



OVER ST JOHN'S CE PRIMARY SCHOOL SCHOOL FUND TERMS OF REFERENCE

Name of Fund: Over St John's CE Primary School Fund

1. Purpose of the Fund

The School Fund is used to finance activities and items over and above those provided for through the School's delegated budget.

2. Examples of Use

School Fund may be used for the following purposes:

- Charity fundraising by pupils and staff
- Payment for Non-mandatory items of equipment, facilities or activities that will enhance and enrich the children's education
- A contribution to school activities for any child in financial need
- The purchase of flowers, chocolates, alcohol etc as thank you gifts
- A contribution to activities that will enhance the welfare of pupils or improve the school environment

3. Income

Income will generally be derived from the following:

- Fundraising
- Parental contributions
- Voluntary contributions from outside bodies
- Bank Interest
- Donations

4. Administration

- The official title of the school fund is Over St John's CE Primary School Fund
- The fund is administered by the School Business Manager. Adequate and appropriate accounting records shall be kept so as to allow segmentation of income and expenditure into appropriate categories.
- The day to day management of the fund is the responsibility of the Headteacher although overall responsibility for the fund lies with the Governing Body.
- For expenditure under £10,000 the agreement of the Headteacher is sufficient. For purchases over the approval of the Governing Body must be obtained.

- The School Fund bank details are:
 - Santander
 - 09-01-56
 - 14594006
- Cheque signatories are Mrs E Snowdon, Mrs E Bettley and Mrs H Williamson. Two from the three signatories are required.

5. Audit

- The fund has a financial year end of 31 August
- Accounts are prepared annually by the School Business Manager within 3 months of the year end.
- The accounts are audited by Mrs Louise Dodd who is an independent person. She is considered to be a suitable person to audit the fund, having regard to the nature and complexity of it.
- Audited accounts are presented to the Governing Body each year for formal approval.

Signed: **H Rogers** **Chair of Governors**

Signed: **E Snowdon** **Head Teacher**

Date: **January 2026**
Review Date: January 2027