



Supporting Parents
Supporting Children

Parent Associations and Money

The legal background



A parent association is entitled to raise funds for the administration and activities of the association and is entitled to open an account in the name of the parent association.

To safeguard all members of the parent association it is advisable that 2 people are responsible for signing any cheques. This is normally the Treasurer with either the Chairperson or Secretary.

The parent association must get a form from the bank to validate the names of those who are entitled to sign cheques; normally, this must be done each year when there is a change of personnel on the committee.

All transactions (income and expenditure) must be accounted for and a report given at each committee meeting by the Treasurer.

Full accounts must be maintained and presented at the parent association Annual General Meeting, in accordance with the rules of the association.

National Parents Council Primary advise that parent associations send a copy of the annual accounts to the Board of Management for information purposes.

FUNDRAISING

Primary school education in Ireland is free, and parent associations must be careful not to put pressure on parents to raise funds for the association or the school.

If a parent association organises a Voluntary Contribution, it should be exactly that, voluntary! No child or parent should be identified in any way for either contributing or not contributing.

At the beginning of the school year, the parent association should meet with the Principal, who is a member of the board of management and together they will decide what will be of most benefit to the school. The Principal may draw up a wish-list from which the parent association committee can choose. The approval of the board is needed prior to any funds being raised.

The expenditure of the funds raised is by the board of management, in consultation with the parent association. Receipts should be given to the parent association for all items/services purchased with funds received from them.

Any funds must be used for the purpose/s for which the money was collected. Money raised for example for sports equipment must be spent on sports equipment. If, in exceptional circumstances, it becomes unnecessary for the board to use all the funds raised for the purpose specified, the board will communicate this to the parent association and where appropriate the local community. In any event, the funds must be used for the school. The board in consultation with the parent association committee will decide the change of purpose for which the funds are used.



The board of management prepares a total account of income and expenditure at the end of each school year and this should be available to parents. This will reflect the general income and expenditure activities of the school, including the contributions from the parent association.

This information is also published in the Management Board Members Handbook published by the Catholic Primary School Managers Association.

INSURANCE FOR A PARENT ASSOCIATION

National Parents Council Primary advises parents associations to take out their own insurance policy to cover their members in the event of claims.

The insurance provides cover for events such as fundraising events, meetings, sports days, sales of work etc.



Insurance policies are available for summer schools/camps run by parent associations.

The parent association committee should make sure that all activities of the parent association comply with health and safety regulations.

Parent associations need to discuss their insurance requirements with an insurance broker.

For information on insurance please contact your insurance broker



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