

PEOPLE (CHILDREN'S SERVICES)

DEVON HOSPITALS SHORT STAY SCHOOL

**VOLUNTARY UNOFFICIAL FUNDS
(GENERAL POLICY STATEMENT)**

- The Management Committee approve the operation of the fund, which will be administered in accordance with the recommendations noted in the manual for the Management of Unofficial Funds, as issued by the County Treasurer. The management committee delegate spending decisions on the fund to the fund committee members.
- The accounts are to be maintained within the constraints of the fund's objectives which have been approved by the Management Committee. A Statement of the School Fund objectives is given below.
- The Fund Auditor will be appointed annually by the Management Committee and it will be their responsibility to conduct the annual audit in accordance with the fund objectives and as recommended by the County Treasurer. The time scale for the preparation and delivery of the audit to the Management Committee should be within three months of the fund year end.
- Bank accounts are to be maintained at the National Westminster Bank plc, Exeter High Street branch.
- Signing officers for the Fund are to be

Chair of Fund
Fund Treasurer
Head teacher

Operational Policy

- A minimum of two signatures are required on all Fund cheques.
- All income is to be properly received with receipt.
- Expenditure must be supported by proper invoices or receipts which must be retained for a period of not less than 6 years.
- A formalised reconciliation statement to all the cleared bank balances is required. The statement should be signed as correct by the Head teacher.

Procedures

- The Fund Committee meets occasionally on need.
- The Fund Manager should endeavour to maintain £50 in the account.

Objectives

The objective of the Voluntary Unofficial Fund is to enable the school to function financially with funds not normally allocated by the Local Authority. This includes incomes received from a variety of proper sources together with payments made for the purchase of educational goods for pupil welfare and for the provision of services outside the scope of the budget share.

For and on behalf of the Management Committee

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Head teacher *Julia Allen*
Date