




Hunnyhill Primary School

Fundraising Policy

Date of Review	October 2019
Next Review Due	October 2021
Staff Responsibility	Headteacher/SBM
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Aims

Financing of equipment and services from funds outside the school's normal revenue budgets is increasingly important in maintaining the quality of education for our pupils. The majority of these funds come from fundraising and lettings (See Lettings Policy)

Fundraising is regarded by Hunnyhill Primary School as a legitimate means of improving the school's ability to purchase goods, equipment or services, which are not available within standard capital or revenue budgets. Fundraising activities also bring benefits to the community spirit of the school.

This policy sets out the acceptable procedure for organising, running and accounting of fundraising.

Responsibilities

The Governing Board is responsible for ensuring that:

1. Correct procedures are in place
2. Expenditure is properly validated
3. All funds raised are properly accounted for and audited
4. The money is expended in accordance with the objectives agreed

The Headteacher is responsible for ensuring that:

1. School staff follow the procedures in this policy
2. Health & Safety arrangements, including risk assessments if necessary, are carried out
3. Insurance for any activity is in place
4. Accounting and money handling procedures are followed as detailed in the School **Finance Policy**

Procedures

Approval of Fundraising:

1. All fundraising is under the control of the school
2. Fundraising must be approved in advance by the Headteacher
3. In the event that funds are raised or donated to the School from an external source, the school will check the source of the funds and accept or decline dependant on their findings.
4. Any external donation made to, and accepted by, the school will be reported to the Governing Board

Procedure for fundraising:

School staff will meet with the Headteacher to discuss the proposed fundraising activity and cover the following areas as applicable:

1. How the funds will be raised (collections, raffles, appeal, mufti-day etc);
2. Any outlay of funds to run the scheme
3. Any staff time involved
4. Any equipment needed
5. Any necessary Risk Assessments or H&S considerations
6. How money will be collected, handled and stored during and after the event
7. Insurance

Class and Year enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to the School Business Manager to ensure school financial procedures are maintained. This will apply to small scale fundraising ventures, e.g. Support for an external charity.

Funds Raised:

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- All funds received must be given to the appointed school administration assistant to be recorded, counted and banked (two people must be present when counting funds) in line with the financial regulations
- Fundraisers must not exploit their position for personal gain
- Fundraisers shall adhere to all policies and procedures adopted by the Governing Board.
- Donors and event financial contributors have the right to obtain complete and timely information on how the raised funds are used
- All funds raised will be used for the benefit of the pupils in the school in a timely manner
- Publicity and promotional activities are to be truthful and non-deceptive
- Separate accounting must be used for fundraising activities
- Fundraising accounts must be presented to the Governing Board annually with an independent audit report

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the school's fundraising schemes should discuss these initially with the School Business Manager. The School Business Manager will report regularly to the Headteacher and Governing Board regarding all fundraising issues.

Please also see the school [Lettings Policy](#), [Health & Safety Policy](#) and [Finance Policy](#)