

Patron: Rt. Rev'd Paul Colton
Chairperson: Mr. Stephen Spillane
Principal: Mr. Eddie Pepper
Roll No: 13648D
Registered Charity No: 20111373



The Board of Management,
St. Luke's National School,
O'Mahony's Avenue,
Montenotte, Cork
T23DF30

Fundraising Policy

Approved by Board of Management: 20/05/25

Next policy review date: Annually in May

1. Introduction:

As a registered Charity, RCN: 20111373 the board of management will ensure that all fundraising from the public is carried out in an open, transparent, honest, respectful and accountable manner in accordance with guidance from the Charities Regulator:

<https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf>

2. Contacts:

For questions about this policy, contact the board of management or Principal by email:
principal@stlukesmontenotte.ie

3. Procedures:

- Fundraising must be formally approved by the Board of Management - this can be done over email but should be minuted in the next available meeting.
- The Principal will act as the liaison between the Board and the Parents Association/Student Council/staff/ other entity that wishes to carry out a fundraising event for or on behalf of the school.
- An outline of what the fundraising event will entail and what funds are being raised for should be provided to the Board prior to the event.
- After the event:
 - Cash should be counted and recorded by a minimum of two unrelated individuals, wherever possible, in a secure environment such as the staffroom or office.
 - Cash and cheques should be banked as soon as is practicable.
 - Cash not banked immediately should be placed in a secure location.
 - Unsecured cash should never be left unattended;
 - At the earliest possible date, cash banked and income summaries should be reconciled. Where practical, this should be undertaken by a person independent of the counting and cashing up of the money
 - Records must be made of donations for specific purposes (to certain appeals or projects) to ensure that the terms of donations are complied with.

Le Chéile, is Féidir Linn

Email: principal@stlukesmontenotte.ie / secretary@stlukesmontenotte.ie Tel: 021 4503686

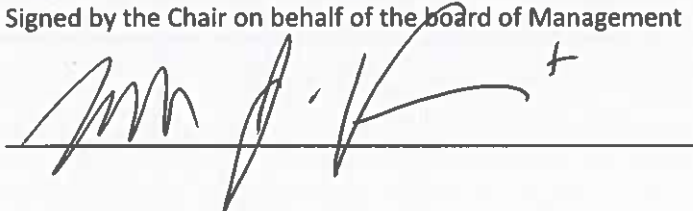
- The School/Board must ensure that accepted donations are used to support the purposes in accordance with the conditions attached to the donation
 - Where the school is in receipt of funds restricted to certain purposes or projects and where the school cannot realistically apply the funds within a reasonable timeframe to that purpose or project, the school, in consultation with the Charities Regulator, must allocate those funds to a purpose as close as possible to the original intended purpose. Where practical, this change should be communicated to the specific donor(s)
 - All funds should be used reasonably and prudently in the interest of the school/charity chosen to donate to. This involves ensuring that remuneration of fundraisers is proportionate to the benefit reasonably expected to be obtained. Payments to fundraisers must not be excessive
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- The School makes it clear to all volunteers that anyone raising money must ensure that the school/charity receives all that money. Volunteers should have only their out-of-pocket expenses reimbursed, on the basis of receipts provided
 - The School implements a culture of zero tolerance to theft or fraud and any suspicions relating to such matters will be immediately raised by the School with An Garda Síochána.

4. Policy Review:

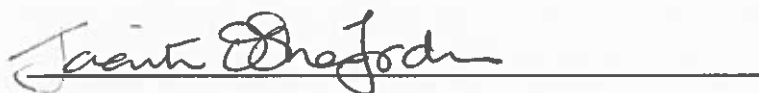
This policy will be reviewed annually and updated where necessary.

Adopted by board of management on 20th May 2025

Signed by the Chair on behalf of the board of Management



Signed by the Treasurer:



Latest Review Date: 9/06/2026.

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