maximum of \$50; Travel is based on the following flat-rate chart:
 - 30 – 60 KM \$15
 - 61 – 80 KM \$25
 - 80 + KM \$40
- ³ – includes long distance calls, conference call charges, etc. for DPAC business
- ⁴ – includes food and prizes for regular meetings and DPAC Executives attending meetings around the district
- ⁵ – includes parent workshops, training and information sessions

What you need to know

Fund Raising with Gaming

- ✓ Most gaming in BC requires a license. A license must be applied for in advance of the proposed event.
- ✓ There are four classes of licenses:
Class A, Class B, Class C, Class D
- ✓ The class of license you'll want depends on how much money you expect raise, the value of your prizes and the price of your tickets.

<http://www.pssg.gov.bc.ca/gaming/licences/>

Gaming Category	Specific games and locations	Class A More than \$20,000 in gross revenue	Class B \$20,000 or less in gross revenue	Class D \$5,000 or less in gross revenue
Ticket Raffles	Regular raffles, 50/50 draws, meat draws, sports pools, sports player drafts, calendar raffles, payroll raffles, cow pie bingo, New Year's baby, rubber duck races, poker rides, cake walks and other such schemes. Conducted and managed by the licensee in various locations in the community.	Yes	Yes	Yes, except for payroll raffles. Maximum \$2 per single ticket, maximum \$500 per single prize.
Poker	Limited Texas Hold'em poker events. Conducted and managed by licensee in various locations in the community.	No	Yes	No
Independent Bingos	Regular bingos, combination games, pre-called and odd-even games, progressive prize games and bonus games. Conducted and managed by the licensee in various locations in the community.	Yes	Yes	Yes, but no progressive prize or bonus bingos. Maximum \$2 per single ticket, maximum \$500 per single prize.
Wheel of Fortune	Typical wheel of fortune games: Money Wheel, Crown and Anchor, 7 Under/Over, and Colour Wheel. Not permitted: Roulette and Sic Bo. Conducted and managed by licensees of social occasion casinos and approved community fairs or exhibitions.	Yes	Yes	No
Social Occasion Casinos	Up to 15 games. Three types of games permitted: Blackjack, Red Dog and Wheel of Fortune. Typical wheel of fortune games: Money Wheel, Crown and Anchor, 7 Under/Over, and Colour Wheel. Not permitted: Roulette and Sic Bo. Small casino-type events conducted and managed in conjunction with a social event (such as a dinner, dance or benefit) and where attendance is restricted to members of the gaming event licensee and their guests.	Yes	Yes	No

NOTE:

The Class C licence, excluded from the table, allows approved community fairs and exhibitions to operate ticket raffles, bingos, wheels of fortune and limited casinos.

Class A Licence - overview

Eligibility	Non-profit organizations raising funds to support programs or services they provide that directly benefit the broader community.
Expected Gross Revenue	More than \$20,000 (for a single event or a series of events)
Eligible Events	Ticket Raffles, Independent Bingos, Wheels of Fortune, Social Occasion Casinos
Application	Submit online or by mail
Processing Fee	\$50.00 (non-refundable)
Processing Time	Up to 10 weeks

Class B Licence – overview

Eligibility	Non-profit organizations raising funds to support programs or services they provide that directly benefit the broader community. Individual sports teams are invited to apply for a Class D Licence. They are not eligible for a Class B Licence unless they meet the organizational eligibility criteria outlined in Section 8 of the Class A and B Licence – Guidelines.
Expected Gross Revenue	\$20,000 or less (for a single event or a series of events)
Eligible Events	Ticket Raffles, Texas Hold'em Poker, Independent Bingos, Wheels of Fortune, Social Occasion Casinos
Application	Submit online or by mail
Processing Fee	\$25.00 (non-refundable)
Processing Time	Up to three working days

Class C Licence - fairs and exhibitions – overview

Eligibility	Only approved fairs and exhibitions are eligible for Class C Licences.
Expected Gross Revenue	Unlimited
Eligible Events	Ticket Raffles, Independent Bingos, Wheels of Fortune, Limited Casinos
Application	Submit online or by mail
Processing Fee	\$150.00* (non-refundable) *Additional fees may apply for certain gaming events.
Processing Time	Up to 10 weeks

