



St Brendan's School
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PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh

School Fund Raising Organisations Policy

Reviewed: May2017

Ratified: May 2017

To be reviewed: May 2021



School Fund Raising Organisations Policy

Reviewed: September 2012

Ratified: May 1989

Next Review: 2017 (BDSAC)

RATIONALE:

The school fund raising organisation (parents and friends or like associations) supports the school in numerous ways. In relation to any fundraising the parent community may undertake for the school, the school advisory council/board, the parents and principal work towards inclusive decisions in relation to the needs of the school and how funds raised by the association can best meet those needs.

POLICY STATEMENT:

There is an important relationship between school advisory councils/boards and school fund raising organisations and schools must ensure the appropriate accountability of funds and their smooth transition from school fundraising accounts to the general school account.

PRINCIPLES:

- 1.0** The school fund raising organisation (SFRO) is an integral and valuable part of any Catholic school operation. The SFRO will have a role in strengthening school communities through the organising of faith building, social, educational and fund raising functions.
- 2.0** The effectiveness of a SFRO is dependent upon the voluntary commitment of its members and as such that commitment will be acknowledged and respected. The SFRO will welcome all members of the school community into its membership whilst acknowledging that the capacity to be involved varies between individuals. The school leadership should recognise the voluntary commitment of SFRO by regularly affirming their work (e.g. through attendance at meetings and functions) and publicly acknowledging their contribution to the life of the school and the projects supported by the SFRO.
- 3.0** The SFRO will have a clearly defined operational procedure and role description which includes a statement of its relationship to the school board. When cash handling is required (e.g. fete revenue/raffle income) procedures will require that more than one individual be involved in the handling and reconciliation of all monies. All legal requirements and taxation implications must be adhered to by the SFRO.
- 4.0** Funds raised by the SFRO will be provided to meet the needs of the school as determined by the principal in consultation with the Canonical Administrator\Governing Authority and the school advisory councils/board. Towards the end of each year, the school principal and the SFRO will review the past year and establish fundraising needs for the ensuing year. School fundraising needs will normally encompass various specific priority items and may include an amount to assist in meeting general recurrent costs.

These monies may be provided to the school progressively through the year or at an agreed time towards the end of each year. At the end of each school year, school leadership in consultation with the SFRO should determine the amount of funds to remain in the SFRO bank

account. All other funds should be transferred to the school account. The SFRO is custodian of the funds until provided to the school.

- 5.0** The SFRO will be accountable to the School Authority for the funds it raises. The opening of a Bank Account to be conducted by a SFRO is to be authorised by the School Authority. An audited income and expenditure statement is to be published of SFRO accounts. The audit may be undertaken internally by the School Bursar or by a community member (independent of the executive of the SFRO) with expertise in financial accounting - refer Appendix I.

REFERENCES:

- General Information School Advisory Councils – Oct 2011 (CEOB)
- CECV Financial and Administrative Procedures Manual – Catholic Primary Schools