



THREE LANE ENDS ACADEMY

**SCHOOL VOLUNTARY FUND
CONSTITUTION**

JANUARY 2017



PURPOSE OF THE FUND

Three Lane Ends Academy School Voluntary Fund will be constituted to advance 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 of school educational visits
- Refreshments for children's parties
- Fund raising activities (e.g. raffles)
- Classroom materials and equipment
- Lunchtime games/toys, children's disco and entertainment

Administration

The official title of the school fund is: Three Lane Ends Academy. The fund is administered by Mrs Jacqueline Ingle.

The day to day management of the fund is the responsibility of the Headteacher although overall responsibility for the fund lies with the Governing body.

School Voluntary Fund Guidance

For expenditure under £1000, the agreement of the Headteacher is sufficient. For purchases over £1000 but below £2000, the approval of the Fund Committee must be obtained whereas for purchases over £2000, the approval of the Governing Body must be obtained.

The school funds are banked in Yorkshire Bank Current Accounts. Cheque signatories are (any two must sign):

- Katie Greatorex, Headteacher
- Lynda Ellis-Charlesworth, Deputy Headteacher
- Gemma Westfeld, Assistant Headteacher
- Kathryn Townsend, LKS2 Phase Leader
- Julie Burrows, KS1 Phase Leader
- Jacqueline Ingle, School Business Manager
- Claire Easton, Admin Officer



School Voluntary Fund Guidance (Continued)

Any profit generated through school visits will be paid in to the school fund and used for the benefit of pupils in the schools. All school visits are managed to cover costs, and are not planned to make any profit. Refunds will be provided in the event of a visit not taking place, although non-attendance on a visit does not guarantee a refund will be made. Individual refunds will be considered on a case by case basis.

Audit

The fund has a financial year end of 31/08/2017. 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 Gibson Booth Auditors. The auditors is an independent person with a financial background. They are considered to be suitable to audit the fund, having regard to the nature and complexity of it.

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

Prepared 20 January 2017 by Mrs J Ingle, School Business Manager

Date: 20 January 2017