

# BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

## STATEMENT OF INTENT

The Unofficial (School) Fund is a voluntary fund established to support school activities using income sources that are independent of the School's official resources.

Typical activities include:

- The sale of School Uniform
- The sale of School photographs
- The sale of revision guides and other educational resources (e.g. calculators and maths equipment) as a service to pupils and parents
- School Productions (plays), musical events and dance displays etc.
- Charity fundraising by pupils and staff
- All School trip and visits
- Social events for pupils (e.g. Year 11 Leavers Prom)
- Combined Cadet Force Grants

## ADMINISTRATIVE AND BANKING ARRANGEMENTS

The administrative arrangements for the School Fund are described in section 12 of the Manual of Internal Financial Procedures.

The School Fund bank account is held at Lloyds Bank Wrexham branch and the cheque signatory arrangements are described in Appendix E of the Manual of Internal Financial Procedures.

## VAT

The Unofficial Fund is not registered for VAT as its taxable turnover is below the threshold at which registration is required.

***Approved by the Full Governing Body on 7<sup>th</sup> December 2020.***

***Due for review Autumn Term 2021.***

The Unofficial Fund (School Fund) is audited by Deborah Foulkes (Chartered Internal Auditor and Chartered MIIA Qualification) 18 The Hawthorns, Acton, Wrexham LL12 7BB

Signatories for the School Fund Bank Accounts are:

Mr D A Curry (Headteacher)

Mr M Ridley Thomas (Deputy Headteacher)

Mrs M Nesbitt (Business Manager)

Mrs L Banks (Facilities Manager)



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