



# Bayside Special Developmental School

## Fundraising Policy - 2019

### **Rationale:**

Fundraising contributes to the school's ability to provide a diverse range of quality programs and upgrading of equipment, etc.

### **Aims:**

To raise sufficient funds to achieve the educational goals of the school.

### **Implementation:**

- In accordance with Part 4 Division 2 Regulation 48 of Education and Training Reform Regulations 2007, School Council may raise funds for school purposes by conducting local efforts or amusements.
- School Council will authorise all referred fundraising activities in line with the Fund Raising Team Charter outlining current/forthcoming projects, anticipated outcomes and reporting.
- All fund raising events must have appropriate internal control mechanisms, (<http://www.education.vic.gov.au/school/principals/finance/pages/guidelines.aspx>) and must have a specific purpose so that contributors understand the purpose of the activity.
- Revenue and expenditure budget proposals should be prepared for each activity.
- School Council will have a Finance sub-committee which will have responsibilities including providing advice and recommendations to School Council in relation to fundraising, sponsorships and donations.
- Community partnerships with large organisations will be fostered by the Principal Class and Business Manager who will oversee the relationship(s) and related financial and legal agreements.
- Any fundraising involving raffles or bingo must be undertaken with the permission, and under the instructions, of the Victorian Commission for Gambling Regulation (<http://www.vcgr.vic.gov.au>).
- The School Council (through the Finance Sub-Committee/Business Manager) must investigate thoroughly any legal, taxation (GST treatment), insurance and government-related compliance matters prior to conducting any fundraising activity.
- All fundraising activities will be identified as such, and will only involve voluntary participation.
- All profits (and losses) associated with fundraising activities will be reported to the wider community.
- All transactions related to fundraising activities will be reported to School Council.

### **Evaluation:**

This policy will be reviewed regularly as part of the school's three-year review cycle.

### **CERTIFICATION**

Signed   
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School Council President

Signed   
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Principal

This policy was ratified by School Council on

18 February 2019