



DISCRETIONARY PROPERTY PROJECTS AND FUNDRAISING POLICY

1. DEFINITIONS

Discretionary Project An enhancement, addition, or change to either land, structures or buildings within the school property for which the school community or Board has raised funds to deliver.

Board Funds Funds raised by Boards are considered Crown funds and are treated the same way as funds provided by the Crown. Typically these funds are used for normal school operations and purchase of equipment, but may not be used to fund new Property projects or capital maintenance repairs over \$5,000. *NB See '5. Board Funded Projects' for exceptions.*

Funds raised for Proprietor Funds which the school community has raised for a specific purpose and transferred to the Proprietor's Fundraising account. Funds are held 'on trust' for each school to be used for the purpose they were raised. These can include donations and grants made to the Proprietor. Funds may be raised for property projects or to provide Attendance Dues support for families in the school community.

2. WHY DO SCHOOLS NEED PROPRIETOR'S APPROVAL TO FUNDRAISE FOR DISCRETIONARY PROJECTS?

One of the distinguishing features of a Catholic state-integrated school is that the land, structures and buildings are owned by the Bishop of the Diocese (**the Proprietor**). This ownership arrangement is defined in each school's Integration Agreement with the Crown, and Schedule 6 of the Education and Training Act sets out the property obligations of the Crown and the Proprietor.

In order to comply with those legal obligations, ***any enhancement to the land, structures or buildings on the school property needs to be agreed and paid for by the Proprietor***. The Proprietor is also best placed to manage insurance, consenting and contractual matters affecting the school's property assets.

This Policy does NOT apply to fundraising for curriculum and extra-curricular activities, furniture, contents or minor and routine maintenance. If you are unsure what category your project falls into please contact the Proprietor to discuss.

3. BOARD FUNDS vs FUNDS RAISED FOR PROPRIETOR

A key requirement is that Crown funds may NOT be used to fund Proprietor assets. Any funds that are recorded in the Board of Trustees accounts are deemed to be Crown funds, no matter where the funds originated.

For that reason, all fundraising efforts must ensure the purpose and intended beneficiary of the funds raised are clearly identified and communicated to parents, the wider school community and grant organisations. That means funds are being raised "on behalf of the Proprietor". All funds raised for the project must be transferred to the Proprietor, RC Bishop of Hamilton, Schools Fundraising Account, held on trust for that Board of Trustees. *Refer Appendix 4.*

Note that any fundraising for projects relating to the land, structures or buildings must take place outside of school hours (Section 35, Schedule 36, Education and Training Act 2020).

WHAT QUALIFIES AS 'FUNDS RAISED FOR PROPRIETOR'?

- A. Fundraising activities organised by the school where it is clear to donors that the funds are being raised "on behalf of the Proprietor to enable [specify] OR [property projects]."
- B. A donation request to parents may be made by the school. This must clearly state that the donation request is "on behalf of the Proprietor to enable [specify] OR [property projects]."
- C. Donations from the PTFA if it is a separate legal entity with a separate bank account to the Board of Trustees. Donations should be made directly to the Proprietor's Fundraising account.
- D. International student fees may be used, as long as the purpose and beneficiary of those funds are made clear. ie a portion of the fee invoice clearly states a levy raised "on behalf of the Proprietor".
- E. Community grants that have been applied for in the name of "School Name – RC Bishop of Hamilton". The grant is payable to the Proprietor and the intended beneficiary is clearly identified. A cover letter to explain this to grant providers is provided in Appendix 3. Note that if the applicant name is "SchoolName" only, or "SchoolName- Board of Trustees", those funds cannot be transferred to the Proprietor. Boards must understand the implications of using the correct applicant name to achieve the right result.

ACCOUNTING FOR FUNDS RAISED FOR PROPRIETOR

Boards must ensure that the accounting treatment of funds raised for Proprietor projects meets audit guidelines. In this circumstance the school is acting as an agent, and these funds should not be recorded in the Board's accounts. Funds raised on behalf of the Proprietor should be transferred to the Proprietor's Fundraising account within 30 days of receipt.

4. PROPRIETOR LEVY

The Proprietor has the right to request donations directly from a school community. This might be triggered if projects cannot be funded by the Proprietor's income streams, to service debt or other necessities. The Board would be consulted prior to such a request.

