

25. FINANCIAL MANAGEMENT OF SCHOOL TRIPS POLICY

Rationale:

To set guidelines for financial management of funds for school groups who are undertaking school trips overseas, which adhere to tax laws as set by the Inland Revenue Department of New Zealand.

- **Airfares, overseas accommodation and expenses**

GST cannot be claimed on international airfares or expenses – accordingly lump sum payments made by parents to cover these expenses do not have GST deducted.

- **Fundraising**

All fundraising will be undertaken under the 'James Hargest College' banner and income and expenses directed through the school. This includes the use of scratchie boards, chocolates etc. for fundraising. Staff in charge of each trip shall ensure correct accounting records are kept to allocate individual fundraising efforts to each student.

Income – all fundraising income will be receipted by the school and is subject to a deduction for GST.

Expenditure – all expenditure for fundraising will be paid by the school and GST will be claimed from the IRD where applicable.

GST cannot be claimed back from non-GST registered suppliers, or on donated goods (i.e. for raffles), but JHC is required to pay GST on the related income.

GST **exclusive** amounts for income and expenditure will flow through to the applicable fundraising codes.

Fundraising should be completed by the required date and at least two months before the trip leaves to allow for funds to be collated and allocated to students.

- **Carry-over of fundraising**

Funds fundraised in a prior year for each trip will be carried forward in the fundraising codes for the overseas trip concerned.

- **Refunds**

When the group returns from their trip and all expenses are paid in full, any residual funds (including fundraised monies) will be refunded to students, with the exception of predetermined non-refundable deposits, and any other funds stated clearly in advance to be non-refundable.

- **Withdrawal of Student from the Trip**

Students withdrawing from the trip after fund raising has been undertaken, all money raised from that fund raising is to be retained by the group.

- **Cancellation**

In the event, due to unforeseen external circumstances, the trip is cancelled all fundraising undertaken and banked in the school name shall be distributed as follows:

- a) Funds donated by specific businesses or individuals shall be offered back to those businesses.

- b) Fundraising from individual students that is clearly identifiable will be paid out to the individual students or added to their school account which could be a workaround as any credit is paid out upon leaving.
- c) The balance shall be held in trust by for that specific sport, cultural or subject area for similar future projects.
- d) Any distributions shall be approved by the Board of Trustees and to be allocated at the Boards discretion.

Ratified by Board of Trustees

23rd July 2020