



SHERBOURNE PRIMARY SCHOOL FUNDRAISING POLICY

RATIONALE:

School Council is responsible for how the school raises revenue, over and above the funding provided by the government, to fund improvements to the learning environment.

All fundraising activities must be in line with our school's values and goals together with DET guidelines and they must also meet external legal obligations.

This policy is designed to support the Parents and Friends sub committee of Sherbourne PS in their fundraising efforts and to clarify the fundraising responsibilities, organization, calendar, fundraising target and resource allocation across the School.

PURPOSE:

To raise funds within the greater school community to continually improve the educational and environmental goals of Sherbourne Primary School and to ensure that the school community directly benefit from the fundraising.

IMPLEMENTATION:

SPS Parents and Friends and School Council will work collaboratively to identify and/or review both short term and long term fundraising priorities for the school annually.

This discussion will normally take place prior to the conclusion of the school year at a designated meeting. Members of the school community, Parents and Friends and School Council will be encouraged to give their input to this meeting.

Costed proposals for fundraising targets and activities will be invited from the whole school community each year in term 4.

An annual whole school fundraising calendar will be developed by the Parents and Friends Sub Committee and approved by School Council in Term 1 of each year.

All fundraising events will be run as Input Taxed Events and minuted at School Council as such.

All fundraising events must be approved by School Council, prior to commencing and regularly reported to School Council. The proposal can be presented at meeting or by email. Fundraising events must follow the **SPS Fundraising Process. *Attachment A**

All fundraising events must have an appropriate internal control mechanism, including a risk analysis Process as determined by DET Guidelines.

Contributors to fundraising events must be informed that funds raised will be used in the best interests of the school as approved by School Council.

All Fundraising events must have a specific purpose and leader.
 Appropriate sponsorships will be sought from industry and commerce as long as they benefit the school, have educational value and promote desirable products, services and companies.
 All fundraising activities are voluntary but should encourage school and broader community participation.

Considerations

Some of the issues that schools should consider and the internal controls that should be in place prior to involvement in any major fundraising venture are listed below. This list is not exhaustive, but is provided to indicate the types of issues to consider when organising any fundraising activities, prior to obtaining school council approval.

- The type of fundraising event.
- The purpose for which profits from the fundraising activity will be used.
- Consideration of the degree of risk associated with the activities being proposed.
- Whether insurance cover is required.
- Whether special permits are required
- Whether a specific committee will be required to oversee the fund raising proposal
- The expected budget for the activity, and

All tickets, whether raffle tickets, entrance tickets, drink tickets or any other type must be numbered and reconciled to cash received. Each cash collection point must have at least two specified persons appointed for collection, recording and safe-keeping of cash. While adequate change must be on hand, frequent collections of cash and issue of a control receipt, is recommended. Cash collected must be banked or lodged in a security safe.

A Cash Handling Best Practice Controls Check List together with four new fundraising authorisation forms are available on the Department School Financial Guidelines site under Other resources. The checklist and forms are designed to support schools with best practice in cash handling controls. <http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

All invoices must be approved and such approval must certify that the goods or services were received satisfactorily. All records must be properly maintained.

A detailed profit and loss statement should be completed after the event and reported to school council.

Junior School Council can run one fundraiser per term. Funds from these must go to either an established charitable organisation or to a school project to provide resources for the students. They should liaise with Parents and Friends on the timing and type of fundraiser.

EVALUATION:

This policy shall be evaluated as part of the school’s cyclic review process.

Review cycle	
This policy was endorsed by School Council	September 2018
Due for review:	September 2020

Reference :

Finance Manual for Victorian Government Schools 2018