

2. It shall contain the regular yearly-proposed revenues and anticipated expenses.

Example: Hot Lunch Sales and Expenses
Fundraising Events
Donations to the School

3. The Board Members shall approve the proposed Budget.

Section 4 Financial Reports

The Treasurer shall:

1. Provide members attending the Fall General Meeting with a report outlining revenues and expenses from the previous School year, September 1 to the August 31, as well the current School year financial state, and current School year Budget approved by the Board. The report outlining revenues and expenses from the previous School year shall be presented for acceptance at that time. Acceptance shall be by simple majority of those present and voting.
2. Provide a report of the PAC's current financial state as required at the request of the PAC Chairperson or PAC Co- Chairpersons.

INFORMATION NOTICES

1. Notices dealing only with PAC business may be sent out at the discretion of the Executive.
2. Notices for General Meetings shall be sent out at least one week prior to that meeting. Any following notices shall be sent at the discretion of those drawing up the original notice.
3. A notice shall be considered sufficiently delivered by providing a copy to at least one child from each family attending the school.

MEETINGS

1. General Meetings may be conducted as follows:
 - a) Minutes
 - b) Correspondence
 - c) Officers' reports
 - d) Treasurer's report (Annual Report – Fall General Meeting)
 - e) Committee reports
 - f) Unfinished business