



Bridgewater Primary School
School Fund Mission Statement
2013/2014

'To deploy school fund efficiently in promoting the learning and development of all children.'

School fund is generated by a variety of means. There are many small fund raising events during the course of each year and we receive funds by letting our school hall to the Matt Fiddes Martial Arts Academy. We are paid commission by the school photographer and the sale of school ties, reading folders and PE bags further adds to our income.

Through the judicious spending of School Fund we are able to enhance the curriculum for all children by purchasing additional resources, booking visitors to the school and subsidising trips such as Lledr Hall.

All requests for the use of school fund are approved by the Headteacher.

Signed Chair of Governors _____

Headteacher _____

Date _____

The School Fund account is used for the following:

- To administer and subsidise trips which are organised to enhance the curriculum.
- To administer and subsidise visitors/performances which are organised to enhance the curriculum.
- To purchase small prizes this can be used as rewards/raffle prizes which is part of the school's behaviour policy e.g. Star Slip prizes.
- To reimburse staff for the purchase of consumable items. Prior authorisation is required from the Head teacher.
- To collect and make payments in relation to charity fund raising e.g. Children in Need.
- To bank payments for and purchase school uniform orders.
- To bank payments for and the purchase of school photographs.
- Banking of charges relating to after school clubs to cover costs of materials/coaching e.g. Cookery club, football club.

Sources of income to School Fund are:

- Profits from school uniform sales.
- Profits from school photograph sales.
- School fundraising events such as non-uniform days.

Orders from this account are operated in line with the school's financial management policy.

Internal control systems are in place to ensure that funds are used appropriately.

Limits of delegation for the school fund are those agreed for the school budget account.

The Finance Administration Manager is responsible for the monitoring of the School Fund accounts. These are reconciled on a monthly basis and signed off by the Headteacher.

These accounts are audited annually by the Local Authority.