5. BOARD FUNDED PROPERTY PROJECTS

In certain circumstances, the Board of Trustees may apply to use its own funds (ie Crown funds) to complete a property project. This triggers an application process that requires both Proprietor and Ministry of Education approval and results in the new asset being owned by the Board (not the Proprietor). This commits future Boards to ongoing insurance and maintenance costs for this asset. **Talk to the Proprietor first to discuss this option.**

The Proprietor will consider applications for projects that are external to the main building platforms required for teaching and learning. Grounds based recreational facilities will be considered – examples include playgrounds, artificial turf areas and shade cover. The Proprietor may require oversight of these works as a condition of its approval.

Community grant applications and other donations for approved Board funded projects can be made in the school's name and held in the Board's accounts. Board Reserve funds can also be used to fund these projects.

Your Board will, as a minimum, need to demonstrate:

- sufficient reserves and/or donations and grants to fund the project without affecting normal operations;
- sufficient operational funding to maintain and insure the new asset;
- a well maintained school and current 10 Yr Cyclical Maintenance plan;
- a project that is acceptable to both the Proprietor and the Ministry of Education.

Note that there can be no financial contribution from the Proprietor through the FAS scheme for a Board funded project.

See Appendix 5 for more information.

6. APPROVAL PROCESS FOR DISCRETIONARY PROJECTS

Only Boards of Trustees may represent a school when working with the Proprietor. PTA's or other subgroups have no legal authority to represent a school or Board. Boards are encouraged to talk with the Proprietor if they have any questions.

1. Complete Stage 1 of the '*Discretionary Project – Fundraising Application*' to request Proprietor approval 'in principle' for the property project. This is to avoid fundraising for a project which the Proprietor does not agree with.
2. Once approval in principle is granted, the Board may begin fundraising activities.
3. For Proprietor funded Projects, all funds raised for the project must be deposited with RC Bishop of Hamilton Schools Fundraising Account, held in an interest earning account "on trust" for that BOT. The funds will be owned by the Proprietor but dedicated to the approved project for that school. *See Appendix 4.* If the Proprietor has supported a Board funded project, all funds raised will be held by the Board.
4. Once all funds have been raised, complete Stage 2 of the "*Discretionary Project*" application, providing detailed costings and project information. The Proprietor will check and make a final decision. The Proprietor may oversee the delivery of the project and charge those costs to the project, or may delegate this to the Board.
5. For Proprietor funded projects, all accounts will be invoiced to and paid for by the R C Bishop of Hamilton with the funds from the fundraising account held for each school. Board funded projects will be paid directly by the Board.
6. If at any point the purpose for which funds raised changes, then consultation will need to occur with the community and the Proprietor for any proposed changes.

7. FINANCIAL ASSISTANCE SCHEME

The Proprietor reserves a portion of its Policy One funding each year for a Financial Assistance Scheme (FAS). The scheme assists Boards to bring forward property projects which the Proprietor cannot prioritise for funding. If Boards can generate a portion of funds towards the project, correctly raised on behalf of the Proprietor, then the Proprietor may at its discretion use the FAS budget to contribute the remaining funds required.

Note that FAS support is not available to assist with Board Funded projects, nor for projects where grant funding has been raised in the School's name (rather than in the Proprietor's name). This is to avoid mixed ownership of the new asset.

8. APPENDICES:

APPENDIX 1: DISCRETIONARY PROJECTS – FUNDRAISING APPLICATION

APPENDIX 2: FINANCIAL ASSISTANCE SCHEME (FAS) GUIDELINES

APPENDIX 3: COVER LETTER TO FUNDING AND GRANT PROVIDERS

APPENDIX 4: PROPRIETOR'S FUNDRAISING ACCOUNT GUIDELINES

APPENDIX 5: BOARD FUNDED PROPERTY PROJECTS

9. RESOURCES AND SUPPORT

New Zealand Catholic Education Office (NZCEO) offers some excellent resources. This section of the webpage offers further insight into the property ownership and obligations:

<https://www.nzceohandbook.org.nz/property/>

Ministry of Education also offers relevant resources that discuss fundraising within state-integrated schools: <https://www.education.govt.nz/education-professionals/schools-year-0-13/funding-and-financials/financial-management-state-integrated-schools>

Legislation New Zealand provides the full legislation that this policy is operating within.

https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS176174.html?search=qs_act%40bill%40regulation%40deemedreg_education+and+training+act_resel_25_h&p=1

Please contact CSO for any further assistance and support with this process.

