



Fundraising Policy

Rationale

Abinger Common Nursery is a registered charity; our charity number is 1082914.

Fundraising events will occur throughout the year to provide fun activities for children and parents whilst raising money for learning and play equipment for the Nursery School. Events that feature on our yearly calendar include:

- Christmas gifts (cards, tea towels, mugs)
- Nativity play (programmes and Christmas cake raffle)
- Christmas film night
- Valentine's Day hamper
- Easter craft fair and Bake Off
- Sponsored walk
- Teddy Bear's picnic stall
- Medieval fair stall
- Main fundraising event –Summer/early Autumn

Procedures:

Following a fundraising event, 50% of the monies raised will be transferred into the Bus Account. The other 50% will be spent on resources and equipment for the Nursery. Parents will be updated how this money has been spent by the weekly update produced by the Nursery Manager or on the FAN newsletter.

Bus Account

The Bus Account is a separate account the Nursery holds which is for its sustainability. The aim is to have a maximum of £12,000 in this account. The purpose of this money is to be used in an emergency and to keep the Nursery open if, for example, we had to move site due to a long term unforeseeable event or if the number on roll isn't sufficient to cover costs. £12,000 will keep the Nursery open for one academic term.

Once the account has reached £10,000, 25% of monies raised from fundraising events will be transferred to the Bus Account and 75% will then be spent on resources and equipment for the Nursery.

Once the £12,000 sustainability reserve has been saved, all funds raised will be allocated for Nursery provisions such as resources, outings and staff training.

The Bus Account has 2 godparents: Cherry Clark and Tim Prideaux. These nominated godparents are longstanding residents of Abinger Common Village who have strong connections to either the Nursery, village Church or Parish Council. If funds need to be accessed from the Bus Account, they will have to approve the transactions. A meeting will need to be held with both godparents to discuss the reason/s money needs to be accessed and utilised. Their role is to safeguard the account to make sure money is not wasted or spent without permission. They will receive quarterly updates on the account balance to make sure no funds have been used without their permission. Jenny Harlow, our payroll employee, also has access to the Bus Account and will monitor the balance on the godparent's behalf.

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