



## Rudolf Steiner School Trust Otago

### **Fundraising Policy and Procedure**

This policy and procedure is written for the whole school community including the Proprietors Trust, the kindergarten, playgroup and the Primary school. The governing bodies are accountable to the Ministry of Education, the funders and the stakeholders in the whole school for following proper processes. In addition, the Proprietors Trust is accountable to the Charities Commission. The Management Group is responsible for ensuring the process are followed.

### **Rational**

This policy and the related procedure have been written to ensure the school's fundraising is done in a way which meets the following objectives

- That fundraising is done in such a way that is in accordance with the special character of the whole school and protects its reputation
- That the fundraising is done in such a way that resources are sought to meet the needs of the whole school, in order of priority. (The school does not want to request funds for a minor project from a funder which could otherwise have been used for a more significant project.)
- That all money raised for specific purposes is clearly tagged for that purpose and only spent on the project for which it had been raised
- That money collected is safely held, recorded and banked promptly and that it is properly recorded in the financial accounts of the relevant entity within the whole school.
- That the school can report accurately and in a timely fashion to its funders and its community on its fundraising activities
- To ensure the school retains flexibility with funds raised for general purposes (ie not earmarked for a particular project), fundraising will normally be led by the Proprietors Trust. This means that the money raised can then be allocated to a wider range of projects, including property matters which would normally be outside the scope of the Primary School Board.

### **Procedure**

1. As part of its strategic planning, the Proprietors Trust will consider its priorities for fundraising at the same time that the annual budget is drawn up. They will consult with the Board. The budget is approved in November prior to the new school year and may cover a period of one to ten years
2. Any potential fundraising activities within the year will have to be requested in writing and approved by the Management Group (for activities aimed to raise under \$2,000) and by the Proprietors Trust for larger activities. The approval will only be given if the activity is not in conflict with the priority

list. The following points will be considered in granting approval and should be addressed in the written request

- How it fits with the priorities of the school
  - How it fits with Special Character and reputation
  - Is the plan for managing the project adequate to ensure resources are protected
  - Do the people managing the project have sufficient time, experience and resources to be able to do it effectively
  - Have any necessary legal or other compliance issues been adequately addressed
3. Funds raised will be counted by the people nominated by the project, with at least two people present and signing off the counting. Funds will be banked within the next five working days for amounts under \$1,000 and on the next working day for larger amounts
  4. Any grant applications must be first approved by the Management Group and for amounts over \$2,500 they should be approved and signed off by the Proprietors Trust. A copy of all applications must be filed with the school office.
  5. Fundraising done by the school must comply with Ministry of Education guidelines provided below

This policy and procedure is made available to the Proprietors Trust, the Board, all staff and the parent community and they are consulted with on any changes.

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Procedure approved by.....Signed .....

For the Proprietors Trust

Procedure approved by.....Signed .....

For the Board

Date ..... Next review .....

## **Fundraising advice (Boards of integrated schools)**

This information is from the Ministry of Education website and clarifies the governance responsibilities of proprietors and boards in relation to fundraising.

### **Raising funds**

#### **Good practice**

Because fundraising in integrated schools can involve both proprietors and the board, and therefore 2 different beneficiaries, the party that's responsible for the fundraising must ensure that the purpose and intended beneficiary of the fundraising are clearly identified and communicated to parents and the wider school community.

This means parents and other members of the school community should be given full information about the intended purpose and beneficiary of any fundraising to which they're invited to contribute from the outset.

#### **Proprietors**

Proprietors may raise funds for purposes related directly to their responsibilities under the Education and Training Act 2020 (the Act) (for example, property and special character), and for any other purpose as long as it's consistent with the legal status of the proprietor.

[Schedule 6, clause 34](#), of the Act affirms that, in addition to raising funds by collecting compulsory attendance dues which may be charged under [Schedule 6, clause 30](#), a proprietor may:

- conduct fundraising activities within the school
- inform parents of the proprietor's financial obligations through school publications, such as the prospectus
- request that parents make regular voluntary financial contributions to service debt repayments in relation to school land and/or buildings or other buildings associated with the school.

#### **Boards**

The Act confirms that boards of integrated schools are able to raise funds in the same ways and for the same purposes as the boards of state schools.

These funds are Crown funds and shouldn't be confused with funds owned by the proprietor.

## **Holding of funds**

There are different accounting requirements for locally raised funds or voluntary contributions, depending on whether the fundraising has been carried out by the proprietor or the board.

[Schedule 6, clause 35](#) of the Act states that the board, staff or students of an integrated school can't take part in any fundraising to contribute to the proprietor's property-related costs during normal school hours (when the school is open for teaching).

The board, staff or students of integrated schools may volunteer to participate in fundraising carried out for that purpose outside of school hours.

### **Good practice**

We recommend that funds raised by proprietors be deposited directly into the proprietor's bank account.

If the school does hold funds for the proprietor, those funds should be recorded separately from income and transferred out as soon as possible. Schools need to keep full documentation about any funds held on trust. This will help to prevent the blending of proprietor and board funds and the associated risk of the board assuming the functions of the proprietor in respect of the funds it holds on trust.

### **Proprietors**

[Schedule 6, clause 36](#) of the Act states that when proprietors carry out any fundraising or receive any voluntary contributions, it 's the proprietor's responsibility to keep accounts of this money. This requirement also applies to any funds raised when board members, staff or students of integrated schools take part in fundraising for the proprietor outside of normal school hours. In each of these scenarios, the funds raised are private and belong to the proprietor.

All proprietors' accounts of fundraising and voluntary contributions must be audited by a chartered accountant at least once every 12 months. Proprietors must ensure that these accounts (and the auditor's report on them) are made available to any parents or other contributors who request to see them.

## **Boards**

Any funds collected through fundraising undertaken by and for the board are considered Crown funds and are treated in the same way as funds provided directly by the Ministry

Boards are subject to separate accountability and governance requirements from proprietors. As Crown entities, boards are accountable to the Crown, including following a rules-based financial framework that specifies how their funds must be held and maintained.

Under section 158 of the Crown Entities Act 2004, any funds from a board fundraising activity must be deposited as soon as possible into an account in the name of the school, which can be opened and used only by the board. School boards can bank only with an approved institution.

Boards have no authority to operate accounts in the name of third parties, such as proprietors, or to manage any funds raised by (or on behalf of) proprietors, as these funds are privately owned by the proprietors.

Section 161(3) of the Crown Entities Act allows a board to hold money on trust for any purpose or for another person, which means that funds raised or voluntary contributions received for a proprietor may be held temporarily in the school's bank account.

## **Tax credits**

Donors may be eligible to receive tax credits for voluntary contributions/donations if the recipient (board or proprietor) is an approved donee organisation.