



Fundraising POLICY

Rationale:

The purpose of fundraising at Moonee Ponds Primary School (**MPPS**) is to contribute to the school's ability to provide a diverse range of quality programs and to improve upon the school's amenity. The nature of fundraising events also plays a key role in developing positive community connections with the school.

Implementation:

Raising Funds

In accordance with the *Education and Training Reform Regulations 2007*, the School Council may raise funds for school purposes by conducting local fundraising activities. School Generated Funding may be coordinated and collected through two main groups: School Leadership and Parents' Association (**PA**).

School Leadership: At times, the school will coordinate fundraising activities. This may be through the Student representative Council (**SRC**), Green Team or other groups/ committees. The School Leadership will oversee the organisation of such activities.

Parents' Association: One of the fundraising committees at Moonee Ponds PS is the Parents' Association (**PA**). The PA has elected a President and Vice President to co-ordinate all activities. This committee will have the core responsibility for planning the yearly fundraising calendar of events and for conducting all fundraising activities in accordance with relevant school and DET policies.

Guidelines

Fundraising activities must adhere to the Schools Financial Guidelines. All fundraising committee co-ordinators will be provided with the MPPS Fundraising guidelines containing current DET and school policies and procedures (**Appendix One**).

School's Financial Policy and Guidelines

The *School's financial policy and guidelines* will be adhered to in relation to:

- Financial arrangements for school community associations
- Fundraising
- Internal control measures
- Receipting and banking. Including money received away from the general administration office (more information provided in Cash Handling Controls: **Appendix Two**).

Fundraising Methods and Guidelines

Fundraising methods and guidelines relating to the following will be adhered to:

- Cooperatives
- Donations
- Fundraising for charitable causes
- Hire of school facilities
- Leasing of space for advertising
- Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts)
- Tuition fees for evening classes

- Raffles
- Sponsorship and promotions
- Alcohol sales and consumption
- Staging public Events or School performances

Assessing the Purpose and School Council Approvals

Fundraising events will have a specific and explicit purpose so that contributors understand the purpose of the activity. The PA and School fundraising calendar will be submitted to School Council for approval at the beginning of each year. Each fundraising activity will require a Fundraising Request for Approval form to be submitted to Council for approval before the event (**Appendix Four**). All fundraising proposals must have prior approval by the School Council.

Efforts will be made by School Council to ensure a balance of all planned events and activities across the school year.

The finance sub-committee of School Council will have responsibilities including providing advice and recommendations to School Council in relation to voluntary contributions, sponsorships and donations and will recommend fundraising activities for approval by School Council.

Reporting

All fundraising information, including all transactions and all profits (and losses) associated with such fundraising activities will be reported each month directly to the finance sub-committee of the School Council.

General

School Council will seek voluntary contributions from parents in accordance with departmental requirements and expectations. Community participation in fundraising activities will be on a voluntary basis.

Conflict of Interest

Where any member of the school community (or a family member) has an interest or may derive a benefit from any fundraising activity this must be documented and disclosed to the School Council.

Resources:

School Generated Funding - DET Policy

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

For further information, see appendices.

Appendices:

1. Fundraising Guidelines
2. Cash Handling Controls
3. MPPS PA Payment/ Reimbursement Form
4. Fundraising Request for Approval Form

Evaluation:

This Policy will be evaluated on a 4 year review cycle.

Key Person responsible for development of the MPPS Fundraising Policy: Principal

This policy was last ratified by School Council in....

OCT 2017

Appendix One

Fundraising Guidelines

Purpose:-

The School Council of Moonee Ponds PS greatly appreciates the contributions of the school fundraising committee, the Parents' Association (PA) and acknowledges the tremendous impact locally raised funds have on improving the school's amenity and opportunities to enhance student learning. This committee also plays a key role in building strong community connections with the school. This handbook has been developed to assist the MPPS PA to plan and implement fundraising activities in accordance with Department of Education and Training (DET) policies and guidelines.

