MODBURY HIGH SCHOOL
FINEM RESPICE

FUNDRAISING POLICY

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Preamble

The management and work of fundraising is a learning experience of value, and raising money often helps students take advantage of an opportunity, such as overseas or interstate travel with a school group, the improvement of school facilities, or supporting charitable causes. However, fundraising must follow principles that ensure that staff and students are not put at risk, that money is managed well, and the school's good name is protected. Our auditors must be satisfied by 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 fundraising in the name of the school. These principles include the following:

- People may not fundraise in the name of Modbury 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 Office 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.
- Licences may be needed for activities such as raffles or sale of wine.
- DfE 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 fundraising activities, for example, fundraising 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 fundraising, the letters must be countersigned by the Principal and the staff member responsible for the fundraising activity.

Fundraising Process

All fundraising 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 Modbury High School and available from the Business Manager. This proposal should be written by a person responsible throughout the fundraising period for all management (planning, liaison, communication, rostering, recording etc) tasks.

2. Finance Advisory Committee Approval

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

Factors such as the number of people who benefit from the fundraising activity may be taken into account by the FAC.

3. Surplus Funds

A request to carry over all or some of the funds shall be submitted in writing to the FAC within 14 days of the end date of the fundraising activity. Any balance of funds remaining at the end of the school financial year or at the conclusion of the fundraising activity will be returned to general revenue. An application may be made to the FAC to use the surplus funds in another way.

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4. Fundraising Loss

The manager of a fundraising activity must notify the FAC at the earliest opportunity if it seems likely that the activity will make a loss. Any loss made from a fundraising activity should not be carried by a curriculum budget.

5. 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 purchases must be kept and presented to the school for recovery of such cash.

6. All Products in Care of Fundraising Participants

Good care must be taken of product received by the school, 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 fundraising activity. People who lose product will be asked to pay for the cost of the product.

7. Appropriate Records

The manager of the fundraising group must work with the Finance Office 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.

8. Collected Money

All raised funds must be paid into the school accounts through the Finance Office. No part of the funds should be kept by participants in fundraising 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 Office.

9. Summary Report

A summary report, prepared by the manager of the fundraising 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 fundraising activity.

Policy review

The school council and staff will regularly monitor and review the effectiveness of the Fundraising Policy (at least every three years) and revise the policy when required.