



TE AROHA COLLEGE BOARD OF TRUSTEES FUNDRAISING POLICY

Rationale

Te Aroha College encourages fundraising activities that enhance educational opportunities and provide resources for students. All fundraising must be conducted ethically, transparently and in accordance with the **Ministry of Education (MOE) Financial Information for Schools (FISH) Handbook**, **Inland Revenue (IRD)** and **Department of Internal Affairs (DIA)** requirements.

Policy Guidelines

1. Alignment

All fundraising must align with the school's vision, values and strategic goals.

2. Accountability

The Board is ultimately responsible for the oversight of funds. All money raised is technically "Board Funding" and must be banked into the school's official account.

3. Equity

Fundraising should not create undue financial hardship for families or exclude students from core curriculum activities.

4. Compliance:

- **GST:** Fundraising activities must be correctly coded for GST
- **Donations vs Fees:** Under IRD rules, payments must be clearly identified as either a voluntary donation (eligible for a tax credit) or a fee for service (not eligible for a tax credit).
- **Privacy:** Collection of donor information must comply with the Privacy Act 2020.

Board Responsibilities:

- Reviewing and approving the Annual Fundraising Plan.
- Ensuring internal controls are in place to prevent fraud or misappropriation.
- Monitoring that "tagged" funds (money raised for a specific purpose eg a sports trip) are spent only on that purpose

This policy will be reviewed annually to ensure compliance with current legislation and best practices in fraud prevention and response.

Effective Date: February 2026

Review Date: February 2027

Approved: Board of Trustees