Vicki Fabling
Schools Property Manager
Catholic Integrated Schools Office
P: 07 856 6989 | 027 652 5574
E: vickif@cdh.org.nz



DISCRETIONARY PROJECT – FUNDRAISING APPLICATION

Please read the Discretionary Projects Fundraising Policy before completing this application, and talk to the Proprietor if you have questions.

Complete Stage 1 of this application to request approval of the Project in principle BEFORE you initiate fundraising activities. Complete Stage 2 when sufficient funds are raised to request approval to deliver the project.

STAGE 1 – APPROVAL FOR FUNDRAISING FOR DISCRETIONARY PROPERTY PROJECT

School Name Click or tap here to enter text.

Name of Person making Application Click or tap here to enter text.

I am the: Principal ☐ Board Chairperson ☐ Office Manager ☐

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

Project Name Click or tap here to enter text.

Project Description *Please include the Why, site, details of the project, any implications for other property uses.*
 Click or tap here to enter text.

Is the Project on Integrated Land? YES ☐ NO ☐

What is the indicative cost of the Project? \$ Click or tap here to enter text.

What is your timeline for raising funds? Click or tap here to enter text.

Please detail the fundraising initiatives being considered? Click or tap here to enter text.

Will you be applying for Financial Assistance via the FAS Scheme? YES ☐ NO ☐

Are you considering a Board Funded Project? YES ☐ NO ☐

Note: There is no FAS assistance for Board funded projects.

SIGNATURES STAGE 1

We confirm that:

- We have read the Discretionary Property Fundraising Policy and agree to abide by this;
- We understand the distinction between a Proprietor funded vs Board funded project;
- We will manage funds raised in accordance with these Policy requirements;
- Our Board will not commission any works before gaining final approval from the Proprietor (Stage 2 below)

Signature _____

Date

Name _____

Board of Trustees Chair

Principal

Save this application and forward to Vicki Fabling, vickif@cdh.org.nz. Questions? Phone Vicki on 027 652 5574



STAGE 2 – APPROVAL TO PROCEED WITH DISCRETIONARY PROPERTY PROJECT

Complete this once you have sufficient funds to complete the project.

Are there any changes to the Project or Personnel described above in Stage 1?

[Click or tap here to enter text.](#)

PROJECT COSTS Excl GST (please attach quotes or estimates to support these figures)

Professional Fees (eg architect, consultant engineers) \$ [Click or tap here to enter text.](#)

Site works \$ [Click or tap here to enter text.](#)

Building Construction \$ [Click or tap here to enter text.](#)

Other \$ [Click or tap here to enter text.](#)

Sub Total \$ [Click or tap here to enter text.](#)

Contingency (typically estimate 5%) \$ [Click or tap here to enter text.](#)

ESTIMATED TOTAL PROJECT COST \$ [Click or tap here to enter text.](#)

For projects that would not normally be part of the Proprietor's responsibilities to maintain (eg shade structures, playgrounds and turfs), ongoing maintenance costs must be met by the Board of Trustees. Please estimate cost below and outline the maintenance work required.

Maintenance cost estimate per annum \$ [Click or tap here to enter text.](#)

Maintenance requirements are: [Click or tap here to enter text.](#)

FUNDING

Balance of Proprietor's Fundraising Account for your School \$ [Click or tap here to enter text.](#)

OPTIONAL

Are you applying for Financial Assistance? \$ [Click or tap here to enter text.](#)

FAS Category [Choose an item.](#)

OR Board Funded Project ☐

PROJECT SCHEDULE

Planned Start Date [Click or tap to enter a date.](#) **End Date** [Click or tap to enter a date.](#)

SIGNATURES STAGE 2

We confirm that:

- The Board of Trustees has authorized us to make this application;
- We understand that invoices must be in the name of RC Bishop of Hamilton and paid by the Proprietor;
- The Board is responsible for accountability reports to any grant donors



CATHOLIC SCHOOLS OFFICE, DIOCESE OF HAMILTON

- We understand that the Proprietor may assign a Project Manager to coordinate this project and protect the School and Proprietor's interests. This cost may be assigned against this project.

Signature _____

Date

Name _____

Board of Trustees Chair

Principal

Save this application and forward to Vicki Fabling, vickif@cdh.org.nz. Questions? Phone Vicki on 027 652 5574



Financial Assistance Scheme for Discretionary Projects

1. Introduction:

The Financial Assistance Scheme (FAS) enables Boards of Trustees to undertake property related capital works, modernisation and capital maintenance projects on a shared funding basis with the Catholic Schools' Office (CSO). Boards and Principals should also read the Policy on Fundraising for Discretionary Projects.

