Senator Patrick Burns Parent Association **Project Funding Process**

APPROVAL PURCHASE FUNDING REPORTING NEED A funding need is Parent Assoc. Parent Assoc. Parent Assoc. or Parent Assoc. (with parent input) determines Administration reconciles identified for an reviews need and investment that arranges for paperwork and which account benefits SPB decided on purchase and file reporting expense will be students funding level funded from delivery Parent **Funding Need Funding** Purchase/ Reconciliation Association Identified Allocation Acquisition and Reporting Approval **Bv Whom** By Whom By Whom

By Whom

- Admin
- Teachers
- Parents
- Students

Format

Written submission using Request Form to Parent Association

Parent Association vote at a regular meeting

Format

Approved motion recorded in Parent Association minutes

Parent Association in compliance with funding conditions (ie. AGLC Regulations)

Format

Parent Association Executive with banking authority

By Whom

Directly by Parent Association or via transfer to SPB Administration

Format

Payment by Parent Association cheque from designated account

Parent Association Treasurer

Format

Signed Request Form by 2 Parent Association Executives and AGLC Year End Filing if required