Appendix 1

Rules for Enfield Public School P&C Fundraising Subcommittee (Adopted 30/6/10)

1. These rules are made under the constitution of Enfield Public School Parents and Citizens' Association.

2. The Fundraising subcommittee is formed for the benefit of providing the school with a coordinated fundraising program that best meets the needs of the community.

3. The financial year of the subcommittee shall close on 31st December of each year.

4. No person shall serve more than three consecutive years as the coordinator unless there are no other volunteers for the role and there are no objections from the members.

5. The subcommittee comprises the coordinator and all volunteers who join the subcommittee.

6. A subcommittee member does not need to be a paid up member of the Enfield Public School P&C but if they choose not to join they have no voting rights at the P&C general meetings.

7. Minutes will be taken for all fundraising meetings and distributed via email to the fundraising committee members and the P&C President by email. A summary of the meeting will be presented at the next general meeting.

8. The Fundraising subcommittee will research, plan, organise and run fundraising events throughout the school year. Volunteers from the general school community will be requested where needed to assist with running specific events / activities.

9. The Fundraising subcommittee will periodically consult with the general school community as to levels of support for events / activities and adjust activities / events in response.

10. An outline of proposed fundraising events will be presented at the P&C general meetings and approved at that meeting. Items / programs that funds raised will be spent on must be agreed by the P&C meeting.

11. The coordinator of the Fundraising subcommittee, or delegate, will present a monthly report of activities to the P&C general meeting.

12. The Fundraising subcommittee will advertise activities / events to the general school community through the Enfield School Newsletter, School website, the P&C Noticeboard and the distribution of flyers, posters and brochures.

Updated 14th August 2014
13. All expenses of the Fundraising subcommittee will be presented in receipts to the Treasurer, who will reimburse by cheque as soon as possible. No amounts will be reimbursed through monies earned.

14. Any larger expenses will be presented at and approved by the P&C general meeting prior to expenditure.

15. A float will be provided for Fundraising events by the Treasurer or delegate with a minimum of one week of notice.

16. All monies earned through fundraising events will be counted by two P&C members using an EPS P&C count sheet and signed by them, before being taken to the Treasurer for banking.

17. For events where money is returned over an extended period of time eg raffles, money will be collected by nominated members of the Fundraising subcommittee and given to the Treasurer for banking. The Treasurer will provide a summary of amounts banked at the end of the fundraising event. A balance of items sold versus monies banked will be completed at the end of the fundraising event, to ensure accountability.

18. A report will be presented at the annual general meeting detailing the activities and profits made for the year, at year end.