

**32. ALL VOLUNTARY AND UNOFFICIAL FUNDS**

**32.1 FORM OF BANK ACCOUNT (OR EQUIVALENT)**

Bank accounts (or equivalent) of all Funds relative to schools/residential homes and operated by officers of the Council by reason of their employment must be in the name of Angus Council (Name of School/Residential Home) (Name of Fund). The Rector / Head Teacher / Residential Manager together with one other teacher/employee will be the joint signatories for the operation of the account(s). In the case of one-teacher schools and in the absence of another employee (e.g. classroom assistant), the signature of the Head Teacher will suffice.

**32.2 COMFORT FUNDS**

Where comfort funds exist, each fund must have in place a constitution, and a management committee comprising staff, service users and carers/friends of service users. Cheques drawn from a fund bank account will require two signatures, one of which must be a member of staff. Any exception to this must be approved by the Head of Service with operational responsibility for the unit managing the fund.

Annual accounts must be prepared, and be audited by persons independent of the daily operation of the fund. Employees of the department responsible for the unit managing the fund cannot act as auditors. Audited accounts must be displayed or otherwise made readily accessible to the public.

If it is found that a fund is not being managed appropriately, or that controls are not being observed, or that the fund is not being used for the benefit of those it is supposed to serve, the Chief Officer of that department will arrange for the fund to be dissolved.

**32.3 REGISTER OF FUNDS**

Chief Officers shall ensure that a register of all Funds is maintained within their department. The register must be reviewed annually and must be made available for inspection by Internal and External Audit staff at all times.

The register must be kept up to date and therefore any additions, deletions and other changes to the register must be actioned timeously.

**32.4 ANNUAL ACCOUNTS**

Annual Accounts should be prepared in accordance with recognised accounting procedures and a copy sent to the Head of Finance within 3 months of the accounting period end.

**32.5 VARIATIONS TO THE REGULATIONS**

Any proposed modification to the application of the above Regulations must be discussed and agreed with the Head of Finance prior to implementation.

**32.6 AUDIT**

All Funds may be subject to Internal or External Audit review.

**For clarification or any queries in respect of this section please contact  
Gillian Woodcock on extension 6170**