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Version:	1

[illegible]

Fishergate Primary School

BUDGET MANAGEMENT POLICY



It is the aim of the governing body of **Fishergate Primary School** to spend the school's budget share for the purposes of the school and to ensure that all resources made available to the school are used in an efficient and effective manner.

Financial decisions will be made after consideration of:

1. conditions and requirements laid down in the Authority's approved Scheme for Financing Schools
2. priorities as identified in the costed school improvement plan
3. the needs of the children, staff and community of the school
4. the need to support and deliver the National Curriculum and the Authority's Curriculum Policy together with any modifications agreed by the governing body
5. the resources made available to the school

Signed _____ (*Chair of Governors*)

Signed _____ (*Headteacher*)

Date _____

ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY

1. Roles and Responsibilities

- I. The Governors have a statutory responsibility for the oversight of the financial management of the school and for ensuring adherence to the Authority's Standing Orders and Financial Regulations.
- II. The governing body should determine delegation using the governing body Decision Planner (Appendix A) and review it annually.
- III. A Finance and Staffing Working Party made up of a minimum of 3 members approved by the governing body will be established and will meet at least once per term. It will work to the agreed Terms of Reference (see Appendix B) once approved by the full governing body. The committee will consider termly monitoring reports as a minimum (in some cases monthly may be considered more appropriate) and will consider the school's Start, Revised and Draft budgets at the appropriate times. The committee will submit a brief summary report to the full governing body at least once per term.

The Headteacher will assume day to day responsibility for the budget and will operate under a scheme of delegation approved by the governing body (see Appendix C), have the delegated authority to determine spending within approved budget headings. The Head will be assisted by the School Finance Manager, to ensure segregation of duties and in the proper processing of orders and invoices generated by the school and the checking of goods received. All individuals who are involved in the spending, collection and custody of school resources must operate with integrity and observe regularity as reflected in the Authority's Financial Regulations and Standing Orders for schools with delegated budgets. Other documents which help clarify staff and governors' roles and authorisation limits can be found in Appendix D Governors' Delegated Authority to Postholders and Appendix E City of York Council Delegated Authority Scheme - Authorisation Certificate.

Consistent Financial Reporting (CFR)

The governing body will have regard for the Consistent Financial Reporting Framework and ensure that school income and expenditure is coded in relation to the Framework so that accurate CFR returns are submitted to the Department for Education via the LA in a timely manner.

2. Statutory Financial Management Standards

The governing body will have regard to the regulations governing statutory financial management standards and operate accordingly to ensure that the school is managed well financially. It will ensure that:

- appropriate self evaluations and risk assessments, including use of financial benchmarking data, are carried out in a timely manner
- the self assessment return is submitted to the LA
- any findings resulting from this process are addressed to improve the school's financial management processes

Extended Services Activities

The governing body will have regard for the LA's guidance on all aspects of Extended Services activities. It will ensure that funds delegated to the school are used for the purpose of the school, including to support Community Extended School activities whilst not compromising core purpose.

3. Procedures

All documentation of accounts and finance will be kept in accordance with advice from the LA. Procedures for keeping accounts will be in accordance with the LA's Financial Regulations and Standing Orders. A copy of the school's most recent Auditor's Report will be available for inspection by governors, OFSTED inspectors and officers of the LA.

4. Pecuniary Interests

Governors and staff of the school will be required to complete a Register of Business Interests to declare any links they may have with any firm from which the school may wish to buy goods or services. A review should be carried out annually when new staff and governors should be included.

BUDGETS

1. Aims and Objectives

The Finance and Staffing Working Party together with the Headteacher will consider the agreed School Improvement Plan, which shall cover a period of 2 years, and will provide costings for proposals to develop the school's short, medium and long term aims and objectives as identified in the Plan. Such consideration will include the determination of:

- an appropriate level of general contingency (either an amount in pounds or a percentage of the annual budget)
- the formulation of a policy for the application of any balances in excess of the agreed target for general contingencies on the development proposals in the Plan.

It is recognised that finite resources will lead to a need to place proposals into some kind of priority and to accelerate/delay some spending plans as circumstances change.

2. Efficiency and Value for Money

The governing body will seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the LA's purchasing, tendering and contracting requirements.

