

Use of Main and Private School Funds

MAIN SCHOOL FUNDS

Consideration must be given to the fact that delegated budget shares (main school funds) are, to quote the Governor Handbook:

“for the purposes of the school. The term ‘purposes of the school’ would normally be interpreted as including all activities that bring an educational benefit to pupils at the school. The term also includes spending on pupils registered at other maintained schools and providing community facilities for charitable services.”

The following items **must** be recorded on the main school accounting system:

- Income from assets such as the hire of premises (lettings), equipment or other facilities
- Rental of school premises, including deductions from salaries where staff live on site
- Income from clubs including breakfast, after school and holiday clubs
- Income and expenditure of educational school journeys and day trips (income can be processed via private funds)
- Music Tuition
- School locker income
- Payments for additional work/travel and subsistence

The main fund can be used for the following:

- Refreshments for governor body training sessions
- Tea/coffee and biscuits for governor body meetings
- Tea/coffee and biscuits for meetings with an external person
- Refreshments for staff training sessions and parent evenings
- Free school meals for staff only when performing lunch duty with pupils

PRIVATE SCHOOL FUNDS

Consideration must be given to the fact that monies raised for private school funds come from donations and fundraising efforts of the school community including families of pupils. To quote the Audit Commission’s ‘Keeping Your Balance’ publication:

“Voluntary funds often provide schools with a substantial additional source of income. Although such funds are not public money, the standards for the guardianship of these need to be as rigorous as those for the administration of the school’s delegated budget. Parents, pupil and other benefactors are entitled to receive the same standards of stewardship for the funds to which they have contributed.”

Private or voluntary funds must fill the charitable purpose criteria i.e. it should be for the advancement of education. Private funds can be used for:

- Collection and payments to charities
- Donations from pupils and their families for activities such as non-uniform days
- Uniform purchase and sales
- Donations from fundraising activities
- Donations to the main fund
- Tuck shop
- School photographs
- Pupil Christmas parties
- Pupil awards/prizes for achievement
- Small value gifts for volunteers who add directly to the educational benefit of pupils i.e give a talk to pupils that can be justified as being of educational benefit to the children in the future

The MAIN and PRIVATE FUNDS should **not** be used for the following:

- Leaving gifts for staff
- Flowers for staff who are sick or bereaved
- Christmas or end of term meals/celebrations for staff
- Refreshments for staff - unless for a training session/parent evening or in conjunction with a duty
- Staff saving clubs/collections/tea and coffee funds etc

Questions to ask when making a payment from either fund

- Is the expenditure for items or activities that contribute to the education of the pupils or the running of the school?
- Would the people who raised or donated money (or contributed towards the cost of certain activities) be likely to regard the expenditure as appropriate?
- Should the expenditure be more properly met from another source, e.g. a specific collection from among staff, parents and pupils, or a specific fund raising initiative?
- Is the scale of the expenditure reasonable?
- Would this expenditure breach any financial regulations in law, e.g. some 'cash in hand' payments to persons for services rendered?
- Has the expenditure been approved in advance by the Headteacher or Governing Body

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