



**ddletb**  
 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
 Átha Cliath agus Dhún Laoghaire Education and Training Board

**PARENTS' ASSOCIATION MONIES**  
**POLICY**

**Version:** 3 / 10.2023

**Date ratified by DDLETB Senior Leadership Team:** 9<sup>th</sup> October 2023

**Date noted by DDLETB Board of Management:** 16<sup>th</sup> October 2023

**Signed:**  (CEO)

**Uploaded to DDLETB Intranet**  YES / NO

**English and Irish versions uploaded to DDLETB Website:** YES / NO

**Date for review:** 9<sup>th</sup> October 2025

Policy No: PL/017	Version No: 3 / 10.2023
Previous versions: v2/2022	Effective Date: 9 <sup>th</sup> October 2023
Board App/Noting: 16 <sup>th</sup> October, 2023	Review Date: 9 <sup>th</sup> October 2025

## Parents Association Monies Policy

The following must apply in respect of all monies raised by a Parents' Association;

1. The Principal must formally authorise all fund raising;
2. The purpose for which the monies are raised must be set out in each instance of each fund raising initiative;
3. A receipt should issue where appropriate;
4. Monies raised must be exclusively used for the benefit of the school but not necessarily and entirely for the specific purpose defined or stated. The purpose must be approved by the Principal;
5. The Parents' Association may have one current account only;
6. Quotations should be sought for all goods and services, as follows;

<b>Value of Purchase (including VAT)</b>	<b>Number of quotations</b>
✓ Purchases less than €500 than €5,000	No quote ✓ Greater than €500, less
1 quotation	
✓ Greater than €5,000, less than €15,000	3 quotations
✓ Greater than €15,000, less than €25,000	5 quotations

Over €25,000 must go to tender, please contact the Procurement Section.

7. A record must be maintained of the order. All purchases must be on foot of an order, approved by the Principal;
8. In instances where there will be any works of a building/construction nature or taxation implications (Relevant Contract Tax, Reverse VAT and Professional Services Withholding Tax), please contact the Buildings and Property Department;
9. Each cheque or other disbursement must have two signatories, one of which must be the Principal. No disbursement may be made in the absence of an order and original invoice;
10. The account must be fully reconciled on a quarterly basis;
11. The order and all associated invoices must be stapled together and filed, in addition to a copy of the cheque;
12. A financial report setting out the opening cash balance, income and expenditure for the period must be given to the Board of Management on a quarterly basis;
13. Head Office may review the reconciliation and any underlying and related documentation at their discretion.

END