

Process for requesting funds from Broadfield FOS

Overview Any member of the school staff or community may request funds, provided the purpose is aligned with our spending guidelines. The main one is that funds must directly benefit the children in our school. As from October 2015, we will use this process to make decisions about requests for funding from the Friends of School.

The process has been constructed to ensure that we:

- Prioritise spending appropriately
- Deal with requests in an efficient manner
- Maintain transparency around our procedures
- Get maximum results from limited resources

The process

Who	Step	Action	Details								
YOU	1	Get quote/s	Guidelines: <table border="1"> <thead> <tr> <th>If the amount is...</th> <th>Then you need...</th> </tr> </thead> <tbody> <tr> <td>Less than \$500</td> <td>1 quote (or explanation if not available)</td> </tr> <tr> <td>\$500 - \$5,000</td> <td>At least 2 quotes (& if over \$2,000, evidence of BOT approval)</td> </tr> <tr> <td>More than \$5,000</td> <td>3 quotes & evidence of BOT approval</td> </tr> </tbody> </table>	If the amount is...	Then you need...	Less than \$500	1 quote (or explanation if not available)	\$500 - \$5,000	At least 2 quotes (& if over \$2,000, evidence of BOT approval)	More than \$5,000	3 quotes & evidence of BOT approval
			If the amount is...	Then you need...							
			Less than \$500	1 quote (or explanation if not available)							
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More than \$5,000	3 quotes & evidence of BOT approval										
2	Complete Application form	You will find the application form on our school website: www.broadfield.school.nz <insert page link here> or here: Funding Application									
3	Submit to FOS	Send your completed application form along with your quote/s by email to: broadfieldfos@gmail.com									
FOS Chair-person	4	Add request to next FOS Meeting agenda	The Chairperson will add your request to the agenda for the next Friends of School meeting. We encourage you to attend the meeting in support of your request, especially for larger requests. The Principal will also be asked to comment.								
FOS	5	Discuss and decide	At next FOS meeting, any applications on the agenda will be discussed.								
	6	Consult with school community	If the amount is over \$1,000 we need to advise the community via school newsletter and provide an opportunity for any objections or suggestions								
FOS Exec	7	FOS decision	Once a final decision is reached, you will be notified by a member of the FOS Exec committee. <ul style="list-style-type: none"> • For small amounts this may happen at the FOS meeting. • For amounts over \$1,000 it will be after community consultation. 								
YOU	8	Commit to spending	You may either: <ul style="list-style-type: none"> • Pay the invoice yourself and ask for reimbursement from the FOS Treasurer (Provide a receipted invoice for our records) • Present the invoice to the FOS Treasurer for payment. 								

