

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Finance

4.10.4 Fundraising Policy

Statement of Intent

St Joseph's Pre-school is funded by the Local Authority through the receipt of the Government's early years education funding for eligible 9 to 23 months, 2, 3 and 4 year olds. This grant income is used solely for the general day-to-day running expenses of the Pre-school. However, extra funds are necessary to enable to contribution to any building refurbishment, additional resources and facilities and for a range of projects/activities that benefit the learning of our children. Each year the Committee endeavours to raise valuable funds through a range of activities.

St Joseph's Pre-school is a registered charity (1089094). By 'Committee Members' we refer to the registered Trustees with the Charity Commission. Trustees are the people responsible for controlling the work, management and administration of the charity and have overall responsibility and accountability for their charity and this includes its fundraising. We follow the guidance from the Charity Commission and all new Committee Members are requested to read, "Charity Fundraising: a guide to trustee duties."¹

The Trustees/Committee Members are responsible for ensuring that all fundraising activities are in line with the charity's objectives as outlined in the Governing Document, including those they have delegated. The Pre-school will ensure its fundraising reflects its values, protects reputation and encourages public trust.

Aim of Policy

This document sets out St Joseph's Pre-School's policy with regards to fundraising, grant application and use of monetary donations to enable the Pre-school to continue to offer up-to-date equipment/services and learning activities for the children. This policy will be reviewed annually by the Committee.

This policy will aid the Committee to have an effective system in place and ensure we are complying with fundraising laws and regulations. We also refer to The Funding Regulator's Code of Fundraising Practice.² It is noted that the Code is not legally binding but is a useful reference tool.

Responsibilities

The Committee as a whole together with assistance from the Lead Practitioner, are responsible for co-ordinating the Pre-school's fundraising efforts. This includes:

- setting a fundraising strategy that outlines what funding is needed (short and long-term), how and when it will be achieved;

¹ [Charity Commission Guidance - Charity Fundraising - a guide to Trustee duties](#)

² [Fundraising Regulator - Code of Fundraising Practice](#)

- confirming a calendar of fundraising events at the beginning of each year and ensuring marketing, volunteers/roles/responsibilities, monitoring/evaluation are planned/delegated with sufficient timing;
- continuously identifying possible sources of funding or activities through engagement with the local community, beneficiaries and local businesses;
- identifying local and national grant funding opportunities and setting strategy and responsibilities for bidding for funds;
- ensuring that fundraising is a standing item at the half-termly Committee meetings and that the minutes will record the current fundraising situation and approval for any application of funding before it is submitted.

Monies raised from fundraising events, grants and donations are banked into the Pre-school's main account by the Treasurer and then transferred to the Pre-school's designated funds account³ - held separately from the Pre-school's business bank account. He/she will ensure that our accounting system correctly attributes the money and expenditure against a particular project, activity or equipment for financial reporting purposes. These records are reported in the Pre-school's Charity Commission's Annual Return submission⁴. The Committee aims to raise approximately 50% of the cost of a project via fundraising, with the balance supplemented from the Pre-schools general account.

Fundraising Overview

Charity Funds fall in to three broad categories: designated, restricted and unrestricted. The Committee set annual fundraising goals and specific items that funds are being raised for⁵. In the half-termly meeting, the committee may formally earmark prospective funds for a specific purpose and state this in fundraising marketing materials. However there may be occasions where the funds are no longer required and so we will always include the caveat, *"Where we cannot use the funds for this specific project we will use the funds on other similar projects the Pre-school engages in or ongoing expenditure incurred when meeting our charitable objectives."* The Committee can formally undesignate the funds and return them to unrestricted, general funds account to spend on charitable objectives.

It is the responsibility of the Committee to ensure due-diligence.⁶

St Joseph's Pre-school primarily uses the following three channels of fundraising. Namely:

- *Fundraising events:* either solely run by the Pre-school or in partnership with St Joseph's Catholic Primary School's PTA. For example, a sponsored walk, dressing up day or a tombola at an event or a raffle;
- *Grants:* to purchase specific items, eg. replacement electronic toys, new reading books etc
- *Donations:* from parents/carers or local businesses.

