

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Kensington Primary school on 9376 6013.

**PURPOSE:**

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

**POLICY:**

Fundraising is an important way for Kensington Primary school (KPS) 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.

KPS 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 DE policy or guideline, and DE'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**

KPS 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.

**COMMUNICATION**

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

- Available publicly on our school's website.
- In our school newsletter

## **GUIDELINES**

Fundraising activities must adhere to the School's Financial Guidelines. All fundraising committee coordinators will be provided with the KPS Fundraising guidelines containing current Department of education Sand 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 DE policy and guidelines will be adhered to.

- Donations
- Raffles and bingo
- School fetes or events
- Fundraising for charitable causes
- Hire of school facilities
- Sponsorship and promotions

School Council will make efforts 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 directly to the finance sub- committee of the School Council.

## **GENERAL**

School Council will seek voluntary contributions from parents in accordance with DE 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 DE Conflict of Interest processes: <https://www2.education.vic.gov.au/pal/school-council-conduct/policy>

## **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 Best Practice Controls
3. 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....	19 <sup>th</sup> of February 2024	
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## Appendix One

### Fundraising Guidelines

#### **Purpose:**

The School Council of Kensington Primary school (KPS) appreciates the contributions of the school fundraising committee, 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 KPS Fundraising committee in implementing fundraising activities in accordance with Department of Education (DE) 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: April 2023

KPS Fundraising Policy	Provides overview and governance arrangements for fundraising at KPS
<b>School Generated Funding - DE Policy</b> <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>	DE Fundraising methods and guidelines pertaining to the following are provided: <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>
<b>Schools' financial policy and guidelines – DE</b> <a href="https://www2.education.vic.gov.au/pal/finance-manual/policy">https://www2.education.vic.gov.au/pal/finance-manual/policy</a>	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.
<b>Advertising on School Sites – DE Policy</b> <a href="https://www2.education.vic.gov.au/pal/advertising/policy">https://www2.education.vic.gov.au/pal/advertising/policy</a>	This policy <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><b>Donations</b> 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><b>Alcohol – DE Policy</b> <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 KPS 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><b>Raffles and Bingo</b> 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><b>Schools;</b></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><b>Sponsorship</b> <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><b>Safe Food Handling – DE Policy</b> <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><b>Canteen Guidelines</b>  <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><b>Community group fundraisers</b>  <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.  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><b>High Risk Foods</b>  <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><b>Food fundraisers class 3 – hamburgers</b>  <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><b>Food fundraisers class 4 – sausage sizzles</b>  <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><b>Temporary and mobile food premises template</b>  <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><b>Food fundraisers class 4 – cake stalls</b>  <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><b><u>Staging public events or school performances</u></b>  Teaching and Learning Resources –  Selecting Appropriate Materials:  <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 BEST PRACTICE CONTROLS

This check list should be read in conjunction with the [Finance Manual for Victorian Government Schools](#), [Internal Controls for Victorian Government Schools](#) and [Cash Handling Primer](#).

Check List	✓
<b>General – this applies to ALL forms of cash handling</b>	
School policy in place for collection of money	
School Council approval of the activity (e.g., parent payments, camps, fundraising activities)	
Develop Budgets - Revenue and Expenditure	
Investigate: (Cashless Options) <ul style="list-style-type: none"> <li>• Ticket tokens</li> <li>• Payment apps</li> <li>• Portable EFTPOS machine</li> <li>• Third party providers – (e.g., Trybooking / Event Brite)</li> </ul>	
Cash takings counted by two people	
Control receipt (for when cash is not collected at the office)	
Receipts issued from CASES21 immediately	
Banking completed / pick up arranged	
Profit and Loss reported to School Council – (where applicable)	
<b>Trading Operations</b>	
Acquisition of stock in accordance with DET policy – refer Section 3: Creditors	
Acquisition of assets in accordance with DET policy – refer Section 4: Assets	
Twice yearly stocktake (inventory) completed by two people	
<b>Events</b>	
Register of accountable documents (tickets)	
Register of items to be sold (chocolate drive)	
Authorisation form for sales of tickets or Items (not sold at the office)	
Float collection responsibility determined	
Float collection form signed – if required	
Cash collection form – during the event	
<b>Camps &amp; Excursions</b>	
Class lists with cash receipts to be forwarded to office	



## Appendix Three

### KPS Fundraising Request for Approval Form

Planning information a) KPS Fundraising Policy  b) KPS Fundraising Guidelines (Appendix One) c) Cash Handling Best Practice Controls (Appendix Two)	Tick <input type="checkbox"/> 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  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 of Fundraising Sub-Committee Convener: \_\_\_\_\_

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