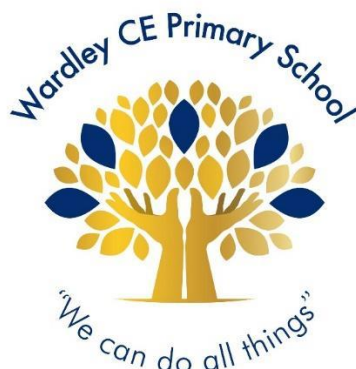


Wardley CE Primary School

School Fund Mission Statement



Name of Reviewer	Helen Kelly
Date of Approval of Governing Body	May 2026
Signature of Chair	<i>Colin Gettins</i>
Signature of Head	<i>Helen Kelly</i>
Date Due for Review	May 2027

EQUALITY STATEMENT

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on the following protected characteristics: age, disability, ethnicity & race, gender (sex), gender identity & reassignment, pregnancy & maternity, sexual orientation, religion & belief and non-belief as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

Mission Statement: The School Fund exists to provide all our children access to activities not supported by the School Budget. It also provides a means of expressing appreciation for services to our school community.

- The Headteacher must be informed of any year group trip prior to the event & presented with a cost breakdown on the school trips form.
- Income from trips is recorded on a class list which is sent between class and the office where the amounts are recorded and checked.
- School is now cashless so all income is paid through School Spider or School comms
- School fund can be used to purchase flowers for a member of staff that had experienced an event such as bereavement or the birth of a child that the school community would want to recognise. The upper limit for this was £35. This is in accordance with the governors meeting held on 08 October 2020.
- Any income received is banked at Lloyds by the Site Officer when necessary. Prior to banking, the money is kept in a cash box in the safe.
- All expenditure should be agreed by the Head Teacher prior to any purchases being made. The receipt is signed by the Head Teacher before any reimbursement is paid.

Petty Cash

- Expenditure under £30 can be paid from petty cash after authorisation by the Head teacher prior to any purchases being made. The Purchaser must fill in a Petty Cash Voucher and this is signed and checked before the money is reimbursed.
- School Fund is reconciled to a monthly bank statement.
- School Fund is audited annually by an external auditor.
- A Financial Statement is presented to the Governing Body annually.
- Bank signatories are approved by the Governing Body with any two of four to sign – Headteacher/Deputy Headteacher/School Business Manager/TLR.
- The Bank Mandate is kept in a locked cupboard in the office and the cheque book is kept in the school safe.
- School Fund avoids incurring bank charges.
- No personal cheques are cashed for staff.