



Fund Raising Financial Policy

Whenever there is a fund raising event, the organiser is responsible for collecting the money and giving it to the Treasurer. If the Treasurer is not present then the money must be given to either the President or Vice President. The money must be counted by at least 2 people, usually the Treasurer and the event organiser. Together with the money, any bills relating to the event must also be handed to the Treasurer, clearly marked with the event name. It is essential that the money be handed over and banked as close as possible to the day after the event.

The event organiser is then responsible for writing a report on how the event went. That is, the running, volunteers, stock etc. This report is to be presented at the next P&C meeting. This report must be given to the President at least 1 day prior to the P&C meeting.