

## LUNCARTY PRIMARY SCHOOL FUND COMMITTEE

### Minutes of Meeting held on Wednesday 2nd June 2021

**PRESENT:** Miss Jane Hay, Mrs Fiona Coyle, Mrs Lynn Smith

#### 1. Current Balance and Planning

- Previous Minutes from January agreed by Committee Members
- Meeting scheduled for 28<sup>th</sup> April 2021 was cancelled due to staff absence.
- Balance as at 3<sup>rd</sup> June 2021 - £6637.16  
Financial Statement was prepared and presented at the meeting to the committee members

#### 2. A.O.C.B

- Copies of Bank Statements since last meeting discussed by the Committee.
- School Fund package sent to Perth & Kinross Council for audit. Attended Team Meet with E Mudie regarding the School Fund Package 2019 / 2020
- The Committee agreed to amend the Constitution to the following:-  
Head Teacher has authority to spend £100 without seeking approval from the Committee.
- The Committee were in agreement that the £2000 held in Restricted Reserves should be transferred to General Reserves in School Fund Package.
- After discussion at Team Meet with E Mudie the Committee have agreed to appoint Elaine Bruce (Admin Staff) as the 3<sup>rd</sup> party authorised to sign off the reconciliations each month.
- Very little activity through School Fund due to lockdown.

#### 3. Date of Next Meeting

22<sup>nd</sup> September 2021