



Procedure for expenditure of fundraising proceeds

The Fundraising Committee of the School Council aims to raise funds each year to support the purchase of additional resources for Black Hill Primary School.

A three person committee, comprising the Principal, a member of the Finance Committee and a member of the Fundraising committee of the School Council is responsible for approving purchases made using these funds.

The Principal is responsible for addressing a priority list for additional resources.

Fundraised money may be rolled over from one year to the next, for items of significant cost.

Procedure:

- Parents/School Council members/staff members/students may forward a submission of proposed item/event, together with a quote of approximate cost, to the school office.
- A three person committee, comprising the Principal, a member of the Finance Committee and a member of the Fundraising Committee, will prioritise and allocate funds to proposals.
- All submissions will be documented and reviewed on a quarterly basis. Submissions will be kept for recording purposes.
- School Council will undertake to purchase goods, unless otherwise specified, following approval.
- Delegations of this responsibility can be made to another person, i.e. Assistant Principal, or staff member if deemed appropriate by Principal.
- All items purchased will be advertised in the school Newsletter.
- Approval for dispersion of funds prior to funds being available can occur following consideration by Finance Committee.
- All expenditure of fundraising funds will be reported monthly to the Finance Committee.
- Balance of the fundraising funds will be discussed and minuted in the Finance Committee meetings.
- A spreadsheet of items purchased will be kept.
- This procedures document is to be formally minuted and reviewed by School Council annually.

This procedure ratified by School Council June 2014