

FRIENDS OF SALTERLEE SCHOOL

FINANCE CODE OF PRACTICE

1. For all major events, the Friends must elect a sub-committee to be responsible for making all arrangements, including the detailed finances. The Head of that sub-committee must liaise with the treasurer on the following:
 - provision of cash floats
 - any pre-event expenditure
 - who will be responsible for the handling of cash during the event
 - at major events, who will be responsible for the collection of cash from stall-holders, taking it to the 'cash office', manning the 'cash office' and the eventual counting of the proceeds (must be treasurer plus one other person)
 - the banking of proceeds in accordance with the whole of this code of practice
2. If the treasurer cannot attend any event, a nominated officer must deputise for him.
3. A formal, signed receipt must be obtained when floats are allocated and when proceeds are handed in.
4. All expenditure of the Friends should be by cheque other than in exceptional circumstances, when cash may be paid with the permission of the treasurer. Receipts must be provided for all expenditure.
5. The treasurer is responsible for verifying the validity of all expenditure before it is made.
6. All cash proceeds from events must be banked on the next working day or as soon as possible
7. The organiser of each event may justify all related expenditure (above their delegated mandate) for necessary items, to the treasurer, before it goes to the treasurer for actual payment.
8. The organiser of each event may be given a 'float' of £50 to cover necessary outlay with a limit of £20 on any single item. Any expenditure above this amount must be through the treasurer – see 7 above.
9. Expenses incurred by individuals will only be re-imbursed by the treasurer:
 - if it was previously authorised
 - and if a receipt is provided
10. Cash floats must be adequate for each event to prevent individuals "dipping" into their own money.
11. All expenditure by way of contributions, payments and purchases to or for the school must only be made with prior approval at a meeting of the Friends.

12. Offers of sponsorship or donations to the Friends may be gratefully accepted from any individual or company but they must make themselves known (in confidence if necessary) to the committee. Anonymity must be respected by the whole committee.
13. Beware of relying on verbal promises of sponsorship when committing funds.
14. Any expenditure which is above that approved previously by the Friends, must be referred to the committee for a decision before it is incurred.
15. All donations must be receipted by whoever receives them and passed immediately to the treasurer for banking. They must be shown separately in the accounts. The secretary must provide a formal 'Thank You' letter.
16. One-off purchases of gifts e.g. flowers, or any reasonable expense for urgent items may be instigated by the chairperson on behalf of the committee up to £20 for any single item.

SEPTEMBER 2008

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SAFETY CODE OF PRACTICE

1. The members of the Board of Governors Health & Safety sub-committee shall be available for consultation by the Friends on any matter concerning safety.
2. Proposals for activities must be put to the members of the governing sub-committee for approval prior to the event. Where appropriate, full details of the arrangements for the event must be provided:
 - Timetable, date, time etc.
 - Names of organisers and responsible members
 - Hall layout plan
 - Fire exit arrangements
 - Numbers expected
 - Goods for sale

The sub-committee will validate these arrangements against predetermined regulations and rules for the organisation of all in-school events.