



Eccleston C.E. Primary School

*Let Our Light Shine*

School Council Terms of Reference

Name of Committee: Buildings, Finance, Health and Safety

Reviewed: Autumn 2019

Approved by Buildings, Finance, Health and Safety: Autumn 2018

Approved by Full Governing Board: Autumn 2019

Signed by Chair of Governors:

Review Date: Autumn 2020

## Eccleston CE Primary School

### Finance, Buildings, Health & Safety Committee School Council Terms of Reference

#### Purpose

The School Council Fund is an income stream arising from specific events promoted and organised by the School Council to support activities identified by the School Council. The School Council Funds will be kept and recorded separately.

#### Administration and Banking Arrangements

The School Council will administer the School Council Fund with the support of the School Staff Lead and Link Governor.

The administration for the recording of income and expenditure of the School Council Fund will follow the principles as described in Section 15 of the Manual of Internal Financial Procedures.

The School Council Funds will be banked within the School Unofficial Fund Bank Account if funds exceed £300. Funds up to £300 will be kept in a locked safe in a locked cupboard in school. Two members of staff will be required to unlock these together as each will only have one of the keys. The School Council Fund will be itemised by the teacher responsible for the School Council and be overseen by the School Administrative Officer. Where funds exceed £300 and are stored within the unofficial School Fund, cheques may be issued. Signature arrangements are described in Section 13 of the Manual of Internal Financial Procedures.

#### VAT

As part of the School Unofficial Fund, the School Council Fund will not be registered for VAT as its taxable turnover is below the threshold at which registration is required.

#### Audit

The School Council Fund (alongside the unofficial school fund) will be the subject of annual audit by an independent qualified accountant the outcome of which will be reported to the Governing Board.