



WHITMINSTER ENDOWED C OF E PRIMARY SCHOOL
A FAMILY, A FOUNDATION, A FUTURE

Whitminster Endowed C of E Primary School

Unofficial School Fund Policy

Agreed by Full Governors: Autumn 2024
Annual Review: Annual Autumn Term 2025

Introduction:

This Unofficial School Fund Policy has been introduced to formalise the way in which unofficial school funds are controlled and managed. Unofficial school funds are funds set up for pupils past, present and future and are administered and managed by employees and Governors of the School, who have a fiduciary duty to these pupils.

Name of the Unofficial School Fund:

The name of the unofficial school fund is "The Whitminster School Fund"

The Governing Body:

The School Governing Body are responsible for the control and management of the unofficial school fund and delegate the day to day administration to an employee of the School; the School Administrator.

Personal Interest:

Except in exceptional circumstances and with the prior written approval of all the Governing Body no member may:

- (a) receive any benefit in money or in kind from the unofficial school fund; or
- (b) have a financial interest in the supply of goods or services to the unofficial school fund.

Objects of the Unofficial School Fund:

The school may use the unofficial school fund set out in the guidelines below and providing sufficient funds are available:

- (a) to advance students' both academic and personal growth past, present and future;
- (b) to subsidise educational activities (these to be agreed according to the criteria below)
- (c) to maintain and improve sports and recreational facilities;
- (d) to establish new buildings and improvements to existing ones together with enrichment of the overall general school environment;
- (e) to provide pupils with prizes at the end of the academic year. (e.g. Year 6 Leavers' gift)
- (f) to collect for and pay to charities;
- (g) donations from parents/pupils e.g. non uniform days for school fund;
- (h) to fund staff leaving/condolence/Get Well/marriage/maternity gifts and cards (to be funded subject to the criteria set out below);
- (i) to fund thank you gifts for school volunteers to acknowledge their contribution to the running of the school.

Subsidy

- To add to parental contributions so a planned educational visit may take place
- To support families with financial difficulties. This is dealt with on a case by case basis

Staff Leaving/Condolence/Get Well/Marriage/Maternity Gifts and Cards

Staff Leaving/Condolence/Get Well/Marriage/Maternity Gifts and Cards should not be funded by the unofficial school fund unless:

- the gift and/or card is collectively from the pupils within the school
- the gifts are tangible items e.g. **not** cash/cheques
- sufficient unofficial school funds are held to cover the cost of the gift/card
- the transactions have been authorized by the head teacher or Chair of Governors and reported to the Finance committee
- the combined value of the gift and card should not exceed £35
- such gifts/cards should be appropriate for presentation by a pupil and should not include alcohol.

If the gifts are not specifically from the pupils/staff and governors, then a collection should be arranged independently to fund the gift and/or card.

Previously reviewed Nov2013/Nov2014/Nov2015/Oct2016/Nov2017/Dec2019/Nov 2020/ Nov 2021/
Nov 2022

The unofficial school fund will not be used for:

- (a) Staff benefits
- (b) Payments to employees.

Powers of the Governing Body

In addition to any other powers, which the Governing Body may have, they may exercise the following powers in furtherance of their list of objects:

- (a) power to raise funds and to invite and receive contributions, provided that in raising funds the Governing Body should not undertake any substantial permanent trading activities.
- (b) power to incur expenditure in accordance with the objects of the unofficial school fund.

Accounts

The accounts of the school fund are to be maintained on a day to day basis by the school administrator. All income and expenditure will be entered promptly in the accounts. Bank reconciliation will be performed monthly when bank statements are received, between the balance as per the accounting record and the balance as per bank statements.

Signatories

The following are allowed to sign cheques on the school fund bank account: -

Head
Secretary
Deputy Head
Chair of Governors

There must be two signatures on each cheque.

Final accounts and audit

Final accounts and audit are prepared at the end of the school fund financial year by the school administrator. The accounts will be audited by an auditor appointed by the full Governing Body. The auditor will not be a member of the Governing Body. In appointing an auditor and operating the Fund, the Governors will follow the instructions laid down in the County Council's Manual on Unofficial Funds.

The audited accounts should be presented to the Governing Body for approval. Governors' approval must be recorded in the minutes of the meeting. Once approved, the Clerk to the Governing Body will return the requested form to Shire Hall in the format required by the Schools Finance Team.

School fund monies must be kept and recorded separately from the school's capitation monies and securely held.

Amendment:

The policy should only be amended by a written resolution passed by finance committee and ratified by the Governing Body.

Dissolution:

If the Governing Body decides that it is necessary or advisable to dissolve the unofficial school fund, they will call a meeting of all the members and representatives from the LA. If the proposal is confirmed, they should have power to realise any assets held by or on behalf of the unofficial school fund. Any assets remaining after the satisfaction of any proper debts and liabilities should be given or transferred to such other unofficial school fund or institution having objects similar to the objects of this unofficial school fund as the members of the Governing Body determine, or, if that cannot be done, shall be applied for some other purpose approved by the LA.

Approval of the Governing Document:

This policy will be formally approved by the finance committee and ratified by the Governing Body on an annual basis.