



**A.M.D.G.
CRESCENT COLLEGE COMPREHENSIVE S.J.**

Crescent College Comprehensive SJ

Fundraising Policy

14th May 2019



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The Board of Management is responsible and accountable for all fund raising carried out under its auspices and appropriate control arrangements should therefore be put in place.

Only the Board of Management can authorise the use of the school name for fundraising or other external activity and only those fundraising activities approved by the Board of Management shall be carried out in the name of Crescent College SJ and/or using school facilities.

The purpose of this Fundraising policy is to provide guidance to members of the Organisation and the general public when fundraising money with the recipient being Crescent College Comprehensive S.J.

In some cases, the following type of fundraising can be organised by recognised bodies such as Parents' Council, Association or Past Pupils' Union and may include such ventures as Golf Classics, Raffles/Ticket Sales etc.

Crescent is relying on volunteers to carry out fundraising on its behalf and it's an important part of the school budget. The Board recognize the important work done by volunteers, teachers, and students in supporting the school through fundraising. All fundraising should be carried out under guiding principles e.g. Respect, Honesty and Integrity, Transparency and Accountability.

This policy is to ensure the Board is satisfied in relation to any activity it authorises. The Board must ensure:

- only persons authorised by the School should collect money on behalf of Crescent College
- that there are appropriate controls, financial, accounting and otherwise in place
- all monies collected must be directed to and managed by the School Accountant
- that all legal obligations are filled
- that appropriate records must be maintained
- that Health & Safety risks/matters attaching to each activity are considered and provided for

Involvement in any fund-raising activity must not involve any cost shortfall being met from School funds either on a temporary or permanent basis. School funds must not be used for the purpose of making any payments or accepting any receipts in connection with any fundraising activity no matter who organises them.

A formal risk assessment should be conducted in advance of fund-raising activities which will ensure that all necessary controls have been implemented prior to the event commencing.

Separate detailed financial records should be maintained to manage and control funds arising from activities/undertakings authorised by the Board. The books and accounts in relation to any fundraising activity should be available to the Trustees. All funds raised for the benefit of the school should be transferred to the school and when the proceeds of fundraising or other activities are passed over to the school, the receipts should be lodged in the main school bank account and expended in accordance with the financial guidelines. Cash collections should be kept to a minimum with collections being done via the school on-line payment system EPP where possible.

An annual report setting out income and expenditure for each activity must be presented to the Board for its consideration and approval within 3 months of the Fundraising activity (by end of school year).



A.M.D.G. CRESCENT COLLEGE COMPREHENSIVE S.J.

Records must be made available to the Department of Education and Skills officers and officials on request.

The Parents' Association shall consult with the Board about any fund-raising for the school or school projects.

The Board must decide the circumstances and the way fundraising is to be undertaken. The approval of the Board is needed prior to any fund-raiser of and must be evidenced by a separate Board minute specifying the purpose and the nature of the activity involved. All fundraising activities must adhere to the Internal Fundraising Committee (IFC) protocols.

The Board should also satisfy itself that any groups, such as Parents' Association or Past Pupil's Unions, are properly constituted and have adequate internal accountability arrangements and controls.

The Board must approve IN ADVANCE of any fundraising activity and the below criteria must be adhered to. A schedule of all planned activities should be given monthly to the Board for approval. The board will consider the following:

- date of proposed activity
- purpose for which funds are being raised (Charity involved if applicable)
- way the funds are to be raised
- approval from Internal Fundraising Committee if applicable
- person with overall responsibility for the activity
- segregation of duties is clearly defined
- confirmation that the Finance office have been notified
- list of Committee members
- method of money collection (i.e. approach sponsors, sell tickets etc.)
- timeline for the transfer of any funds raised
- estimated timeframe for the agreed project

Any funds raised must be used for the purpose (s) for which the money was collected and in a reasonable timeframe. Fund-raising activities carried out under the auspices of the Board are covered by State Indemnity insurance. Any fundraising not carried out under the auspices of the Board or IFC are not covered.

Where it arises, the Board may need to decide for the acceptance of subventions or donations towards specific objectives other than for the general direction and government of the school. Before accepting such subventions, the Board should take reasonable steps to satisfy itself that the donor is reputable and of good standing.

