



**FUNDRAISING**  
**by**  
**TEAMS and GROUPS**  
**at**  
**CAMBRIDGE HIGH SCHOOL**

**Rationale**

Fundraising is a necessary and worthwhile means for gaining finance to fund activities, and building team spirit and purpose in participants. It also allows the school community an opportunity to contribute to and be a part of the group activity.

Our school community is not large so it is important that we do not overstay our welcome with particular businesses, individuals, or sectors.

All funds raised in the name of Cambridge High School are public funds and the BOT must account for them as such.

Fundraising includes all sponsorship, events, and activities where money, goods, or services 'change hands'.

**Procedure**

**Fundraising Application Form**

All fundraising in the name of Cambridge High School, by any individual, team, group, or faculty requires prior permission of the Board of Trustees.

- Application forms are available from Reception, the Business Manager, or on the school website.
- The completed application form should be submitted to the Business Manager.
- For anticipated fundraising of up to \$10,000, the Business Manager may grant approval or otherwise.
- For anticipated fundraising in excess of \$10,000, the Business Manager will submit the application to the BOT at the next monthly meeting.
- The Business Manager will advise the decision to the applicant within two days for under \$10,000, or following the BOT meeting for over \$10,000.

**Handling Monies**

- All monies collected under the name of Cambridge High School must be handed to and receipted by the school office for crediting to the relevant team, group, or faculty account at the school by the end of the next business day after the fundraising event, or part thereof.
- Expenditure or reimbursements relating to fundraising must not be spent from income prior to it being receipted at the school office. All expenditure must be made through the school's normal purchasing processes.

### **Goods and Services Tax**

Fundraising budgeting should allow for GST on income and expenditure so as to avoid later surprises

- GST is payable on all income with the exception of income from donations (donor derives no benefit) and the sale of donated goods.
- GST is claimable on fundraising expenses where a GST invoice/receipt is provided.

### **Refunds**

When an activity for which fundraising has taken place is cancelled for whatever reason, the funds raised are not available for paying out to individuals and they must be used for a purpose similar to the original purpose. Payments by individuals as their share of costs will be refunded but may be reduced due costs incurred and not retrievable (eg lost deposits)

### **Liquor Licence**

All liquor licences for school fundraising or other school activities must be applied for in the name of the Cambridge High School Board of Trustees.

- The Waipa District Council Liquor Licence application form must be completed by the fundraising applicant and submitted to the Business Manager with the CHS fundraising application.
- The Liquor Licence application form, if the activity is approved, will be signed by the Principal, Business Manager, or a member of the BOT.
- The cost of the Liquor Licence will be carried by the group holding the event.
- WDC requires at least 10 working days to process Liquor Licences.

---<<>>---