

## Cake Sale Funds - A Guide

Cake sale funds are now the main source of money for classroom teachers needing to buy smallish items for their classes, whereas the 'wish list' is now earmarked for larger, more expensive items. They usually raise between £100 and £170 and themes can work well. Funds have been used for books, soft footballs, skipping ropes, fabric paint, sports day t-shirts, cushions, costumes for assembly performances, days out for class, educational activities for class and so on. Cake sale funds are not intended for other purposes eg teacher presents, prizes for fair stalls etc. Each class has the right to one slot per term, which may not be the usual Friday so as to fit in a sale per class each term. Troy/Maurice, our caretakers, are very helpful when it comes to cake sales e.g. putting tables out etc. You will need to do the following:

- Book cakes sales slots with Tessa in the School Office. These do get booked up early, so best not to delay.
- You will need to advertise your sale and cajole your class parents to bake and help serve
- For the actual cake sale you will need a float for change and usually a supply of bags/kitchen roll for the stickier cakes...
- Once you have had your cake sale the money will need to be banked in to the SMSA Barclays Bank Account which can be done at the Barclays Highgate Branch. One of the SMSA treasurers will provide you with a Barclays paying in slip at the time of the cake sale - alternatively a SMSA Barclays Banks paying in slip can be collected from Chris in the office - just make a note of the class against the slip number on the record sheet so that the treasurers can track back the deposit.
- You will need inform your class teacher how much money you have raised please and liaise with the class teacher re. any expenditure.
- The teacher can then make purchases for the class through the school ordering system or if they prefer they can make purchases themselves. However it should be noted if they use the school ordering system then any VAT charged can be reclaimed.
- If the class teachers makes purchases out of his/ her own money you will need to collect the receipt from the teacher, provide it to one of the treasures who will then issue a cheque direct to the teacher.
- The SMSA treasurers will keep a record of what has been banked for each class and what has been spent by each class either through the school or refunded to teachers. Any funds not used by the class teacher rolls forward to the following year to be used by the new class teacher.