Parents' Associations Funds and Accounts should conform to the same procedures laid down for school accounts and should be supervised in the same way as other accounts.



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.

The school have an Internal Fundraising Committee (IFC) which mainly raise money for External Charities i.e. Irish Cancer Society etc. The IFC oversee this element of fundraising and approve fundraising activities through the school year.

Internal Fundraising Guidelines (Collecting monies on behalf of an External Charity)

- A schedule of Activities should be drawn up for the Academic School Year
- List of Activities should be circulated to the Finance Committee /Board for their information
- The Responsible person for the fundraising activity should complete an application form and submit to the Internal Fundraising Committee.
- The Internal Fundraising Committee will check the schedule and approve if the fundraising is not clashing with another activity.
- A schedule of activities will be submitted to the Board on a monthly basis for overall /review by the Board including Fundraising report.
- Once approval has been given for a fundraising activity by the IFC (Internal Fundraising Committee) the application form should be given to the Finance Department. The Finance Department will then update their schedule of activities.
- Finance Schedule of activities will include detail of timing, event title, pricing (ticketed event), total amount received, total amount lodged, date of lodgement and lodgement reference number.
- Any monies collected during a fundraising activity ideally should be counted on the given day. Two persons must oversee the counting of the collection. If this is not possible due to time constraints, then the monies should be kept in the safe in the Finance office and dealt with directly the following day.
- The amount collected must be clearly documented (Notes, coins x 2.00, 1.00 etc) and transferred to the Finance office.
- The Finance office will reconcile the monies being lodged and issue a receipt and put in the Safe for security purposes. Lodgements will be done in a timely manner.
- On submission of a written request for payment (by email) to the Finance Department (by Fundraiser "responsible person") payment will be made to the charity/organisation either by cheque or direct bank transfer by the Finance office for monies collected.
- Cash will not be handed directly to a Charity; monies will be expended either in the form of a direct bank transfer or cheque. A receipt should be sought from the Charity/Organisation.
- Accurate records will be kept in the School accounting system.

Collection of Cash

- Collection boxes should be individually numbered. Records should be kept of whom boxes are issued to. (fundraising boxes should be used where possible)
- All collection boxes should be sealed with locks or security seals.
- Staff responsible for the custody of the keys to the boxes are separate to the staff assigned to collect donations
- Are detailed records kept of all person allocated to sell tickets, and which ticket numbers they have been allocated?
- Records should be kept of all sold/unsold tickets.



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.

Application form for Internal Fundraising (Internal Policy) – should include the following:

- Date of fundraising activity
- Name of Charity (must be registered)
- Reason for collection
- Name of person with overall responsibility
- Teachers/others involved in the collection
- Way monies will be collected
- Number of students involved in collecting/Classes
- Expected collection amount (estimate based on previous collections)
- Signed by responsible person
- Approved by Internal Fundraising Committee

Sponsorship and funding of Sports Kits and Gear

If an external body provides sponsorship to the school for sports gear or kits this can only be done with the knowledge and approval of the school. An invoice will be issued to the relevant Sponsor by the school and payment must then be made directly to the school and not the supplier of the gear. The Supplier of the sports gear and kits will invoice the school and payment will be made accordingly.

The Fundraising Event Application Form should be completed for all activities. See below example



A.M.D.G.
CRESCENT COLLEGE COMPREHENSIVE S.J.

Fundraising Event Application

Date of fundraising activity: _____

Name of charity: _____

Reason for collection: _____

Name of person with overall responsibility:

Teachers/other involved in the collection: _____

Manner in which the monies will be collected: _____

Number of students involved in collecting/classes : _____

Expected collection amount (estimate based on previous collections):

Signature: _____

Date of application: _____

Approved by Fundraising Committee Yes

No



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Fundraising Money Count

Responsible person: _____

Recipient charity: _____

Date of lodgement: _____

Denomination	Total amount
€50	
€20	
€10	
€5	
€2	
€1	
50c	
20c	
10c	
5c	
2c	
1c	

Signature: _____



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This policy was ratified by the Board of Management of Crescent College Comprehensive SJ on 14th May 2019.

Helen O'Donnell

**Helen O'Donnell, Chairperson
Board of Management**

Karin Fleming

**Karin Fleming, Secretary
Board of Management**