



Stone Hill School

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Scawsby

Doncaster

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Headteacher: Mr P Scotting

STONE HILL SCHOOL FUND MISSION STATEMENT

Purpose of the Fund

The Stone Hill School Fund will be constituted to advance the education provided by the school.

The 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 delegated budget.

Examples of Uses

Expenditure may be used for the following purposes:

- ❑ Subsidy of extra-curricular activities
- ❑ Pupil gifts e.g. Christmas, Easter Eggs, Leavers
- ❑ Fund raising activities (e.g. raffles)
- ❑ Materials and equipment for extra-curricular activities
- ❑ Lunchtime games/toys, children's disco and entertainment
- ❑ One off purchases as requested by School Council e.g. Fish Tank

Administration

The official title of the school fund is Stone Hill School Fund

The fund is administered by Wendy Stevenson, who holds the position of Admin Officer at the school.

Overseeing the day to day management of the fund is the responsibility of the Head teacher although overall responsibility for the fund lies with the Governing Body.

A Fund Committee exists as part of the responsibilities of the Budget Management & HR



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Committee to decide on spending priorities and fund raising needs.

For expenditure under £500 the agreement of the Headteacher is sufficient. For purchases over £500 but below £1000, the approval of the Budget Management & HR Committee must be obtained whereas for purchases over £1000, the approval of the Governing Body must be obtained.

The school fund is banked in a *HSBC* Bank Current Account. Cheque signatories are the Headteacher, Chair of Governors and School Business Manager, two from three must be used.

Audit

The fund has a financial year end of 31st August. Annually, a summary of income and expenditure, and a statement of balances, is prepared by the accountants Arthur Wigglesworth & Co.

The financial statements are audited by Arthur Wigglesworth & Co accountants.

Audited accounts are presented to the Governing Body each year for formal approval, in accordance with the Doncaster Scheme for Financing Schools.

Approved by the Budget Management & HR Committee on behalf of the Governing Body

Chair of Governors Mr M Gallafent

Chair of Budget Management & HR Committee Mrs C Reay.....

Date 25th April 2018

Reviewed annually



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