

## Bendigo Kangan Institute

# Fundraising Procedure

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### 1.0 Purpose

The purpose of this procedure is to establish and maintain a robust internal control framework for managing the creation, allocation, and utilisation of funds raised through fundraising activities. This procedure ensures accurate reporting and accounting within Bendigo Kangan Institute's (BKI) financial records.

### 2.0 Scope

This procedure outlines the steps BKI employees and students must follow for creating fundraising activities, managing received funds, and overseeing the expenditure of those funds.

### 3.0 Legislative References

- Competition and Consumer Law Act 2010 (Cth)
- Fundraising Act 1998 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Occupational health and Safety Act 2004 (Vic)
- Gambling Regulation Act 2003 (Vic)
- Taxation Administration Act 1997 (Vic)
- Commonwealth Tax Acts
- Victorian Public Sector Commission Guidelines

### 4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	Fundraising Activity Creation	
4.1.1	<p><b>Staff-led Fundraising Activities</b></p> <p>The staff member initiating the Fundraising Activity completes and submits the Fundraising Proposal Form which is then reviewed and approved by Finance and the relevant Head of Department.</p> <p><b>Student-led Fundraising Activities</b></p> <p>A teaching staff member (usually the relevant Program Teacher) completes and submits the Fundraising Proposal Form on behalf of students. This is then reviewed and approved by the relevant Department Manager, Finance and the Executive Director.</p>	Fundraising Activity Manager

## Bendigo Kangan Institute

### Fundraising Procedure

No.	Phases and steps	Name of role who actions
4.1.2	If a project code has not been previously allocated for the Fundraising Activity, the Cost Centre Manager must request one via <a href="mailto:financeonehelpdesk@kangan.edu.au">financeonehelpdesk@kangan.edu.au</a> , providing the cost centre and campus location. The project code must be created prior to the commencement of the Fundraising Activity.	Financial Accountant
4.1.3	<p>To enable EFTPOS transactions, an EFTPOS machine must be identified to be used. The cost centre manager must advise Bank Reconciliations via <a href="mailto:bankreconciliations@kangan.edu.au">bankreconciliations@kangan.edu.au</a> of the utilisation of the terminal including the terminal ID, date and time of usage. This relates to the allocation of the funds received to ensure it is accounted for within the appropriate activity.</p> <p>An EFTPOS machine that is borrowed for the purposes of the fundraising may have other transaction added to it within the day of the activity. It is essential to ensure only the value of the specific fundraising activity's transactions are advised to the bank reconciliation officer.</p>	Fundraising Activity Manager/  Financial Accountant
4.1.4	<p>The Fundraising Activity Manager must consult with Internal Communications and/or Marketing if they require promotional materials relating to the fundraising activity to be circulated after a Fundraising Activity has been approved.</p> <p>Materials must clearly communicate how funds will be used, ensuring transparency with donors and the broader community.</p> <p>Promotional content must adhere to the BKI's values and ensure the reputation of BKI is upheld at all times.</p>	Fundraising Activity Manager
4.2	Fundraising Activity	

## Bendigo Kangan Institute

### Fundraising Procedure

No.	Phases and steps	Name of role who actions										
4.2.1	<p>Funds may only be received via EFTPOS and other cashless methods. Cash handling may only occur if it is impractical to use cashless methods.</p> <p>For EFTPOS transactions, the Fundraising Activity Manager must:</p> <ol style="list-style-type: none"><li>1. Print and maintain a receipt for every transaction related to the Fundraising Activity from the EFTPOS machine.</li><li>2. Print and maintain an end of day settlement from the EFTPOS machine.</li><li>3. Email Bank Reconciliations via <a href="mailto:bankreconciliations@kangan.edu.au">bankreconciliations@kangan.edu.au</a> with the value of the transactions and provide the following coding:</li></ol> <table><tr><td><b>Natural Account</b></td><td><b>Product</b></td><td><b>Cost Centre</b></td><td><b>Location</b></td><td><b>Project Number</b></td></tr><tr><td>21237</td><td>201</td><td>XXXX</td><td>XXX</td><td>XXXX</td></tr></table>	<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>	21237	201	XXXX	XXX	XXXX	
<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>								
21237	201	XXXX	XXX	XXXX								
4.2.2	<p>If cashless methods are not able to be used, the Fundraising Activity Manager must:</p> <ol style="list-style-type: none"><li>1. Record all cash transactions related to the Fundraising Activity.</li><li>2. Supply the cash received to the Enquiries and Admissions (E&amp;A) team of the relevant campus.</li><li>3. The E&amp;A team must place the cash in a Business Express Deposit bag and contact Security for the cash to be banked.</li><li>4. The responsible person managing the event must email Bank Reconciliations via <a href="mailto:bankreconciliations@kangan.edu.au">bankreconciliations@kangan.edu.au</a> with the value of the transactions, the date of the banking and provide the following coding. The coding must include all items within the account string.</li></ol> <table><tr><td><b>Natural Account</b></td><td><b>Product</b></td><td><b>Cost Centre</b></td><td><b>Location</b></td><td><b>Project Number</b></td></tr><tr><td>21237</td><td>201</td><td>XXXX</td><td>XXX</td><td>XXXX</td></tr></table> <p>All cash handling must be compliant with BKI's Cash Handling Policy and Procedure</p>	<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>	21237	201	XXXX	XXX	XXXX	Fundraising Activity Manager/ Financial Accountant
<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>								
21237	201	XXXX	XXX	XXXX								
4.3	Fundraising Expenditure											

