

PURPOSE

To provide parents/carers and other members of our school community with an overview of Malvern Central School's approach to fundraising.

POLICY

Fundraising is an important way for Malvern Central School to raise money so that it can deliver additional learning opportunities, programs for students and improve school amenities.

School staff, members of the school community or the Parents' Club may want to undertake fundraising activities for Malvern Central School.

Malvern Central School encourages all members of our school community to be involved in fundraising initiatives and the School Council welcomes all proposals for fundraising.

Fundraising is a function of the School Council and Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, the School Council will approve any school-related fundraising events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

In deciding whether or not to approve fundraising events or activities, the School Council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held in trust by the School Council for the general or particular purpose for which it was raised.

Digital Fundraising Platforms

Malvern Central School may utilise third-party digital fundraising platforms (including but not limited to TryBooking, Eventbrite, GoFundraise, and similar services) for school fundraising activities, subject to School Council approval.

All fundraising activities using digital platforms must comply with the following requirements:

- Platform selection must be approved by the Principal and Business Manager prior to use, considering security, fees, reporting capabilities, and compliance with Department requirements.
- All funds raised through digital platforms must be transferred to official school accounts within 10 business days following the conclusion of the fundraising activity or event
- Funds must be transferred to one of the following accounts:
 - School General Account (Official Account)
 - Library Fund (DGR status)
 - Building Fund (DGR status)
- The organizer of the fundraising activity is responsible for ensuring timely transfer and reconciliation of all funds.
- Complete transaction records, including platform reports and receipts, must be provided to the Business Manager for reconciliation and audit purposes.

DGR-Eligible Fundraising Planning

Malvern Central School maintains two accounts with Deductible Gift Recipient (DGR) status:

- Library Fund
- Building Fund

To maximise tax benefits for donors and increase fundraising effectiveness, all fundraising proposals submitted to the School Council must include a DGR eligibility assessment.

Pre-Fundraising Planning Process:

Before any fundraising activity is approved, the proposer must:

Identify whether the fundraising purpose aligns with DGR-eligible categories:

- Library Fund: Donations for library resources, books, technology, furniture, and library program enhancement.
- Building Fund: Donations for buildings, structures, facilities, grounds improvements, and capital works.

If DGR-eligible, structure the fundraising activity to direct donations to the appropriate DGR account

Ensure all promotional materials, digital platform settings, and donation forms clearly identify donations as tax-deductible (where applicable) and specify which DGR fund will receive the donations

Confirm that the digital platform being used can accommodate split payments or designated account transfers for DGR compliance

Prepare appropriate tax receipt templates in accordance with ATO requirements for DGR donations

School Council Approval Requirements:

- All fundraising proposals presented to School Council must include:
- A statement of whether the fundraising is DGR-eligible
- If DGR-eligible, which fund (Library or Building) will receive the donations and why
- How the fundraising will be structured and promoted to maximize tax-deductible donations
- The planned destination account(s) for all funds raised
- Expected timeline for transfer of funds from any third-party platforms to school accounts

Responsibilities:

- The Business Manager will provide guidance to fundraising organizers on DGR eligibility and compliance requirements.
- The principal will ensure that all approved fundraising activities comply with DGR regulations and ATO requirements.
- Fundraising organizers are responsible for implementing approved DGR structures and maintaining appropriate documentation.
- The School Council will review annual fundraising outcomes, including analysis of DGR-eligible versus general fundraising, to identify opportunities for improvement.

Fundraising for Charitable Causes

Malvern Central School may also decide to fundraise for charitable causes external to the school. In these cases, the School Council is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the School Council may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

Responsibilities

- The Business Manager will provide guidance to fundraising organizers on DGR eligibility and compliance requirements.

- The principal will ensure that all approved fundraising activities comply with DGR regulations and ATO requirements.
- Fundraising organizers are responsible for implementing approved DGR structures and maintaining appropriate documentation.
- The School Council will review annual fundraising outcomes, including analysis of DGR-eligible versus general fundraising, to identify opportunities for improvement.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Fundraising Activities \(including fetes\)](#)
- [Finance Manual — Financial Management for Schools](#)
- [Fundraising Act 1998](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	19 November 2025
Approved by	Principal & School Council
Next scheduled review date	Nov 2026