

### **30. Other Activities (including fundraising activities) Administered by Third Parties with the Approval of the Board**

The Board of Management is responsible and accountable for all fundraising 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. The Board should be satisfied that where such activities are authorised the good name of the school and of its staff is protected at all times.

In some cases this type of fundraising is organised by recognised bodies such as a Parents' Council / Association or a Past Pupils' Union and may include such ventures as Golf Classics, Raffles / Ticket Sales, Fashion Shows, Lottos and so on.

The Board must ensure:

- That there are appropriate controls, financial, accounting and otherwise in place.
- That all legal obligations are fulfilled.
- That appropriate records are maintained.
- That Health and Safety concerns 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 a permanent basis. School funds must not be used for the purpose of making any payments or accepting any receipts in connection with any fundraising activities no matter who organizes them.

Separate financial records should be maintained to manage and control funds arising from activities / undertakings authorised by the Board. An annual report setting out income and expenditure for each activity together with opening and closing bank / cash balances, assets and liabilities must be presented to the Board for its consideration and approval within three months of the year-end and included in the school's financial statements for that year. The books and accounts must be available to the Trustees. When the proceeds of fundraising 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.

In certain circumstances the Trustees may request the Board to have the accounts for all or some of these activities audited independently. This would occur where the amount turned over by such activities is considered to be of such significance that independent assurance is required regarding the financial position of the activities concerned and the presence and operation of internal controls. Indeed, some Boards may, considering the nature and complexity of the activities undertaken, decide to have the accounts for these activities audited.

The Board must decide the circumstances and the manner in which fundraising is to be undertaken. Authorisation for each such activity must be evidenced by a separate Board minute specifying the purpose and nature of the activity involved.

The Board should also satisfy itself that groups, such as Parents' Associations or Past Pupils' Unions, are properly constituted and have adequate internal accountability arrangements and controls. All such funds raised for the benefit of the school should be transferred to the school account and then paid out by the school authorities.

Equipment donated to the school by outside bodies must be recorded in the assets register.

Where it arises, the Board may need to make arrangements 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.

Where the Board, having considered the above, decides to operate directly such an undertaking, the control arrangements set out in these Guidelines must be strictly followed.

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