Note: Feel free to edit this template based on your PSG's needs.

Managing PSG Finances Checklist

<table>
<tr><th>Tick</th><th>Action Required</th></tr>
<tr><td></td><td>At the start of the year
Discuss within the PSG and with the school on PSG's plans for the full year
Set out clear roles and responsibilities</td></tr>
<tr><td></td><td>Draw up workplan with estimated budget/ resources required for each programme.</td></tr>
<tr><td></td><td>Discuss with schools on plans and budget/ resources required (ideally in the 4th quarter of the year before the new academic year) so that it can be factored in the upcoming year's budget.

Try this: Ask if the school could provide PSG with updates on financial guidelines at a frequency both the school and PSG are comfortable with, ensuring transparency and that everyone is kept up to date with developments.</td></tr>
<tr><td></td><td>Seek school's approval of overall budget for the year.

Try this: Understand your school's key considerations when approving PSG's workplans or activity budget.

See Rulang Primary School's considerations as an example. Discuss with your school what your PSG's priorities for the year should be.

<table><tr><td>Alignment with school priorities
Supports school values
Contributes to educational goals
Benefits students directly</td><td>Community and student development
Fosters sense of community
Supports overall student growth</td></tr><tr><td>Budget management
Realistic and transparent budgeting
Clear justification for all expenses
Avoids undue financial burden on parents</td><td>Compliance
Adheres to school policies
Follows MOE guidelines</td></tr></table></td></tr>
<tr><td></td><td>Designate a PSG member to track budget and expenditure for the year.</td></tr>
<tr><td></td><td>Decide on the frequency of budget updates within PSG.</td></tr>
<tr><td></td><td>When planning for an activity
Work within the allocated budget for the event</td></tr>
<tr><td></td><td>Meet the Partnership teacher in-charge of the event and come to a common consensus on the:
a) objective;</td></tr>
</table>

Note: Feel free to edit this template based on your PSG's needs.

<table>
<tr><th>Tick</th><th>Action Required</th></tr>
<tr><td></td><td>b) theme; and the
c) overall budget.

Try this: Siti Dhamirah, PSG leader (2024) from Sembawang Primary School suggests recycling items from previous events, or even DIY some items together. We think a DIY session could stretch your budget and make for a great PSG bonding activity.</td></tr>
<tr><td></td><td>Discuss with school the financial processes and requirements, such as:

a) which party is handling the procurement procedures;
b) whether there is a list of approved vendors for a particular item/ service the PSG is looking at;
c) which circumstances would the PSG need to obtain at least 3 quotations for comparison;
d) who is keeping tabs on the expenditure and receipts for the activity; and
e) how the PSG should submit the receipts and records to the school after the event.</td></tr>
<tr><td></td><td>Provide the school with a detailed breakdown of estimated expenditure and necessary documentations, ensuring that projected and actual expenditure stays within the allocated budget. Any anticipated changes to the budget should be communicated early and approved by the school before purchase.

Tip: Here's a template you can modify for your PSG's needs.

<table>
<tr><td>Event Name:</td><td colspan="3"></td></tr>
<tr><td>Date:</td><td colspan="3"></td></tr>
<tr><td>Item/ Services</td><td>Estimated Value</td><td>Actual Cost</td><td>How to procure this?
(If applicable, include
(a) proposed vendor; and
(b) attach quotation)</td></tr>
<tr><td>e.g. Printing posters in colour</td><td>$50</td><td></td><td>Buy from XX company. See quotation in attachment.</td></tr>
<tr><td>e.g. Room decorations</td><td>$100</td><td></td><td>Buy from XX company. See screenshot of online prices below.</td></tr>
</table>
</td></tr>
<tr><td></td><td>When buying items or collecting fees</td></tr>
</table>

Note: Feel free to edit this template based on your PSG's needs.

Tick	Action Required
	• Ensure proper accountability to guard against disputes or fraud • Do **not** transfer money relating to PSG operations and events to any personal accounts.
	Bill all PSG expenses to the school. If it is necessary for PSGs to pay for the expense first, check with the Partnership teacher in-charge before payment to ensure that reimbursement is permitted. **Try this:** Check if your school has a school corporate card that the PSG can charge expenses to.
	Ask for and retain receipts. **Try this:** Scan or photocopy receipts as the ink on receipts may fade.
	Immediately hand over money to the school personnel when collecting fees for programmes (e.g. workshops/classes).