**CHECK LIST – SPOT CHECKS ON LOCALLY RAISED FUNDS**

Type of Activity: (e.g. – Trading/Fundraising/Camps and Excursions) (Attach documentation if required)

Name of Activity: ………………………………………………………………………………………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| Action: | Evidence: | Confirmation: | Comments: |
| Has the activity been approved by School Council? |  |  |  |
| Has taxation treatment for this activity been moved at School Council? (If required) |  |  |  |
| Has a budget been developed regarding this activity? |  |  |  |
| How will/has revenue be collected? |  |  |  |
| If fundraising/tickets – is there a register of accountable documents? |  |  |  |
| Segregations of duties confirmed |  |  |  |
| Cash Handling Resources |  |  |  |
| Receipts |  |  |  |
| Banking Confirmed |  |  |  |
| Profit and Loss reported back to School Council |  |  |  |
| Class Lists with event attendance |  |  |  |
| Stocktake if trading operation |  |  |  |