Name of School

Voluntary School Fund Constitution

# Purpose of the Voluntary School Fund

This Voluntary School Fund has been set up to provide additional materials and opportunities to enhance children’s learning experiences. The Fund provides items over and above those provided for through our school’s delegated budget.

# Examples of what we will use the Fund for

* Prizes and gifts for pupils, e.g. team points s
* Subsidising educational visits
* Additional classroom materials and equipment
* Lunchtime games/toys
* Children’s parties and other social activities

# Examples of what we will not use the Fund for

* Flowers and gifts for teachers and other members of staff, e.g. leaving gifts
* Refreshments for meetings of teachers and/or governors
* Payments relating to playgroups, breakfast clubs etc.
* Payments to the Information Commissioner’s Office
* Courses and training expenses for teachers and other members of staff

**Administration of the Fund**

The official title of the voluntary school fund is the **\*enter name of school\* School Fund.**

The Fund will be operated using the Voluntary School Funds \_ Guidance for School and School Governors document provided by Denbighshire County Council and is the day to day responsibility of the Head Teacher, although overall responsibility lies with the Governing Body.

Day to day administration of the Fund is the responsibility of the Treasurer, \*enter name of Treasurer\* approved by the Governing Body.

The Fund’s Auditor is \*please enter name of auditor here\*, approved by the Governing Body.

The Governing Body has approved the following expenditure authorisation limits for the Fund:

* \*please enter here the approved maximum expenditure level\* for the Treasurer
* \*please enter here the approved maximum expenditure level\*, for the Head Teacher
* For purchases over \*please enter amount\*, the Governing Body’s approval is required.

The Governing Body has approved the following people as cheque signatories.

* \*please enter cheque signatory 1\*
* \*please enter cheque signatory 2\*
* \*please enter cheque signatory 3\*

**Reporting Requirements**

The Headteacher will provide the Governing Body with:

* \*please enter what information is required by the Governing Body during the year and how often \*
* A copy of the school fund’s end-of-year accounts and audit certificate signed by the Headteacher, Treasurer and auditor by \*please enter date here\* each year.

**This Voluntary School Fund Constitution was approved by the Governing Body at its meeting on \*please enter date here\*.**