



Unofficial School Fund

Statement of Intent

The Unofficial (School) Fund is a voluntary fund established to support school activities using income sources that are independent of the school's official resources.

Typical activities may include:

- The sale of revision guides and other educational resources (eg. calculators and maths equipment) as a service to pupils and parents;
- Commission from the sale of school photographs;
- Donations;
- Staff Tea and Coffee payments;
- Sale of photographs, calendars, cards and other pupil led activities;
- Hospitality for staff and visitors;
- School Productions (plays), musical events and dance displays etc.;
- Charity fundraising by pupils and staff;
- Extra-curricular trips/visits/events that fall outside the HMRC definition of 'Educational Visits'. These are mainly of a recreational nature, taking place outside the school day;
- Social events for pupils (eg. Year 6 Leavers Prom, discos etc.);
- Enrichment/wellbeing activities and resources (eg. school dog)

Administrative and Banking Arrangements

The administrative arrangements for the School Fund are clearly defined in Section 15 of the Manual of Internal Financial Procedures. They are described in further detail under the remit of the Headteacher (Page 4 of the Appendices to the Manual of Internal Financial Procedures) and also in the Scheme of Delegation (Page 7 of the Appendices to the Manual of Internal Financial Procedures).

The School Fund bank account is held at HSBC Ellesmere Port branch and the cheque signatory arrangements are described in Appendix E of the Manual of Internal Financial Procedures.

VAT

The Unofficial Fund is not registered for VAT as its taxable turnover is below the threshold at which registration is required.

Approved by Governors' FGB meeting 16th March 2021

Due for review Spring Term 2022

(Reviewed Annually)