3. Budget Timetable

The School Finance Manager, with the Headteacher's authority and in consultation with the Headteacher, will prepare for consideration by the Finance and Staffing Working Party:

- I. A proposed start budget and 3/5 year financial plan following receipt of the school's Resource Allocation statement.
- II. A revised budget in the Autumn term to reflect any staffing changes or updating of spending plans. Revised budget plans will not be requested if other financial reports carry the relevant data.
- III. A revised budget in a timely manner to identify the schools potential budgetary position of the future years' financial plan.
- IV. Monitoring reports to be considered by the finance working party at least once per term with a brief report to the full governing body. A copy of monitoring reports considered at meetings will be sent to the LA on a termly basis. An exception to this is where the LA has approved a licensed deficit and defined the frequency in the terms of the license. Reports will reflect both sums paid, sums committed but not yet paid, estimated income and expenditure, predicted outturn and variances to the year end against approved budget headings.

- V. Financial systems will be reconciled to the school's centrally held account reports provided by the LA and the school's bank statement where applicable on a monthly basis.
- VI. An outturn statement and report by the end of the Summer term for the governing body to consider financial performance in the previous financial year.

4. Budget Submission to the LA

The governing body, after approving the budget, will send a copy on the date specified by the LA. The governing body will not submit a deficit budget unless there are exceptional circumstances. Where a deficit budget is submitted to the licensed budget process the governing body will seek advice and submit a written request to the LA to seek the approval of the Director of Children, Education and Communities. The governors will take action to reflect the Director's written decision.

5. Virement Procedures

Unless the level of change does not warrant it, the budget will be revised each Autumn Term and the Finance and Staffing Working Party will vire funds between budget headings or from contingency funds as appropriate. Requests by the Headteacher for the further virement of funds outside the scope of the Scheme of Delegation to the Headteacher (Appendix C) will also be considered by the Finance and Staffing Working Party and be subject to their minuted approval. Should the revised budget show a cumulative deficit balance, the LA will be notified.

6. Transfer of Funds

Funds can be transferred to the central fund if requested by the LA. If the amount exceeds the Headteacher's delegated authority, permission will be sought from the Chair of Finance and Resources

7. Quality of Information

It is expected that the financial information received by Governors will be relevant, timely, reliable and understandable.

8. Capital Expenditure

The governing body may use its budget share to meet the cost of capital expenditure on the school premises.

However if the expected capital expenditure from the revenue budget share in any one-year will exceed £15,000 the governing body will notify the Authority. The governing body will take into account the advice of the Director of Children, Education and Communities as to the merits of the proposed expenditure. The governing body will seek the consent of the Authority to the proposed works.

9. Review of Revenue Balances

The governing body will consider the level of Revenue Balances reported to it through the budget monitoring process to assess whether priorities in the School Improvement Plan should be brought forward or put back in relation to the balances available to the School.

The governing body will pay due regard to the LA's Recycling of Excess Balances procedures.

10. Documentation

All financial systems and procedures carried out in the school will be in accordance with the LA's Financial Regulations, Standing Orders, Scheme of Delegation to Headteacher and, where

applicable, the Bank Accounts for Schools Scheme (BAfS). Governors will review the LA's Delegated Authority Scheme - Authorisation Certificate, see Appendix E, annually and ensure that up to date copies are submitted to the LA as and when authorisers' details and/or signatures change. A copy of these documents will be readily available and kept up to date.

11. Purchasing

Before purchases are made consideration should be given to economy and value for money and the financial regulations of the LA to ensure that appropriate tendering arrangements are instigated.

The governing body expect that school staff will follow official ordering procedures at all times and written pre-numbered orders will be used. Verbal orders will be followed up by a written confirmation order, clearly marked as such. Individuals must not use official orders to obtain goods and services for their private use. All official orders will be recorded on the LA's computerised financial system.

12. Procurement Cards

The Governing Body will follow the LA Policy and Procedures for the use of Procurement Cards and understand that it is responsible for its own purchase card account. It will ensure that cardholders will not use the cards for personal purchases and that they consider card security when selecting suppliers of goods and services. The account will be paid by Direct Debit each month to ensure that the school is not borrowing without the express agreement of the Secretary of State for Education.

