



Thames Ditton Infant School

School Fund and Donations Policy 2026-28

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Approved By: Finance and Resources Committee

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Next Review Date: Spring 2028

Aims

The aims of Thames Ditton Infant School are to advance and enhance the education of the pupils here at Thames Ditton Infant School by providing and assisting in the provision of facilities not required to be provided by Surrey Local Authority by statute.

Officers

The Chair of the School Fund is the Headteacher.

The Treasurer is The School Business Manager.

The members of the Governing Body act as Trustees of the School Fund.

The auditor of the School Fund is appointed on an annual basis by the Governing Body.

The main activities of the School Fund are the provision to facilitate and administer transactions in relation to:

- Educational trips.
- Class and individual photographs of the pupils in the school.
- Supply of book bags and water bottles.
- Donations to the school fund from Parents.

Banking

The funds are held at HSBC Bank in the name of Thames Ditton Infant School Fund.

Most payments are made on-line with the online banking facility that the school holds. Before any payments are made online they are signed off by two signatories to the bank account and certified by the Headteacher.

If cheques have to be written they are signed by two cheque signatories to the bank account and certified by the School Business Manager.

The School Office reconciles the transactions on the bank account monthly and reconciliation is reviewed and signed by the School Business Manager.

Income

Income is generated by Parents who make voluntary contributions towards their child's enrichment during each school year. This includes items such as school trips, puppet making, Christingle, Easter egg hunt, bike or scooter training, workshops from outside educational agencies. Income is also generated by commission from the sales of photographs, book bags and donations from the local community and parents.

Income is ring-fenced where appropriate and can only be used for specific purposes.

Income is banked regularly and intact.

Expenditure

Payments will only be made from the fund when supported by an authorised invoice or School Fund Claim Form, signed and authorised by two bank signatories.

Payments can only be made from relevant funding (i.e. ring fenced funds cannot be used for any other purpose).

Purchase of equipment, resources or activities will be made through the Delegated Fund in order to account for VAT where appropriate. The School Fund will reimburse the net amount to the school delegated fund on receipt of the invoice.

No loans will be made between the School Delegated Funds and the School Fund.

The fund will be registered for VAT if the income rises above the registration threshold (as per tax threshold of the tax year) according to current HMRC legislation which is currently not applicable.

Annual Statement of Accounts and Audit

The normal accounting period will be for the year ending 31st August each year.

The annual statement of accounts will consist of:

1. A receipts and payments account
2. Income and Expenditure account
3. Bank Statements
4. Paying in books
5. Monthly school fund activity report and annual overview
6. Cheque stubs
7. Independent Examiner's report to the Governing Body

It will be submitted in full to the Finance Committee of Governing Body during the Autumn term.

Voluntary payments for educational trips and donations must be in accordance with the schools Charging and Remissions Policy. Costing for school trips will be undertaken net of any VAT incurred, providing the Headteacher is able to confirm that the trip is educational in nature.

Donations Fund

Contributing to the donations fund is voluntary in line with the Charging and Remissions Policy.

The school make regular transfers from the school donations bank account across to delegated bank account (these are the only payments out, and the only receipts in are donations from parents) in line with the objectives communicated to parents regarding these donations, and there is rigour and monitoring around reviewing these funds within delegated. Any transfers must be first authorised by the Finance and Resources Committee.

Dissolution of the School Fund Accounts

The school fund will be dissolved if a) the school closes or b) the school amalgamates with another school.

Any assets remaining after satisfying outstanding debts and liabilities will be given to the school for the benefit of the children at the school in a charitable manner. Once the school is closed, any assets remaining will be given to a local children's charity to be chosen by the Trustees.