



## FUNDRAISING POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Moonee Ponds Primary School on 9375 2511.

### PURPOSE:

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

### POLICY:

Fundraising is an important way for Moonee Ponds Primary School (MPPS) to raise money so that it can contribute to the school's ability to deliver additional learning opportunities, provide a diverse range of quality programs for students, and to improve upon the school amenities. The nature of fundraising events also plays a key role in developing positive community connections with the school.

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 coordinate 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 Department of Education and Training (DET) policies.

MPPS encourages all members of our school community to be involved in fundraising initiatives and School Council welcomes all proposals for fundraising.

#### Assessing the Purpose and School Council Approvals

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related 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.

In deciding whether or not to approve particular fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant DET policy or guideline, and DET's *Finance Manual for Victorian Government Schools*.

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.

All money raised for the school 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.

#### Fundraising for Charitable Causes

MPPS may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal 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.

#### Guidelines

Fundraising activities must adhere to the School's 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

Schools and school councils can raise funds for the schools using a variety of methods, including those listed below. All DET policy and guidelines will be adhered to.

- Donations
- Raffles and bingo
- School fetes or events
- Fundraising for charitable causes
- Hire of school facilities
- Advertising
- Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts)
- Sponsorship and promotions
- Staging public events or school performances

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 DET 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 as per DET Conflict of Interest processes:

<https://www2.education.vic.gov.au/pal/school-council-conduct/policy>

### **COMMUNICATION:**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at Parents' Association meetings
- Hard copy available from school administration upon request
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### **FURTHER INFORMATION AND RESOURCES:**

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual – Financial Management for Schools](#)
- [Fundraising Act 1998](#)
- [School Council – Conduct and Conflict of Interest](#)

For further information regarding fundraising guidelines, 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 Policy:** Principal

This policy was last ratified by School Council in....	August 2021	
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# Appendix One

## Fundraising Guidelines

### **Purpose:**

The School Council of Moonee Ponds Primary School (MPPS) 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: July 2021

MPPS Fundraising Policy	Provides overview and governance arrangements for fundraising at MPPS
<p><u>School Generated Funding - DET Policy</u>  <a href="https://www2.education.vic.gov.au/pal/fundraising-activities-including-fetes/policy">https://www2.education.vic.gov.au/pal/fundraising-activities-including-fetes/policy</a></p>	<p>DET Fundraising methods and guidelines pertaining to the following are provided:</p> <ul style="list-style-type: none"> <li>• Cooperatives</li> <li>• Donations</li> <li>• Fund raising for charitable causes</li> <li>• Hire of school facilities</li> <li>• Leasing of space for advertising</li> <li>• Other sources (such as, local government councils, service clubs, businesses and community groups and philanthropic trusts)</li> <li>• Tuition fees for evening classes</li> <li>• Raffles and bingo</li> <li>• Sponsorship and promotions</li> <li>• Alcohol sales and consumption</li> </ul>
<p><u>Schools' financial policy and guidelines - DET</u>  <a href="https://www2.education.vic.gov.au/pal/finance-manual/policy">https://www2.education.vic.gov.au/pal/finance-manual/policy</a></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. This includes cash handling controls.</p>
<p><b>FORMS</b>            The following forms pertaining to cash handling are available at this link:  <a href="https://www2.education.vic.gov.au/pal/finance-manual/resources">https://www2.education.vic.gov.au/pal/finance-manual/resources</a></p>	<p>Cash Handling Best Practice Controls  <a href="http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingBestPracticeControls.docx">http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingBestPracticeControls.docx</a>            Cash Handling Authorised Form Fundraising Collection  <a href="http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormFundraisingCollection.docx">http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormFundraisingCollection.docx</a>            Cash Handling Authorised Form Sale of Items  <a href="http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormSaleofItems.docx">http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormSaleofItems.docx</a></p>