The following table provides a summary of school and departmental policies, guidelines, tools and links pertaining to fundraising in Victorian Government schools.

Date updated: August 2017

<p>Moonee Ponds PS Fundraising Policy</p>	<p>Provides overview and governance arrangements for fundraising at Moonee Ponds PS.</p>
<p>School Generated Funding - DET Policy http://www.education.vic.gov.au/school/principals/spag/finance/pages/generatedfunding.aspx</p>	<p>DET Fundraising methods and guidelines pertaining to the following are provided:</p> <ul style="list-style-type: none"> • Cooperatives • Donations • Fund raising for charitable causes • Hire of school facilities • Leasing of space for advertising • Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts) • Tuition fees for evening classes • Raffles and bingo • Sponsorship and promotions • Alcohol sales and consumption
<p>Schools financial policy and guidelines - DET http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx</p>	<p>This comprehensive document sets out to ensure proper accounts and records of financial operations and the financial position and operation of the council are retained.</p> <p>This includes cash handling controls.</p>
<p>FORMS The following forms pertaining to cash handling are available at this link: http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx</p>	<p>Cash Handling Best Practice Controls http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingBestPracticeControls.docx Cash Handling Authorised Form Fundraising Collection http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormFundraisingCollection.docx Cash Handling Authorised Form Sale of Items http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedformSaleofItems.docx Cash Handling Authorised Form Ticket Sales Not at Office</p>

	<p>http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormTicketSalesNotatOffice.docx Float Collection Authorisation Form http://www.education.vic.gov.au/Documents/school/principals/finance/FloatCollectionAuthorisationForm.docx MPPS PA Reimbursement/ Payment Form (Appendix Three)</p>
<p>Advertising on School Sites – DET Policy https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/layouts/15/WopiFrame.aspx?sourcedoc=/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Advertising_on_School_Sites_Policy.docx&action=default&DefaultItemOpen=1 NB, this link is password protected</p>	<p>This policy</p> <ul style="list-style-type: none"> • provides an overview of the policy for advertising on school sites • outlines the roles and responsibilities of schools, the Department and other key stakeholders • provides the criteria to adhere to when entering into an agreement to accept advertising on school sites, including content and structural integrity
<p>Donations For further information refer to the Deductible Gift Recipient Funds - Fact Sheet – August 2015 https://edugate.eduweb.vic.gov.au/Services/Finance/School%20GST%20Documents/Deductible%20Gift%20Recipient%20Funds.docx NB, this link is password protected</p>	<p>Primary and Secondary School councils may receive tax deductions only for ATO approved School Building or Library Funds that have been granted Deductible Gift Recipient Status (DGR). Deductible Gift Recipient Status (DGR). In both cases the relevant schools will need to issue tax deductible receipts to donors.</p>
<p>Alcohol – DET Policy http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx To be read in conjunction with MPPS Child Safe Policy and Code of Conduct.</p>	<p>This policy explains when alcohol can and cannot be consumed:</p> <ul style="list-style-type: none"> • on school premises • at school functions off the school premises • during school hours • during school camps or excursions
<p>Raffles and Bingo Victorian Commission for Gambling Regulation, Level 5, 35 Spring Street, Melbourne 3000. The website for the authority is located at www.vcgr.vic.gov.au</p>	<p>Schools;</p> <ul style="list-style-type: none"> • must obtain permission and instructions from the Victorian Commission for Gambling Registration before conducting a raffle or bingo • should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol • need to be aware of both the <i>Liquor Control Reform Act 1998</i> and the <i>Gambling Regulations Act 2003</i>, if the school is considering using liquor as a prize
<p>Sponsorship http://www.education.vic.gov.au/school/principals/spag/community/pages/sponsorship.aspx</p>	<p>This policy explains the rules around helping schools to maximise sponsorship opportunities.</p>
<p>Safe Food Handling – DET Policy http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foodhandling.aspx</p>	<p>The purpose of this policy is to ensure school food premises are operated safely and food is handled appropriately.</p>

