



Doncaster Metropolitan Borough Council Education Department

SHEEP DIP LANE PRIMARY SCHOOL FUND MISSION STATEMENT

Purpose of the Fund

The Sheep Dip Lane Primary School Fund will be constituted to further support the education provided by the school. The School Fund exists to provide additional materials, books and equipment and to finance opportunities to enhance the learning experiences of children. The fund is used to provide items over and above those provided for through the school's delegated budget.

Examples of Uses

Expenditure may be used for the following purposes:

- Subsidy (reduction in price) of school educational visits
- Children's parties
- Fund raising activities (e.g. prizes for raffles, commission based companies e.g. Class Fundraising for Christmas Cards)
- Classroom materials and equipment
- Lunchtime games/toys, children's disco and entertainment
- Sale of school uniform

Administration

The official title of the school fund is 'Sheep Dip Lane Primary School Fund'.

The fund is administered by **Mrs Sylvia Foster** who holds the position of School Business Manager at school.

The day to day management of the fund is the responsibility of the Head Teacher although overall responsibility for the fund lies with the Governing Body.

For expenditure under £5000.00, the agreement of the Head teacher is sufficient. For purchases over £5001.00, the approval of the Governing Body must be obtained.



Growing Gifts



School website:

www.sheepdiplane.doncaster.sch.uk



The school fund is banked in a **HSBC** Bank Current Account. Cheque signatories are the Head teacher and Deputy, both signatures are required at all times.

Audit

The fund has a financial year end of 31st March. Annually, a summary of income and expenditure, and a statement of balances, is prepared by the school business manager.

The financial statements are audited by **Mrs J Hepworth** (FMAAT), who is an independent person with an accountancy background. She is considered to be a suitable person to audit the fund, having regard to its nature and complexity.

Audited accounts are presented to the Governing Body each year for formal approval, in accordance with the Doncaster Scheme for Financing Schools.

Prepared by.....*F. Parish*.....Headteacher

Approved by the Governing Body

Chair of Governors.....*J.A. Thomas*.....

Date*17.02.16*.....



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