

# **ST JOSEPH'S SCHOOL SCHOOL COMMUNITY GROUP PROCEDURE**



The School Community Group plays an integral part in the life of the school community by fundraising and assisting with activities which aid parent knowledge and encourage unity and harmony.

## **PURPOSES**

1. To foster goodwill through organising social events that bring the school and the community together.
2. To undertake fundraising which will supplement the school's operational bulk grant to allow the purchase of designated items of equipment along with other arising needs identified by the School Community Group.
3. To assist staff in mounting parent education programmes as the need arises.

## **GUIDELINES**

1. The committee will meet monthly on a date agreed by serving committee members, with an annual meeting being held in the first term.
2. The election of officers and committee members will be conducted at the annual meeting.
3. A Board member will report to each School Community Group meeting. To allow the School Community Group and the Board to work together for the mutual benefit of the school and the community a School Community Group representative(s) is encouraged to attend Board meetings.
4. The School Community Group will consult and seek approval from the Board for all fundraising ventures.

5. Internal controls of finance will be established to ensure that any errors or irregularities are discovered quickly. These controls will include -
  - (a) The operation of a cash book accounting system.
  - (b) Two signatures required on every cheque. The Chairperson, Secretary and Treasurer have the authority to sign cheques.
  - (c) Cheques being written out before the second signature is added.
  - (d) Receipts being presented for reimbursement.
  - (e) A monthly Treasurer's report being presented at each meeting.
6. Meetings are to follow usual procedures with the keeping of accurate minutes. correspondence, treasurer's report, principal's report and general business.
7. The School Community Group will provide the Board annually with a statement of accounts.

## CONCLUSION

The School Community Group is to play an integral role in the social and educational activities of the school. The School Community Group is the main co-ordinating body for fundraising and this plays an important role in supplementing government funds so that an adequate provision of material resources is available.

Procedure Adoption: 2022

Next Review Date: 2025