



## Mountain Creek State High School CHECKLIST FOR P & C FUNDRAISING ACTIVITIES

The following process must be followed when running P & C endorsed fundraising activities.

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1. Complete application for P & C Fundraising Activity and submit to P & C Meeting prior to the event. (Tick when completed)
2. If a raffle has been approved – see P & C Treasurer to check number of books to be issued and obtain a copy of the Raffle reconciliation spread sheet.
3. Was liquor purchased? If so, have you completed a stocktake of unsold and decided how you are going to dispose of the unsold goods?
4. Is a float required?  No  Yes – see P & C Treasurer to arrange float
5. Are there any payments that need to be made prior to the activity?  
 No  Yes – see P & C Treasurer to arrange payment
6. Have you completed a review report on the activity for P & C?   
\*\*A report on the activity must be compiled and tabled at P & C meeting.  
The report should contain an outline of the aims of the activity, whether these were achieved and list all of the proceeds, expenditure and balance of funds.

### Notes:

#### Receipts and Expenditure

- All receipts and payments MUST go through the P & C Treasurer to be banked and paid out of the P & C Association account. Do not use cash from the fundraising activity to make purchases throughout such activity. All cash taken must be counted and signed off by two (2) people before handing to P & C Treasurer for banking.
- All expenditure must be authorised and receipts/tax invoices obtained for the Treasurer to file.

#### Floats

- If you require cash for the activity a “float” must be drawn prior; and a reconciliation of this float must be completed before it is rebanked into the P & C Account (details of float required are to be completed on the “Application for P & C Fundraising Activity”).

#### Stock/Goods

- For items unsold, a stocktake must be completed and the decision on how unsold stock is to be disposed of, tabled at P & C meeting.

## **Raffles**

- A reconciliation must be completed for all raffles (ie. Match the tickets sold and the total tickets available to the total takings from the raffle). The P & C Association is the only legal entity who can run a raffle, however they must adhere to both the Charitable and Non-Profit Gaming Act 1999 and Collections Act 1966 provisions in these situations.

The raffle organiser:

- Performs reconciliation as per Treasurer's instructions and resolves any disputes about lost tickets.
- Hands the funds to the Treasurer who issues a receipt and banks the gross funds raised and makes any payments required by cheque. (Funds being raised must not be used to pay bills.)

## **Alcohol**

Liquor conditions:

- all proceeds must be used for the benefit of the community
- the supply of liquor must be secondary to the fundraising event
- liquor can only be sold for a period of eight (8) hours or less and between 7am and midnight
- liquor must be sold by an adult, in an open container and for consumption at the event
- the entity must ensure the sale of liquor does not create an unsafe environment at the event
- liquor must not be sold or supplied in a way that encourages rapid or excessive consumption
- liquor must not be sold or supplied to minors or patrons who are unduly intoxicated or disorderly.