



# Inkersall Primary Academy PTA

## Finance Policy

The Inkersall Primary Academy Parents and Teachers Association committee is collectively responsible for the finances of the association and must therefore formally agree to any project. However, it is the responsibility of the Treasurer to ensure that all financial transactions are presented and recorded correctly.

The committee have agreed and produced a clear set of rules relating to:

### **Money Authorisations**

The following controls will be applied when managing the money raised by the PTA:

- All purchases over £100 must be agreed by the Committee before they are made
- The chair can authorise payments under £100 if deemed appropriate
- Each committee member can make a purchase up to the value of £20 provided the item has been agreed in principle by the committee such as stationary/decorations for events etc. A valid receipt is still required
- All donations to the school shall be approved by the Committee either at Committee meetings or via majority agreement email in extraordinary circumstances.
- The maximum payment that will be given for expenses without a receipt is £5. If one is not available, then a petty cash slip signed by the Treasurer & recipient will suffice.
- There will be no payment of expense claims to Committee members for petrol, telephone or childcare costs incurred when organising PTA events.
- All other purchases including stationery costs will be paid when accompanied by receipts as long as they have been agreed in principle by the Committee.
- Blank cheques should never be written

### **Bank Account Management**

The bank accounts will be maintained according to the following rules

- The bank mandate shall require two out of three signatories for each cheque
- The Treasurer, chair and vice chair are the only people authorised to operate/access the bank account and access the internet banking.
- Any transaction leaving the bank account has to be authorised by one other person who has access to the account, either through the bank or online
- The treasurer, chair and vice chair are the only people to sign the cheques
- A regular review will happen of suitable bank accounts for charities

## Handling Cash

There are extra rules for the handling of cash due to the difficulty of tracking transactions:

- For large events, such as the Summer Fair, there will be a minimum of two people counting cash.
- Money can only be taken off site by the treasurer, Chair or vice chair unless these roles have agreed for another committee member to take off site in exceptional circumstances.
- Any money left on the school site must be kept in the school safe and must be documented in the cash book which is kept on site
- When money leaves the school premises it is signed out and documented in the cash book which is left on site
- Money from events will be banked within a week of the event unless required for petty cash to pay outstanding expenses
- When going to the bank with money amounting over £500, then it requires 2 people
- Cash floats for events will be signed out to a designated person who will be responsible for the float and then required to be signed back in and must never be left unattended
- Cash in a private residence of a committee member must be stored safely and no more than the sum insured through the insurance policy

## Accounts and Recording Transactions

- The Treasurer shall keep the accounts up to date in order to produce accurate reports for the Committee and to keep track of cash and bank balances
- The Treasurer shall produce an income and expenditure statement and bank reconciliation for all Committee meetings so the committee can review and discuss. Also a breakdown of events as requested.
- The Treasurer will make arrangements for a regular simple audit/independent examination of the accounts throughout the year & at the end of the financial year. This will be a financially competent person or local accountant, who is not on the Committee or related to a Committee member.
- The Treasurer shall record every transaction of money into and out of the PTA, no matter how small the amount may be
- All payments made from the account or out of cash income must be recorded and the receipt should be produced before the payment is made.
- Bills must be paid when they are due.
- Donations to the school must be recorded and broken down into general headings so that everyone knows what the money was used for
- Charity law requires all charity trustees to prepare annual accounts for their charity
- If money is donated for a specific purpose it must be spent on that purpose e.g. if £1,000 has been donated for picnic benches, you need to know that the money was spent on picnic benches. This is what the Charity Commission calls a restricted fund

## **Insurance**

Parentkind subscription linked insurance provides its members with cover against fraud or dishonesty by any member of the Committee

It is a condition of the current policy that cheques bear two signatures and an independent annual examination or audit of the accounts is carried out by someone other than a Committee member or their relatives.

It is the responsibility of the Committee as a whole to ensure that the above is adhered to.

The Treasurer must also ensure that a reasonable standard of care and supervision of the PTA's monetary affairs is implemented. For limits covered please refer to the current Parentkind Insurance summary <https://www.parentkind.org.uk/For-PTAs/Member-benefits/Insurance>

## **Identifying Facilities & Spending Funds – Funding Request Form**

The PTA have devised a funding request form, all requests are to come through this form which needs to be fully completed and then submitted to the committee for discussion at the next committee meeting.

When the PTA agrees a purchase, the requester will be informed and the Treasurer will release the money to Inkersall Primary Academy Finance Officer once the purchase cost has been confirmed. Where possible, the requester will make the purchase using EasyFundraising web links.

At any PTA Committee meeting which agrees expenditure, members will be reminded of the Conflicts of Interests policy and asked to declare any such conflicts before decisions are reached.

The Treasurer should request proof from the school, in the form of an invoice or a signed certificate, as confirmation that the money has been spent on the items for which it was raised.

## **Enquiries regarding finances**

The PTA finances are reviewed and discussed at the monthly PTA meetings, All PTA members are welcome to come along to these meetings with any questions they have regarding the PTA finances.

If you are unable to attend a meeting then you are advised to write down any questions you have, and send it to the committee who will then respond and a meeting can be arranged if necessary.