

The Whitby Secondary Partnership

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

Governance Status

This policy was re-issued in February 2015 and has been 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		

Signed by the Chair: **S Crossland**  **C Zanelli** 

The object of the schools' Private Funds is to advance the education of the students by providing or assisting in the provision of educational, recreational and other charitable activities. Bank accounts will be maintained in the name of Caedmon College Whitby - Private Fund and for Eskdale School, in the name of 'Eskdale Special Reserve Fund'. The accounts will require the signatures of any two of the nominated signatories to the account in order to issue a cheque/other payment (such as BACS) from the account.

Accounts for all transactions of the CCW Private Fund will be produced and independently audited at the end of each financial year due to its charitable status.

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

1. The balance of the CCW Fund will not be allowed to fall below the sum of £10,000. The balance of Eskdale School's Fund has historically been less than £1,000 and has been used only occasionally.
2. All money donated to either Fund will be kept in the appropriate Fund's bank account.

3. Cash withdrawals from the Funds will be kept to a minimum.
4. All payments from the Funds will be made by way of cheque/BACS/Faster Payments and will be authorised by two of the agreed signatories to the bank account, or through the petty cash account at the discretion of the Executive Head Teacher and one other member of the Committee/Governing Board.
5. All payments made from either 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 either 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 Funds. The representative(s) will aim to raise a minimum of £1,500 per annum for the CCW Private 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 & Resources Manager will produce an end of year financial report on the activities of the CCW Private Fund and this needs to be uploaded to the Charities Commission each year, due to the Fund's charitable status. Governors, staff, parents and students will be kept informed of the developments relating to the CCW Fund through governor's meetings, communications with parents and minutes of meetings.

