



STAWELL SECONDARY COLLEGE

Fundraising Policy

Rationale:

- All schools have special concession to treat certain fundraising events as “Input Taxed” or “Non Profit Sub Entity” which means that there is no 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.

Aims:

- To allow the school to maximise profits from fundraising events to supplement revenue available to the school. Public fundraising is now subject to the *Fundraising Appeals Act 1998* which came into effect on 1 July 1999. The Office of Fair Trading and Business Affairs have responsibility for administering the Act.

Responsibilities:

- Business Manager

Implementation:

Budgets are to be prepared for each event to determine if the school is going to make a profit or loss. A motion written and presented to school council to be included in the school council minutes is required.

In general, organisations intending to conduct fundraising activities are required to notify the Office of Fair Trading and Business Affairs at least twenty-eight days before they are undertaken, however, school councils, and parent clubs whose funds are held in the school council’s official account, are not required to give notice.

It should be noted that before a raffle or bingo can be conducted, a permit must be obtained from the Casino and Gaming Authority if the prize is worth more than \$5000. Before fundraising, permission and instructions must be obtained from the Victorian Commission for Gambling Registration.

The Departments of Education and Training (DET) do not approve school fundraising events, which promote the use of alcohol or are against DET’s Healthy Eating Guidelines.

Events that could be run as input taxed fundraising events are:

1. Events must not form part of a regular series of events (i.e. School cannot conduct 15 car boot sales during a year).
2. Must be similar to a fete, ball, gala show, dinner, performance or
3. An event comprising sales of goods where each sale is less than \$20 (but not including alcohol or tobacco sales) – this condition does not apply to item 1 & 2.



STAWELL SECONDARY COLLEGE

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.

Special Procedures:

Persons wishing to fund raise on behalf of Stawell Secondary College 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. This is necessary to avoid a clash of events, which may compete against each other. The local community are always willing to support the school and the coordination of events will manage the requests they receive.

Evaluation:

This policy will be reviewed as part of the school's review cycle in May every three years in conjunction with the Child Safe Policy. The review will be led by the Business Manager and referred to the Policy Sub-Committee and School Council for ratification.

Last Reviewed: 2017