



# Whitby School

## CHARITABLE/PRIVATE FUND POLICY (Reg Charity No: 1048288)

### Governance Status

This policy was re-issued in February 2015 and was adopted by the Governing Body. It will be reviewed every two years, or sooner should this be required to reflect new guidance or regulations that are published by the Government or Local Authority.

Review dates	By Whom	Approval date
September 2013	Staff and Governors	1.10.13
February 2015	Staff and Governors	23.03.15
March 2017	Staff and Governors	5.06.17
March 2019	Staff and Governors	18.03.19
March 2021	Staff and Governors	25.3.21
February 2023	Staff and Governors	21.3.23
February 2025	Staff and Governors	01.04.25

**Signed by the Chair:**

**Brian Crosby**

The object of the school's Private Fund is to advance the education of the main school pupils and sixth form students by providing or assisting in the provision of their educational, recreational and other charitable activities. A bank account is maintained in the name of Whitby School - Private Fund for this purpose. The account will require the signatures of two nominated school finance signatories in order to issue a cheque/other payment (such as BACS) from the account.

Accounts for all transactions of the school's Private Fund will be produced and independently audited at the end of each financial year. The accounts will be uploaded to the Charities' Commission once external verified following each year end.

The following restrictions will apply to the distribution of monies from the Private Fund account.

1. The balance of the school fund will not be allowed to fall below the sum of £10,000.
2. All money donated to the school fund will be kept in the appropriate bank account.
3. Cash withdrawals from the fund will be kept to a minimum and will only be in exceptional circumstances, such as to support a school trip.
4. All payments from the Fund will be made by way of cheque/BACS/Faster Payments and will be authorised by two finance signatories to the bank account, or through the petty cash

account at the discretion of the Headteacher and/or an appropriate member of the Governing Board.

5. All payments made from the Private Fund must be in payment for goods or services supplied, except in the case of donations or contributions made to the benefit of other registered charities.
6. All payments made from the Fund must be accompanied by a receipt or petty cash voucher for the amount paid.

The Trustees, who will be responsible for arranging the provision of a fund-raising representative or committee of representatives, will administer the Private Fund. The representative(s) will aim to raise a minimum of £1,500 per annum for the Fund. The funds raised will be substantially for specific projects or purposes, although additional general fundraising may be pursued among the school community. Interested parties will present the representative(s) with a bid for funding as specified. The representative(s) will consider those bids and decide on feasibility. If it is considered reasonable to do so, the representative(s) will attempt to attract funding from outside agencies, charities and trusts. Whatever funds are raised on behalf of a specific bid will be distributed by means of a cheque/other routine method of payment such as BACS/Faster Payments, or cheques for goods and/or services supplied. It should not be necessary to refrain from further fund-raising because another bid or other bids are already in progress.

Bids to the representative(s) for fund-raising will include, if possible, a full budget or cost breakdown for the project. If the bidder wishes, it will be acceptable to consult the representative(s) for assistance in preparing estimates. A bid will also include the following in order to help prepare the best fundraising case to prospective donors:

1. Estimate of costs/budget
2. The long term goals
3. The benefits, ie,
  - (a) to the school
  - (b) to the donor.

Funds may be raised for a variety of purposes which may include:

1. Educational advancement
2. Extra-curricular purposes
3. Leisure and recreation
4. Health and wellbeing
5. Community activities
6. Training
7. Relief of poverty and social disadvantage
8. Prevention of social exclusion.

The representative(s) will consider any suggestions for additional categories to the above. Detailed records of bids made will be kept so that the duplicate or multiple bids are not made to the same grant makers. The Business Manager will produce an end of year financial report on the activities of the Private Fund and this will be uploaded to the Charities Commission each year, due to the Fund's charitable status. Governors, staff, parents and pupils will be kept informed of any developments relating to the School Fund through governor's meetings, communications with parents and minutes of meetings.