



TANKERSLEY ST PETER'S C.E. (AIDED) PRIMARY SCHOOL

TERMS OF REFERENCE & MISSION STATEMENT

PRIVATE SCHOOL FUND

Purpose of Fund

To be used as an additional support to the School Budget to benefit the needs of the children and school.

Income

The School Fund will receive Income from various sources including school performance ticket sales & raffles, parental donations, sale of book bags & PE bags, fundraising events and occasionally trips and visits.

All money will be banked in the general fund for whole school use.

Individual classes may fundraise, via different methods, this money will be also paid in to the school fund bank account, and ring-fenced for their class use.

All income received in school MUST be banked by the school office.

Allowable Purchases

- Educational materials
- Subsidising school visits etc.if required
- Children's workshops/Theme Days/Weeks – Book Week/Bible Week etc...
- Purchase items for 'Golden Time' activities, fundraising events
- Gifts for pupils – Christmas (Book), Year 6 leavers (Bibles) etc...
- Donations to Charity
- Purchase school Book Bags and PE Bags for resale
- Materials/items for Christmas activities/events
- An Imprest Petty cash system is used for the Private School Fund with a maximum cash impress limit of £100.00, with a £50 limit per individual claim, which the nominated treasurer will process. This money is used to purchase resources etc...
- Whole school projects

Expenditure Threshold

Any individual item up to £1000.00 to be authorised by 2 signatories of the senior management team.

Any individual item/invoice above £1000.00 to be authorised by the Governing Body.

Nominated Treasurer

Mrs Shelly Snowball, School Business Manager

Annual Statement of Accounts and Audit

The normal accounting period will be for the year ending 31st August each year. The Annual Statement of Accounts will comprise:

- The Income and Expenditure spreadsheet
- Subsidiary reports

· The independent Auditor's report to the Governing Body

The Annual Statement of Accounts will be submitted to the Full Governing Body during the Autumn term.