

# CRAVEN PRS



## SCHOOL FUND POLICY 2013

Drafted	Ratified by Management Committee	Amendment Made	Review Date
June 2013		New Policy	

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			

# **CRAVEN PUPIL REFERRAL SERVICE**



## **SCHOOL FUND POLICY**

### **RATIONALE**

At Craven Pupil Referral Service we recognise that there is a need to organise the school fund in a manner that is open and transparent and one that all staff are aware of.

Raising money to meet additional costs beyond those which the school budget is able to provide is an essential aspect of our work. Both staff and pupils are committed to fundraising and ensuring that our school is equipped with the best possible resources available.

### **AIMS**

The purpose of the School Fund is to:

- finance curricular outings
- provide additional curricular resources
- provide payment to visiting performers e.g. theatre companies
- fund donations to charities, which will be identified by staff and pupils
- support special projects
- improve the school environment
- purchase rewards for individual pupils e.g. school leavers, rewards assemblies, attendance prizes

### **SOURCES**

We have a number of fundraising events throughout the year, many of which are calendared and organised by Mrs Alison Morley, our Community Officer. Standard fundraising activities include participation in Skipton Christmas Fayre and Summer Fairs. In the past we have also raised money during special celebrations such as the Olympics in 2012 and Open Days.

In addition some staff members running Enterprise projects, on occasion, raise money for schools funds.

### **ADMINISTRATION**

#### **School collections**

No money will be kept overnight in classrooms. Any donation of money sent to school, or brought into school by pupils in their school bags, will be sent to the school office. It is understood that staff can use their initiative to make small purchases. Receipts for purchases should be given to the School Office together with a completed Petty Cash Slip.

Money raised at special school events or local community stalls will be closely supervised at all times by at least two members of school staff. If this is off-site money will be returned for safekeeping periodically throughout the day and kept in the school safe.

## **The School Fund Account**

Money will be lodged in a School Fund Account for which there will be two signatories, both of whom will be needed to authorise a particular transaction. The signatories are the Headetacher, Mr Dale Hannah and the Office Manager, Mrs Ann Armstrong. Internal monitoring will be carried out by the Bursar, Mrs Rachel Copping.

All major decisions about school fund spends are agenda items at whole school staff meetings and governor's meetings.

## **Information**

Staff are kept informed about spending and balances at staff meetings. Parents receive information about significant donations and purchases via school newsletters and the school website

## **AUDITING**

The Office Manager will produce a statement of account at the end of each financial year which will be passed to the Management Committee for approval.