³ Used for future projects and topped up by fundraising monies. As per 4.10.1 Reserves

⁴ Legal requirement – submission within 10 months of the end of a Pre-school year. Pre-school year runs from September to August.

⁵ Discussed at the Term 1 Committee meeting

⁶ [Charity Commission - Compliance Toolkit: Protecting Charities from harm 'Chapter 2 Due diligence, monitoring and verifying the end use of charitable funds \(Sept 2016\)](#)

Fundraising events

- All fundraising undertaken by St Joseph's Pre-School will be done either in the name of the setting or in conjunction with St Joseph's Catholic Primary School's PTA or St Joseph's Nympsfield Out of School Club.
- An appropriate risk assessment will be carried out before an event is held. This is to:
 - confirm that all Health and Safety arrangements are suitable for the event;
 - the plan covers all situation that we could reasonably expect at an event and taking account of "Martyn's Law"⁷;
 - make sure that all people involved (staff, Committee, parents/carers) understand what is expected of them;
 - make sure that all permissions and licences needed or any relevant local guidance that applies, is met for the event and site.
- St Joseph's Pre-school holds a half-termly cake raffle. With raffle tickets sold to parents/carers of children who attend the Pre-school and St Joseph's Catholic Primary School.
 - We have the permission of the Head Teacher to promote the raffle to Primary School parents/carers and the children;
 - Cake raffle dates are agreed prior to the beginning of the academic year, and the Head Teacher is informed.
- At joint fundraising activities with St Joseph's Catholic Primary School's PTA, the Pre-school primarily runs a tombola stall and, on occasions, a "Human Fruit Machine". Items for the tombola stall are donations from parents/carers and local businesses.
- Both these activities are classed as incidental lotteries under the Gambling Act 2005 (the Act), and as such are exempt from requiring permission to run. However, on occasions there may be items from a Tombola that are not won and so are rolled over to a subsequent fundraising event. In this case this means that we are not meeting the criteria for the incidental lottery exemption and, therefore, to ensure that we are compliant with the Act, St Joseph's Pre-school applies annually for a small society lottery registration via Stroud District Council.
- St Joseph's Pre-school's fundraising events are advertised via its two Facebook pages and through St Joseph's Catholic Primary School's Year WhatsApp classes⁸.
- Any posters or correspondence to local businesses will ensure that the Pre-school's full name, address and Charity Commission Registered Number⁹ are quoted on them – in line with Charity Commission guidance¹⁰. It will also confirm what the monies raised will be used for.

See 4.11 Petty Cash with regards to floats for fundraising events.

Raffle Draws

St Joseph's Pre-school will ensure that all valid ticket entries are included in the draw and that the draw is random and the result is recorded.

⁷ Terrorism (Protection of Premises) Act

⁸ See 1.12.3 Social Media

⁹ Charity Commission Registered Number: 1089094

¹⁰ CC20 Charity Fundraising: a guide to trustee duties

If the draw takes place “in person”, then this will be witnessed to make sure it is random. After a draw we will:

- take reasonable steps to contact the/all winner(s) within 7 days of the draw;
- take reasonable steps to award prizes to the winner(s);
- the Treasurer and/or Deputy Treasurer will record tickets and payments for audit purposes.

Grant application

- St Joseph’s Pre-school regularly seeks out grants that can be applied for. Each application is for a specific project/activity or piece of equipment. The Pre-school regularly applies to local businesses for such monies. Any letters sent out/applications made will include the following caveat:

Where we cannot use the funds for this specific project we will use the funds on other similar projects the Pre-school engages in or ongoing expenditure incurred when meeting our charitable objectives.

- The Committee Secretary will write to the grant maker to report back to them on what we have done with the monies. This is normally a requirement of a grant.

