

Hornsby Heights Public School Parents & Citizens' Association

Fete Sub-Committee Terms of Reference

1. Purpose

The Fete Sub-committee:

- a. shall be convened at the start of a year in which there will be a fete and be dissolved at the end of the same year;
- b. organises and runs the school fete which raises funds for the Association; and
- c. provides a folder at the end of the year which contains all relevant information and advice to be used by the next Fete Sub-committee.

2. Membership

The sub-committee shall comprise interested members of the Association and other interested members of the school community and will include:

- a) Key members of the committee: Chairperson, Treasurer and Secretary
- b) A Stall co-coordinator to represent each stall, the stall co-coordinator should gather their own task-force made up of parents and friends willing to assist with the stall.
- c) Individuals who are non-stall co-coordinators are needed to take responsibility for the following in the areas: Equipment hire, electrical requirements, purchasing, publicity, signage, performing arts, security, competitions, sponsorship and first aid.

3. Meetings

The sub-committee shall elect a Chairperson and hold monthly meetings initially. Closer to the event these meetings will need to be setup at fortnightly then at weekly intervals as deemed appropriate for the effective operation of the sub-committee.

4. Finances

4.1 Ownership of Funds

In accordance with the Association's constitution, any funds raised or handled by the sub-committee are legally funds of the Association.

4.2 Funds for Normal Operation

The Association will provide funds for all up front deposits and expenditures relating to the fete which will be reimbursed to the Association at the conclusion of the event. A detailed budget will be drawn up and presented by the sub-committee to the P&C Association at a full general meeting for approval at least 6 months prior to the event.

4.3 Expenditure

The sub-committee has delegated authority to "commit to spend" up to \$25,000.00 and/or the amount requested in the initial fete budget, approved by the association. Please refer to attachment A for outline of sample fete budget and revenue per stall, based on previous fete figures. Any expenses of more than \$300.00 not outlined in the

budget must be agreed upon by the subcommittee and presented to the association for final approval.

4.4 Additional Expenditure

Any expenditure beyond the amounts specified in 4.3 or on any purchase not consistent with the sub-committee's purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee being confident they can raise adequate funds to cover the propose purchased.

4.5 Financial Management

The subcommittee shall comply with the 'Guidelines for Financial Management'.

4.6 Cheque requisitions

A copy of an invoice must be presented for payment to be made to a supplier. Where possible two week's notice is to be given to the P&C treasurer to ensure prompt payment of an account.

5. Reporting to the Association

5.1 Representation on the Association

The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

5.2 Reporting to the Association

The sub-committee shall provide monthly financial report and an Annual Report to the Association's Annual General Meeting

6. Security and money

6.1 Cash Advance (stall holder float)

Subcommittee treasurer to request from P&C treasurer cash amount required for day of fete at least (7) days prior to event. The cash is to be obtained from the bank by the P&C treasurer and a member of the subcommittee.

Cash obtained is for the purpose of stall floats and must be counted and recorded by at least two people before distribution is made to the stall holders.

6.2 Counting money

A secure area must be set aside, in previous years the designated area has been the office located next to the principals office.

6.3 Money bags

Calico bags clearly labeled (2) per stall as well as plastic coin bags need to be obtained prior to the event from the bank.

6.4 Fete Treasury

All volunteers working on the day need to have a name badge to identify them to stall holders. Person's not identified as part of the treasury are not allowed to collect or distribute money to a given stall.

6.5 Treasury Procedures

All stall holders need to be made aware of the procedures of the treasury prior to the event. Please refer attachment B. Fete Treasury Procedures.

6.6 Change

Ensure enough change is at hand to allow for a cash float for all stall holders. Also ensure a change float is available at the treasury as back up.

6.7 Outside Vendors

Ensure that outside vendors pay for their stalls in advance. The subcommittee Treasurer or a representative is responsible for the collection of takings from vendor at conclusion of the event.

