

# Auchinloch Primary School & Nursery

## School Fund Policy & Procedure

### School Fund Paperwork:

School Fund Income (Kept in office)

Income & Expenditure (Kept In office)

**Bank Statements:** Via post

**Staff Money Books:** Pay In books. All monies must be paid daily and never be kept in class. Daily money being sent to office should be totalled and money recorded columns should include:

Child	Date	Cash	Cheque	iPay	Permission Slip	Teacher Initials	Office Member Initials
A. Example	12.2.17	Amount	Amount	Amount	<i>Yes/No</i>	<i>J. F</i>	<i>J. M</i>

### School Fund Policy and Procedure:

All monies paid into the school fund must be recorded in staff money book. Office staff then transfer this into school funds income book which records where the money is coming from.

Receipts/invoice must be handed timeously to the school office for recompence. Once money is given and signed off on forms these are kept in a folder in office.

### Use of School Funds:

School fund money is received either via parental input for trips etc., fund raising events or grant schemes. This money must be treated for the good of the children and fully accounted for. Where money is banked for charity events. The school community must agree on the charitable donations and the receipt for donations must accompany blue requisition form.

In the case of children replacing damaged or lost school property e.g. school diary or reading books, they pay into school funds. This money must be transferred into the budget yearly to replace the damaged goods.

The school & nursery community will be made aware of the direction of school funds via newsletter.