



St Dominic's RCPS

25/26 YEAR END SCHOOL FUND ACCOUNT CHECKLIST AND DECLARATION

As School Fund Chairperson I return the following:

- 25/26 School Fund Package (on Excel) reconciled to the school fund
- bank statement(s) and where applicable petty cash as at 31st July 2026.

- Scanned copy of the school fund bank statement(s) as at 31st July
- 2026, **together with** signed bank reconciliation sheet and where applicable signed petty cash reconciliation sheet as at 31 July 2026.

- Scanned copy of the school fund constitution including authorised
- signatories for period August 2025 to July 2026. 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



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

Signed..... Mrs E Hunter

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

Designation..... HEAD TEACHER Date..... 31/8/26