

# FUNDRAISING

## PURPOSE

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

## POLICY

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

School staff, members of the school community or the Parents and Friends Association may want to undertake fundraising activities for Williamstown High School.

Williamstown High 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 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 to approve 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 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.

Budgets are to be prepared for each event to determine if the school is going to make a profit or loss.

All schools have special concession to treat certain fundraising events as "Input Taxed" or "Non Profit Sub Entity" which means there is not GST on the sales or revenue collected to be remitted to the ATO and there is no claiming of the GST input tax credits on the purchases for the fundraising event.

A motion in the school council minutes is required.

The profit retained by the school after the fundraising event has finished can be spent by the school on any GST inclusive, GST free or out of scope of GST items and providing the school holds a valid tax invoice, the school is entitled to claim back any GST credits on their next BAS.

Persons wishing to fundraise on behalf of Williamstown High School must apply to the School Council's Finance Committee giving all relevant details on the "Fundraising Application Form". This applies to all staff, community, parents and students raising funds for charity or curriculum purposes.

### **Fundraising for Charitable Causes**

Williamstown High School 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 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 available on our school's website.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
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## REVIEW CYCLE

This policy was last approved by school council on 29 March 2022 and is scheduled for review in March 2025.