<p>Canteen Guidelines http://www.health.gov.au/internet/main/publishing.nsf/Content/5FFB6A30ECEE9321CA257BF0001DAB17/\$File/Canteen%20guidelines.pdf</p>	<p>The National Healthy School Canteens (NHSC) <i>Guidelines</i> have been designed specifically for use in school canteens, they may also be used in the context of other school activities where food is provided or sold. This could include events such as fundraisers, class parties, school camps, school fetes, sporting carnivals and school dances and social events. When using the guidelines and resources, any other arrangements set out in state, territory and federal regulations will also need to be met.</p>
<p>Community group fundraisers https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers</p>	<p>In Victoria, food safety requirements are based on the type of food you are selling. The fact that you are a community group having a food fundraiser does not change your obligations to keep food safe. Community groups need to know their food premises classification under Victoria's <i>Food Act 1984</i>, and the obligations that go with that classification. You will need to register your food fundraiser with council, or notify them, depending on your situation. If you are planning a community group food fundraiser, you will need to know what to do.</p>
<p>High Risk Foods https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-2-high-risk-foods</p>	<p>Food safety for community groups planning to sell perishable foods at a fundraiser, including sandwiches, curries, scones with jam and cream and other high risk foods.</p>
<p>Food fundraisers class 4 – cake stalls https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-4-cake-stalls</p>	<p>Information for community groups selling hamburgers to raise funds.</p>
<p>Food fundraisers class 4 sausage sizzles https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-4-sausage-sizzles</p>	<p>Information about food safety for community groups planning to have a sausage sizzle fundraiser.</p>
<p>Temporary and mobile food premises template https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers</p>	<p>Some community groups can use the <i>Community groups temporary and mobile food premises template</i> – class 2 if they fit specific criteria</p>
<p>Food safety tips Class 4 Premises Cake stalls https://www2.health.vic.gov.au/Api/downloadmedia/%7BEB548DA7-52B9-45B8-B465-22D041EA8AC7%7D</p>	<p>Provides information about: site details, preparing food, transport, records, storage, hygiene, display, allergies and intolerances</p>

Selecting Teaching and Learning Resources

- Staging public events or school performances

[http://www.education.vic.gov.au/school/
principals/spag/curriculum/Pages/selectio
n.aspx](http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/selectio
n.aspx)

Public events staged by schools and open to the school community (including small children in family groups) must be suitable for general exhibition. Where there is a doubt as to the suitability of public performances, the principal should consult teachers and the school council and consider whether the material is suitable to be performed or displayed before audiences of any age.

Appendix Two

Cash Handling Controls

As highlighted in the Management of School Trading Operations Guidelines

<http://www.education.vic.gov.au/school/teachers/management/finance/pages/guidelines.aspx>

- (1) Cash is the most vulnerable asset in a school, unlike cheques or electronic funds transfers, which have their own trail of evidence for verification. Cash is only secure when a range of specific processes are strictly adhered to by those responsible for handling and managing it.
- (2) These processes are outlined in the Internal Controls for Schools publication and are to be applied to any instance when cash is collected or transferred, whether curriculum or non-curriculum related. As a trading operation is often conducted away from the general office and/or out of school hours, the importance of effective and complete processes to verify the accuracy and security of cash collection are essential to minimise risk as much as possible.
- (3) One of the most effective controls for minimising the risk is to reduce the collection of cash. Schools are encouraged to provide non-cash mechanisms for parent payments. These may include EFTPOS, credit card, Bpay, direct deposit etc.
- (4) While non-cash forms of payment for trading operations, for example, electronic funds transfer via a parent/guardian debit or credit card, will provide transaction evidence and a verifiable trail, this may cause unnecessary hardship to families who may not have access to non cash forms of payment.
- (5) Schools need to use discretion in this area and regardless of which type of payment is used, ensure maximum controls and optimum security measures are always in place.
- (6) A cash float is often necessary for the conduct of some trading operations, for example, a canteen. The amount is determined by school council and recorded and maintained in a secure location, for example, a cash register. If this is not available, then use of a lockable drawer during operational times with the key to the drawer held by the responsible officer in charge, the supervisor or designated person.
- (7) A reconciliation of cash collected versus cash banked is an excellent process to confirm a nil variance, or highlight any discrepancies. Where under/over or nil banking occurs, an investigation into the discrepancy should be immediately conducted, with the reasons for the variance documented.
- (8) It is recommended that all schools with Out of School Hours Care (OSHC) facilities reconcile OSHC takings received to CASES21 banking and that this reconciliation be independently verified. Other cash-related trading operations, for example, canteens and uniform/book/stationery sales activities may also benefit from a similar process. A sample Takings Reconciliation Sheet is included in Appendix 3.