2. Background:

CSO reserves a portion of Policy One funding for the FAS. The scheme assists Boards of Trustees to advance capital works, capital maintenance or modernisation projects which would otherwise be solely the Proprietor's responsibility. The total amount provided for the FAS scheme is at the discretion of the Proprietor and is reviewed annually.

3. Definitions of Projects Eligible for Assistance

- The projects must be within School Property Guide (SPG) code entitlement for a comparable State school. Check at property.education.govt.nz/spg
- The projects must meet the criteria for use of Policy One funding.

Applications must be made under one of the following definitions:

A **Modernisation**

This is work that either removes deficiencies relative to current accommodation codes or those that upgrade or remodel existing accommodation that is outdated or obsolete.

B **Capital Projects or Maintenance**

This is work that is the Proprietor's responsibility to fund (over \$5,000), but is of a low priority. Outdoor features like playgrounds and turfs are an example.

C **Environmental Projects**

The criteria has now been extended to include projects with an environmental and educational benefit, eg Energy Efficiency; Storage and re-use of rainwater

4. Projects which are not eligible

Assistance will not be available for:

- maintenance which is a Board of Trustees' responsibility
- any work which could not be integrated
- any work which is not the Proprietor's obligation to fund from Policy One funding e.g. over code areas and swimming pools

The Board must liaise with CSO prior to application to clarify project eligibility – please use the *Discretionary Projects - Fundraising Application* form to present your project outline. Find Fundraising documents on the CDH website at cdh.org.nz/for-board-of-trustees

5. Fundraised portion of the Cost

In the interests of equity, the Diocesan Schools Council has approved the following contribution formula, based on school roll:

Roll	Funds Raised	CSO Subsidy Up To
<100	\$1	\$4
100-400	\$1	\$3
>400	\$1	\$2

Fundraising must be held in a fundraising account in the Proprietor's name. Schools should transfer fundraising to the Proprietor. The full amount of the fundraised portion must be held in the Proprietor's account prior to the project commencing. Each school's fundraising is accounted for separately in the school's name and statements are available on request.

Funds raised can include funding from:

- Community raised funds and donations specifically for this purpose
- Voluntary labour and materials ("sweat equity")
- Trust Monies or Lotteries Grants - which **must** be applied for in the name of "*School - RC Bishop of Hamilton*" and paid in to the Proprietor's Fundraising account, held by CSO. Refer to the **Policy on Discretionary Projects - Fundraising** for guidance on how to make grant applications correctly.

6. CSO Subsidy Cap

The total contribution made by the Catholic Integrated Schools' Office to any one project will be to a **maximum of \$40,000 excluding GST**. The subsidy is recorded against the school's Policy One balance.

The amount of financial assistance approved in the original application will remain the approved amount. Over-runs and extras will not be subsidised.

7. How do I make an application?

1. Check your project has the Proprietor's approval first, before you begin fundraising by completing Stage 1 of the Discretionary Projects - Fundraising form. Talk to Vicki Fabling if you have questions.
2. Once Proprietor approval has been confirmed, begin your fundraising. Transfer Funds raised into the Proprietor's fundraising account. (02 0342 0050008 11, Reference: *Fundraising*) Read the Fundraising Policy for guidance.
3. Once funds are raised and you have detailed costings for your project, complete Stage 2 of the Discretionary Projects - Fundraising form for approval to proceed.
4. Once approved, the Proprietor will advise if the project can proceed under the Board's oversight, or if a Project Manager is required for oversight.
5. Invoices must be in the name "*RC Bishop of Hamilton*" and sent to Lee Jaques Leej@cdh.org.nz These will be paid using your Fundraising money and the FAS Subsidy.

CATHOLIC DIOCESE OF HAMILTON

Chanel Centre, 51 Grey Street
PO Box 4353, Hamilton 3247, New Zealand
Tel: +64 27 652 5574
E-mail: vickif@cdh.org.nz



Catholic Integrated
Schools Office

To Whom It May Concern

Re: (School Name) R C Bishop of Hamilton – Application for funding

This letter is provided to support a funding/grant application being made by the school's fundraising committee on behalf of the Proprietor (R C Bishop of Hamilton) as owner of the School.

