

## Community Centre Policy for Group Fundraising Activities (Sample)

**All** fundraising events done in the name of \_\_\_\_\_ Community Centre **must comply** with the following rules. Anyone fundraising without the approval of the Board of Directors will be subject to prosecution.

1. Any Community Centre committee, sport team, program, etc., fundraising in the name of the Centre must receive written approval from the Community Centre Executive/Board for **ALL** fundraising event **prior** to the event being run.
2. Approval of such fundraising, outlining the event, the purpose of the event and the method of accountability must be recorded in the community centre minutes in which they were approved.
3. **All** fundraising income **must** be remitted to the Community Centre Treasurer and deposited to the Community Centre account. The Community Centre Executive/Board of Directors will determine how the funds will be disbursed i.e. payment upon receipt of invoices related to the event. The Community Centre may agree to advance monies I ordered that the group may operate their event. Accountability of the advance must be received before further funds are released.
4. All fundraising events must be reported to the Community Centre Treasurer within 14 days of the completion of the event. Each report must have two signatures of verification. **Copies of all events must be kept on file.**
5. A written financial report of the event shall be submitted to the centre at the next regular Board meeting. These reports must be kept on file as they may be required if the License Branch wishes to perform an audit on the centre's fundraising activities. By law, the Centre is required to keep the reports on file for a period of five years.