



# MACEDON PRIMARY SCHOOL

## FUNDRAISING POLICY

### PURPOSE

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

### POLICY

Fundraising is an important way for Macedon Primary School to raise money so that it can improve school amenities and deliver additional learning opportunities for students.

School staff, members of the school community or the Parents and Friends Association (PFA) may want to undertake fundraising activities for Macedon Primary School.

Macedon Primary School encourages all members of our school community to be involved in fundraising initiatives and the school council welcomes all proposals for fundraising.

Fundraising is a function of the school council and all fundraising events or activities on behalf of our school must be approved by the school council.

At the beginning of each school year, the school council will approve any 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.

Unless otherwise specified at the time of approval, all funds raised by the PFA are for the general purposes of improving the school's facilities and the opportunities available to students, as identified by the Principal or agreed by the school council.

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, current Macedon Primary School policies and the Department's *Finance Manual for Victorian Government Schools*.

All money raised through fundraising will be handled in accordance with the Macedon Primary School Cash Handling Policy, and must only be used for the general or particular purpose for which it was raised, with the prior approval of the school council.

Two parents or staff members will be designated as 'Responsible Persons' for each school fundraising event or other approved event where monies may be collected. The Responsible Persons will be designated and approved by the School Council PFA Representative or the Principal. The forms which will be completed by the Responsible Persons are the *Fundraising Cash Spreadsheet*, or other document as approved by the school council from time to time.

Any sponsorship received by Macedon Primary School in connection with fundraising activities must meet the requirements of the Macedon Primary School Sponsorship and Marketing Policy.

All profits and losses associated with fundraising activities will be reported to the school council.

### **Fundraising for Charitable Causes**

Macedon Primary School, through the school council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, the school council may:

- consider whether the methods used to raise funds for any specific charitable appeal are appropriate; and/or
- 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

### **REVIEW CYCLE**

This policy was approved by school council on 11<sup>th</sup> September, 2018 and is scheduled for review in September 2021.