**FUNDRAISING**

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**PURPOSE**

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

**POLICY**

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

School staff, members of the school council and/or members of the school community may want to undertake fundraising activities for Bolinda Primary School.

Bolinda 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. The Fundraising Committee and its activities will be conducted in accordance with the Bolinda Primary School Fundraising Committee Framework.

At the beginning of each school year, the school council will approve any known 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. All high value fundraisers will also require the approval of the school council.

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*.

In order to track expenditures and revenues, a Fundraising Approval and Profit Recording form will be completed for each fundraising activity undertaken. Budgeted expenses and estimated revenue will be detailed on the form prior to commencement of the fundraising activity, and actual expenses and revenues will be entered at the completion of the activity. The form will also include the value of goods sold if relevant, and labour hours required.

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.

To assist the decision-making process when considering which projects to allocate fundraising money to a Fundraising Spending Proposal will be completed and presented to the Fundraising Committee for review. Upon acceptance by the Fundraising Committee, the proposal will be presented to school council for approval.

Information regarding the results of fundraising events and progress reports on the intended uses of raised monies will be provided to the school community at least once a semester.

**Fundraising for Charitable Causes**

Bolinda 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](http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx)
* [Finance Manual for Victorian Government Schools](http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx#link63)
* [Fundraising Act 1998](https://www.acnc.gov.au/ACNC/FTS/Fundraising_in_Victoria.aspx?TemplateType=P)
* [School Financial Guidelines](http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx)
	+ *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 26 August 2020 and is scheduled for review in August 2023 as part of the school’s three yearly review cycle.