



Cranborne Middle School

Voluntary Funds Policy

2025-2026

Headteacher – Mr Richard Stevens

Assistant Headteachers – Mr Simon Gillott & Mrs Andrea Williams

Previous reviews: February 2023
November 2024

Review Date	Reviewed by (CMS Staff)	Reviewed & Approved by Finance & Premises Committee Date:	Next Review Due
November 2025	Finance Officer	24 th November 2025	November 2026

Voluntary Unofficial Funds are described as any funds (other than those delegated by the Local Authority) which exists for the purpose of a school and is established under the authority of the Governors of the school. This includes monies collected from students or parents for activities arranged by the school.

Appropriate Income

For Cranborne Middle School this could include funds raised from:

- Commission from photos
- Trips
- Outside donations
- Charity collections

The objectives of the school voluntary fund are to enable the School to function financially with funds not normally allocated by the LA. This includes income received from a variety of proper sources and payments made for the purchase of educational goods, for pupil welfare and the provision of services outside the scope of the delegated budget.

For Cranborne Middle School this could include:

- Subsidy of school visits
- Funding of school clubs
- Raising money for charity
- To provide refreshments for the school carol service in Cranborne church
- Lunchtime games provision
- To provide equipment for the staff room
- To purchase a poppy wreath each November to place on the War Memorial in Cranborne
- Fundraising for school resources

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, pupils and other benefactors are entitled to receive the same standards of stewardship for the funds to which they have contributed.

In view of this the following policies should be adhered to:

- Financial Risk and Control Checklist
- Financial Procedures Policy

The Headteacher should ensure that voluntary funds are accounted for separately from the school's delegated budget and are held in a separate bank account. Any income which properly relates to the school's delegated budget should not be credited to a voluntary fund.

Employees controlling, wholly or in part, any voluntary unofficial fund (as defined above) must ensure that a suitably experienced person (not necessarily professionally qualified) audit the fund and arrange for audited statements of accounts to be submitted to and received by the appropriate management body at least annually. Such statements must include a signed certificate in a form prescribed by the LA.

Governing Bodies must ensure that they:

- are aware of all voluntary funds and approve in writing their purpose
- maintain a record of the funds held
- appoint the auditor and re-appoint the auditor annually
- ensure that they annually receive and consider audited annual accounts and the auditor's report thereon