Attachment A Outline Sample Fete Budget

Hornsby Heights Public School P&C Association Fete Budget for the year of 2010

Anticipated income

Stall fees	\$200.00
Donations	\$200.00
Wrist Band Sales	\$5,500.00
Takings from stalls on the day	\$36,600.00
Total	\$42,500.00

Anticipated expenses

Equipment Hire	\$1,500.00
Stall costs	\$15,330.00
Publicity costs	\$400.00
Miscellaneous Expenses relating to setup	\$500.00
Cash float	\$4,000.00
Thank You BBQ	\$350.00
Reimbursement to school from Haunted House (YR6)	\$670.00
Thank you gifts (general)	\$150.00
Total	\$22,900.00

Approximate Funds from 2010 Fete pledged

Funds pledged for: ???????

Total	\$19,600.00
--------------	--------------------



Attachment A_Fete
Budget 2010.xls

HORNSBY HEIGHTS PUBLIC SCHOOL FETE 2008 - REVENUE PER STALL

Stall	Takings	Float	Expenses	Net Revenue
BBQ	\$2,687.68	\$305.00	\$1,062.27	\$1,320.41
CAFÉ	\$1,734.03	\$170.00	\$1,163.74	\$400.29
CAKES sales on day \$824.70, Raffle \$126.00 + (Bendigo bank \$500.00)	\$1,603.78	\$210.00	\$179.00	\$1,214.78
CHOCOLATE WHEEL	\$2,156.38	\$70.00		\$2,086.38
CRAFT				
	\$2,826.38	\$205.00	\$159.85	\$2,461.53
KINDI FARM	\$528.08	\$280.00	\$748.00	(\$499.92)
FACE PAINTING	\$358.68	\$80.00	\$38.65	\$240.03
FAIRY FLOSS/SNOW CONES	\$2,119.08	\$135.00	\$635.00	\$1,349.08
HAUNTED HOUSE	\$760.23	\$90.00	\$670.23	\$0.00
HEALTHY BUZZ	\$414.08	\$220.00	\$419.52	(\$225.44)
HOOPLA	\$1,486.43	\$200.00		\$1,286.43
HOT DOGS	\$1,402.08	\$120.00	\$198.00	\$1,084.08
KIDS ART DISPLAY	\$1,543.08	\$115.00	\$659.06	\$769.02
LOLLIES/SHOWBAGS	\$1,812.68	\$206.00	\$1,599.92	\$6.76
NOVELTIES	\$1,324.38	\$105.00	\$1,306.57	(\$87.19)
PLANTS	\$1,833.08	\$160.00		\$1,673.08
REFRESHMENT STAND	\$1,532.58	\$130.00	\$229.82	\$1,172.76
RIDES sales on day \$3480.00 + (wrist bands prior : cash \$2910.55/cheques \$1740.00/ \$680.00 for other expenses)	\$8,820.63	\$200.00	\$6,905.60	\$1,715.03
SECOND HAND BOOKS	\$1,915.53	\$295.00		\$1,620.53
SILENT AUCTION	\$431.08	\$0.00		\$431.08
JENNY LEWIS RAFFLE (was sideshow alley)	\$884.08	\$205.00		\$679.08
TEMP TATOOS	\$321.34	\$95.00		\$226.34
WHITE ELEPHANT	\$2,009.08	\$320.00		\$1,689.08

PETTY CASH	\$80.00	\$80.00		\$0.00
BANK RESERVE FLOAT	\$0.00	\$0.00		\$0.00
CELESTIAL SCENTS	\$120.00	\$0.00		\$120.00
COFFEE VAN	\$1,060.00	\$0.00		\$1,060.00
NUTRIMETICS RAFFLE	\$176.00	\$0.00		\$176.00
PRIVATE STALL FEES	\$410.00			\$410.00
DONATIONS	\$170.00			\$170.00
SUB TOTAL	\$42,520.45	\$3,996.00	\$15,975.23	\$22,549.22
GENERAL EXPENSES (see treasury spreadsheet for breakdown)			\$2,379.68	
TOTAL PROFIT				\$20,169.54

Please note Haunted House (Line 12) did actually make a profit of \$670.23 but this was deducted as an expense as it is a Year 6 donation to the school. (as advised by Mrs Eastman & previous Treasurer Derek Osborne.



Fete08 Per Stall
PL_28Oct08.xls

Attachment B

Fete Treasury Procedures

Draft 1. by Monika Cole 01.06.09

This document has been designed to assist the Fete Committee Treasurer and P&C Treasurer to uphold the financial responsibilities of the biannual Hornsby Heights Public School Fete.