13. Review of Service Contracts

The Finance and Staffing Working Party will carry out an annual review of the contracts purchased by the school to ensure quality, cost and impact of such services meet the needs of the school and are efficient and deliver value for money. Where an existing contract is coming to an end a review prior to its renewal should be undertaken. A comprehensive schedule of contracts will be maintained and published in accordance with the schools publication scheme.

14. Procedures and Security

The school will make use of a computerised financial management system approved and supported by the LA. Data will be input on a regular basis including financial commitments made by the school. Information will be input from and reconciled to the school's central account reports provided by the LA. School bank statements will be reconciled every month and submitted to the LA. Appropriate use of the package and orderly filing procedures will ensure that all transactions are traceable.

The governing body will ensure that Data Protection regulations are followed. Security passwords will be maintained on the computer and documentation will be kept in a secure location. Regular backups will be made of the information held on the computer with storage media stored securely and separately from the computer.

15. Security of Stock and Equipment

An inventory will be kept in school and updated and checked on an annual basis in accordance with Financial Regulations and the Authority's guidance. Where the governing body has opted to join the LA's Contents Insurance Scheme, a copy of the policy document will be available for inspection in school.

A register of equipment removed from and returned to the school for use off-site will be maintained.

16. Petty Cash

There will be a limited use of petty cash. The amount of cash in school will be kept to a minimum and all monies and financial records kept in secure storage. The amount of cash held on the premises overnight will not exceed the permitted insured amount.

17. Income

The governing body will implement a charging and remissions policy and a lettings policy which will be reviewed bi-annually. Steps will be taken to ensure the early collection of income due. Receipts issued and records kept will be in line with the LA's Financial Regulations.

18. VAT Returns

Accurate VAT returns will be made monthly to meet published deadlines to the LA using the school's financial management system to meet HM Revenue and Customs' regulations.

19. Staffing

The Pay and Review Committee will administer the school's Pay Policy annually and will consider appointments, terminations and promotions according to the terms of reference for that committee.

20. Insurance

Where the governing body has delegated funds available for purchasing insurance it may use the LA or other insurance providers. However, the governing body will demonstrate to the LA, prior to taking out any alternative cover, that the alternative policy is at least as good as the relevant minimum cover arranged by the LA. From April 24 an amount of £10,000 will be added to the supply budget to mitigate the risks of sickness, rather than taking out teacher sickness insurance. This will be reviewed by FGB on an annual basis.

21. Computer Systems

The school will utilise the software provided by the LA or maintain approved software for the input of financial records. The school has been registered in accordance with the Data Protection Act 1984 and subsequent updates.

22. Audit

The Governors, headteacher and staff will co-operate with auditors in accordance with the requirements of Financial Regulations and will consider and implement their requirements in a timely manner.

23. Whistle Blowing

The governing body will ensure that it has adopted a whistle blowing policy which will be made available to staff. This policy will be reviewed annually.

GOVERNING BODY DECISION PLANNER RELATING TO FINANCIAL MANAGEMENT

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1: Full governing body

Level 2: A Working Party of the governing body

Level 3: An individual governor (only in exceptional circumstances)

Level 4: Headteacher / School Finance Manager

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Key Function	Tasks	Decision Level			
		1	2	3	4
Budgets	To approve the first formal budget plan each financial year	✓			
	To monitor monthly expenditure.		✓		
	To establish a charging and remissions policy		✓		
	Miscellaneous financial decisions				✓
	To enter into contracts (GB may wish to agree financial limits)				✓
	To make payments				✓
Staffing	Adopt a pay policy	✓			
	Pay discretions		✓		
Curriculum	To establish a charging and remissions policy for activities (non National Curriculum based)		✓		
Premises & Insurance	Buildings insurance and personal liability- GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓	✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓	✓		
GB Procedures	To set up a Register of Governors' Business Interests	✓			
	To approve and set up a Governors Expenses Scheme	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees	✓			

	To regulate the GB procedures (where not set out in law) e.g. Budget Management Policy and Governors' Delegated Authority to Postholders	✓			
	Standard Financial Value Statement (consideration of SFVS may be delegated, but must be presented to FGB and signed by chair of FGB)	✓			
	Benchmarking		✓		
	To join or leave a federation	✓			
Extended Schools* Not applicable to Fishergate	To decide to offer additional activities and to what form these should take	*			
	To put into place the additional services provided				
	To ensure delivery of services provided				
	To ensure financial viability of, and probity for, services provided				
	To cease providing extended school provision	*			

*Although these tasks are open to delegation under the Education (School Government)(Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full governing body.

