

# FUNDRAISING

## POLICY BRUNSWICK EAST PRIMARY SCHOOL

### Rationale

Fundraising contributes to the school's ability to provide a diverse range of quality educational programs and to maintain appropriate facilities at the school. Fundraising events can also contribute to building and sustaining a sense of community both within the school and the wider local community.

The Brunswick East Primary School community is a generous, creative and energetic one. Right across the school families donate time and expertise to fundraise and offer the school the best resources possible for our learners. Contributions are honoured by ensuring funds are used as effectively as possible, for the children with learning opportunities and safety and wellbeing always being the focus of expenditure.

### Aims

This policy has been developed to set out principles and guidelines for both the school and potential sponsors to support fundraising.

### Scope of the Policy

This policy covers the following means by which funds may be raised:

- Events and activities that are undertaken by the school community
- Grants

### Implementation

- School Generated Funding information can be found at the following website <http://www.education.vic.gov.au/school/principals/spag/finance/Pages/generatedfunding.aspx>
- Organised fundraising events and activities must be well defined on the attached 'Fundraising Proposal Proforma'. Any community member can propose a fundraising event or activity. Such proposals should be directed to the Community Events Committee and the Principal.
- The Community Events Committee and Principal will forward fundraising proposals to School Council for approval unless expenditure of school monies is involved. In this case, a costed proposal will need to be forwarded to the Finance Committee for recommendation prior to being submitted to School Council. People submitting proposals for fundraising should be aware of this process and the time required for approval.
- All organised fundraising events and activities must be approved by School Council.
- Sponsorship agreements and fundraising activities will only be entered into with organisations whose public image, products or services are consistent with the schools vision, values and direction. As a general guideline, the school does not endorse the promotion of companies as a means of fundraising.

- Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Victorian Commission for Gambling Registration. Events should also adhere to departmental Alcohol policies.

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>

## **Expenditure**

- Monies raised through fundraising activities will be allocated through the school budget, with School Council recommendation and final Principal approval.
- Any parent, student or staff group may propose that monies raised be directed to a specific project, however proposals should be aligned with the schools priorities, needs and values and forwarded to the School Council for approval.
- Funds from Friday Markets are split between the Learning Community and general school budget after the market event, according to the amount raised (50% each). Learning Community portions of Friday Market money can be spent promptly and the expenditure should be communicated to the community.
- An amount will be set aside as contingency planning for the Twilight Market (in the event of a rained out event, for example, to cover hire costs).
- Twilight Market monies raised covers the cost of the Cultivating Community Program. The Cultivating Community Program will be reviewed annually.
- Funds raised will be held until the end of the calendar year, to ensure all costs are deducted and a clear profit can be calculated and carried over to the following year for expenditure, unless targeted to a specific project or expenditure.
- The whole amount of funds raised will either be expended within the following calendar year if possible, or allocated towards a future project. The aim is to keep funds flowing into the school and then direct the benefit to the students within a 12 month time frame. School Council will avoid holding funds without purpose for extended periods of time.
- Expenditure of monies for teaching and learning experiences will be researched and carried out by teaching staff, overseen by the Principal. Staff are expected to consider the priorities set out in the current Strategic Plan and Annual Implementation Plan when choosing how the funds will be allocated. It is intended that these funds will be used to support student learning. It is not intended to cover costs which would be otherwise met by booklists or funded by the department.
- Consideration should be given to the longevity, quality and environmental sustainability of proposed expenditure items. Expenditure should benefit as many students as possible, unless a targeted cohort is decided by staff and approved by School Council.
- Consideration should also be given to the availability of the proposed item – ie. whether it could be purchased through the existing budget or donated. School Council should avoid paying for items which could be reasonably donated or offered as an in-kind service.

## **Internal Control and Reporting**

- The Finance Committee will regularly report on funds raised to the School Council and sub committees via the School Council.
- The Finance Committee will ensure that fundraising activities have adequate internal control systems to promote operational efficiency and to minimise financial risk.
- All profits and losses associated with fundraising activities will be reported to the finance committee.
- All transactions related to fundraising activities will be tabled at School Council.
- The school community will be informed of spending and planned spending of locally raised funds toward specific projects on a regular basis via School Council.

## Evaluation

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on

24.6.14

This Policy should be read in conjunction with:

- Hire/Lease of Facilities Policy
- Parent Payment/Voluntary Contribution Policy

# BEPS FUNDRAISING PROPOSAL PROFORMA

Person responsible for organising event or activity	
Title, date and time (beg & end) of proposed fundraising event/activity	
Purpose of fundraiser (including how it fits in with the direction, needs and values of BEPS) and how it positively impacts student learning and wellbeing	
Brief description of the proposal	
What is the role of students and staff?  What other staffing considerations are required?	
What risks need to be considered?	
Are finances required? If so, a full costing needs to be outlined here and will be taken to finance committee prior to School Council	
Are the funds for the school or an external cause (please note School Council must approve all external causes)	

- Please submit this form to the Principal and Community Events group
- This will then be forwarded to School Council (via Finance if funds are required)