	<p>Cash Handling Authorised Form Ticket Sales Not at Office  <a href="http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormTicketSalesNotatOffice.docx">http://www.education.vic.gov.au/Documents/school/principals/finance/CashHandlingAuthorisedFormTicketSalesNotatOffice.docx</a>          Float Collection Authorisation Form  <a href="http://www.education.vic.gov.au/Documents/school/principals/finance/FloatCollectionAuthorisationForm.docx">http://www.education.vic.gov.au/Documents/school/principals/finance/FloatCollectionAuthorisationForm.docx</a>          MPPS PA Reimbursement/ Payment Form (Appendix Three)</p>
<p><u>Advertising on School Sites – DET Policy</u>  <a href="https://www2.education.vic.gov.au/pal/advertising/policy">https://www2.education.vic.gov.au/pal/advertising/policy</a></p>	<p>This policy</p> <ul style="list-style-type: none"> <li>• provides an overview of the policy for advertising on school sites</li> <li>• outlines the roles and responsibilities of schools, the Department and other key stakeholders</li> <li>• provides the criteria to adhere to when entering into an agreement to accept advertising on school sites, including content and structural integrity</li> </ul>
<p><u>Donations</u>          For further information refer to the Deductible Gift Recipient Funds - Fact Sheet – August 2015  <a href="https://edugate.eduweb.vic.gov.au/Services/Finance/School%20GST%20Documents/Deductible%20Gift%20Recipient%20Funds.docx">https://edugate.eduweb.vic.gov.au/Services/Finance/School%20GST%20Documents/Deductible%20Gift%20Recipient%20Funds.docx</a>  <i>NB, this link is password protected</i></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><u>Alcohol – DET Policy</u>  <a href="https://www2.education.vic.gov.au/pal/alcohol-school-events/policy">https://www2.education.vic.gov.au/pal/alcohol-school-events/policy</a>  <i>To be read in conjunction with MPPS Child Safe Policy and Code of Conduct.</i></p>	<p>This policy explains when alcohol can and cannot be consumed:</p> <ul style="list-style-type: none"> <li>• on school premises</li> <li>• at school functions off the school premises</li> <li>• during school hours</li> <li>• during school camps or excursions</li> </ul>
<p><u>Raffles and Bingo</u>          Victorian Commission for Gambling and Liquor Regulation, Level 3, 12 Shelley Street, Richmond, Victoria 3121. The website for the authority is located at <a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a></p>	<p>Schools;</p> <ul style="list-style-type: none"> <li>• must obtain permission and instructions from the Victorian Commission for Gambling &amp; Liquor Regulation before conducting a raffle or bingo</li> <li>• should seek advice from Consumer Affairs Victoria before undertaking any activities involving the consumption or sale of alcohol</li> <li>• 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</li> </ul>
<p><u>Sponsorship</u>  <a href="https://www2.education.vic.gov.au/pal/sponsorship/policy">https://www2.education.vic.gov.au/pal/sponsorship/policy</a></p>	<p>This policy explains the rules around helping schools to maximise sponsorship opportunities.</p>
<p><u>Safe Food Handling – DET Policy</u>  <a href="https://www2.education.vic.gov.au/pal/food-handling/policy">https://www2.education.vic.gov.au/pal/food-handling/policy</a></p>	<p>The purpose of this policy is to ensure school food premises are operated safely and food is handled appropriately.</p>

<p><u>Canteen Guidelines</u>  <a href="https://www.health.gov.au/resources/publications/national-healthy-school-canteens-guidelines-for-healthy-foods-and-drinks-supplied-in-school-canteens">https://www.health.gov.au/resources/publications/national-healthy-school-canteens-guidelines-for-healthy-foods-and-drinks-supplied-in-school-canteens</a></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><u>Community group fundraisers</u>  <a href="https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers">https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers</a></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.</p> <p>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.</p> <p>If you are planning a community group food fundraiser, you will need to know what to do.</p>
<p><u>High Risk Foods</u>  <a href="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">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</a></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><u>Food fundraisers class 3 – hamburgers</u>  <a href="https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-3-hamburgers">https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-3-hamburgers</a></p>	<p>Information for community groups selling hamburgers to raise funds.</p>
<p><u>Food fundraisers class 4 – sausage sizzles</u>  <a href="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">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</a></p>	<p>Information about food safety for community groups planning to have a sausage sizzle fundraiser.</p>
<p><u>Temporary and mobile food premises template</u>  <a href="https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-safety-template-community-and-mobile-premises">https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-safety-template-community-and-mobile-premises</a></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 fundraisers class 4 – cake stalls</p> <p><a href="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">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</a></p>	<p>Provides information about: site details, preparing food, transport, records, storage, hygiene, display, allergies and intolerances</p>
<p><u>Staging public events or school performances</u></p> <p>Teaching and Learning Resources – Selecting Appropriate Materials:</p> <p><a href="https://www2.education.vic.gov.au/pal/selecting-suitable-teaching-resources/guidance/selecting-teaching-and-learning-resources-1-1">https://www2.education.vic.gov.au/pal/selecting-suitable-teaching-resources/guidance/selecting-teaching-and-learning-resources-1-1</a></p>	<p>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.</p>

## Appendix Two

### Cash Handling Controls

*As highlighted in the Finance Manual – Financial Management for Schools:*

<https://www2.education.vic.gov.au/pal/finance-manual/policy>

#### *Section 10.3 Cash Handling:*

Cash is the most vulnerable asset of the school. It is essential that schools have robust controls in place to minimise the risk of loss. It is recommended that schools investigate non-cash receipt options as a part of their risk minimisation.

