

YARRA PRIMARY SCHOOL

FUNDRAISING POLICY

CHANGE HISTORY

Version	Issued	Key Changes	Review
1.0	2018	This policy will be reviewed annually and/or as part of the school review cycle	2019

RATIONALE

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

POLICY STATEMENT

Fundraising is an important way for Yarra 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 or the Parents' and Fundraising subcommittee of the School Council may want to undertake fundraising activities for Yarra Primary School.

Yarra Primary School encourages all members of our school community to be involved in fundraising initiatives where applicable and School Council welcomes all proposals for fundraising.

IMPLEMENTATION

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 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 guidelines, 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.

- Any fundraising will require two people (one being the Business Manager or nominated person) to be present when the money is counted.
- Before banking, the money is counted by the Business Manager and counted again by the Principal, Assistant Principal or nominated person. A cash collection sheet with both parties signature will be completed to confirm total of monies being banked.
- All receipted money to be placed in the safe.
- All cash transactions must be receipted into the School Council Official Account held at the Commonwealth Bank using CASES21.
- Receipts will be entered onto CASES21 and an original receipt issued stating the purpose of the remittance.

Fundraising for Charitable Causes

Yarra 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.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed annually and as part of the school's review cycle, and/or if regulations change.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with:

- Yarra Primary School Cash Handling Policy
- 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