

PEMBURY SCHOOL HOUSE NURSERY

Procedure on Spending Fund Raising Money

The Management Committee have the responsibility for raising additional funds for the nursery to purchase items that will enhance and develop the setting and children's experiences.



Committee and staff liaise to discuss which resources would best suit the nursery and as such the following policy has been adopted:

- **the nursery terms are split into three groups (Autumn - terms 1 & 2 / Spring - terms 3 & 4 / Summer - terms 5 & 6) and fund raising campaigns are based around these**
- **at the beginning of each group, the staff will be provided with an updated fund raising total, which is available for staff to spend as they deem appropriate**
- **staff will keep an up-to-date running total of funds spent, thus keeping a running total of funds left available**
- **it is not felt necessary, for staff to obtain prior permission from the Officers or committee with regard to their purchases. However, it is considered best practice to notify a Trustee of any single item they intend to order, when the value is above £50.00, so that available funds can be confirmed**
- **should there be an item that is sufficiently large that it requires funds to be saved over several terms, the Trustees will keep the staff and committee appraised of the running total**
- **parents / carers will be notified of specific items that staff wish to fund raise for and regular updates will be provided on the notice board, tracking the totals obtained**
- **it is the intention that monies obtained from fees and grants, will not be used to purchase items over and above the needs of the nursery. Where replacement equipment is needed, this will be following discussion with a Trustee.**

This policy was updated and adopted by the Trustees of Pembury School House Nursery.