

**Highfields School and the FFH spend request process**

In order for us to have the correct audit trail for the charities commission and ensure the financial viability of the FFH account, the following process is in place for all spend requests from the school:

- All requests need to be made in writing to [FFH@highfieldsschool.co.uk](mailto:FFH@highfieldsschool.co.uk) and CC [finance@highfieldsschool.co.uk](mailto:finance@highfieldsschool.co.uk)
- Requests should be for activities/equipment that the school would not otherwise be able to fund and not items which should normally come out of the school budget (e.g., core curriculum resources.)
- Requests need to be made prior to the expenditure being committed to by the school.
- Any funding via the FFH needs to be clearly communicated to parents.

Once the request has been made, if this falls within £1000 per term, it will be agreed by the Chair, Treasurer and Secretary. The decision will then be confirmed in writing to the requesting person's email (cc [finance@highfieldsschool.co.uk](mailto:finance@highfieldsschool.co.uk)) from the FFH email account.

Any requests over £1000 per term will go to the wider committee (listed as trustees on the charity commission website) for approval.

Invoices should be sent to the FFH email account for audit purposes.

Any funding request will need to consider the financial status of the FFH account, therefore a termly contribution of £1000 can't be guaranteed and the process should be followed for every request.

Example information for requests:

Teacher-  
Form-

Outline/ brief description of what the spend requests is (please include details how this will benefit the children)

Cost-  
Date of event (if applicable)-

Footer

Editor (Preview)

Editor Score **94%**

Formal writing

Corrections

- Spelling ✓
- Grammar ✓

Refinements

- Acronyms ✓
- Clarity ✓
- Conciseness 1
- Formality 1
- Inclusiveness ✓
- Punctuation Conventions ✓
- Sensitive Geopolitical References ✓
- Vocabulary ✓

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