



MONEY, MONEY, MONEY ..

..... WHERE IT COMES FROM

..... AND WHAT IT'S SPENT ON

DELEGATED BUDGET

RUNNING COSTS

The money to cover the running costs of the school comes in the delegated budget from the Department for Education via the local authority, Surrey County Council. The amount we receive is largely based on the number of pupils in the school.

These are the budget headings under which the money was spent:

- Staffing, staff development and training
- Insurance and rates
- Books, equipment, ICT and consumables
- Bought-in professional services
- Capital projects
- Buildings and grounds maintenance
- Administration
- School catering service

Each primary school also receives two separately defined streams of additional funding - the Pupil Premium and the Sports Premium. Details of how these funds were spent are available on the school website or from the school office.

CAPITAL PROJECTS

The money for new buildings or major refurbishments comes from the Department for Education via Guildford Diocese. As a church school we are obliged to fund 10% of the cost of any capital project - a recent example was the improvement of site security by the installation of school's fencing. We cover this through the Governors' Fund (see below).

SCHOOL FUND

This is used to take in money paid for school outings and residential journeys and then to pay the bills for travel and other costs. The account is also credited with any commissions the school receives from school photographers and school uniform suppliers. None of the money in the school fund comes from the government and the use of any surplus money in the account is at the discretion of the school for particular projects, for example the pond relocation and wild life project, or supporting families with the cost of trips.

GOVERNORS' FUND

This is a separate account which has charitable status because Horsell Junior is a church school. The money comes from St Mary's Church (for some years this has been a contribution of £3,000, decided annually) and from parents, many of whom donate by gift aid so that we can claim back money from HMRC to make their donations go further.

PARENT TEACHER ASSOCIATION (PTA)

Our joint PTA, shared with Horsell Village School, raises thousands of pounds each year, and the money is split between the two schools. Recently we have received funding to refurbish our library, purchase new books, install a traversing wall and paint new game markings for the playground.



The Governors' Fund was set up, in common with other voluntary aided schools, to raise money to meet the school's contribution (now 10%) towards any building work, as only 90% is funded by government through the diocese. The school's contribution cannot be met out of the school's normal (government funded) budget. Since its inception, the Governors' Fund has also been used to support other projects in school, such as whiteboards and furniture, which the school's finances find difficult to cover. The Fund therefore welcomes donations from the church and local community, including parents, to make such extras possible.

All donations are welcome but we suggest a contribution of £20 per family, ideally by standing order, over the time that your child/ren are in school.

Thank you.

Please return this form to the school in an envelope marked Horsell Governors' Fund

Name of parent or guardian:
Names of child/ren:

Standing Order:

Please see separate form for how to contribute by Standing Order

Cheques:

If you wish to donate via a cheque, please make it payable to: Horsell C of E Junior School, Treasurers Account.

GIFTAID IT

If you are a UK tax payer, you can Gift Aid your donation which allows the school to claim back 25% of the amount from HMRC on the tax you have already paid. Please complete this form and declaration. The declaration must be made in one name only.

Title: Mr / Mrs / Ms / Dr / Other	First Name:	Surname:
Home Address:		Postcode:
Email Address for acknowledgement or queries:		

I want Horsell C of E School Governors' Fund to treat all qualifying gifts of money in this tax year and all donations I make in the future until I notify you otherwise, as Gift Aid donations.

I confirm that I have paid or will pay an amount of UK Income and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs (CASC) that I donate to will reclaim on my gifts that for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

- You can cancel this declaration at any time by notifying the school.
- If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the school reclaims, you must cancel your declaration.
- As any tax refund received by the school will be made at the basic rate, higher rate tax payers will benefit through additional tax relief if they declare their gift aid donations on their tax return.
- The declaration refers to all donations made to the charity in respect of the Horsell C of E School Governors' Fund but should not include donations for any other services provided by the school.

SignatureDate.....

Please email any queries on the Governors' Fund to hon.treasurer@horsell-junior.surrey.sch.uk



STANDING ORDER INSTRUCTIONS

Please complete this form in BLOCK CAPITALS and return it to the school.

The details of your bank account:

Bank name:	
Bank address:	
Name on the account:	
Sort Code:	
Account Number:	

About the payment:

How often the payments are to be made (*tick one box only*)

Monthly		Quarterly		Annually	
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Date of first payment and amount:

Date / / 20..... (first payment date)	Amount £
Continue payments until/...../20..... (last payment date) OR Continue until further notice <i>(delete as appropriate)</i>	

Payee Details:

Bank name:	Lloyds Bank PLC
Bank address:	32 Commercial Way, Woking
Sort Code:	30-99-80
Name on the account:	Horsell C of E School Treasurers Account
Account Number:	00228730

Signature	Date
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