

St Dominic's RCPS
School Fund Constitution

The School Fund shall consist of monies for the advancement of education by the provision of facilities for pupils not provided for out of public funds devolved to the school.

A School Fund Committee will be established with the purpose of managing all monies raised by the school for the School Fund. The Chairperson has the authority to spend £50 without seeking approval from the committee. Items over this value must be approved by the committee, in writing, before goods are ordered.

The School Fund will be run in accordance with the Perth & Kinross Council Financial Policies and Procedures.

The School Fund Committee will be appointed yearly at the beginning of each school session and will consist of Chairperson (Headteacher), Treasurer and two Committee members.

The School Fund Committee will meet at least quarterly, with the minutes of the previous meeting and the date of the next meeting being agreed at each meeting. A financial report must be presented at each meeting. The Chairperson will call additional meetings as required and a quorum for the meetings will be all 4 members. Minutes of meetings must be distributed to committee members, and displayed on the school website. Parents must be advised that the minutes are published and a copy must be made available if requested.

The School Fund will be held in a separate bank account, which can be drawn on by the agreed joint signatories. There will be three signatories, with the account being accessible by two signatures from the three.

The Chairperson (Head Teacher) will make the School Fund Accounts available to staff and parents on request. Following the year end, a copy of the certified Income and Expenditure Account with Movement in Reserves must be displayed on the school website, or included in the school newsletter as available on request within 2 weeks of being certified. The financial statement will be certified by ECS Finance Officers.

Any amendments to this Constitution must be agreed by the members and formally adopted at a meeting of the School Fund Committee. Copies of the Constitution will be available to members of staff and parents on request.

A one-off emergency payment of up to £30 can be paid from the School Fund to provide an item of uniform or shoes for a child.

The Financial Year will be from 1st August to 31st July.

Signature Elizabeth Hunter (Bank Account Signatory) Chairperson: Elizabeth Hunter

Signature Alice Crowley (Bank Account Signatory) Treasurer: Alice Crowley

Signature D Robertson (Bank Account Signatory) Committee Member: Dawn Robertson

Signature S. McGregor (Bank Account Signatory) Committee Member: Sheila McGregor

Date 05/09/22