



Alexander Hosea Primary School

'Roots to grow, wings to fly'

SCHOOL FUND POLICY

Purpose of the School Fund

The school fund exists to provide additional materials and opportunities to enhance the learning experience of students. The receipt and allocation of funds is used to provide items over and above those provided for through the school's delegated budget and other activities not catered for in the main school operational budget.

Aims of the policy

To ensure that School Fund income and expenditure is properly and transparently managed; that there are adequate monitoring and auditing procedures and that sound internal and financial controls are maintained.

School Fund rules and procedures

- **Regulations**

In operating the School Fund, the school will comply with the regulations and guidelines as laid down in the latest version of the Financial Regulations for School (May 2019) and the Scheme for the Financing of Schools, to the extent that such regulations and guidelines apply (relevant extracts at Appendix 1 and 2 respectively).

- **Roles and responsibilities**

The fund is administered by the School Business Manager and the administrative assistants. The day to day management of the Fund is the responsibility of the Headteacher although overall responsibility lies with the Governing Body. The Governors' Premise and Finance Committee, which meets five times a year, monitors decisions on spending priorities.

- **Payments controls**

Authorisation for expenditure from surplus funds is as follows:

- Up to £2,000 at the discretion of the Headteacher
- Over £2,000 with the approval of the Premises and Finance Committee

Accounts shall be maintained with a clearing bank/building society approved by the Governing Body for the purpose of administering the Fund. Currently a bank account is held with Lloyds bank in the name "Alexander Hosea Primary School".

Authorisation is given for the Headteacher, School Business Manager and Deputy Head Teachers to sign cheques and other instructions to the bank against the bank accounts, with two signatories being required. Cheque signatories will scrutinise and confirm relevant voucher documentation before signing.

- **Income**

All income to the school fund will be from voluntary contributions from individuals or organisations outside those funding sources linked to the school's delegated or devolved budgets.

There are, however, some occasions when income is received which is due to the school's delegated budget but has been addressed to the school fund instead (for example, where a cheque has been made out to "Alexander Hosea Primary School" instead of "South Gloucestershire Council"). In these situations, a cheque is written to move the money from the school fund to the delegated fund.

Voluntary contributions for activities such as school trips are not requested in excess of the cost of the activity.

- **Use of surplus balances**

Any use of excess funds (balances) can only be utilised for whole school or whole year group activities and cannot be expended on individuals.

The only exception will be to offer assistance to disadvantaged pupils to enable them to attend class or whole school activities.

- **Monitoring**

The school fund will be monitored by the School Business Manager and Headteacher to ensure all relevant financial regulations and procedures are followed. Full accounting procedure will be in operation to balance receipts with payments.

Bank reconciliations will be completed on a regular basis, ideally monthly but, as a minimum, every quarter.

Review of the school fund is included as a standing item on the agenda of the Premises and Finance governors' committee meetings.

- **Accounts and Audit**

Receipts and Payments Accounts shall be made up to 31st March each year.

The School governors are responsible for appointing an independent auditor to promptly undertake a verification audit at the end of the accounting period. The Auditor must complete a school fund auditor's certificate and supporting documentation in the form of a short report and submit it to the governing body for approval.

The School fund auditor must be independent of the school. The auditor need to meet the independence requirements as set out in the School Fund Auditor Guidelines (South Gloucestershire Council document).

The auditor shall be given access to all the school's School Fund records, including computerised reports, vouchers and this policy. The audit report will be presented at the following Premise and Finance committee meeting.

The School Fund Auditors certificate must be submitted to internal audit services within six months of the year-end.

Audited accounts will be made available for staff by display in the staffroom and are available to parents to view on request.

- **Winding up**

The School Fund may be wound up by resolution of the Governing Body, in which event any net assets of the fund shall be applied for the general benefit of pupils at the school. In the event of the winding up being as a result of the closure of the school these assets shall be applied for charitable educational purposes which match as closely as possible the general benefit of the school's students.

- **Conclusion**

This policy should be read in conjunction with:

Educational Visits Policy
Charges and remissions policy
Whistle Blowing Policy

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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Version	Final	Reviewing Committee	Premise and Finance

APPENDIX 1

Extract from Financial Regulations for School (May 2019)

Voluntary (Semi-Official) Funds

2.91 Governing Bodies and Head Teachers must ensure that the standards outlined elsewhere in these regulations are followed for all voluntary funds as parents and other benefactors are entitled to the same standards of stewardship for such funds. Such funds must be accounted for separately using other accounting arrangements independent from those used to account for the school official funds.

2.92 Semi-official funds must be held in a separate bank account. The bank accounts and supporting records must be regularly monitored by the Head Teacher who has a responsibility to ensure that regular reconciliations are undertaken.

2.93 The Governing Body has responsibility for setting the accounting period for the semi-official fund and must appoint an independent auditor to promptly undertake a verification audit at the end of that accounting period. The Auditor must complete a school fund auditor's certificate and supporting documentation in the form of a short report and submit it to the governing body for approval.

2.94 Following governing body approval, the School Fund Auditors certificate must be submitted to internal audit services within six months of the year-end. The School fund auditor must be independent of the school.

2.95 Governing Bodies must be aware of any responsibilities placed upon them in terms of financial management and reporting by the Charities Commission.

2.96 Governing Bodies must ensure that voluntary and private funds are covered by appropriate insurance arrangements.

<https://www.sgsts.org.uk/Finance/FinanceSubscribers/SitePages/Regulations.aspx>

APPENDIX 2

Extract from Scheme for the Financing of Schools

2.0 FINANCIAL REQUIREMENTS

2.8 Audit of Voluntary and Private Funds Schools must provide audit certificates for all voluntary and private funds held and for the accounts of any trading organisations controlled by the school. Audit certificates (and any accompanying reports) must be reported to the governing body and sent to the Chief Finance Officer not later than six months after the end of the accounting period to which they relate.

5.0. INCOME

5.1 Income from Lettings

Income from lettings of school premises should not be payable into voluntary or private funds held by the school.

<https://www.sgsts.org.uk/Finance/FinanceSubscribers/SitePages/Regulations.aspx>