



Date: 20/09/23

Attendees: Lisa Millar (Chair Person), Lynsey Imlay, Gill Murray, Paige Hamilton

Apologies: N/A

1. Agreed that 2 new “pots” could be set up. One for Christmas card income and one for Read a Thon income
2. Pot 8 still sitting as a negative because we are still waiting for the pots to be cleared by the 2 missing cheques. The cheques are sorted and will be transferred to us.
3. Pot 9 includes the Panto money – the £1353 was paid out of the pot that was sitting. Parental contribution of £5 will go back into school fund. Parent Council paying for the bus.
4. Pot 10 £15 failed payment, GM chased with parent. All agreed that we would cover the £15 from the commission we get if the parent is unable to pay. IQ Cards still to invoice us for the pot total and commission is unknown currently.
5. Pot 12 is the Read-a-thon £1144.50 more money expected from this. Reminder being sent today.
6. Ford Castle Pot 13 a reminder sent to parents to pay the next instalment.
7. There is a variance of £13.11 on the school fund. Finance officer Suzanne to look into this. This seems to have been transferred from the previous spreadsheet of last year, so there is £13 from last year’s Muddy Boots trip and 11p from P7 ties. Finance Officer to correct on spreadsheet.