Swift Water VPO Funds Request Policy

Swift Water VPO funds are primarily intended to benefit the students through the enhancement of school programs and activities. Swift Water VPO Board Members are the guardians of these funds and have an obligation to see that they are protected, used wisely and that Members are frequently updated on the status of these funds.

This policy covers the procedure for making a request for fund expenditure such as, but not limited to, school initiatives, programs, field trip transportation, classroom supplies and other items that are not covered by the annual school budget.

Adherence to this policy will ensure correct practices are known and can be followed easily, and there is an openness and transparency of Swift Water VPO funds to the Swift Water VPO Board, Swift Water VPO Members and Swift Water Elementary School.

Requesting Funds

1. Funds are issued on a first come first served basis.
2. Funds may be requested by Swift Water school administration, teachers, faculty staff and para educators.
3. The Swift Water School Staff member requesting the funds, will be known as the Funds Request Originator for the purpose of this policy.
4. Prior to a request being made to the Swift Water VPO, the Swift Water VPO Funds Request Form is to be completed. Forms can be requested from the School Front Office or by emailing info.swvpo@gmail.com.
5. All areas of the form are to be completed, the $ amount is crucial and must be completed – forms will be returned if this amount is missing. An approx. number is permitted, though for budgeting purposes, this amount must be as accurate as possible.
6. Once completed, the form is to be sent to Swift Water Elementary Site Council. The procedure for which is detailed below.
7. The request needs to be made in a timely manner. The request first goes to Swift Water Elementary Site Council and if approved onto the Swift Water VPO Board. If the request is higher than $1,000, all Swift Water VPO Members need to approve the expenditure, and this will be completed at the next monthly General Meeting. Therefore allow at least 3 weeks for expenditure approval of less than $1,000 and 6 weeks for approval of $1,000+.
8. Items purchased through this Policy, are the property of Swift Water Elementary School, and not the Funds Request Originator or the Swift Water VPO.

Swift Water Elementary Site Council Procedure

1. For the Site Council to receive the completed Swift Water VPO Funds Request form, the Funds Request Originator is to raise the need and present the form at the staff monthly meeting.
2. The Site Council will review the form within 5 days of receipt to ensure the request:
   a. Is in line with school goals
   b. Is going to enrich or enhance students' education
   c. Considers inclusiveness, equity, and access across the school
3. If the criteria have been met, the Site Council will mark the form 'Approved' and email the form to the Swift Water VPO Board at info.swvpo@gmail.com, copying in the Funds Request Originator so they are aware of the approved decision.
4. If the criteria have not been met, the Site Council will mark the form as not approved and will state the reason why. They will then pass the form back to the Funds Request Originator.

Swift Water VPO Procedure

1. The received Swift Water VPO Funds Request form, will be discussed by the Swift Water VPO Board at their next Board meeting.
2. The Swift Water VPO Treasurer will review the income and expenditure report to ascertain if there are sufficient funds available to be used. If so, the process will continue, if not, the Swift Water VPO Board will discuss the best course of action. This will involve emailing the Funds Request Originator, with a copy to the Site Council, with the following options:
   a. Request cannot be granted due to lack of funds
   b. Request cannot be granted due to funds being used for other requests
   c. Request can be granted though there is a wait period. In this case, the wait period will be declared and will be noted within the Swift Water VPO Boards internal documents to review again at the stated timeframe.
3. If approved by the Swift Water VPO Board, and is under $1,000, the Funds Request Originator will be emailed, with a copy to the Site Council, notifying them of the approval. The Funds Request Originator and the Treasurer are to confirm the best option to pay for the item. This can be in two ways:
   a. Swift Water Elementary pays the invoice and the Swift Water VPO writes a check to the school for the expense
   b. The expense is purchased by Swift Water VPO and given to the school
4. If approved by the Swift Water VPO Board, and is over $1,000, the request will go to General Membership for their vote at the next General Meeting. Each meeting is on or around the 20th of each month, except for June, July, August, and December. There are no meetings held in these months.
5. The Funds Request Originator is to attend the meeting and talk with Members about the request and the benefit it will bring to the students.
6. Members will vote, and if approved payment will be in one of the forms as detailed in Section – Swift Water VPO Procedure, point 3.

7. Receipts are to be obtained and sent to the Treasurer, following the procedure as detailed in the Swift Water VPO Cash Handling Policy. It is the obligation of the Funds Request Originator to ensure all receipts to the value of the check amount are received by the Swift Water VPO Treasurer. Failure to do so will result in anomalies in the accounts of the Swift Water VPO.