

HAWKESBURY CE VC PRIMARY SCHOOL
SCHOOL FUND MISSION STATEMENT



Purpose

To serve as an unofficial fund used for the benefit of Hawkesbury CE VC Primary School children only.

Guidelines

- The Headteacher has responsibility for the overall supervision of the day-to-day running of the school fund.
- To be used for education visits, music exam fees, charity collections, photograph commission, book fairs and Breakfast Club Childcare Voucher payments. Other uses to be authorised by the Governors Finance and Personnel Committee.
- Account must not go overdrawn.
- Two signatures are required on all cheques, as per the mandate.
- Cheque book to be held securely in a safe.
- No cash to be held. No cash payments to be made.
- Invoices and receipts are retained to support all entries.
- Where possible ensure adequate segregation of duties.
- All transactions to be entered on School Fund excel spreadsheet clearly identifying receipts and payments.
- To be reconciled once a month (as and when transactions occur).
- No payment of staff, visiting tutors and casual employees are to be made through school fund.
- There must be sufficient income to cover payments for individual school trips.
- Gifts of a token nature may be given to staff or Governors by way of a 'thank you' for some special work.
- School fund cannot be used to pay for staff refreshments and Christmas or end of year dinners. Separate collections should be held to pay for gifts or parties for retiring staff and Governors.
- School Fund should not be used to cash personal cheques.
- School Fund should be audited at the end of each financial year by an independent auditor. See South Glos 'School Fund Auditor's Guidelines' document for more information. Certified Audit Certificate presented to Finance Governors and forwarded onto Internal Audit Services.
- Details of school fund to be published annually on the School Website, following Audit.

Agreed at the Full Governing Body meeting 19th September 2016, agenda Item 8.

Signed: Chair of Governors

Review Date: Autumn 2017