



Inkersall Primary Academy PTA

Registered Charity: 1179612

Allocation of Parent and Teachers Association Funds

Dear Parents/Carers and Teachers

Inkersall Primary Academy Parent and Teacher Association raises money to enable our school to pay for events, activities or equipment outside the normal school budget. We aim to use this money to enrich school life for all our children. We are proud of the money we have raised to date and what it has been used for.

We want to ensure that PTA funds are allocated in the fairest way and that the process is as simple as possible. To this end we have created a **Funding Request Form**.

This form will be made available via a PTA Committee member, the school office & website and on the Inkersall Primary Academy PTA Facebook page.

If you have an idea for an event, activity or equipment which could be paid for by PTA funds to benefit the children of Inkersall Primary Academy then the process is as follows:

- Complete a funding request form (following the guidance notes)
- Submit it to the PTA (directly to a committee member or via the school office)
- The PTA will discuss the request at the next PTA meeting and respond

Please do speak to a member of the PTA if you have any questions about the allocation of PTA funds.

Thank you again for your continued support.

Inkersall Primary Academy PTA

Guidelines for PTA funding requests

The PTA committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** and we also try to ensure that funds are spread evenly across the years. We want the funding request process to be as simple as possible, and wish to make children, parents/carers and staff aware of the following guidelines to applying for PTA funding.

Guidance on completing the funding request form:

| | |
|---|---|
| Name & Role | Person making the request and who they are, e.g. Teacher/Parent |
| What funds will be used for | A description of what the funds would be spent on and how our children/school will benefit. |
| Costs | <u>Please include:</u> Any supporting documents e.g. quote for entertainer. We require 3 quotes if a substantial amount is requested Any ongoing costs, if applicable Amount requested from the PTA (whole or part of the cost) |
| School Staff - Budget | The PTA funds are not to be used for items or events that can/should be funded through the school budget. |
| When funds are needed | Are the funds required by a particular date? Any other information |
| The Principle's Signature & Comments | This is where the principle can write any comments if necessary. Forms can be passed directly to a PTA Committee member or via the school office in an envelope addressed to the PTA Committee |

This form will be made available via a PTA Committee member, the school office, schools website page and on the Inkersall Primary Academy PTA Facebook page.

Each request will be discussed at the **next PTA meeting** and needs to be approved by both the PTA Committee and the Principle and then signed off by two PTA committee members **before funds are confirmed**. If a funding request is declined, you will receive a reply with an explanation.

When a funding request has been accepted for a specific item, there will be a time limit of one month from date of acceptance in which to place the purchase order, otherwise the request will be subject to review at the next PTA meeting.

Additional Notes:

Funds raised by the PTA are intended **to pay for events, activities and equipment that cannot be funded through the normal (core) school budget**. This is to ensure that the education of children does not become reliant on PTA funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for PTA funding. However, assurance from the principle must be acquired that provisions will be made within in the school budget for such items in the future.

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.

The PTA will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.

PTA FUNDING REQUEST FORM

PTA use only

Request No:
Received:
Estimated Cost:
Meeting Date:
Decision:
Actual Cost:
Date Paid:

To request funds please return this form (see guidance notes)
Then return to the PTA Committee.

| | |
|-----------------|--------------|
| Name: | Role: |
| Contact: | |

What the funds would be used for:

Costs involved:

School Staff - Could the funding be provided from the school budget?

Date when funds are required and any more information:

| | |
|--------------------------------|--------------|
| Head Teacher Signature: | Date: |
| Comments: | |

(PTA COMMITTEE ONLY)

| Decision | Comments/Next Steps | | | | | | |
|---|---|----------------------|---|--------------------|------------------------|-----------------------|-----------------------------|
| Approved | | | | | | | |
| Declined | | | | | | | |
| Further Information Required or Further Comments | | | | | | | |
| <table><tr><td data-bbox="97 1559 766 1635">Meeting Date:</td><td data-bbox="766 1559 1465 1635">Number of PTA Committee Present:</td></tr><tr><td data-bbox="97 1635 766 1724">PTA Name 1:</td><td data-bbox="766 1635 1465 1724">PTA Chair Name:</td></tr><tr><td data-bbox="97 1724 766 1870">PTA Signature:</td><td data-bbox="766 1724 1465 1870">PTA Chair Signature:</td></tr></table> | | Meeting Date: | Number of PTA Committee Present: | PTA Name 1: | PTA Chair Name: | PTA Signature: | PTA Chair Signature: |
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| PTA Signature: | PTA Chair Signature: | | | | | | |