Class D Licence – overview

Eligibility	Group or organization must include at least three members who take responsibility for the gaming event. Funds raised must be used to benefit a community and/or third party within British Columbia, or an eligible general purpose of your group or organization that provides direct benefit to a third party or the broader community. Individual sports teams are eligible for a Class D Licence.
Expected Gross Revenue	\$5,000 or less (for a single event or a series of events)
Eligible Events	Ticket Raffles, Independent Bingos NOTE: For Class D events the maximum permitted price of tickets/bingo cards is \$2 each, and the maximum permitted value per prize is \$500.
Application	Online only
Processing Fee	\$10.00 (non-refundable)
Processing Time	Up to three working days

What you need to know

Record keeping

- ✓ For every cheque written, there should be a corresponding invoice, receipt, slip of paper, etc.
- ✓ Make sure all expenses are approved and anticipated in the budget
- ✓ Make sure all cheques required have two signatures
- ✓ Make sure all money received is properly counted by at least two people, and deposited promptly.
- ✓ Bank reconciliations should be done monthly
- ✓ Third party review team at year end, or as needed
- ✓ Keep neat and complete files
- ✓ Manage data entry: electronic or manual ledger?

What you need to know

Reporting to members

- ✓ Regular meeting updates
 - Reconciled bank balance
 - Year to date vs. budget for the year
 - Highlights (transactions since last report)

- ✓ Annual General Meeting Treasurer's Report
 - Final or projected year end financial statement vs. budget for the year
 - Ending cash balance
 - Highlights
 - Budget process for next year

Make it relevant, understandable, and timely!

PAC Monthly Report

	July 1 – September 30	October 1 – December 31	January 1– March 31	April 1 – June 30	Year to Date	Budget 2011/12	Difference
<u>Income:</u>							
Gaming	\$4620.00	-	-	-	\$4620.00	\$4620.00	-
Fund Raising	-	\$1500.00	-	\$500.00	\$2000.00	\$2500.00	\$500.00
Community Grants	-	-	-	-	-	-	-
Balance Forward	\$898.55	-	-	-	\$898.55	\$898.55	-
Total:	\$5518.55	\$1500.00	-	\$500	\$7518.55	\$8018.55	\$500.00
<u>Expenses:</u>							
BCCPAC Membership	\$75.00	-	-	-	\$75.00	\$75.00	-
Childcare	\$50.00	\$150.00	\$100.00	\$50.00	\$350.00	\$500.00	\$150.00
Field Trips	-	\$750.00	\$1450.00	\$400.00	\$2600.00	\$2543.55	(\$56.45)
Hot Lunch	\$200.00	\$250.00	\$325.00	\$300.00	\$1075.00	\$1000.00	(\$75.00)
Library Books	\$500.00	-	\$450.00	-	\$950.00	\$1000.00	\$50.00
Sports Equipment	-	-	\$400.00	-	\$400.00	\$400.00	-
Winter Program	-	-	\$2500.00	-	\$2500.00	\$2500.00	-
Total:	\$725.00	\$1150.00	\$5225.00	\$750.00	\$7950.00	\$8018.55	\$68.55

Links

✓ BCCPAC Leadership Manual – Tab 15

Financial Management in PACs and DPACs – this manual provides PACs and DPAC with lots of valuable information in more detail. We recommend using this as the first resource for any questions you may have about being a PAC/DPAC Treasurer.

http://www.bccpac.bc.ca/UserFiles/File/Leadership%20Manual/Tab15_Financial_management_FINAL.pdf

✓ For more information contact info@bccpac.bc.ca

✓ BCCPAC Listserv <http://www.bccpac.bc.ca/resources/listserv.aspx>

Have a question that other members can help you with? Post it to the Listserv!

✓ Charity Village

<http://www.charityvillage.com/cv/main.asp>

Thank You!

Thanks for attending this session 😊

Susan Wilson, Treasurer

susanwilson@bccpac.bc.ca

