



St. Andrew's Primary School & Nursery School Fund Policy & Procedure

School Fund Paperwork:

- Blue forms:** Requisition forms for staff
- Orange Book:** School Fund Income (Kept in office)
- Green Book:** Income & Expenditure (Kept In office)
- Receipt folder:** Includes completed blue forms and receipts /invoice stapled
- Bank Statements:** Online 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:

Date	Purpose	Child	Amount	Teacher Signature	Office Member Signature
12.2.17	Bus Summerlee	A. Example	£2	<i>J. Flanagan</i>	<i>J. McNally</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 an orange school funds income book which records where the money is coming from.

All requisitions must be completed on the blue form (available from office) before any purchases using or claiming school fund can be made. Members of staff must have the blue form signed by a member of SMT before purchasing goods. Where possible the money should be released before purchase and goods bought with cash where possible.

Receipts/invoice must accompany (be stapled to) the blue slips. Once money is given and signed off on blue 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 (recorded in money book and orange book). 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.