



## Fundraising Policy

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*Queanbeyan and District Preschool Association has two main sources of income:*

- *Funding from NSW Department of Education and Community Services*
- *Fees paid by parents*

*To supplement this income - and to keep fees as low as possible – the Queanbeyan & District Preschool Association conducts fundraising activities throughout the year. Some activities are designed to raise funds for the Association as a whole, and others are designed to raise funds for individual preschools.*

### **Organisation**

- The Fundraising support person of each preschool, in consultation with the Director, coordinates fundraising activities for their preschool.
- Association fundraising events (such as a disco) involve staff and parents from all preschools working together and are organized by our P & C Committee.
- Activities vary from year to year depending on parent and staff interest and availability.

### **Participation**

- Parents are under no obligation to participate in fund raising activities.
- Staff are encouraged to support fund raising activities.

### **Banking and Disbursement of Funds**

- The Director and/or the Fundraising support person will maintain a record of all transactions related to fundraising activities.
- Money raised by individual preschools will be passed on to the Office Administrator for deposit into each preschool's fundraising account.
- The Director may draw on these funds at any time throughout the year to purchase toys and equipment. In authorising payment for equipment the Director will attach an order form to the invoice requesting that payment is to be made from the "Fundraising Account".
- Funds from combined activities will be used for larger maintenance expenses (such as replacing playground equipment or floor coverings).
- Any money not spent in one financial year will be carried over to the following year.
- The Administrative Officer/ will issue a regular statement to each Director indicating the balance available to them in the fundraising account.

### **Further Reading:**

- 1) Queanbeyan and District Preschool Association, *Parent Involvement Policy*
- 2) Department of Gaming and Racing, *Fact Sheet: Raffles*