Additional Cash Controls at Specific Times

Schools should:

- Ensure that any cash collected or remaining after banking that day must be stored in the school safe.
- Ensure that there is minimal cash in the school overnight and weekends.
- At the end of each school term, all cash on hand should be banked and if a petty cash system is operational, the principal or responsible officer ensures that the petty cash float is locked in the fireproof safe for the period of the vacation.
- Investigate insurance for cash in transit

Best Practice for Remote Cash Handling

- Cash collected from away from the general office (e.g. vending machines, photocopiers, etc.) should be regularly removed, counted and recorded by two independent people.
- Use of a Cash Taking Sheet and Takings Reconciliation Sheet to verify cash collected against cash banked. (See Appendix Two and Three of the Management of School Trading Operations Guidelines).
- Segregation of duties (for example, all cash and cheques collected are banked intact daily by person other than the one collecting them).
- Stocks of receipt books should be kept secure and recorded in the accountable documents register.
- OSHC lists of students are regularly reconciled to OSHC takings and this reconciliation be independently verified

Appendix Three

MPPS PA Payment/Reimbursement Form



Payment/Reimbursement Form



FUNCTION/EVENT: _____

DATE: _____

No.	Description	Department	\$
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL			\$

Person to be reimbursed: _____

Signed: _____

Signed (Treasurer/President): _____

Signed (Principal/Assistant Principal): _____

(NOTE: One reimbursement form must be completed PER event)

BANK DETAILS

BSB: _____

Account Number: _____

Name: _____

(Bank details only need to be provided once or if details change)

Appendix Four

MPPS Fundraising Request for Approval Form

Planning information a) MPPS Fundraising Policy b) MPPS Fundraising Guidelines (Appendix One) c) Cash Handling Guidelines (Appendix Two)	Tick ✓ that you have read & understood a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
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Purpose:

Name of Fundraising Event/Activity	
Type of Fundraising <i>(Raffle, food event, fete, fancy dress, etc)</i>	
Purpose of activity	
What the funds raised will be spent on and how the students will benefit?	
Organiser/Key Contact	

Organisational Details:

Date/s of fundraiser	
Location	
Who is involved	
Organisational considerations/Impact <i>(timetables, ordering, teacher involvement)</i>	

Financial Projections:

Budget: <i>(Including projected expenditure, projected revenue and projected outcome)</i>	
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Financial Controls:

Detail of how funds are collected	
Detail of how funds will be counted	
Detail of how funds will be banked	Business manager <input type="checkbox"/> Other <input type="checkbox"/> (including EFT/ cheque recipient): _____ _____

Risk assessment:

Legal Requirements <i>(permits, regulations to adhere to)</i>	
Associated Risks <i>(physical, to schools reputation, etc)</i> <i>Does a risk assessment need to be completed?</i>	

Comments:

Signature (Organiser): _____

Signature (PA President or PLT Leader): _____

Signature (Principal): _____