

## The Friends of Northam Schools' Money Rules

- Nominated people will have responsibility for organising floats prior to events: for securing, counting and banking money after the event.
  - Organise the floats
  - Collect all money following the event
  - Securing the money in the double lock cupboard immediately after an event
  - Counting the money on the school site
  - Banking the money
- There must be a minimum of 3 FONS members to count the money after an event.
- For security purposes there must be at least 2 people to take the money to the bank.
- A budget will be set during the planning stage for an event.
- All purchases for an event must be approved by a named committee member before they are purchased.
- There is no petty cash. All approved purchasing for events can be reclaimed via receipts through the treasurer. Please note that if your purchase has not been approved then you may not be reimbursed.
- The school will provide FONS with a list of projects. FONS will discuss, prioritise and vote which projects to raise money for. Any additional projects need to be discussed and voted on before any action is taken.
- There must be at least 3 quotes or price comparisons for non-event purchases using funds raised by FONS. These quotes will be discussed in a FONS meeting and voted upon.
- Any changes to the school site or grounds must be approved by the governing body before action is taken.
- For transparency, declarations of interests must be declared during initial discussions about purchases.