## Bendigo Kangan Institute

### Fundraising Procedure

No.	Phases and steps	Name of role who actions										
4.3.1	<p>After the Fundraising Activity is held and funds are recognised within the cost centre and project code, the cost centre manager can then appropriate the funds through the following expenditure code. The coding must include all items within the account string</p> <table><tr><td><b>Natural Account</b></td><td><b>Product</b></td><td><b>Cost Centre</b></td><td><b>Location</b></td><td><b>Project Number</b></td></tr><tr><td>21237</td><td>201</td><td>XXXX</td><td>XXX</td><td>XXXX</td></tr></table> <p>The utilisation of the funds must be in line with the fundraising purpose and comply with BKI policies and procedures.</p>	<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>	21237	201	XXXX	XXX	XXXX	
<b>Natural Account</b>	<b>Product</b>	<b>Cost Centre</b>	<b>Location</b>	<b>Project Number</b>								
21237	201	XXXX	XXX	XXXX								
4.4	Supervision of Student-led Fundraising Activities											
4.4.1	Student-led Fundraising Activities require supervision and guidance from teaching staff to ensure adherence to the approved plan and manage risks. A teaching staff member (usually the relevant Program Teacher) must be nominated in the Fundraising Proposal Form to provide supervision during the duration of the Fundraising Activity. The Program Teacher must provide oversight, ensure that risk assessments are conducted, safety protocols are followed, and funds are used appropriately in line with the fundraising purpose.	Program Teacher										
4.5	Conducting a Risk Management for Fundraising Activities											

## Bendigo Kangan Institute

### Fundraising Procedure

No.	Phases and steps	Name of role who actions
4.5.1	<p>A risk assessment must be conducted prior to taking part in the Fundraising Activity. To do this, the Fundraising Activity Manager must:</p> <ul style="list-style-type: none"> <li>List possible hazards associated with the Fundraising Activity. This could include physical hazards (e.g., slips, trips, and falls), health hazards (e.g., food safety), and environmental hazards (e.g., weather conditions for outdoor events).</li> <li>Evaluate the likelihood and severity of each identified hazard. Consider factors such as the number of participants, the location of the activity, and the nature of the hazards.</li> <li>Determine appropriate measures to control or mitigate the risks. This could include safety protocols, emergency procedures, and the provision of safety equipment.</li> <li>Assign specific responsibilities to individuals for implementing and monitoring the control measures. Ensure that all participants are aware of their roles and responsibilities.</li> <li>Record the findings of the risk assessment, including identified hazards, assessed risks, and implemented control measures. Ensure that the documentation is accessible to all relevant parties.</li> <li>Regularly review and update the risk assessment to account for any changes in the activity or new hazards that may arise. Ensure that the risk assessment remains current and relevant.</li> </ul> <p><b>Note:</b> A formal risk assessment is only required if the relevant Executive Director or Head of Department deems it to be necessary for the Fundraising Activity. However, it is still important to consider potential hazards and take appropriate measures to ensure the safety and wellbeing of all participants.</p>	Fundraising Activity Manager

### 6.0 Roles and Responsibilities

Role	Responsibilities
Department Manager	Review and approve student-led fundraising proposals to ensure alignment with learning outcomes (if the fundraising forms part of a study project) and compliance with BKI policies and values.

## Bendigo Kangan Institute

### Fundraising Procedure

Role	Responsibilities
Head of Department	Review and approve staff-led fundraising proposals, provide guidance, and ensure compliance with BKI's policies and values.
Executive Director	Provide the final decision on whether a student-led Fundraising Activity is approved.
Cost Centre Manager	Request project codes and ensure proper financial management.
Students and Staff	Plan, organise, and execute fundraising activities in accordance with the approved proposal, policy and procedure. Ensure proper cash handling, transparency in financial records, and ethical conduct.
Fundraising Activity Manager	The staff member who initiates and manages the Fundraising Activity.
Marketing and/or Internal Communications	Approve promotional materials and ensure consistency with BKI branding guidelines.
Finance	Oversee financial accountability, including proper record-keeping and submission of financial reports.
Health, Safety and Safety	Ensure compliance with BKI's health and safety protocols during fundraising activities.

### 7.0 Definitions

Word/Term	Definition
Fundraising Activity	Any event, initiative, or campaign organised by staff and students with the intent to raise money for a specific charitable purpose or in relation to their academic study projects.
Donor	Any individual or organisation contributing funds to a fundraising effort.
Fundraising Proposal Form	A form completed and submitted by staff and Program Teachers (on behalf of students) outlining the details of their intended fundraising activity, including objectives, methods, and financial plan.

## Bendigo Kangan Institute

### Fundraising Procedure

Word/Term	Definition
Bendigo Kangan Institute Resources	Includes any physical spaces, equipment, branding, and intellectual property owned or managed by the Bendigo Kangan Institute that may be used in fundraising activities.
Cost Centre	A Cost Centre is part of the financial accounting string which isolates the part of the business that needs to be reported on.

#### 8.0 Related Documents

Document Name
<u>Fundraising Proposal Form</u>
Cash Handling Policy
Cash Handling Procedure
Instrument of Delegation
Improper Conduct Policy and Procedure
Bank Accounts Policy
Bank Accounts Procedure

#### 9.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	28/05/2025	Manager, Risk and Integrity	New Procedure	Head of Governance, Risk and Compliance

**Bendigo Kangan Institute**

## Fundraising Procedure

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### 10.0 Document Custodian and Approval Authority

Document Custodian	Approval Authority	Approval Date	Scheduled Review Date
Head of Governance, Risk and Compliance	Head of Governance, Risk and Compliance	23/05/2025	23/05/2027