Forms relevant to treasury are included, but not limited to, those listed below. It is expected that these forms will be available 3 months before a fete on the P&C link on the HHPS website www.hornsbyhyps.schools.nsw.edu.au/

Bank Request for Float_template
 Money tags for float bags_stall holder
 Float received record sheet
 Stall holder Deposit Slips_template
 Independent Stalls Information form_template
 Fete Budget_template
 Fete Stall Holders P&L_template
 Fete Treasury P&L_template
 Stall holder reimbursement request form

1. SET UP FETE BUDGET

The Fete Committee, together with the P&C executive need to come to agreement on a budget prior to making commitments with suppliers. It is recommended that the profit & loss figures per stall from the previous fete be reviewed and where it is needed stalls be removed or added.

2. SETUP OF TREASURY P&L SHEET

As the HHPS Fete is a P&C fund raising event, financial records need to be kept by the P&C Treasurer.

3. FLOAT ORDER FROM BANK

A letter is required by the Commonwealth Bank to secure float monies for the fete. This letter needs to be given to the bank one week prior to the event with pick up arrangements made to collect float money the day prior to the Fete. *Please note that money should be collected from the bank by **two** representatives.

4. FLOAT COUNTING

It is very important that two persons (one being the P&C Treasurer) count the float money and place into the stall holder float bags. The float bags are then placed overnight into the school safe.

5. FLOAT DISTRIBUTION

Stall holders should be made aware to collect their float on the morning of the fete and sign off that they have collected their monies. In the event that a stall holder has forgotten to collect their float, a treasury representative will take their float to the stall and have it signed off.

6. ADDITIONAL FLOAT MONIES

An additional float will be kept at the treasury for stalls that have run out of change.

7. STAFFING THE TREASURY

A minimum shift of two representatives should man the treasury at all times. The setup of a roster and breaks should be done in advance with extra persons on hand at the end of the day to assist with counting.

All treasury staff should wear name tags colour coded to ensure they are identifiable by stall holders as being able to collect monies.

8. MONEY COLLECTION

Treasury representatives should collect stall holder contributions at regular intervals as outlined in the money collected record sheet.

9. RECORD KEEPING OF MONIES RECEIVED

The accurate counting of money received on the day is the most paramount duty for the treasury. Money collected from stall holders needs to be marked off correctly before being recorded on the bank deposit slips.

Two treasury representatives need to sign off on all deposits received from an individual stall on the stall deposit slip.

These deposit slips will then be entered into an excel spreadsheet by the treasurer at a convenient time. It is important to note that from previous years experience errors have occurred in data entry due to fatigue. It is suggested that the data entry is done after the fete, and all efforts on the day be concentrated on monies banked.

10. TRANSFERRING MONEY TO BANK

An initial deposit to the bank on the day of the fete is recommended. This reduces the risk to the school and the treasury representatives. Two representatives from the treasury should be available to take one deposit of cash notes to the bank prior to midday on day of fete.

Balance of money received at end of day may be taken to the Commonwealth Bank night safe for deposit or stored at the school in the school safe. All monies received on the day must be deposited by the Monday following the fete. At all times where large amounts are deposited, two representatives need to be available to go to transfer monies to the bank.

An alternative arrangement can be made by the use of a security company.
(to be advised)

11. PAYMENT OF ACCOUNTS

All suppliers need to be paid on time and on presentation of an invoice only. Please liaise with the P&C Treasurer to request a cheque.

12. REIMBURSEMENT STALL HOLDER EXPENSES

All stall holders need to complete a reimbursement request form and provide receipts for expenses incurred in relation to their stall. Expenses will be reimbursed as soon as possible by the treasury. To ensure an accurate Profit & Loss picture is obtainable post fete, it would be appreciated if expense reimbursement requests are handed to the Fete treasurer or P&C Treasurer prior to or on the day of the fete.

13. RECONCILIATION

The Fete treasurer & P&C Treasurer will liaise at the conclusion of all banking and provide a report to the school community as to the initial summary of the fete for inclusion in the school newsletter. (Expenses still to be paid can be estimated from the initial budget to give a "preliminary profit figure").

As donations can occur for some time after the fete, a proper reconciliation is sometimes not possible until early December following the fete.

All income & expenses as well as monies pledged to the school need to be made transparent at close of the school year.