#### 10.3.1 Mandatory Policy (Must do)

10.3.1.1	Implement a local cash handling policy approved by school council. For example, having 2 people present when handling cash and a safe and secure place to hold the cash until it is banked. MPPS Cash Handling Policy: <a href="http://www.mpp.vic.edu.au/school-council/school-policies/">http://www.mpp.vic.edu.au/school-council/school-policies/</a>
10.3.1.2	If the school council has approved the use of electronic receipting (BPAY, EFTPOS, third party online revenue collection, etc.) the school must have an electronic funds management policy that is reviewed annually and approved by school council. MPPS Electronic Funds Management Policy: <a href="http://www.mpp.vic.edu.au/school-council/school-policies/">http://www.mpp.vic.edu.au/school-council/school-policies/</a>
10.3.1.3	Issue an official receipt immediately for all monies received from all sources (for example, cash, cheques, EFTPOS, etc.) and process through CASES21.
10.3.1.4	All cheques received by mail must be entered into a remittance book on a timely basis.
10.3.1.5	The principal or their delegate and one other person must sign all the entries entered in the remittance book. Open cheques must be crossed 'Not Negotiable' immediately upon receipt.
10.3.1.6	Prior to banking monies, schools must reconcile total receipts with total monies collected (cash, cheques, credit card transactions to be banked).
10.3.1.7	If the school operates an EFTPOS terminal, they must perform settlement on the EFTPOS terminal at the same time as the CASES21 batch is updated.
10.3.1.8	The segregation of duties between receiving cash and banking activities must be implemented where possible and practical. The method of ensuring this safeguard is to separate those responsibilities for duties which, if combined, would enable an individual person to receive and bank the cash. It can be implemented, by alternating sequential tasks, so that no one person has complete responsibility for the entire transaction.
10.3.1.9	If segregation of duties is not practical (limited number of administrative staff are available for the accounting and finance function in a very small school), the principal or nominee must randomly verify the cash handling and recording process has been correctly undertaken. A minimum of two checks to be carried out per term and a signed record of the checks maintained.
10.3.1.10	If monies are collected away from the office, schools must undertake the following procedure: <ul style="list-style-type: none"><li>• two people count money (where practical — refer to point 10.3.1.8)</li><li>• control receipt prepared for total amount</li><li>• original control receipt attached to class list/sales book/attendance sheet. Duplicate control receipt retained by the teacher, manager or coordinator</li><li>• office staff reconcile list of collections/control receipts with monies handed to office and receipt.</li></ul>
10.3.1.11	All cash, cheques, etc. must be banked intact and in a timely fashion (preferably daily) to avoid having money on school premises overnight.
10.3.1.12	Money kept on school premises must be locked in a secure location.
10.3.1.13	In preparing the banking of funds collected, schools must:



	<ul style="list-style-type: none"> <li>• prepare bank deposit slips in duplicate</li> <li>• reconcile the total money received with the total amounts recorded in CASES21</li> <li>• all bank deposit slips must be signed by the depositor.</li> </ul>
10.3.1.14	Any refunds must be in line with the school's parent payment arrangements and must be by cheque or electronic funds transfer payment and never cash.
10.3.1.15	On receipt of advice from the bank that a cheque has been dishonoured, the principal or their delegate must communicate with the drawer of the cheque to correct any irregularities or obtain a fresh remittance.

### 10.3.2 Prohibited Policy (Must not do)

10.3.2.1	Cash personal cheques under any circumstances.
10.3.2.2	Alter any receipt. If an error is made, the receipt must be cancelled, and a new receipt issued. The original of the incorrect receipt must be attached to the copy of the new receipt.
10.3.2.3	Issue any duplicate receipts. If a duplicate receipt is requested the receipt of money can be acknowledged by a typed note on school letterhead for general ledger receipts. For family and sundry debtor receipts, a copy of the family or sundry debtor statement will show the receipt of money.
10.3.2.4	Leave money on school premises during vacation periods.

### Section 12.2 Trading operations:

A school may engage in various trading operations as a service to the school community and/or to supplement school funding.

12.2.1.1	School councils must approve all school trading operations and all approvals must be recorded in the school council minutes.
12.2.1.5	A decision to subsidise a loss-making operation must be recorded in school council minutes.
12.2.1.10	<p>Schools operating a cash float within a trading operation must adopt the following procedures:</p> <ul style="list-style-type: none"> <li>• the amount of the float must be determined by the school council and must be adequate in terms of the size of the trading operation</li> <li>• the amount of the float must remain constant from day-to-day</li> <li>• the float must be locked overnight and during weekends</li> <li>• the float balance must always be clearly recorded on the schedule of daily takings</li> </ul> <p>At the end of the day's trading, all collections, including the cash change float, are where practicable to be counted by two people. The set change float for the following day is then to be extracted and the remaining cash on hand is to be processed as follows:</p> <ul style="list-style-type: none"> <li>• the amount must be entered in a daily sales book or register, which is to be maintained to record collections, and must be signed by 2 people where possible</li> <li>• the amount must be recorded on the bank deposit slip</li> <li>• the bank deposit slip and collections must be forwarded to the administration office for banking by close of the school day</li> <li>• the business manager must issue a receipt for the collections and the original is to be affixed to the back of the daily sales book</li> <li>• the amount collected must be banked, and entered on CASES21</li> </ul>
12.2.1.11	All cash, cheques and so on must be banked intact and where possible, banking carried out daily to avoid having money on the school premises overnight.
12.2.1.12	Money kept on the premises overnight must be locked in a secure location and checked regularly by more than one person (where practical).
12.2.2.1	Schools must not pay expenses directly from cash takings.

# 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			
<b>TOTAL</b>			<b>₤</b>

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 Controls (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) Does a risk assessment need to be completed?</i>	

Comments:

Signature (Organiser): \_\_\_\_\_

Signature (PA President or PLC Leader): \_\_\_\_\_

Signature (Principal): \_\_\_\_\_