ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS

Name:	Unofficial Funds Policy
Approved by:	Governors – P & P Committee
Policy created:	2008
Review:	3 years
Update approved:	

PRINCIPLES

The Unofficial Funds Policy is committed to and guided by the principles of:

PURPOSE

The aims of this Unofficial Funds Policy are to:

POLICY

1.	The purpose of the funds is to support and finance activities and events that enhance girls' educational experience beyond that provided for by the school's delegated budget. In particular, extra-curricular activities such as sports fixtures, concerts, school trips, clubs and societies benefit from payments from the fund.
1.1	The fund also serves as a holding account into which contributions from girls towards trips etc are paid pending payment of bills. This accounts for the large annual turnover in the account.
1.2	Other income is generated mostly by voluntary contributions from girls' parents into the OSA fund (the current amount requested is £30 per family per annum), gifts to the school, a small profit from the sixth form snack bar and interest from investing the balance.
1.3	The Head oversees the fund, while day to day management is delegated to the Business and Finance Manager (BFM) and Assistant ABFM. As the fund is mainly a holding account most payments out are to finance activities for which the monies are specifically collected (e.g. school trips).
1.4	The financial procedures governing the use of the fund are fully documented within the School's Financial Procedures Manual, a copy of which can be obtained from the BFM upon request.

Responsibility

Responsible Staff	Mr Berry
Policy administrator	Mrs Ogunmyiwa.
Approving body	Governors – P & P Committee