



## **OVER ST JOHN'S CE PRIMARY SCHOOL SCHOOL FUND TERMS OF REFERENCE**

**Name of Fund:** Over St John's CE Primary School Fund

### **1. Purpose of the Fund**

The School Fund is used to finance activities and items over and above those provided for through the School's delegated budget.

### **2. Examples of Use**

School Fund may be used for the following purposes:

- Charity fundraising by pupils and staff
- Payment for Non-mandatory items of equipment, facilities or activities that will enhance and enrich the children's education
- A contribution to school activities for any child in financial need
- The purchase of flowers, chocolates, alcohol etc as thank you gifts
- A contribution to activities that will enhance the welfare of pupils or improve the school environment

### **3. Income**

Income will generally be derived from the following:

- Fundraising
- Parental contributions
- Voluntary contributions from outside bodies
- Bank Interest
- Donations

### **4. Administration**

- The official title of the school fund is Over St John's CE Primary School Fund
- The fund is administered by the School Business Manager. Adequate and appropriate accounting records shall be kept so as to allow segmentation of income and expenditure into appropriate categories.
- The day to day management of the fund is the responsibility of the Headteacher although overall responsibility for the fund lies with the Governing Body.
- For expenditure under £10,000 the agreement of the Headteacher is sufficient. For purchases over the approval of the Governing Body must be obtained.

- The School Fund bank details are:
  - Santander
  - 09-01-56
  - 14594006
- Cheque signatories are Mrs E Snowdon, Mrs E Bettley and Mrs H Williamson. Two from the three signatories are required.

## 5. Audit

- The fund has a financial year end of 31 August
- Accounts are prepared annually by the School Business Manager within 3 months of the year end.
- The accounts are audited by Mrs Louise Dodd who is an independent person. She is considered to be a suitable person to audit the fund, having regard to the nature and complexity of it.
- Audited accounts are presented to the Governing Body each year for formal approval.

<b>Signed:</b>	<b>H Rogers</b>	<b>Chair of Governors</b>
<b>Signed:</b>	<b>E Snowdon</b>	<b>Head Teacher</b>

<b>Date:</b>	<b>January 2025</b>
Review Date:	January 2026