



(St Dominic's RCPS & ELC)

22/23 YEAR END SCHOOL FUND ACCOUNT CHECKLIST AND DECLARATION

As School Fund Chairperson I return the following:

- 22/23 School Fund Package reconciled to the school fund bank statement(s) **and** where applicable petty cash as at 31st July 2023.
- Scanned copy of the school fund bank statement(s) as at 31st July 2023, together with signed bank reconciliation sheet and where applicable signed petty cash reconciliation sheet as at 31 July 2023.
- Scanned copy of the school fund constitution including authorised signatories for period August 2022 to July 2023. If there has been a change of signatories in this period, please send all relevant versions.
- Scanned copies of the signed and dated declarations from all committee members confirming they have read and will adhere to the Financial Policy and Procedure for School Funds.
- Links to the school fund certificate, summary page, committee meeting minutes and school trip financial statements available for the general public to view on the school website or app.

Checklist Please Click
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
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<input checked="" type="checkbox"/>

I confirm as **Chairperson** that the school fund has been operated in line with Perth and Kinross Council ECS Financial Policies and Procedures.

Signed..... Elizabeth Hunter

Name (Block Capitals)..... ELIZABETH HUNTER... (HEAD TEACHER).....

Designation..... CHAIR PERSON..... Date23/11/23.....