

School Fund Account Policy

The purpose of the Peel Hall Primary School Fund Account

School Fund exists to provide additional materials and opportunities to enhance the learning experiences of children. The fund is used to provide items over and above those provided for through the school's designated budget.

Examples of Uses

- Subsidy of school trips
- Refreshments for parties
- Fund raising activities: raffles, tombola etc.
- Classroom materials and equipment
- Lunchtime games/play equipment
- Entertainment

Administration

The official title of the school fund is: Peel Hall Primary School Fund. The Fund is administered by Cheryl Royle (Clerical & Admin Officer), overseen by Melanie Mulcahy (School Business Manager) and monitored by Gaynor Dunkley (Headteacher), with the overall responsibility lying with the Governing Body.

Expenditure limits are in line with the scheme of delegation agreed by the Governing Body

School Fund is banked in a Lloyds Bank Current Account. Cheque signatories are: Gaynor Dunkley (Headteacher), Christopher Wilson (Deputy Headteacher) Julie Allen (Assistant Headteacher), Cath Broomfield (SLT). Any Two of Four.


Audit

The Financial statements are audited by an external auditor, who is an independent person with a financial background and is considered a suitable person to undertake the audit.

School Fund is audited annually in November for the school year 1st September to 31st August

Chair of Governors Signed: 

Date: 24/11/2020

Headteacher Signed: 

Date: 24/11/2020