

# Fundraising

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## 1.0 Rationale

- To facilitate improved educational programs and opportunities for the students through the provision of additional targeted funds.
- To provide the Cheltenham East Primary School Parents Committee – the fundraising body within the school, with guidelines for planning, controlling, monitoring, delivering and evaluating school fundraising events.

## 2.0 Goals.

- The purpose of any fundraising activity shall be agreed by the School Council before the fundraising activity is undertaken, pursuant to the terms of Regulation 58 of the Education and Training Reform Regulations 2017
- School priorities will be considered when identifying fundraising targets.
- All fundraising events must have appropriate internal control mechanisms.
- School Council will approve the calendar of fundraising events for the year to avoid overlap.
- No fundraising activity will take place without a budget being prepared and formal approval being given by School Council. Expenditure for each fundraising event will be limited to that detailed in the event budget.
- GST treatment of fundraising activities will be approved and minuted by School Council on an annual basis.
- All profits associated with fundraising will be reported to the wider school community.
- Goods will not be provided to any purchaser until funds have been received.
- The Parents Committee will liaise with staff to co-ordinate publicity with any activities.

## 3.0 Implementation

For each fundraising event, Parents Committee are to:

- Agree on and manage an appropriate budget.
- Establish an effective sub-committee, enabling all interested parties to participate in the planning and execution of the event.
- Plan and manage any ongoing communication to the school community in conjunction with staff, eg. through school newsletters, flyers, Flexibuzz/dojo messages in a timely fashion.
- Coordinate the double counting of fundraising money coming into the school and prepare same for banking by the Business Manager.
- Liaise with the Business Manager after each event to obtain a breakdown of the revenue and expenditure and include details of same in the monthly report to the Committee and School Council.
- Evaluate the success of each event and minute all recommendations for future planning purposes.

## 4.0 Resources

- *Education and Training Reform Regulations 2017*, which can be accessed at:



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<http://www.education.vic.gov.au/about/department/legislation/Pages/act2006regs.aspx>

- *Internal Control for Schools*, which can be accessed at: <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx> for information regarding internal control measures applicable to receipting.
- *School Finance Manual*, which can be accessed at: <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx> for information regarding financial arrangements for school community associations.
- *Tax Policies & Guidelines*, which can be accessed at: <https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/Tax.aspx> for tax policies and guidelines on specific issues relating to the GST and fundraising.

## 5.0 Evaluation

- Procedures should be reviewed within three years or as required to confirm/enhance internal controls.

## 6.0 End of Document