

FUND-RAISING POLICY

Preamble

The management and work of fund-raising is a learning experience of value. Raising money often helps students take advantage of an opportunity, such as overseas or interstate travel with a school group, that is of benefit or raise money for a charitable organisation or cause for a particular project. Fund-raising however must follow principles that ensure that staff and students are not put at risk, that money is managed well, and that the school's good name is protected. Our auditors and the Australian Taxation Office (ATO) must be satisfied with our accounting for the transactions of the activity and the distribution of raised funds.

The purpose of this policy is to make clear the principles, processes and practices that must be followed by any group undertaking fund-raising in the name of the school. These principles include the following:

- People may not fund-raise in the name of Golden Grove High School and then retain the money for their own purposes.
- All personal interests and conflicts of interest must be disclosed to the Finance Advisory Committee
- Selling goods or services might involve GST liabilities, and this must be determined with the Finance Officer or Business Manager before the venture begins. Fifteen or more "like events" are considered to be part of the school's normal business and are taxable for GST purposes.
- Licenses may be needed for activities such as raffles or sale of wine.
- DECD policies, City Council by-laws (e.g. food handling), and any other relevant regulations or policies must be adhered to under all circumstances.
- Students must not be put at risk by fund-raising activities. For example, fund-raising should not involve students going door-to-door alone selling raffle tickets or cleaning car windscreens at traffic lights.
- Where school letterhead is used for the purpose of fund-raising the letters must be countersigned by the Principal and the staff member responsible for the fund-raising activity.

Consideration needs to be given to the following when organising fund-raising activities:

- Maximise events that provide opportunities for parents/relatives/other visitors to come into the school as this is good publicity as well as fundraising
- Mindful that food events not adversely/frequently affect canteen trading and that the canteen deserves timely notice of food events
- If fundraising is conducted the project(s) for which funds are to be raised are known and publicised beforehand.

Fund-raising process

All fund-raising events that target the general school community fall within the scope of this policy and the following policy matters must be followed when organising such an event:

1. Written Proposal

Before any other step is taken, a written proposal describing the proposed venture should be presented on the form prepared by Golden Grove High School and available from the Business Manager. This proposal should be written by a person responsible throughout the fund-raising period for all management (planning, liaison, communication, rostering, recording etc) tasks

2. Finance Advisory Committee approval

The proposal should be forwarded to the Business Manager, and it will be tabled at the school's Finance Advisory Committee (FAC) for discussion and approval. Without this approval, the fund-raising venture may not proceed. In exceptional circumstances, interim approval may be obtained jointly from the Principal and the Chair of the Governing Council.

3. Collected money/Surplus funds

All raised funds must be paid into the school account through the Finance Office immediately upon receipt of monies. No part of the funds should be kept by participants in fund-raising to cover costs outside the process of school ordering and accounting. Expenses incurred by participants should be recovered by presenting receipts and an appropriate claim form to the Finance Officer.

For monies raised for charitable organisations all funds will be forwarded to the respective organisation. The balance of any surplus funds remaining at the conclusion of a fund-raising activity relating to overseas/interstate/intrastate trips, 10% will be held in a specific fund for the specific purpose of scholarships* for overseas/interstate/intrastate trips for students, whilst the remainder must be dispersed evenly amongst all students involved in the activity. An application process will be followed for the use of these scholarship funds.

4. School accounts to purchase goods or services

Where product is purchased to be on-sold, the purchase will be managed through school accounts. Receipts for cash purchased must be kept and presented to the Finance Officer for recovery of such cash.

5. All product is in care of fund-raising participants

Good care must be taken of product received by the school, stored at school, and stored in the care of registered participants. For example, perishables like sausages or chocolates, or attractive items like prizes, must be kept secure and in an appropriate environment (cold store, locked room, etc) at each stage of the fund-raising activity. People who lose product will be asked to pay for the cost of the product.

6. Appropriate records

The management of the fund-raising group must work with the Finance Officer to ensure accurate records are kept of the inventory of items for sale, the distribution of items, the return of unused items and the outstanding items.

7. Summary report

A summary report, prepared by the manager of the fund-raising group, will be available within fourteen days of the conclusion of the activity to inform the Finance Advisory Committee of:
the total funds raised, the costs incurred, the distribution of the funds, any remaining inventory, and any surplus or loss made by the fund-raising activity.

*The Scholarship fund is a fund or pool of money that is used and can be called upon to support students following an application process and approval for overseas/interstate/intrastate trips.

Approved Governing Council: