



Procedure for expenditure of fundraising proceeds

The Black Hill Kindergarten Committee and Fundraising Sub-Committee aims to raise funds each year to support the purchase of additional resources for the Black Hill Kindergarten.

A committee, comprising the Principal/delegate from Black Hill Primary School, Black Hill Kindergarten Educational Leader and the Fundraising coordinator of the Kindergarten Committee is responsible for approving purchases made using these funds.

The Principal/delegate 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/Committee members/staff members/students may forward a submission of proposed item/event, together with a quote of approximate cost, to the school office.
- The above committee will determine and prioritise and allocate funds to proposals.
- All submissions will be documented and reviewed on a quarterly basis. Submissions will be kept for recording purposes.
- Black Hill Kindergarten will undertake to purchase goods, unless otherwise specified, following approval.
- All items purchased will be advertised in the Kindergarten Newsletter on the Black Hill website.
- All expenditure of fundraising funds will be reported monthly to the Kindergarten 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 the Kindergarten Committee annually.

This procedure was endorsed in September 2015