



## **St Helen's CE Primary Fundraising Group**

### **Aims**

- To organise a range of events and activities to raise 'funds' for the school and create a sense of community.
- To use funds to support the work of the school through the provision of resources or 'enriching opportunities' for all pupils.

### **Membership**

The group will consist of a mixture of willing parents and staff who act as the core organising group, other volunteers will be recruited to support the 'running' of events. The group's membership will be decided each September through attendance at our first meeting. One member of the group will accept the role of co-ordinator and a secretary will take minutes of each meeting. Meetings will take place each half term and minutes will be published to all members of the school community.

### **Managing Funds Raised**

All funds raised will be processed by the school's finance officer who will follow the school's financial procedures. Monies will be paid into the school's bank account used for processing school fund (currently Lloyds Bank). The monies will be detailed under a separate account heading 'fundraising' and any costs incurred will be paid from this heading, following the processing of a receipt. A financial update report will be presented to the group at each meeting. The account will be audited on an annual basis and the results presented to the school's finance committee.

### **Spending Funds Raised**

Following the financial update report, discussion will be held on how to use the available funds. The discussion will focus on requests from the school, or suggestions from parents, towards the purchase of resources or contributions to activities or whether to 'bank' the funds at this time for future requests. Approval to allocate funds to a specific request or idea must have the support of the majority of the group and will be recorded in the minutes of the meeting.

### **Sharing and Promoting the work of the Group**

A page will be created on the school website which celebrates and informs parents of the group's work and successes as well as how the funds have been spent. School newsletters will also be used to share this information and to invite all

parents to become involved and become an active member of the group.