MARNER
PRIMARY SCHOOL

School Fund Policy

Policy Owner	Clare Hendrie (SBL)
Approval Body	Governing Body
Approval Date	October 2026
Review date	September 2027

Introduction

The School Fund Account is a separate, non-public fund used to enhance the educational experience of the students. It is raised through various fundraising activities, donations and contributions. This policy outlines the management, allocation and expenditure of the fund to ensure transparency and accountability.

Purpose of the Fund

The School Fund will be used to support activities and resources that enrich the school experience, including but not limited to:

1. Curriculum Trips – To subsidise or fully cover the cost of educational visits related to the school curriculum.
2. Parental Engagement – To support activities that encourage parental involvement in school life.
3. SHINE School – To fund initiatives and salary costs under the SHINE School Programme.
4. Residential Visits – To contribute 25% towards the cost of overnight educational trips.
5. Books – To support the purchase of books for the school library.
6. General Expenditure - Any other expenditure authorised by the Headteacher that supports the school's ethos.

Fundraising and Income Sources

The school fund will receive income from:

1. Fundraising events organised by the school.
2. Voluntary contributions from parents and guardians.
3. Grants and sponsorships obtained for specific purposes.
4. Other donations and income sources approved by the Headteacher

Management of the Fund

1. The fund will be held in a separate account from the school's public finances.
2. The Headteacher will have overall responsibility for the fund, ensuring that it is managed in line with this policy.
3. A designated administrator, currently the School Business Manager, will maintain accurate financial records.
4. Regular financial reports will be prepared and reviewed by the Headteacher and relevant school governors.

Expenditure Controls

1. All expenditure must align with the fund's purpose and be approved by the Headteacher.
2. Receipts and records must be kept for all purchases and payments.
3. Any expenditure above a specified threshold (as determined by the governing body's Code of Financial Practice) will require additional approval from the school's finance committee.

Audit and Accountability

1. The School Fund will be subject to an annual audit by an independent auditor or a suitably qualified individual appointed by the governing body, currently Christine Partridge, self employed finance consultant.
2. Financial reports will be presented to the governing body at least once a year.
3. Any concerns or discrepancies in fund management must be reported and investigated promptly.

Policy Review

This policy will be reviewed annually by the Headteacher and governing body to ensure it remains fit for purpose and aligns with best financial practices.