Catholic Schools are integrated under Schedule 6 of the Education and Training Act 2020 and operate under an Integration agreement between the Proprietor and the Ministry of Education. The State (Ministry of Education) pays for the operational costs of the school on the same basis as a State School but all property is owned by, managed by and funded by the Proprietor.

All land and buildings fall under the civil ownership structure of being in the name of R C Bishop of Hamilton which is a registered Charitable Trust (Charities Commission Reg No CC32635) and are administered by the Catholic Integrated School's office.

The Proprietor's focus is on providing a modern infrastructure and teaching spaces. The priorities and processes for property are managed according to strict MOE guidelines and like State School funding this does not stretch to many of the needs a school sees in the areas of artificial turf, playgrounds and shade etc. Schools are therefore actively encouraged to seek the support of the community in providing these facilities, which often serve the wider community surrounding our schools.

We work closely with Boards of Trustees to support and complete these projects using community initiated funds. Funding for property improvements need to be in the Name of the school and the Proprietor R C Bishop of Hamilton (as owner) and not the Board of Trustees ie "*School Name RC Bishop of Hamilton*" Funding will therefore be transferred to the Proprietor to comply with Crown Law requirements. Funds raised can only be applied to the school for which funds are raised and we have no problem in providing this commitment in writing if need be. We will also deliver accountability reports showing transfer of funds and payment of invoices.

If you require any additional information then I would be more than happy to assist.

A handwritten signature in black ink, appearing to read 'Vicki Fabling'.

Vicki Fabling
Catholic Schools Property Manager

APPENDIX 4. PROPRIETOR FUNDRAISING ACCOUNT GUIDELINES

Funding is held in an account owned by the Proprietor on trust for each school that has raised funds. CSO provides and administers the fundraising accounts through their accounting system. The Proprietor owns all funds in the accounts. However, for fundraising purposes the accounts allow CSO to hold the funds “on trust” for the school from which the funds have been sourced.

Note: BOTs will not have direct access to these funds

- BOTs will receive statements on a six monthly basis, or when requested by a school.
- The interest rate will be set by CSO and reviewed annually.
- BOTs/PTAs may use their own accounts to collect funds. Funds would then need to be transferred to the Proprietor’s fundraising account of that school. Note, funds received into BoT accounts on behalf of the Proprietor must be transferred within 30 days of receipt.
- In all cases the cost of the project will be paid directly by CSO by using the raised funds. All invoices are to be made out to R C Bishop of Hamilton.

Note: It is not an acceptable practice for BOTs to pay accounts and seek reimbursement.

All accounts including sub-accounts are subject to audit on an annual basis in line with existing CSO requirements. Audit costs are covered by CSO.

FUNDS ARE HELD IN CATHOLIC DEVELOPMENT FUND

These funds are held in an interest bearing account with the Catholic Development Fund. Investing in the CDF supports the general work of the Diocese as well as providing a return on your investment.

APPENDIX 5: BOARD FUNDED PROJECT GUIDELINES

We recommend you talk with the Proprietor to navigate the best funding pathway for your project.

Boards should discuss these factors:

- Board funded projects allow Boards to use their own reserves to partially or fully fund projects. The Ministry of Education's approval process includes a financial check of Board accounts.
- Boards should be confident that use of Reserves is the best use of funds for their learning community.
- Applications to community and gaming Trusts is simplified – the funds can be applied for and managed by the school.
- There is no access to Proprietor funding for these projects. All funds must be raised by the Board.
- The Board will incur all ongoing insurance and maintenance costs for this asset. Boards should note that they are committing future Boards to this obligation.

Application Process

1. Complete Stage 1 of Discretionary Project Fundraising Application and forward to the Proprietor. Indicate Board Funded on the application. The Proprietor will confirm approval 'in principle' or otherwise.
2. Complete Stage 2 of Discretionary Project Fundraising Application once funds are in hand. The Proprietor will check that the Board is meeting its property maintenance obligations and discuss project oversight with the Board before supplying a Letter of Support.
3. Submit an application to the Ministry of Education, via your local MoE Office. The application must include:
 - A request from the board to spend the funds.
 - Relevant quotes for the project.
 - School board minutes approving the project.
 - Most recent filed Annual Report together with monthly financials for the current financial year
 - Letter of support from the Proprietor
4. Once MoE approval is received, the Board may complete the project as agreed with the Proprietor.