



KVPS Fundraising Policy 2020

PURPOSE:

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

SCOPE:

This policy applies to Kilberry Valley Primary School Councillors and to any staff who have a role within the Fundraising Committee and events.

POLICY:

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

School staff, members of the school community or the School Council may want to undertake fundraising activities for Kilberry Valley Primary School.

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

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



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.

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*.





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.

Fundraising for a Charitable cause

Kilberry Valley 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, school council may:

-  Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
-  Seek written advice from organisation's 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

EVALUATION:

This policy will be reviewed annually as part of the school's annual financial cycle.

THIS POLICY IS AVAILABLE ON THE FOLLOWING PLATFORMS:

School website, Policies folder on Sentral, Office Procedures Manual and Kilberry Valley Primary School Council Policy Records

Date Implemented	25/02/2020
Author	Business Manager – Tracey Di Lollo
Approved By	Kilberry Valley Primary School Council
Approval Authority (Signature & Date)	
Date Reviewed	25/02/2020
Responsible for Review	Business Manager – Tracey Di Lollo
Review Date	January 2021

FEEDBACK:

Kilberry Valley Primary School staff and parents/carers may provide feedback about this documents by emailing Kilberry.valley.ps@edumail.vic.gov.au