

## Policy and Procedure Register updates – Summary of changes to:

### Requests for voluntary financial contributions procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
The updated Voluntary Financial Contribution (VFC) procedure provides clarity around responsibilities and processes when requesting parents to make a VFC .		
<b>2. Summary of changes</b>		
The updated procedure provides greater clarity on the responsibilities of Principals and the school administration and the process steps to be taken relating to the administration of Voluntary Financial Contribution (VFC).		
The role of P&C Associations ability to request and manage a VFC has been removed as the <i>Education (General Provisions) Act 2006</i> specifically nominates the school Principal as the only position who can make a request for a VFC.		
Clarity on the responsibility of the P&C Association to ensure that parents are made aware of when VFCs are a discussion item on the P&C agenda has also been included.		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
School Principals	Greater clarity on roles and responsibilities of a school Principal when requesting parents to make a VFC	2
<b>4. Communication and support for implementation</b>		
Communication and engagement for the amended procedure will be provided through the OnePortal Bulletin Board and Financial Advisory Services newsletter.		
<b>Please provide feedback to:</b>		
<ul style="list-style-type: none"> <li>Andrew Wowor via email <a href="mailto:FinancialPolicy.Finance@ged.qld.gov.au">FinancialPolicy.Finance@ged.qld.gov.au</a>.</li> </ul>		