

**BERRY SPRINGS PRIMARY  
SCHOOL COUNCIL**

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# Terms of Reference

**BERRY SPRINGS PRIMARY SCHOOL COUNCIL**

## Fundraising Committee

### Table of Contents

1. Title of Committee.....	2
2. Purpose of Committee .....	2
3. Membership .....	<b>Error! Bookmark not defined.</b>
4. Meetings .....	<b>Error! Bookmark not defined.</b>
5. Communication and Reporting.....	2
6. Resources & Budget .....	3
7. Events .....	3
8. Appropriate Internal Control Mechanisms to Meet Audit Requirments .....	3
9. Deliverables .....	3
10. Review .....	3
11. Internal Requisition Form.....	4

## **1. Title of Committee**

Berry Springs Primary School Council Fundraising Committee

## **2. Purpose of Committee**

To raise sufficient funds to support activities and items as identified by the school, in-conjunction with the School Council, that could not otherwise be funded through the normal school operating budget and or community grants. Fundraising aims to benefit all students throughout the year. Activities will be family friendly and will encourage all families and students to be involved.

They provide advice and make recommendations to the School Council, which has the final responsibility for making decisions. The decision-making responsibilities of the School Council should not be compromised by the work of any sub-committee. The Committee does not direct or manage the School Council and all recommendations are to be addressed to the School Council for endorsement and approval.

## **3. Membership**

The School Council will establish a Fundraising Committee with a minimum of 2 members. The Fundraising Committee Chair will be a member of the School Council.

Members will be invited via the School Council calling for expressions of interest from the school community. Members will be invited based on their knowledge and expertise of fundraising activities.

The Chair will ensure meetings are properly convened and that all members have an opportunity to provide input into discussions.

The Chair is responsible for presenting the reports and recommendations to the School Council.

## **4. Meetings**

The Committee will meet before each School Council meeting, whether this be in person, via Zoom or teleconference.

Notes of each meeting will be taken by the Chair and all Fundraising Committee recommendations will be presented to the School Council.

## **5. Communication and Reporting**

The Fundraising Committee will provide a report to the School Council secretary no later than Friday prior to the School Council meeting.

Reports will be presented in the form of basic notes, with the committee's recommendations following.

Communication on to the school community is the responsibility of the Committee and will be developed by the Committee and provided to the school for circulation through the usual communication methods (school star, Facebook, newsletters etc.) Fundraising communication shall not impact the duties of teaching or administrative staff.

## **6. Resources and Budget**

### **Community Grants**

Identify and apply for grant programs open to the school.

### **In-kind Support**

Seek out support from businesses for anything from venue/accommodation, office supplies, printing and photocopying, transport, entertainment, pro bono work (legal, accounting, IT, marketing/Public relations, auditing), gifts, subscriptions, uniforms.

### **Donations**

Seek support from local businesses, including online donations, personal asking, raffle prizes, food & beverage donations.

## **7. Events**

This may include:

Sales, fetes, whole school fun days, trivia nights, fashion parades, talent contests, dances and discos, film nights, restaurant function, various 'athons, raffles, competitions, auctions.

It is the responsibility of the Committee to engage volunteers from within the school community as required to support event planning, organisation, set up and pack up. Fundraising events shall not impact the duties of teaching or administrative staff.

## **8. Appropriate Internal Control Mechanisms to Meet Audit Requirements**

- Blue internal requisition form (attached) to be filled out and given to the Admin. Manager prior to any purchase of items for any fundraising events/activities. Form is available from front office staff.
- Collection of money / counting of money to be undertaken by Admin. Manager or front office staff. For an event that goes over 2 days (ie. Father's Day & Mother's Day Stall's) cash tin to be handed to front office for keeping in the safe overnight. Larger sums of money to be kept in the safe till counted.
- Ensure sales of raffle tickets do not exceed legislative permit requirements (\$5k)
- Storage of donated items or items left over from previous fundraising will be housed in an allocated area, at the school and marked accordingly. Front Office staff to designate this spot.
- Cash proceeds from fundraising and sponsorship will be banked to the school account and credited to the relevant fundraising line item.
- Acknowledgement of sponsors and donations will be included in Facebook posts and School Star communications and a Certificate of Appreciation given after the event.
- Fundraising activities will not permit alcohol or tobacco consumption.

## **9. Deliverables**

Each year, the Fundraising Committee will conduct / achieve the following:

- Calendar of Events to be added to the school's website and communicated through school star.
- 2 x major fundraisers eg. Dry Season Family Picnic, Christmas Family Picnic
- Mother's Day Stall & raffle
- Father's Day Stall & raffle
- Easter & Christmas Raffle
- Members will complete an annual committee health check evaluation form

## **10. Review**

Annually, by the Fundraising Committee for endorsement by the School Council.

## INTERNAL REQUISITION FORM

Name of Staff Requesting: \_\_\_\_\_

Suppliers Name: \_\_\_\_\_

Suppliers Phone Number: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

Please tick

Purchase Order

Re Reimburse

Debit Card

Cat.Pg	Code No.	Description	Qty	Unit Cost	Total Cost

Other: \_\_\_\_\_

Order Total \$ \_\_\_\_\_

**ADMINISTRATION ONLY**

Authorised: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Budget Allocation: \_\_\_\_\_

Business Manager: \_\_\_\_\_

Processed on MYOB \_\_\_\_\_