



School  
**Dunedin Rudolf Steiner**  
Learning with head, heart and hands

## DONATIONS PROCEDURE

When the Primary School receives a donation, the funds will be spent as per the instructions of the donor, providing this is compatible with the aims and objectives of the School. (If the instructions are not compatible then the funds will be returned). A receipt will be issued to the donor for tax purposes and a thank you letter will be sent. The funds will be held in the safe until banked.

In general receipts for tax purposes are issued at the end of each tax year unless the donation is a one-off contribution.

The funds will be deposited into the appropriate bank account and will be banked within 5 working days unless the amount is > \$1,000 in which case the funds will be deposited within one day.

If no instructions have been received from the donor as to where the funds will be used, then the funds will be treated as other income and spent as determined by the Board for amounts over \$1,000 and by the Management Group for lesser amounts.

The Management Group is accountable to the Board for following this procedure, the Executive Officer is responsible for it.

All staff and members of the Board are informed of this procedure and staff are consulted with prior to any changes. The school community is informed of this procedure through the parent handbook.

Signed by ..... *Pene Johnstone* .....

Name and position ..... *Pene Johnstone Principal* .....

Dated: *03.08.22*

Next review date