

St Ambrose Barlow RC High School School Fund Constitution

Purpose of the Fund

The school fund exists to ensure pupils have the opportunity to experience a wide variety of educational visits to enhance many aspects of their development.

The fund is used to provide items over and above those provided for through the school's delegated budget.

The school fund is also used for the collection and disbursement of monies raised for charitable causes in accordance with our School Mission Statement which promotes the creation of a 'distinctive and dynamic partnership between home, parish and school which fosters a caring relationship and is supportive of a wider community'.

Examples of Uses

Expenditure may be used for the following purposes:

- Subsidy of school educational visits
- Refreshments for pupils parties
- Fund raising activities (e.g. raffles)
- Classroom materials and equipment
- Lunchtime games, disco and entertainment

Administration

The official title of the school fund is *St Ambrose Barlow RC High School, School Fund*.

The fund is administered by *Miss Kay Bradford*, who holds the position of Finance Officer at the school.

The day to day management of the fund is the responsibility of the Business Manager although overall responsibility for the fund lies with the Headteacher/Governing body.

The school fund is banked in a *Lloyds TSB* Bank Current Account. Cheque signatories are the Headteacher, Deputy Headteacher's and Business Manager, any two signatures required from these four.

Audit

The fund has a financial year end of 31st *March*. Annually, a summary of income and expenditure, and a statement of balances, is prepared by the Business Manager.

The financial statements are audited by *Working with Schools*.

Audited accounts are presented to the Governing Body each year for formal approval, in accordance with the LMS Scheme of Delegation.

**Annual Adoption by the Resources Committee on behalf of Governing Body – 8th March
2018**