

**DIMPLE WELL
INFANT SCHOOL & NURSERY**



**School Fund
Administration Policy**

Dimple Well Infant School & Nursery
SCHOOL FUND
ADMINISTRATION POLICY

Purpose

The School Fund is made up of a number of separate headings for reporting purposes.

Charity Funds are collected into the School Fund and cheques issued when requested.

School Uniform items and cartons of milk for pupils are all purchased through the school fund and sold within the school. All the income for each item is logged.

Payments for after school clubs and school trips are made from the school fund and any collections from parents are offset against the expenditure.

Commission for School Clothing and Photograph sales and monies raised by fundraising events will be held in the fund. This is used for any small adhoc purchases as agreed by the Head Teacher and as outlined in this policy by the governor's resources committee. eg, pupil rewards, prizes, extra classroom resources, refreshments, flowers etc. Specific larger purchases will be identified and reported to parents as a focus for fundraising and quotes will be considered by the governor's resources committee to agree the purchase.

Procedures

The school fund is monitored on a day to day basis by the School Administrator and the Headteacher and/or Deputy Headteacher.

The school fund is reported on to the governors at the resources committee meetings and fed into the full governing body via the minutes.

The cheque book for school funds shall be controlled by the School Administrator as agreed by the Governing Body.

All school fund cheques shall be signed by two of the authorised signatories who are authorised by the Governing Body to write cheques up to an agreed value of £3000. Any expenditure in excess of this shall be referred to Chair of Governors for approval. The three signatories shall be the Headteacher, Deputy Headteacher and nominated member of staff.

There will be no re-imburement for any item purchased without a receipt being provided.

Any money from pupils relating to milk orders, trips or from fundraising should be collected in the boxes in the classroom, the number of envelopes/purses recorded on to the sheet at the front of the register and sent to the office each morning immediately after registration.

The school fund will be audited annually by an independent person agreed by the governor's resources committee.

Signed : _____ Date : _____

Chair of the Governing Body

Signed : _____ Date : _____

Headteacher

REVIEW DATE: