



St. Andrew's C of E (VA) Primary  
School

# School Fund Policy

September 2025

Staff responsible: Senior School Administrator

Financial year: Academic year 1<sup>st</sup> September to 31<sup>st</sup> August

Status & review: Non-statutory & annual

Next review date: September 2026

## **Policy & Purpose**

- To receive income from a variety of sources including parental donations.
- To provide for additional school expenses above those provided through the school's delegated budget
- To provide additional materials and opportunities to enhance the learning experiences of children where these are not provided for by the school budget.
- To support children and families financially as the need arises at the discretion of the Head Teacher.
- To provide top-up funds to expedite or optimise the delivery of projects which are principally funded from other sources.

## **The Head Teacher**

The control of the school fund and the decision to use monies from the school fund rests with the Head Teacher, and each case is judged on its own merit. The Head Teacher must seek the approval of two governors including the chair of FGB to spend more than £2,000 in a single transaction/purpose. Cheques must have 2 signatures, one of which is The Head Teacher and second administration staff.

## **Signatories**

The current signatories of the School Fund are Miss Lewis (Headteacher) Mrs Frude (School Administrator).

## **The Senior School Administrator**

The Senior School Administrator is responsible for the day-to day organisation of the School Fund, for recording all transactions and for keeping the accounts up to date and maintaining a running balance.

The School Fund Bank Balance will be reconciled and recorded on a minimum quarterly basis. The Business Manager will prepare an annual statement of accounts which will include a Year-End Income and Expenditure Summary.

## **Financial Audit**

The School Fund will be audited annually by an independent auditor.

## **The Governing Body**

The Governing Body has an obligation to ensure that all resources of the school are used to good effect.

Agreed by Governing body: September 2025

Due for Review: September 2026

Signed: Miss Lewis (Headteacher) Date: 25/09/2025

Signed: (Chair of Governors) Date: 25/09/2025