



HKIS Parent Faculty Organization - Divisional Allocation Process

Overview:

The Parent Faculty Organization (PFO) Constitution state that the projects funded by the Parent Faculty Organization through the PFO Divisional Allocation Process must support the HKIS Student Learning Results (SLRs).

The PFO seeks to build and support the HKIS Community school-wide and within divisions, while remaining mindful of the HKIS Student Learning Results, Mission Statement and Vision. Our goal is to provide funding for programs, preferably across the entire division, that help strengthen the HKIS Community and enhance the student learning experience in a broad and meaningful way.

Our detailed PFO Divisional Allocation Request Form is available to every HKIS Faculty Member on the PFO's website on DragonNet.

Steps to Complete:

- 1.) A Faculty Member must complete a PFO Allocation Request Form for the project needing funding. Any Faculty Member wishing to initiate a project can ask for assistance facilitating the process from the PFO Divisional Parent Representative and/or the PFO Divisional Faculty Representative. The PFO Representative may initiative early discussions with PFO Board members to gauge support in advance.
- 2.) While in the early planning stages, the Faculty Member initiating the project should be engaged in communication with the Divisional Administration about their proposed funding request. If the Administration is supportive, the Faculty Member then completes the Form, signs and obtains the Divisional Principal's signature on the form. The form must be accompanied by any quotations or supporting documentation to be considered complete. Note: In the event that the Principal is away traveling (i.e. Hiring Fairs, Professional Development, etc.) and not physically present, an Associate Principal may sign the form, but an email from the Principal confirming their approval is also required.
- 3.) Once approval is confirmed by the Divisional Administration it is returned signed to the PFO Divisional Parent Representative. The PFO Divisional Parent Representative signs the Form and emails the form to the PFO President/SVP with all attachments. The PFO President/SVP will share it with the Interim/Assistant Head of School/Head of School who confirms notice of the request and is invited to provide comments if applicable. The form is then returned to the PFO President/SVP.
- 4.) Once the PFO President (or in her/his absence the PFO Senior Vice President) has reviewed the document and completed any follow up that may be necessary, she (or he), with the assistance of the PFO Secretary, will formally present the request to the PFO Board for voting, either at the next PFO Board Meeting or, in urgent cases, via e-mail. The PFO Divisional Representative is responsible for ensuring all documentation is available to each PFO Board member for review by uploading to the PFO

Board meeting folder when the vote is taken. A simple majority (over 50% of votes) of the PFO Board Members must vote yes in order for a request to pass. In the event of a tie, the PFO President, or in his or her absence the PFO SVP, will make the final decision.

5.) The PFO Divisional Parent Representative will inform the Divisional Principal about the results of the vote, copying the PFO Treasurer who owns the tracking of all approved allocation requests. This includes the amount approved for each project, and the remaining allocation balance for that Division.

6.) The PFO Divisional Parent Representative and PFO Treasurer will liaise with the Divisional Administration submitting the request to ensure invoicing and billing is completed within a reasonable timeframe following completion of the approved project. The HKIS Accounting Department may be involved in this process as well if any expenses were paid by them first and therefore require reimbursement. All accounting transactions shall be completed prior to the end of the PFO's Fiscal Year (July 31), preferably prior to the Board AGM held annually in May.

Assumptions:

-The Divisional Administration should be aware of every project for which a Faculty Member has filled in an Allocation Request Form; this is why the Divisional Principal signature is required. (The PFO Divisional Parent Representative and the PFO Divisional Faculty Representative do not necessarily need to be involved in this step.)

-The Divisional Principals determine how they would like their PFO Divisional Allocation Budget to be spent each year, with the final approval being the PFO Board Members' vote. In the development process, only the Divisional Administration can ultimately reject, shelve, or delay a project within their division. By granting their signature, school Administrators decide which projects are to be considered by the PFO Board. The PFO Board can only vote on projects that have already been accepted by the Divisional Administration.

-The PFO Board expects to vote on every project that was signed off on by Divisional Administration.

- It is the intention of the PFO Board that Divisional Allocation Funding be provided to a project for a maximum of 2 years. If funding is required beyond the 2nd year, it is the PFO Board intent it be absorbed into the HKIS budgeting process adhering to any guidelines outlined and under remit of HKIS Administration. Requests to the PFO Board for project funding for a 3rd year will only be considered under exceptional circumstances and after HKIS HOS/Divisional Principal has confirmed the internal budgetary process has been exhausted / request for funding . Exceptional requests may be presented to the PFO Board in person by the PFO Board Parent Representative and /or Faculty Divisional Representative and/or Divisional Principal. Ideally two of the three should be present at the PFO Board Meeting when a vote takes place. The PFO Board has the final decision on any request for funding beyond a 2nd year.

- Collaboration between divisions for larger, cross-divisional events, activities and programs are possible. This may be helpful and allow for more budget flexibility and enable new events be trialed, activities and programs. This requires however close communication and clearly aligned allocations with regards to responsibilities and resources. Especially, the allocation amount for each respective division needs to be clearly spelled out, not only in percentage of total allocation, but also in absolute terms (HK dollars).

Budget/Procedural Notes:

- Within the school year, the PFO Board has no deadline for review or voting on a PFO Divisional Allocation Request. We consider funding requests up until our final General Board Meeting in May if absolutely necessary. However it is strongly preferred a soft deadline of January PFO Board Meeting be targeted for the majority of funding annually with remaining allocation agreed by March PFO Board Meeting annually to allow processing time prior to the end of the PFO's Fiscal Year (July 31).

- The four Annual PFO Divisional Allocation Budgets are set at circa \$50,000 HKD per division, per year, as an allocation target that serves as general guideline. Annual PFO Divisional Allocation Budgeting may change based on factors including the prior-year's earnings/expenses or projected revenues/expenses anticipated for the following year. It may also take account of factors such as Divisions co-sponsoring projects and significant, one-time or extraordinary HKIS events or celebrations from year to year. The Annual PFO Divisional Allocation Budget is set for one school year only. Unused allocation funds do not roll over into the next school year. The PFO may review the divisional funding structure as needed from time to time while striving to maintain flexibility in planning and support for divisional projects in fairness to all divisions.

The PFO Board reserves the right to consider one-off divisional, multi-divisional, or all school funding requests outside of the allocations budget in special circumstances for one year only per project. The steps followed would be the same as listed above. In the case of multi-divisional requests, all Principals involved must sign the Allocation Request Form. For this and in all cases of an all school request, the Form should be signed by the Head of School or Associate Head of school to confirm notice of the request made.

Document History:

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