	Policy Name:	Fundraising	First approved:	06-2011
			Last approved:	05-2015
	Responsible:	Finance Committee	Review date:	02-2019

1. **Rationale:**


- 1.1 Fundraising contributes to the school's ability to provide a diverse range of quality programs.

2. **Aims:**

- 2.1 To raise sufficient funds to achieve the educational goals of the school.
- 2.2 To ensure fundraising activities are conducted in line with DET finance regulations, procedures and internal controls.
- 2.3 To ensure that fundraising activities are conducted in line with the school's policies and reflect the school's values.
- 2.4 To provide parents/carers and other members of our school community with an overview of Lyndhurst Primary School's approach to fundraising.

3. **Implementation:**

- 3.1 Fundraising is an important way for Lyndhurst Primary School to enhance the school's ability to provide a diverse range of quality programs. School staff, the SRC, members of the school community or the PFA may want to undertake fundraising activities for Lyndhurst Primary School.
- 3.2 Lyndhurst Primary School encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.
- 3.3 Fundraising is a function of the School Council and Council must approve all fundraising events or activities on behalf of our school.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 All fund raising events must have appropriate internal control mechanisms, and must have a specific purpose so that contributors understand the purpose of the activity.
- 3.8 School Council will have a Parents and Friends Association sub-committee with a core responsibility of conducting fund raising activities.
- 3.9 Any fund raising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles and Bingo Permits Board.
- 3.10 All fundraising activities will be identified as such, and will only involve voluntary participation.
- 3.11 All profits associated with fundraising activities will be reported to the wider community.
- 3.12 All transactions related to fundraising activities will be reported to School Council.

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- 3.13 Fundraising for Charitable Causes: Lyndhurst Primary School's, through the school council, 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
- 3.14 Fundraising for Charitable Causes will be a prime responsibility of the Student Representative Council.

4. Evaluation:

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

References:

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