

# NVPAC Treasurers Round Table Discussion - Treasurer 101



*North Vancouver Parent Advisory Council*

*Follow-up to NVSD Treasurer 101 Presentation - Nov 24, 2021*

# For Discussion

- How important are a PAC Constitution and Bylaws?
- PAC Annual Budget Considerations
- Which Bank?
- What about PayPal?
- Useful Links

# PAC Constitution and Bylaws

- Different for every PAC, be sure you know yours.
- There will be specific processes and dates outlined for Treasurers that you should follow.
- If your C&B is outdated or unclear, look into updating them with your PAC. Excellent resources are available on the BCCPAC website.

# PAC

## Annual Budget Considerations

- Contingency – a modest amount set aside to account for spending in advance of fundraising (a ‘float’).
- Carrying a Balance – carrying a large balance forward from year to year (greater than the contingency), or a very large contingency, is ethically questionable.
- As much as possible, funds raised in the current year, should be used to support students attending that same year.
- Consider directed fundraising for specific purchases (e.g., technology, library, outdoor equipment, etc.)
- Budgets are living documents that can be updated as the year unfolds. Understand the process so that budget updates can be made as needed.

# Gaming Grants

- Every PAC in BC is eligible to apply for an annual gaming grant
- It's the responsibility of each PAC Treasurer to understand and comply with requirements for their gaming grant
- Each PAC must hold a specific Gaming Account and all transactions from that account must be in accordance with the Gaming Grant guidelines
- BCCPAC hosted a joint presentation with the BC Gaming Branch in April and has compiled an excellent set of resources here:  
<https://bccpac.bc.ca/index.php/resources/16-dpac-pac/960-gg-2021>

# Which Bank?

- Any major bank or credit union
- Gaming Grants have specific account requirements (e.g., 2 signatures)
- PACs may have different banking fees, even at the same bank
- Ask about low-fee accounts for non-profits



# What about PayPal?

- There are many intermediate online payment sites - PayPal, Bambora, Square, Stripe, etc.
- Do your research into these platforms before using them and be wary of fraud potential and fees
- Don't circumvent your required processes (e.g., two signatures for withdrawals)
- What's worked well in the past isn't always the best way forward
- Some PACs have been 'locked out' of their Paypal accounts due to more recent information requirements by Paypal
- Feedback - What's working well?

# Useful Links

- Roles and Responsibilities of PAC Executives (by BCCPAC)  
[https://bccpac.bc.ca/upload/2016/05/lm\\_role\\_of\\_pac-dpac\\_executives.pdf?fbclid=IwAR1\\_MralvEAPquTw06iA0MbkFjjPfhN-cBJP-ljiMb2UOP9TrcX-oJWga9w](https://bccpac.bc.ca/upload/2016/05/lm_role_of_pac-dpac_executives.pdf?fbclid=IwAR1_MralvEAPquTw06iA0MbkFjjPfhN-cBJP-ljiMb2UOP9TrcX-oJWga9w)
- Gaming Grants Information (by BCCPAC)  
<https://bccpac.bc.ca/index.php/resources/16-dpac-pac/960-gg-2021>
- Facebook Group - PACs Helping PACs - BC, Lower Mainland  
<https://www.facebook.com/groups/1308619579199627>
- Facebook Group - North Vancouver Schools PAC Collective  
<https://www.facebook.com/groups/204458010068745>
- Facebook Group - North Vancouver DPAC  
<https://www.facebook.com/groups/nvpac>