

FUNDRAISING

PURPOSE

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

POLICY

Fundraising is an important way for Yarraman Oaks Primary School to raise money so that it can improve school amenities. School staff, members of the school community or school council may want to undertake fundraising activities for Yarraman Oaks Primary School.

Yarraman Oaks 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.

Throughout the school year, the school council will approve any fundraising events or activities for the upcoming year.

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. All money raised through fundraising will be input taxed. (There is no G.S.T charged or claimed)

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 June 2019 and is scheduled for review in June 2022