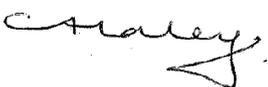


# Fundraising Policy

<b>Date of Approval:</b>	<b>November 2019</b>
<b>Committee/FGB</b>	<b>Resources Committee</b>
<b>Responsible:</b>	<b>Trudy Taylor Federation Business Manager</b>
<b>Review Date:</b>	<b>November 2020</b>

**Signed:** 

**Chair of Governors**

**Signed:** 

**Executive Headteacher**

**Date: 21<sup>st</sup> November 2019**

## **Fundraising and Sponsorship**

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 students.

The majority of these funds come from voluntary donation, fundraising initiatives or sponsorship.

Fundraising is seen by The Arreton & Oakfield federation (the Federation) as a legitimate means of improving the school's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public donating cash or equipment, or actively raising funds is seen as a positive way of supporting the school.

The Governing Body is responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities,
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 with the fund raisers.

### **Acceptance of Funds Raised:**

Fundraising activities will be recognised so long as they are generally within the strategic direction of the School's business plan. Fundraising by staff, Parent Teacher Association (PTA – Arreton) and Parent Community Group (PCG – Oakfield) should therefore take account of needs in consultation with EHT and Heads of School (see below).

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the Federation of their intentions and be guided by the Federation.

In the event that funds are raised or donated to the Federation for purposes outside the business plan, the Federation may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes. The Federation will ensure that any fundraising activities which support local, national and international causes adhere to the required terms and conditions that need to be applied.

### **Notification of Proposed Fundraising:**

All fundraising by Federation staff, PTA, PCG should be discussed before it commences, according to the following criteria:

- All fundraising inside (e.g. sale of donated goods) or outside the Federation, (e.g. collections outside school premises, appeals to the media or industry), should be supported by EHT and Heads of School and notified to the Federation Business Manager regardless of the sum involved.
- The Federation Business Manager will report such notifications to the Governing Body.
- In the event a member of school staff, PTA, PCG becoming aware of an external body fund raising on behalf of the Federation, he/she should notify the Federation Business Manager so that the fund raising can be reported (if this has not already occurred) and the Federation can formally accept the donated cash or equipment.

Notification of proposals for fundraising (whether by members of staff/PTA/PCG or external bodies) should include the following detail:

- Scheme for which funds are to be raised;
- How the funds will be raised (collections, raffles, appeal, etc);
- Capital cost of the scheme;
- Revenue cost of the scheme;
- Proposed source of funding if any cost additional to that covered by fundraising;
- For equipment; proposed source of eventual replacement and timescale.
- Any necessary Risk Assessments carried out
- Timescale

- Insurance

Class and Year enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should consult with the 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 should be given to the Finance Office to be recorded, counted and banked (two people must be present when counting funds) in line with the Education Funding Association (EFA) financial regulations
- The Federation recommends that the PTA/PCG should use the Federation's banking and control facilities. Where the PTA/PCG opts to open and maintain its own bank account the Federation will expect to receive evidence that procedures have been followed in accordance with the regulations
- Fundraisers must not exploit their position for personal gain
- Fundraisers shall adhere to all policies and procedures adopted by the Governing Body. Donors have the right to obtain complete and timely information on how their funds are used
- All funds raised will be used for the purpose for which they were raised and within a set timeframe
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use

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 Federation Business Manager. The Federation Business Manager will report regularly to the Executive Headteacher, Head of School and Governing Body regarding all fundraising issues.

**This policy will be reviewed at least every two years and upon significant change of circumstances.**

**Date of next review: November 2020**