



## **Parents and Friends Fundraising and Spending Policy 2017**

The Parents and Friends Group may undertake fundraising activities for the benefit of the school. The aim of these activities is to fund projects that have a direct benefit to the children through infrastructure, teaching aids for the schools staff or social and cultural experiences, in line with the AIP.

At least four financial members of the group must agree on fundraising activities with the final approval given by the Principal or their delegate.

The Parents and Friends Group will invite teachers, School Council, Student Representative Council (SRC), Parents and Friends members and the Principal to provide them with Funding Requests for items they would like the group to raise funds for, or allocate money already raised. The nominations must directly benefit the children and the school.

All items on the Funding Request Form must be accompanied by a cost estimate for the purchase of the item. Two quotes are preferable for items of large monetary value, above \$ 1000. (Where possible it is encouraged that items are purchased from local businesses).

The requests will be examined by at least four financial members of the Group along with the Principal and the Leadership Team.

All Funding Request Forms must be in by the end of Terms 1, 2 and 3 to be considered by the Parents and Friends Group following their meeting. The financial decision on the money spent by the Parents and Friends Group will lie solely with the financial members of the Group, in agreement with the Principal.

Items that have been approved for funding must be purchased within 90 days of funding unless special circumstances prevent this and it has been discussed with the Parents & Friends Group.