

Controls for Donations and Fundraising Policy 2014

I. Aim

- A.** To ensure that all financial transactions are recorded and are soundly supported by appropriate documentation.
- B.** To ensure that all financial transactions are authorised.
- C.** To ensure that accounting records reflect the actual financial position of the school and Parent Forum fundraising.

II. Principles

- A.** Duties and responsibilities will be separated to ensure that no one person can complete a whole transaction or be responsible for cash.

III. Procedures

A. Fundraising Controls

1. A cash float of \$80.00 will be maintained in the Parent's Forum petty cash tin.
2. The Cash float shall be counted and signed for by nominated person and counter signed by the Bursar or Coordinator prior to the fundraiser and before the tin is removed from the office.
3. Float to be recounted by Coordinator or Bursar upon return to school and nominee.
4. Any proceeds from fundraising will be banked in a timely manner and recorded in the fundraising liability account in MYOB.
5. Purchase request forms to be completed by Parent Forum nominee for any expenses incurred.
6. If expenses have been paid by a Parent Forum nominee, an expense claim form will be completed and approved by the coordinator prior to reimbursement.
7. Any expenses incurred/reimbursements to parent forum nominees will be paid from the Fundraising Liability Account by the Bursar.
8. A reconciliation of the Fundraising account will be provided monthly by the Bursar to the Parent Forum committee.

9. Sale proceeds and any associated expenses to be recorded on attached proforma and proceeds counted and confirmed by two nominees.
10. Sale proceeds and fundraiser event to be published in a relevant school newsletter

B. Donation Controls

1. Donations made on behalf of the school to beneficiary

- a) Donated cash from children is to be counted by the class teacher or nominee and amounts confirmed by the Coordinator
- b) Children advised of sum total during the children's meeting which discusses their preferred beneficiary
- c) Beneficiary organisation and donation sum to be published in relevant school newsletter and reported to the school council
- d) Cheque donation forwarded to beneficiary organisation within 14 days.

2. Donations made to the school where the school is the beneficiary

- a) Bank deposit recorded as income/fundraising/name of donor
- b) Beneficiary organisation and donation sum published in relevant school newsletter and reported to school council.

C. Review and Authorisation

1. This policy was created September 2012
2. Reviewed October 2014
3. To be reviewed 2017

Helen Sugars Duff

Fundraising Event Record

Fundraising Event:

Coordinator/s:

Date	Transaction	DR	CR	Signed	Counter signed
	TOTAL PROCEEDS				