



The Willows School

School Fund Policy

Ratified Date: September 2022

Review Date: September 2024

Rationale

At The Willows School the School Fund is for the benefit of the pupils. It is the money gathered to meet additional costs beyond those which the school budget would be able to meet, or to cover items which would not normally be funded by the Authority. No income and expenditure due to the delegated budget will be paid in to or paid from the School Fund Account. The Policy will be approved by a Full Governing Body meeting to enable Parent/ Carer Governors to approve the policy on behalf of all parents/ carers.

Aims

The purposes of the School Fund will include, for example, to:

Finance curricular outings

Pay for running costs of the School Minibus provide additional curricular resources

Provide payment to visiting performers e.g. theatre companies

Fund donations to charities, which will be identified by staff and pupils support special projects

Improve the school environment

Purchase presents for individual pupils e.g. school leavers

Sources

At The Willows School we are fortunate to be supported by a number of local organisations and individuals in the local community from which the school receives donations to the school fund.

In addition we have a number of fundraising events throughout the year.

Administration

[i] School collections

No money will be kept overnight in classrooms. Any donation of money sent to school, or brought into school by pupils in their school bags, will be sent to the school office. This will be documented by the Business Manager.

Receipts for purchases will be given to the Business Manager and recorded.

[ii] The School Fund Account Money will be lodged in a School Fund Account for which there will be three signatories, two of whom can authorise a particular transaction. Internal monitoring will be carried out by identified members of the office staff.

[iii] Auditing. An independent auditor will audit the School Fund on an annual basis. A copy of the resultant audit is sent to the authority.