Fishergate Primary School

Finance and Staffing Working Party - *Terms of Reference*

1. Membership

- At least three Governors with voting rights.
- Quorum is three governors
- Additional non-voting members may be co-opted
- Chair of working party will be elected by members when working party meets
- The Headteacher and School Finance Manager will normally be in attendance.

2. Meetings

- A minimum of one every term
- Additional meetings as required
- Meetings shall be convened by the Chair or by the Clerk to the GB as required. Every member of the working party will be given notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' before the date of the meeting. Exceptionally, if the GB Chair or Clerk considers that there are matters that demand urgent consideration (s)he may determine a shorter period of notice.

3. Accountability

- Reporting to Full Governing Body. A written record of meetings of the working party will be submitted to the FGB (normally the one immediately following the working party meeting but in all cases no later than the one following that) in advance with the other papers for the meeting
- Oral replies to questions as appropriate
- Delegated powers except where stated

4. General Remit

- Enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure sound management of the school's finances and resources, including proper planning, monitoring and probity.
- To make appropriate comments and recommendations, on such matters, to the Governing Body, on a regular basis
- Review as appropriate the school's relevant policies according to the schedule developed and recommend any changes to the Governing Body
- Ensure that the principles of 'best value' are adhered to.
- To provide support, guidance and assistance to the Head, SLT and GB in all matters relating to the school premises and grounds, security, health and safety, and community use

5. Planning

- Consider the school's indicative funding, as notified annually, and to assess its implications for the school, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- Develop annual budget and present to GB annually for approval
- Contribute to the formulation of the school's improvement plan, through the consideration of financial priorities and proposals, in consultation with the headteacher

- Receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- Liaise with and receive reports from the Teaching and Learning committee, as appropriate, and to make recommendations to this committee about the financial aspects of matters being considered by them.

6. Financial Control

- Monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including implementation of Bank account arrangements and, where appropriate, to make recommendations for improvement.
- Prepare, with the School Finance Manager the annual financial statement to form part of the report of the Governing Body.
- Receive Auditors' reports and to recommend to the Full Governing Body action as appropriate in response to audit findings.

7. Budget management

- Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the school, drawing any matters of concern to the attention of the Governing Body.
- Monitoring, reviewing and endorsing annual budgets, including initial budgets, current budgets and three to five-year forecasts
- Establishing regular reporting procedures
- To agree annually the lettings charges for both community users and normal clients as well as any other charges made to pupils, parents or other users

8. Staffing

- Receive reports from Head on role specifications and staff changes
- Agree procedures for staff conduct and discipline.
- Recommend an appropriate staffing structure to the full governing body for approval.

9. Admissions

- Consideration of the content of the School's Admission Policy for entry each academic year and recommending to GB for approval
- Review of admission numbers
- Produce written reports and present proposals for Full Governing Body as required.
- Consideration of any possible changes to the school's Admissions Policy moving forward.

10. Premises

- Approve costs and arrangements for internal maintenance, repairs and redecoration within the budget allocation
- Prioritise major improvements and recommend, through the Finance Working Party, to the Full Governing Body where appropriate
- Oversee bids to external bodies where appropriate
- Oversee the preparation and implementation of contracts including grounds maintenance and cleaning plus oversight of Catering

11. Scheme of delegation

- The Headteacher shall have delegated powers of expenditure given to the Governing Body under the Education Act 1996, as amended by the Learning & Skills Act 2000 and the Education Act 2002 and any subsequent amending legislation subject to the paragraphs below.
- The Head or the Head's delegated representative shall have the authority to expend all monies allocated to individual or specific items in the approved budget, without further reference to the Governing Body.

- Where no such specific item exists in the budget, the Head shall not enter into any financial commitment totalling more than £10000 without the approval of the Finance Working Party or, in the case of an urgent matter, the Chair of the Finance Working Party or the Chair or Vice-Chair of the Governing Body. The appointment of staff is not constrained by this limitation. It shall be for the Governing Body to determine from time to time the extent of the delegated power of the Head to deal with staffing matters.
- The Head or the Head's delegated representative shall not vire from one budget heading to another any sum exceeding 0.5% of the delegated budget without the approval of the Finance Working Party or, in the case of an urgent matter, the Chairman of the Finance Working Party or the Chairman or Vice-Chairman of the Governing Body.

