

# **DENTON COMMUNITY PRIMARY SCHOOL AND NURSERY**

## **SCHOOL FUND POLICY**

### **Aims**

The aim of Denton Community Primary School and Nursery School Fund is to advance and enhance the education of the pupils of Denton Community Primary School and Nursery by providing and assisting in the provision of facilities.

### **Officers**

The Chair of the fund is Mr Guy Walsh, Head Teacher.

The Treasurer is Mrs Helen Vidler, School Secretary.

The members of the Governing Body act as Trustees of the fund.

### **Activities**

The main activities of the fund are:

1. To raise funds from parents, pupils and the local community to enhance the school's resources and to make available discretionary help to pupils in financial need.
2. To act as uniform shop for the supply of bags and other small items of school uniform.
3. To facilitate the provision of education and recreational trips and visits by processing the transactions required.

### **Financial Procedures**

#### **Banking:**

The funds are held in Santander Bank in the name of Denton Community Primary School.

Cheques are signed by two signatories, Mrs Helen Vidler (School Secretary) and Mrs Amanda Townsend (School Business Manager).

All transactions are recorded in the School Fund accounts.

Mrs Helen Vidler reconciles the accounts to the bank statement monthly.

The reconciliation is signed by Mrs Amanda Townsend.

**Income:**

All income must be supported by receipts or records of collection. Income is banked as required.

**Expenditure:**

Payments will only be made from the school fund when supported by documentation.

Subsidiary reports for each trip, visit or project will be maintained and kept on file.

Voluntary payments for educational trips and activities must be in accordance with the School's Charging and Remissions policy.

**Annual Statement of Accounts and Audits:**

The normal accounting period will be for the year ending 31<sup>st</sup> August each year.

The annual statement of accounts will be prepared on the accruals method and will consist of:

1. Income and expenditure accounts
2. Balance sheets
3. Reconciliation sheets

These will be submitted in full to the external auditor during the Autumn term, or as soon as possible afterwards. The audited accounts will then be submitted to the governing body.

**Dissolution of the School Fund**

The school fund will be dissolved if a) the school closes or b) the school amalgamates with another school.

Any assets remaining after satisfying the outstanding debts and liabilities will be given to the school for the benefit of the children at the school in a charitable manner.

Once the school has closed, any assets remaining will be given to another School chosen by the Trustees.

This policy was approved by the FBG committee on 22.5.18

Signed (Head Teacher) ..... Mr Guy Walsh

Signed (Chair of FGB) ..... Mr George Bishop