

Thomas Coram Centre and Nursery School

Voluntary Funds Policy



Thomas Coram Centre
and Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Summer 2024	Next review: Summer 2026
Reviewed every two years	

Management of Voluntary Unofficial Funds ('The School Fund')

Definition

A voluntary unofficial fund is defined as 'Any fund (other than those of the Council) which exists for the purposes of a school and is established under the authority of the Governors of the school.' Designated school staff (Perina Holness, Jan Stillaway, Manoj Patel) have responsibility for the day-to-day operation of these funds and will report regularly to the Governing Body.

Introduction

Many schools choose to operate an unofficial fund covering a wide range of activities such as fund-raising events and parental donations. The objectives of these funds are supportive of the broader activities of the schools. The funds are controlled by the Governing Body who are responsible for policy.

The choice of either to use the 'official fund' or the 'unofficial fund' is with the school governors. The two types of fund should be strictly separated. Unofficial funds must be treated to the same high standard as official funds. Governors should receive as part of the normal budget monitoring process regular detailed updates on the financial position of this account, including details of spending. This should be termly, when transactions have occurred.

The purpose of this fund is to pay for special, one-off equipment or events which enhance the learning experience of the children at Thomas Coram Centre and Nursery School.

Procedures

- Designated officers to act as cheque signatories for each separate fund (at least two).
- Clear separation of duties between person collecting, recording and banking of school fund monies.
- Maintaining proper income records preferably based on numbered receipts.
- Expenditure records supported by paid invoices which are clearly separate from delegated budget records and cross referenced to the cheque payment.
- Regular written reports to the Governing Body on the position of the fund.
- Produce annual accounts and balance sheet (or Income and Expenditure accounts) for independent audit.
- Ensure that when a custodian of the fund leaves during the year a proper handover of monies, bank accounts and accounting records takes place.
- Inform Internal Audit and the Finance Group of any serious irregularities which may occur in the operation of such funds.
- A competent officer should be appointed to act as treasurer (SBM) for the day to day control of the fund. This officer should be a cheque signatory and prepare and sign the annual accounts of the fund.

- Monies should be banked regularly and not retained on school premises. The bank account should be in the name of the school.
- Cheque payments should require at least two signatories.
- Payments by cash should be kept to a minimum, but if necessary, they should be supported by receipts.
- The auditors should have no involvement in the daily control of the fund.

Duties and Responsibilities of Governing Bodies

- General oversight of Voluntary Fund arrangements.
- Ensure that the Headteacher notifies any proposed major changes in fund arrangements eg. changes to bank accounts including opening any new account, closure transfer and disposal of balances from existing accounts, signing authorities; major fund raising projects; variation from fund objectives for any reason whatsoever.
- Ensure fund-raising is administered in accordance with the purpose and objectives of the fund.
- Responsible for the appointment / re-appointment of suitable auditors. The appointee need not be professionally qualified but should be entirely independent from any involvement with the administration of the fund or in any way related or responsible to the operatives. ie. not a teacher / governor or spouse thereof.
- Ensure that the audited annual statements in an appropriate form for each fund are received within three months of the end of the fund's financial year and take appropriate action thereon.
- Be consulted on major purchases over an agreed limit (£1,000).
- Receive and consider regular monitoring reports.

Duties and Responsibilities of the Head teacher

The Head teacher is responsible for the organisation and control of all unofficial funds with the establishment but may where appropriate delegate the operation of the Fund and record-keeping but must:

- Ensure records are maintained on an ongoing basis.
- Prepare the relevant financial statements.
- Ensure that all the members of staff involved are fully aware of and apply correct procedures.
- Carry out periodic checks such as confirmation of the monthly reconciliation to ensure that the accounts are satisfactorily operated.
- Responsible for the preparation and presentation of regular monitoring reports for the Governing Bodies.
- Ensure an adequate accountancy structure is adopted allowing effective review of activities.
- Provide such explanations as may be required to the fund auditors.
- Operate the Voluntary Fund to the standard expected when accounting for public money.

- Maintain appropriate accounting records.

Duties of Auditors

- To provide independent assurance to Governors that the fund concerned is being correctly operated in accordance with the fund objectives.
- The financial statements produced by the fund manager are correctly stated.
- All income has been correctly accounted for.
- That the monetary balances reconcile.
- Verify that the stated monetary balances do in fact exist.
- That expenditure is reasonable and in accordance with the fund objectives.
- That the funds have not been used as a vehicle for personal transactions.
- The guidelines for record keeping have been followed.
- At the conclusion of the audit, to provide a certificate stating that an audit has been conducted.

APPENDIX 1

Record of Expenditure Form



Thomas Coram Centre and Nursery School
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Thomas Coram Nursery School - Community Account

NATWEST - ACC NO: 16074432

Date of Claim	Person making the Claim	Description	Amount	Invoice Number	Bacs Payment Authorised by	Date of Payment