

Fundraising Policy



Purpose

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

Policy

Fundraising is an important way for Pakenham Primary School to raise money so that it can deliver additional learning opportunities and improve school resources and facilities.

School staff, members of the school community, the Pakenham Primary School Parents and Friends Association and the Student VAL group may want to undertake fundraising activities for Pakenham Primary School.

Pakenham Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising. All proposed fundraising and special events will be provided to our Leadership Team and Student VAL group for consultation prior to school council consideration.

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 guideline, 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.

At the beginning of each year school council will motion and approve for fundraising to be coded as input tax for the upcoming year.

Fundraising for Charitable Causes

Pakenham Primary School, through the school council and Student VAL group, 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](#)
- [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

Evaluation

This policy will be reviewed every 3-4 years by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

Approved Date	School Council President	School Principal
12th November 2019	Name: <i>Amy Dubocanin</i>	Name: Gail Butterworth
	Signed: <i>[Signature]</i>	Signed: <i>Gail Butterworth</i>

Review cycle

This policy was last updated in November 2019 and is scheduled for review in November 2022.

Version	Date	Modification	Modified By
Draft	August 2019	Policy personalised to Pakenham Primary School	Rachael Kimber
Draft	October 2019	Consultation with Student VAL group. Changes made to add Student VAL throughout the policy	Student VAL and Rachael Kimber
Version 1	November 2019	Consultation with Policy Sub-committee	Rachael Kimber

Version 1

School Council approved this policy on: 12th November 2019