

**FUNDRAISING POLICY**

**1. Rationale**

Fundraising contributes to the school's ability to provide a diverse range of quality programs. School finances generally need to be supplemented by fundraising activities to achieve the educational goals of the school.

**2. Guidelines**

- To raise sufficient funds to assist in achieving the educational goals of the school in line with the School's Strategic Plan and Annual Implementation Plan.
- In accordance with Regulation 8.19 of the Education Regulations 1988, School Council may raise funds for school purposes by conducting local efforts or amusements.

**3. Implementation**

- A fundraising Committee to be formed as a sub-committee of School Council
- All fundraising activities need to take into account the implications of the Goods and Services Tax (GST)
- The Business Manager must be contacted prior to any activity to ensure we meet the requirements and guidelines set out by the Australian Taxation Office.
- Any expenditure of funds for a fundraising activity must be authorised by School Council.
- A signed official order form must be obtained from Principal prior to the purchase of goods and services.
- Records of all purchases to be documented and recorded in the minutes.
- All profits and losses associated with fundraising activities will be promoted through the school community.
- All transactions related to fundraising will be reported to School Council.
- Letters of request to be on official school letterhead and will be co-signed by the Principal and School Council President.
- Letters of request will be on official school letterhead and documented with the place of destination and response where possible.
- Letters of request will remain in their original form and used for intent purposes.
- An asset register is to be compiled for recording all donated goods.
- Donated goods to be used at the discretion of the Fundraising Committee.
- Donated goods will not be pre-purchased at any time.
- Donated goods will be held in good faith until used for fundraising activities
- Monies collected at fundraising activities shall be counted and collated by at least two people.
- All monies must be accounted for through the appropriate financial administration of the school.
- School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations.

**Approved: 2012**

**Review: 2015**