

FUNDRAISING POLICY

PURPOSE

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

SCOPE

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

POLICY

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 fundraising events must have appropriate internal control mechanisms 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.

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.

RELATED POLICIES AND RESOURCES

[Finance Manual for Victorian Government Schools](#)

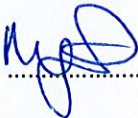
[Section 3 Risk Management](#)

[Section 4 Internal Controls](#)

[Section 10 Receivables Management and Cash Handling](#)

REVIEW CYCLE

This policy was last approved 15th March 2021 and is scheduled for review – February 2022 .

Signed:  Date: 15/3/21 Signed: _____ Date: _____

School Council President

Principal

