



# St Paul's Peel CE Primary School Fundraising Activities

## Mission Statement

### Aims

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The aims of St Paul's Peel CE Primary School Fundraising Activities is to advance and enhance the education of the students of our School by providing and assisting in the provision of facilities not required to be provided by Salford Local Authority by statute.

### Example activities of the Fundraising are:

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- To raise funds from parents, pupils and the local community to develop the school grounds, enhance the facilities.
- To supplement educational activities and equipment
- To supplement the social, cultural, spiritual and moral development of children
- Visitors to school e.g. educational road shows
- Additional resources
- Charitable activities

### Financial Procedures

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#### Banking:

The funds are held in an account in the name of St Paul's Peel CE Primary School – School Fundraising Activities.

Cheques are signed by two members of staff for all. The signatories will be the Headteacher, and another senior member of staff as stated on the bank mandate.

#### Transactions:

All transactions are recorded on the "School Fundraising Activities" Excel spreadsheet.

The School Finance Manager reconciles the School Fundraising Activities summary.

The reconciliation is checked and signed by the Headteacher.

### **Income:**

All income must be supported by receipts or records of collection.

Parents can make payments online through Parentpay.

Income is banked regularly and intact.

### **Expenditure:**

Payments will only be made from the fund when supported by an authorised invoice or voucher.

Advances for trips must be requested in advance against an approved trip.

### **Financial Summary:**

Subsidiary reports for each trip, visit or project will be maintained and kept on file.

Purchases of equipment, resources or activities will be made through the School Fundraising Activities account.

No loans will be made between the School Delegated Funds and the School Fundraising Activities.

### **Annual Statement of Accounts and Audit:**

The normal accounting period will be for the year ending 31<sup>st</sup> March each year.

The annual statement of accounts will be prepared and will consist of

- 1) Parentpay, Income and Expenditure Account
- 2) Balance Sheet/Reconciliations
- 3) Notes
- 4) School Fundraising Activities spreadsheet

It will be submitted in full to the Finance Committee of the Governing Body as soon as the documentation is available.

### **Dissolution of the School Fundraising Activities**

The School Fundraising Activities will be dissolved if a) the school closes, or b) the school amalgamates with another school. Any assets remaining after satisfying the outstanding debts and liabilities will be given to the school for the benefit of the children at the school in a charitable manner.

Once the School Fundraising Activities has closed, any assets remaining will be given to a local children's charity to be chosen by the Trustees. This policy will be reviewed again in April 2025.

Signed by the Headteacher and Chair of Governors

Headteacher.....Miss J Barker      Date.....

Chair Of Governors.....Mrs K Prince      Date.....