Signature of Chair of Governors _____

Date of Adoption: ____7th July 2025_____

Date of Review: ____January 2027_____

APPENDIX C

MODEL SCHEME OF DELEGATION TO THE HEADTEACHER

Policy / BMP

July 2025

Terms of delegation might be as follows (all figures are indicative and will need to be agreed by the governing body in the context of the size of the school's budget.)

The Headteacher shall have delegated power to undertake all functions delegated to the governing body under the Education Reform Act 1988 pursuant to the Local Management of Schools scheme except that:

1. he/she shall comply with all policy directions given to him/her from time to time by the governing body;
2. he/she shall have the authority to expend all monies allocated to individual or specific items in the approved budget without further reference to the governing body;
3. where no such specific item exists in the budget he/she shall not enter into any financial commitment in excess of 0.5% of the delegated budget or £3000 whichever is the lesser, without the consent of the governing body or in the case of an urgent matter, the Chair thereof;
4. the above delegation shall not apply in respect of the appointment of staff. It shall be for the governing body to determine from time to time the extent of the power of the Headteacher to deal with staffing matter;
5. the Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £3000 whichever is the lesser, without the consent of the governing body or, in the case of an urgent matter, the Chair thereof;
6. the Headteacher / School Finance Manager shall submit to the governing body at least once each term, and on such further occasions as the governing body may specify, a report on all expenditure incurred and commitments entered into, together with detail of any income generated, since the last such report to the governing body; this report to include a comparison of these latest figures with the school's budget for the year;
7. any proposal to incur expenditure on new or significantly different policies to be the subject of a report by the Headteacher to the governing body; the report to include details of cost in both the current and further years;
8. the Headteacher shall have the power to nominate the School Finance Manager or another named (senior) member of staff to exercise the powers of this delegation during any period of absence;
9. the Headteacher and any other person nominated under Regulation (9) above shall ensure that at all time the Financial Regulations and Standing Orders relating to schools with delegated budgets be complied with.

Governors' Delegated Authority to Postholders (from 7th July 2025)

Task	Persons Authorised	Posts Held	Notes
Ordering educational supplies within school budget	Debbie Waters Helen Deighton	School Finance Manager School HR Manager	<i>See Scheme of Delegation</i>
Ordering domestic supplies within school budget	Debbie Waters Helen Deighton	School Finance Manager School HR Manager	<i>See Scheme of Delegation</i>
Ordering office supplies within school budget	Debbie Waters Helen Deighton	School Finance Manager School HR Manager	<i>See Scheme of Delegation</i>
Ordering any items in excess of £1,500	Tina Clarke Debbie Waters	Headteacher School Finance Manager	
Ordering any items which would cause expenditure to exceed any budget heading by £500+	Tina Clarke Debbie Waters	Headteacher School Finance Manager	
Ordering any items which would cause expenditure to result in an overall overspend	Tina Clarke	Headteacher	
Checking and signing for educational deliveries	Helen Deighton Emma Butterworth /Hannah Lowery	School HR Manager Admin Assistants	
Checking and signing for domestic deliveries	Helen Deighton Emma Butterworth /Hannah Lowery	School HR Manager Admin Assistant	
Checking and signing for office supply deliveries	Helen Deighton Emma Butterworth /Hannah Lowery	School HR Manager Admin Assistant	
Checking/preparing invoices for payment (School Budget & School Fund)	Debbie Waters Emma Butterworth /Hannah Lowery	School Finance Manager Admin Assistant	
Authorising invoice payment	Tina Clarke Dani Rees Helen Deighton	Headteacher Deputy Headteacher School HR Manager	<i>Any two from three</i>
Signing Cheques School Budget	Tina Clarke Dani Rees Helen Deighton	Headteacher Deputy Headteacher School HR Manager	<i>Any two from three</i>
Signing Cheques School Fund	Tina Clarke Dani Rees Helen Deighton	Headteacher Deputy Headteacher School HR Manager	<i>Any two from three</i>

Signature of Chair of Governors_____


City of York Council Delegated Authority Scheme - Authorisation Certificate
Directorate - Customer and Corporate Services, Finance
Name of School – Fishergate Primary School
School DofE No.

