



Financial Policy

Policy Statement:

To collaborate with the School to effectively manage Clyst Hydon School Association (CHSA) income and expenditure and to ensure transparency and accountability in line with the CHSA vision statement.

Procedures:

Headteacher to agree staff wish list and present to Chairperson(s) at least ten working days in advance of the CHSA termly meeting.

The CHSA committee will vote approval of items on the wish list in the CHSA termly meetings; target dates and expenditure will be set.

In the event of monies not being spent by the target date, the school must re-submit request for funds.

Where items are purchased through the school they will be subject to the school's financial policy.

Members of the CHSA can request extraordinary expenditure between meetings via email to the Chairperson(s). Approval can be given for up to £200 expenditure from two trustees and either the Treasurer or Vice-Treasurer. These purchases will be documented and shared at the next termly meeting of the CHSA, the maximum annual extraordinary expenditure will be £500. Items of expenditure of £200 or more will require the approval of the CHSA at a meeting (termly or Special).

Date agreed: 15th January 2018

Date to review: Spring 2020

Email: chairperson.chsa@clysthydon.org