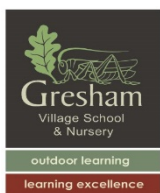


North Norfolk Academy Trust

Fundraising and Sponsorship Policy



North
Norfolk
**Academy
Trust**



Preparation for life's journey



Adopted: January 2018

Review: Tri-Annually

Next review: January 2021

Owner: Chief Executive Officer

Lead: Chief Financial Officer

Date sent to Joint Consultative Committee: Not applicable

BACKGROUND

North Norfolk Academy Trust is a multi-academy trust which comprises Sheringham High school, Antingham and Southrepps primary school, Gresham Village school and Stalham High school. Other schools will be incorporated over time. All references to the Trust or to the School refer to the NNAT and all its constituent Schools.

INTRODUCTION

Financing of equipment and services from funds outside the Trusts' or school's normal revenue budgets is increasingly important in maintaining the quality of education for students.

The majority of these funds come from voluntary donations, fundraising initiatives or sponsorship.

Fundraising is seen by North Norfolk Academy Trust as a legitimate means of improving the school's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public donating cash or equipment, or actively raising funds is seen as a positive way of supporting the schools.

The Board of Trustees is responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities,
2. Expenditure is properly validated,
3. All funds raised are properly accounted for and audited,
4. The money is expended in accordance with the objectives agreed with the fund raisers.

APPROVAL OF FUNDRAISING

Fundraising activities will be recognised so long as they are generally within the strategic direction of the Trust's plans and ethos. Fundraising by staff must be approved in advance (see below).

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the Trust of their intentions and be guided by the Trust.

In the event that funds are raised or donated to the Trust for purposes outside the Trust's plans or ethos, the Trust may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes.

All fundraising by school or Trust staff should be approved before it commences, according to the following criteria:

1. All fundraising inside (e.g. sale of donated goods) or outside the school, (e.g. collections outside school premises, appeals to the media or industry), must be approved by the Chief Financial Officer regardless of the sum involved. The Chief Financial Officer will report such approvals to the Trust Board.
2. In the event a member of staff becoming aware of an external body fund raising on behalf of a school or the Trust, he/she should notify the Chief Financial Officer so that the fund raising can be approved (if this has not already occurred).

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

- Scheme for which funds are to be raised;
- How the funds will be raised (collections, raffles, appeal, etc);
- Capital cost of the scheme;
- Revenue cost of the scheme;
- Proposed source of funding if any cost additional to that covered by fundraising;
- For equipment; proposed source of eventual replacement and timescale.
- Any necessary Risk Assessments carried out
- Timescale
- Insurance

Enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to their Line Manager in the first instance to ensure school financial procedures are maintained. This will also apply to small scale fundraising ventures, e.g. support for an external charity.

DEALING WITH THE FUNDS RAISED:

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- All funds received must be given to the Finance Officer at the individual school to be recorded, counted and banked (two people must be present when counting funds) in line with the Financial Regulations and Procedures manual.
- Fundraisers must not exploit their position for personal gain and staff should refer to the Trust's Conflicts of Interests policy.
- Fundraisers shall adhere to all policies and procedures adopted by the school's Local Governing Body or by the Trust. Donors have the right to obtain complete and timely information on how their funds are used.

- All funds raised will be used for the purpose for which they were raised and within a set timeframe
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor.
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use.

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the school's fundraising schemes should discuss these initially with the Chief Financial Officer who will report regularly to the Trust's Board regarding all fundraising issues.