816/2008

Name (please print)	Position	Purchasing & Payment		Procurement Card				Contracts		Salaries & Wages		Specimen Signature	Specimen Initials
		Net Maximum Order Value	Net Maximum Invoice Value	Card holder Y/N	Net Max. Card transaction	Card holder Y/N	Net Max. monthly transaction	Auth Y/N*	Max Value	Appt Forms Y/N*	T/Sheets & Other Pay adjust Y/N*		
Tina Clarke	Head teacher	10,000	10,000	Y	1,500	Y	3,000	Y	10,000	Y	Y		
Dani Rees	Deputy Head teacher	10,000	10,000	N	-----	N	-----	N	-----	Y	Y		
Debbie Waters	Finance Manager	3,000	3,000	Y	1,500	Y	3,000	Y	3,000	Y	N		
Helen Deighton	HR Manager	3,000	3,000	Y	1,500	Y	3,000	N	-----	Y	N		
Jackie Hudson	Chair of Governors	-----	-----	N	-----	N	-----	N	-----	Y	N		
Signature of Chair of Governors											Print Name	Jackie Hudson	
Date										Key - * Delete either Y or N as appropriate			
When completed, please return to ACE, Schools Business Support Team, Mill House, North Street, York, YO1 6JD													
Approved for Head of Financial Services				Print Name					Richard Hartle				

APPENDIX F: FISHERGATE PRIMARY SCHOOL FUND

CONSTITUTION

Following discussions on the requirement to have the School Fund registered as a charity, it was resolved that the following rules should be adopted:

1. **Name**

The fund shall be known as the Fishergate Primary School Fund.

2. **Objects**

The objects of the fund shall be to advance the education of the pupils of School by providing or assisting the provision of education, recreational and other charitable facilities in augmentation of such facilities financed by the Local Authority. In furtherance of this object but not further or otherwise, the fund may undertake activities, which promote the charitable work of the school and further the education and advancement in life of the pupils.

3. **Administrators**

The governors shall administer the fund with four governors being the trustees. (Jackie Hudson, Greg Thornton, Richard Sharp, Tim Andrew.) The day to day management of the tasks will be delegated by the Headteacher to the admin assistant, overseen by the Finance Manager. Any unusual acts or proceedings shall be reported to the trustees as soon as possible.

4. **Accounts**

The administration shall cause full and punctual accounts to be kept of the funds and all income arising there from and all dealings therefore and all payment made there under and at least once a year cause a statement of accounts to be prepared for the previous year and shall cause such accounts to be audited bi-annually.

5. **Banking**

The trustees shall appoint bankers with whom an appropriate account or accounts shall be opened in the name of the fund. All withdrawals from such accounts whether by cheque or otherwise shall require the signature of two persons appointed by the administrators.

6. **Amendments**

These rules may be varied, deleted or added to, if the administrators so resolve, provided that no variations, deletions or additions shall be made so as to cause the fund to cease to be a charity at Law, or which conflict with the Financial Regulations of the Local Education Authority relating to School Funds.

7. **Winding Up**

The funds may be wound up by a resolution passed unanimously by the trustees. In such event, the remaining assets of the fund after satisfaction of any liabilities properly payable there out, shall be applied for such charitable educational purposes, as the administrators shall decide.

Administration

- The Headteacher is responsible for the control and good management of the school fund. The day to day administration of the fund is delegated to the admin assistant. The Finance manager has overall responsibilities for the day to day administration of the fund overseeing the Administrative assistant keeping the accounts, being responsible for the handling, recording and banking of cash which has either come directly to her or after it has been collected by others.
- The Headteacher has the authority to expend up to a maximum of £3000 without further reference to the Governing Body.
- The Headteacher makes regular examinations of the accounts, bank statements and other records of the fund to ensure adequate control is being maintained.
- The Headteacher should arrange for the appointment of an auditor. The auditor should not be involved in the administration of the fund and should, where possible, have accounting experience.
- The Headteacher is required to present a set of audited accounts to the Governors bi-annually and send a copy to the Charity Commissioners (if so required) and to the City Council's Internal Audit Service.
- The School Fund will process the income and expenditure associated with the following activities:
 - Photographs
 - Donations
 - Charity Collections and other charitable activities
 - Miscellaneous non curricular purchases