

**FROM: Permanent Secretary  
Ministry of Education**

**TO: Schools Supervisors I, II, III  
Principals I, II**

**DATED: July 18<sup>th</sup>, 1989**

**SUBJECT: Fund-Raising in Schools**

1. Fund-Raising has always been a legitimate part of the extra curricular activities of a significant number of schools.
2. In recent times, many more Principals have found it necessary to engage in Fund-Raising projects in order to provide funds to finance a number of School programmes and functions.
3. The increased involvement in these activities has brought to light a number of somewhat irregular practices which cannot be supported by the Ministry.
4. In an effort to assist Principals and Teachers to avoid some of the problems and pitfalls that can accompany Fund-Raising efforts, **the Ministry of Education in collaboration with the Trinidad and Tobago Unified Teachers' Association issues the following guidelines:**
  - i. Fund-Raising ventures aimed at providing financial support for legitimate school activities are highly commendable and to be encouraged;
  - ii. Teachers are encouraged to participate in these activities even though such **participation is not a requirement of the Teaching Service and cannot be demanded by the Principal;**
  - iii. The purpose of the Fund-Raising should be clearly identified in advance; the Internal Auditor should be supplied with all relevant information pertaining to the project, prior to the event;
  - iv. **Funds collected for a specific purpose or project should be expended on the project for which they were raised;**

- v. **A separate bank account should be opened to keep the monies received. Two signatories should be required on this account; at least one of whom must be a Teacher nominated by the Staff. This account will be subject to inspection by the Internal Auditor of the Ministry of Education;**
- vi. **Only when the needs of this project have been fully met may the excess funds be diverted to another cause. The excess funds should be transferred to the school's regular accounts, and the separate bank account closed;**
- vii. A decision as to the use of excess funds should rest with the Principal and those Teachers who contributed to the raising of the funds;
- viii. Ideally, all payments from this fund should be made by cheque. Where cash payments are unavoidable, receipts for the expenditure should be demanded and carefully filed;
- ix. **A written interim report on the entire venture should be presented to the Staff and parents, if they were involved, and the Internal Auditor, within three weeks of its end by the Principal or the Teacher who was appointed to be in charge;**
- x. **A final written report, including the bank statement and cash receipts should be presented to the Staff (and parents if they were involved) and the Internal Auditor two months after the fund is closed.**

Clive B. Borely  
for Permanent Secretary  
Ministry of Education