

ALUN SCHOOL
Voluntary School Fund Constitution

Purpose of the Fund

The school fund exists to provide additional materials and opportunities to enhance the learning experiences of the children. The fund is used to provide items over and above those provided for through the school's delegated budget.

Examples of what we will use the Fund for

Expenditure may be used for the following purposes:

- Subsidy of school budget
- Subsidy of school educational visits and events
- Fund raising events (e.g. raffles) charity events
- Classroom materials and equipment and school resources
- Lunchtime games/toys, extra-curricular activities

Examples of what we will NOT use the Fund for

- Flowers and gifts for teachers and other member of staff eg leaving gifts
- Refreshments for meetings of teachers and/or governors
- Payments relating to playgroups, breakfast clubs etc
- Payments to the Information Commissioner's Office
- Courses and training expenses for teachers and other members of staff

Administration of the Fund

The official title of the school fund is **Alun School Fund**.

The fund is administered by the Treasurer (Glenys Wilcock) at the school.

The fund will be operated using the Voluntary Funds Guidance for Schools provided by Flintshire County Council. The day to day management of the fund is the responsibility of the Headteacher (Jane Cooper) although overall responsibility for the fund lies with the Governing Body.

For expenditure of £15k and under the agreement of the Headteacher (Jane Cooper) is sufficient.

For purchases over £15k the approval of the Finance and Personnel sub-committee must be obtained.

The school fund is banked in a H S B C Bank Account. Cheque signatories are the Headteacher (Jane Cooper) Deputy Headteacher (David Goodchild) Finance Manager (Glenys Wilcock), Jack Bourke-Bennett (Assistant Headteacher) Chair of Governors (Tracey Gilliland) and Chair of the Finance Committee (Robert Lewis) two from five to sign up to £15,000.00, but above £15,000.00 by any two of the authorised signatories together with the Chair of Governors (Tracey Gilliland) or Chair of the Finance Committee (Robert Lewis).

Online payments can also be made through internet banking, up to a daily limit of £15k, equal to maximum allowed without Chair of Governors/Chair of Finance sub-committee approval on each cheque payment.

Internet transactions are undertaken by the Headteacher, as a primary user for internet banking, together with the Finance Manager as an authorised user.

Any payments over £15k to be authorised via written (email) permission from Chair of Governors.

Income can be received by cash, cheque, bank transfer, ParentPay or card payment. Card payment can only be made in person, **not** over the phone.

Audit

The fund has a financial year end of 31 March.

Annually, a summary of income and expenditure, and a statement of balances, is prepared by the Treasurer, (Glenys Wilcock).

cont'd

The financial statements are audited by an independent person with a financial background who is considered to be a suitable person to audit the fund, having regard to the nature and complexity of it.

Reporting Requirements

Audited accounts are presented to the Governing Body each year for formal approval, in accordance with the LMS Scheme of Delegation.

Prepared by: Mrs Jane Cooper, Headteacher.

Approved by the Governing Body on 9 September 2014

Updated 6 May 2015 – cheque signing limits

Updated 7 February 2018 – terminology

Updated 22 November 2019 – guidance provided by FCC

Approved by Finance Governors at meeting 5 February 2020

Approved by Finance Governors at meeting 15 February 2023

Approved by Finance Governors (inc online payments) at meeting 21 February 2024

Approved by Finance Governors - information regarding methods of payment into bank account

12 February 2025