

FUNDRAISING POLICY

PURPOSE

To provide parents/carers and other members of our school community with an overview of Manifold Heights Primary School's approach to fundraising.

POLICY

Fundraising is an important way for Manifold Heights Primary School to raise money so that it can deliver additional learning opportunities, programs for students and improve school resources.

School staff, members of the school community or the Productivity Committee may want to undertake fundraising activities for Manifold Heights Primary School.

Manifold Heights Primary School encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising. All fundraising activities will only involve voluntary participation.

Fundraising is a function of the School Council and council must approve all fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All fundraising activities will require a budget to be completed in conjunction with the Business Manager prior to the activity commencing.

A profit and loss statement for fundraising events must be presented to School Council following each term. Details on funds raised will also be made available to the wider community via the school newsletter.

A purchase order must be completed for all purchases for the school including fundraising expenses. It is essential that approval is obtained prior to spending school funds. Approval is generally in the form of an Official Purchase Order. No purchases should be made without an official order form.

Once prior approval has been granted, complete a purchase order which must then be signed by the Business Manager or Principal before placing your order. A value must be written on the order, even if it is an approximate cost. If you have not used a specific supplier before, please check with the Business Manager to see if we have an account with them. Supplier contact details and ABN are required on the Official Purchase Order Form if the supplier hasn't been used before.

Always quote the order number to the supplier when placing your order or take the purchase order to the store and give to cashier when making your purchase, you will then be given a Tax Invoice to return to the Business Manager.

Funds will only be approved for spending by the Business Manager following completion of the fundraising and payment of any outstanding invoices.

All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the School Council for the general or particular purpose for which it was raised.

EFT Reimbursement for School Purchases

Permission should be sought from the Business Manager or Principal prior to purchase and an Official Purchase Order form completed. When purchasing goods for reimbursement you must obtain a legible Tax Invoice/Receipt including, supplier name, date, total cost and the GST component.

To claim reimbursement, complete a Request for Reimbursement Form (available from the Business Manager), attach tax invoice/receipts and return to the Business Manager within two weeks of the purchase.

Reimbursements for school purchases should be limited where possible. Request for reimbursements should not exceed \$100.00 and should be lodged within two weeks of the purchase.

NB. Personal reward cards may not be used or docketts redeemed on these purchases. E.g. Flybuys & rewards cards or the redemption of fuel docketts etc.

Fundraising for Charitable Causes

Manifold Heights Primary School, through the School Council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
 - *Internal Controls for Victorian Government Schools*
 - *Cash handling Resources*
 - Cash Handling Best Practice Controls
 - Cash Handling Authorised Form Fundraising Collection
 - Cash Handling Authorised Form Ticket Sales Not at Office
 - Cash Handling Authorised Form

REVIEW CYCLE

This policy was approved by School Council on 18th February 2019 and is scheduled for review in February 2020.