

# **St Luke's RC Primary School**

## **School Fund Mission Statement June 2020**



**“At St. Luke’s School we follow the example of Christ. By being God’s disciples here on Earth. We strive to be the best that we can be. To do the best that we can do and to make God proud.”**

# School Fund Mission Statement

## **General**

The school fund is operated with accounting procedures that reflect standards for accounting for public money. The following accounting procedures apply:

- Unofficial funds and official funds are kept separate.
- Proper accounts are kept and bank reconciliation is undertaken.
- The accounts are detailed enough for clear financial information to be derived from them. All cheques require full signatures.
- Two signatories are required on every cheque, as per ratified bank mandate.
- The signature is the last item to be placed on all cheques (no pre-signing of cheques takes place.)
- All cheque books are kept in the school safe when not in use.
- Petty cash to be used to purchase small items of expenditure and where reasonably possible not to exceed £30. If it does exceed £30, headteacher to sign a separate authorisation slip.
- All items of expenditure to be pre agreed and a pre authorisation requisition to be completed and signed.
- Petty cash in hand at any time should not exceed £150.

## **Income**

- Income collected is banked in its entirety as soon as possible.
- The school receives income from such items the sale of school ties, book bags etc., raffles, non-uniform days, trips, book fair, donations from parents, charity fundraising.

## **Expenditure**

- All expenditure must be pre authorised and supported by an invoice or receipt in line with finance policy
- The use of petty cash must be in line with the finance policy.
- Hospitality must be in line with the finance policy.
- Expenditure is used for such items as school ties, bags, ROA, trips, miscellaneous classroom purchases and resources.
- Expenditure can be on agreed additional resources such as theatre company visits to school aimed at enhancing learning at the discretion of the Headteacher
- Gifts/flowers for volunteers/ staff and leavers up to a maximum of £30
- School fund should not be used to purchase alcohol as a gift.