



CATHOLIC INDEPENDENT
SCHOOLS
DIOCESE OF VICTORIA

PARENT SUPPORT GROUP GUIDELINES

Updated May 12, 2021
(Updates noted in yellow)

NAME

The name of the association shall be name of school Parent Support Group.

PURPOSE

1. The role of the Parent Support Group (PSG) shall be to assist the Principal and Local School Council in meeting the needs of the school community. The _____
School.
2. These needs shall be met by:
 - a. Conducting fundraising functions and programs to aid in

MEMBERSHIP

1. Active membership in the Parent Support Group shall be open to any parent, stepparent, or guardian of any student of the School, except for the exclusion listed in 2.
2. Administrators, Local School Council and staff members can serve as non-voting members of the Parent Support Group.

EXECUTIVE

3. Cheque Signing Policy

- a. Cheques are to be signed by two authorized signatories.
- b. There shall be at least four authorized signing officers. Usually these are the President, the Vice-President, the Secretary and the School Secretary and Principal.
- c. All authorized signers must be either an active PSG member or staff member of the school.
- d. The signing officers are subject to the approval of the Bishop.
- e. The primary signatories ideally should be the President and the Principal, except for Gaming Fund disbursements.
- f. Under no circumstances shall the Treasurer or the bookkeeper be authorized to sign cheques.
- g. Persons authorized to sign cheques shall only do so after they have reviewed the supporting documentation and ensured that the transaction is valid and that proper authorization has been given.
- h. Those signing shall indicate their approval on the invoice or statement concerned, by initialing the document.
- i. Under no circumstances are blank cheques to be signed.
- j. A signing officer cannot sign a cheque to reimburse themselves.
- k.
- l. The use of a signature stamp is prohibited.

4. General Funds

- a. General funds include any funds generated through fundraising activities organized and lead by the Parent Support Group, except gaming funds.
- b. General funds shall be held in a separate bank account at the designated Financial institution.
- c. The Parent Support Gr(t)45 02 reW*nBT/F3 1he Treasurer oreTh5itu

5. Gaming Funds

- a. Gaming funds include any funds generated through gaming including licensed gaming events, direct access, certificates of affiliation, gaming fund donations as well as any GST rebates, interest and revenues from the sale of assets purchased with gaming funds.
- b. Applications for all gaming licenses and grants shall be completed and administered by the Parent Support Group.
- c. Funds received through Gaming shall be held at the designated Financial institution for the CISDV, in a separate account and administered by the Parent Support Group, who shall have complete control and management of all gaming funds.
- d. e used
solely for this account.
- e. All disbursements from the Gaming Account shall be in accordance with specific grant conditions.
- f. A Gaming Account Summary Report, which reports on all gaming funds received and disbursed, shall be submitted within 90 days of the
- g. Records of cheques issued from the Gaming Account shall be accessible
- h. All forms, records and receipts obtained from disbursement of gaming funds shall be retained for a period of five years from the end of the fiscal year in which the funds were received.
- i. For detailed regulations refer to the Government of BC Gaming and PAC Grants.

