

## HTSA Funds: Spending Policies

1. The desired distribution of available funds is decided by the Head of School in line with the HTSA constitution. The HTSA committee may at times advise the Head of School according to parent feedback but the final decision will remain with the Head of School.
2. Members will vote on the desired distribution according to the following procedures:
  - I. It is the Head of School's responsibility to provide an annual wish list, ranking spending causes in order of priority. This will be available to HTSA committee members ideally two weeks in advance of the AGM normally to be held during the first four weeks of the new academic year.
  - II. The HTSA committee will present the list to members at the AGM (or at a regular HTSA meeting) who will approve each item on the list by majority vote provided the number of members present is in line with the HTSA constitution.
  - III. If the Head of School is not in attendance, the HTSA committee may take queries back to the Head before voting on an item at the next EGM/ AGM.
  - IV. All approval of spending is subject to the availability of sufficient funds.
  - V. In accordance with the charity's reserves policy, the available funds should not fall below GBP £4,000 so as to allow for outstanding bills to be covered.
  - VI. Any actual spending must not exceed 10% of the approved figure without being presented for voting again.
  - VII. The committee may approve spending requests throughout the year without calling an EGM as long as the amount requested does not exceed £350, for an item/event that benefits pupils across year groups, and £250 for an item/ event that benefits a single year group. This spending in total should not exceed £1,050 or three items (whichever is smaller).
  - VIII. The list of regular spending (for example teachers' class budget, coach trips etc.) will be reviewed at the AGM.