

## **NON-PROFIT TRADING OPERATIONS POLICY**

**February 2024**

A non-profit trading operation is an event whereby the school is acting as an agent and collecting money to be forwarded on behalf of a third party. For example

- Royal Children's Hospital
- Red Nose day
- Scholastic Club

This also applies to monies collected at school where students are performing duties for a fee. For example

- Canteen
- Carwash
- Slices
- BBQ

If there is a nominated event it should be minute at staff meeting with the following details:

- Complete a Non-profit trading operation Form see the office or it is located at the address on the server: staff:\Admin\non-profit trading operations
- The charity and or/purpose.
- The date or begin / end date.
- The staff member responsible.
- All monies are to be processed through CASES21 in a timely manner either on the day of the event or the following day. Obtain a CASES21 receipt.
- The monies are to be counted in the present of two persons with both signing off.
- A school purchase order form is to be completed with the details of the charity when the monies are presented to the office.
- This is a non-profit event meaning that no GST will apply to the revenue.

All monies collected should be processed through the CASES 21. We need to maintain an audit trail documenting all steps.

## **REVIEW CYCLE**

This policy was last updated February 2024 and is scheduled for review in February 2025.

