

Financial rules for Bishop Chavasse Primary School PTA



1. Fund raising activities
 - a. Must be agreed by the committee to be decided by a simple majority.
2. Fund allocation:
 - a. To be in line with the charitable objectives.
 - b. Requires prior approval of both the Treasurer and the Chair for sums up to £500.00.
 - c. Requires prior approval of the committee for sums more than £500.00 to be decided by a simple majority.
3. Expenditure:
 - a. Budgets for events or purchases must be provided at least 4 weeks ahead to ensure adequate time for review and approval.
 - b. Expenditure for events or purchases must be agreed by the Chair and Treasurer for sums up to £500.00. All expenditure over £500.00 requires committee approval to be decided by a simple majority.
 - c. The Treasurer or Chair will handle the purchasing of items directly from the PTA Bank account to ensure proper oversight and adherence to the financial rules. Deviations to this policy may be made under exceptional circumstances, which must be clearly documented and justified. Receipts to be provided save for in exceptional circumstances.

Version 2: 21/04/2025