



FUNDRAISING POLICY

PURPOSE

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

POLICY

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

School staff, members of the school community the Parents' & Friends Club or student council may want to undertake fundraising activities for Kyneton Primary School.

Kyneton Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

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 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.

A detailed profit and loss statement will be completed after each fundraising activity and presented to school council. A summary of this will be reported to the wider school community.

Correspondence with fundraising providers is to be on official school letterhead and written on behalf of the school fundraising body and is to be counter-signed by the Principal or the Principal's nominee. Individuals are not to act as lone agents.

All correspondence to fundraiser providers is to be well documented and retained by the fundraising group and be made available to school council and the Principal on request.

Notice of proposed fundraising efforts is to be given to the general office as part of the chain of communication and to ensure telephone queries can be answered, or relevant personnel notified. No member of a fundraising committee/activity, individually or collectively, is to make personal gain from a school fundraising activity and any member of such committee with a direct conflict of interest in a matter under discussion at the committee must not participate in that discussion.



Fundraising for Charitable Causes

Kyneton 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 in February 2019 and is scheduled for review in 3 – 4 years.