SCHOOL FUND

HEADTEACHER’S CERTIFICATE

|  |  |
| --- | --- |
| **SCHOOL NAME** | **NO.** |
|  |  |

## I certify that with regard to the school fund operated in this school during the year ending:

|  |  |  |
| --- | --- | --- |
| DD | MM | YYYY |
|  |  |  |

## (i) Proper accounts have been kept in a permanent form, and in accordance with the LEA’s Finance Manual

## (ii) All funds have been audited and certified by the auditor

## (iii) The auditor is known to me

## (iv) His/her name, address and profession are shown below

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| PROFESSION |  |

##  (v) Where bank accounts are operated, withdrawals are effected on two signatories

## (vi) I have seen the year end bank statements and am of the opinion that the balances shown are as I would expect

## (vii) The following bank accounts have been used to hold monies relating to these funds; there are no other accounts operated for the use of school fund monies.

|  |  |  |
| --- | --- | --- |
| **BANK/BUILDING SOCIETY** | **ACCOUNT NUMBER** | **ACCOUNT NAME** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher

### School Fund accounts presented to Governing Body on (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_