Donations

At the end of each Pre-school year, St Joseph’s Pre-school may receive a donation from a parent/carers. This could be because they have agreed to donate any surplus money in their child’s invoice account, due to overpayment, to the Pre-school.

Very occasionally the Pre-school may receive a donation from a local business. This could be because an employee’s child attends the setting.

St Joseph’s Pre-school will not apply or accept funding from sources which are not in line with the Pre-school’s ethics, values and educational policies.

St Joseph’s Pre-school has an ethical approach to fundraising and the Committee will consider the origin of the money that is received. Restricted Funds are where the restriction is defined by the Donor. If the Donor specifies how that donation should be spent, for example on a piece of equipment, we are duty bound to spend it on that purpose. We will also consider what, if anything, the Pre-school are required to do in exchange for the funding. There may be occasions when a donation is rejected. In these instances, the Treasurer will be responsible for ensuring the money that has come in, has all been spent on that purpose and producing accurate financial records.

If a Donor does not specify how the money should be spent, the donation will be **labelled** Unrestricted Funds and banked in the pre-schools general funds account for the committee to use at their discretion on charitable objectives. The Pre-school has a restricted reserves fund for use in unpredictable or emergency situations and a designated fund for future projects¹¹.

Parental contributions

¹¹ As per 4.10.1 Reserves Policy

St Joseph's Pre-school periodically asks parents/carers for voluntary contributions. Whilst many parents/carers are happy to donate if the request is relatively infrequent, it may put some parents/carers at an economic disadvantage or cause them embarrassment if they cannot make a contribution. The Committee will ensure that requests for contributions are kept to a minimum.

St Joseph's Pre-school is sensitive to the balance between affordability and need. This means that the Pre-school will not:

- accept money from an unethical source;
- disadvantage parents/carers and the local community through repeated requests for money.

We are able to sustain this ethos as the majority of items are donated largely by staff, parents/carers and some local businesses.

Monitoring and evaluation

After each fundraising event or grant application, the Committee will review:

- how successful the event/application was;
- what went well;
- what could be improved;

The evaluation will be recorded in the half-termly Committee meeting minutes.

Fundraising Complaints

Should someone raise a complaint concerning the Pre-school's organisation, involvement or a specific activity at a fundraising event, then a Committee Member will be identified to:

- investigate the complaint thoroughly taking an impartial stance;
- respond fairly and in a way that is appropriate to the complaint;
- avoid unnecessary delays.

Timelines and procedure will follow in accordance with 1.10 Making a Complaint.

The Committee will regularly review complaints and use relevant learning to make improvements to future fundraising activities.

Further Information and Guidance

- Charity Commission: [Guidance accepting, refusing and returning donations to your charity](#)
- Charity Commission: [Charity Fundraising a guide to Trustee duties](#) (CC20)
- Charity Commission: Compliance Toolkit: [Protecting Charities from harm 'Chapter 2 Due diligence, monitoring and verifying the end use of charitable funds](#)
- The Funding Regulator: [Code of Funding Practice](#)

Associated Policies and Procedures

- 1.12.3 Social Media
- 4.10.1 Reserves

- 4.10.2 Financial Controls
- 4.11 Petty Cash

Version Number	Author	Purpose of change	Date
1.0	K Coupe	New policy in line with requirements /recommendations of the Charity Commission's "Charity fundraising: a guide to Trustees duties" (CC20) • Hyperlinks to regulatory/Charity Commission documents/guidance included	15 June 2024 Committee Member (L Finn-Powers)
2.0	K Coupe	Updated in light of discussions at Committee Meeting held on 20 June 2024	26 June 2024 Committee Member (L Finn-Powers)
3.0	K Coupe	Reviewed and updated after reading The Funding Regulator's Code of Fundraising Practice (version 2) which came into effect on 1 November 2025. • new section "Raffle Draws"; • new section "Fundraising Complaints"; • new section "Further Information and Guidance" with hyperlinks • reference to 4.11 Petty Cash	13 Nov 2025 Committee Member (H Heaven)