

Guidance on Fundraising Activities Including Administered by Third Parties with the Approval of the Board

Governance and Management of Fundraising Activities

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. The board of management must develop and agree a fundraising policy from the public policy. The policy must be reviewed annually and updated where necessary. The board of management must approve the fundraising activities of the school for the coming year.

Only the board of management can authorise the use of the school's 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, 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, lotto's and so on. The board must agree and document the manner to which the funds are to be raised and the purpose of the funds being raised.

The board must be satisfied that as a registered charity, the school has complied with the [Charities Regulator guidance on fundraising](#).

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.

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 and child protection concerns attaching to each activity are considered and provided for.
- Adequate insurance cover is in place for fundraising activities where appropriate
- All fundraising material must include the name and logo of the school, contact details and the school's Registered Charity Number (RCN).

Financial Controls and Accounting for Fundraising Activities

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 and included in the school's financial statements for that year. The books and accounts must be available to the trustees/patron.

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 board approved purpose of the fundraising.

The board and Principal should consider whether or not a special bank account should be opened for the activity in question. An account should only be opened if the fundraiser involves a significant amount of money and is for a large project.

Where a special bank account is opened it should only be used for transactions involving the activity in question.

There should be two signatories on all documentation relating to the account In line with any other bank account in the name of the board and in adherence with the board's governance document.

Where a special bank account has been opened it must be closed as soon as the activity comes to an end.

There must be a minimum of two persons involved in the organising and administration of the fundraiser.

Where the fundraiser involves a significant amount of money for a large project, the board should consider setting up a sub-committee to manage it. A financial report on the activity should be submitted to the board at least twice during the school year and a final report when the activity is completed.

The board must maintain a register of approved fundraising activities which may contain:

- Name of the activity / fund
- Date of approval
- Names of the personnel responsible for the fundraising activity
- Details of special bank account if any
- Names of cheque signatories and/or online payment approvers
- Date of closure of account – where a special account was opened
- Any other matter pertaining to the activity deemed necessary by the Principal or board

The correct FSSU chart of account nominal codes must be used to record the fundraising income and expenses. [Click here](#) for the fundraising chart of accounts nominal codes.

Equipment donated to the school by outside bodies must be recorded in the assets register. The balance of the unspent fundraising income must be deferred in the year end accounts.

In certain circumstances the trustees/patron 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.

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.

Parents' association and past pupil's funds accounts should conform to the same procedures laid down for school accounts and should be supervised in the same way as other school accounts.