



SOUTH MOLTON UNITED C OF E PRIMARY SCHOOL

Exeter Road, South Molton, North Devon. EX36 4EN

www.smups.devon.sch.uk Tel: 01769 572656

Parent Teacher Association

Registered Charity Number : 1179144



Dear Teachers,

As a committee we have discussed the fairest way of allocating funds raised by our PTFA.

The result of our discussions is the creation of a funds request form (attached to this letter) for you to complete with details of your request. We have tried to keep the form as simple as possible as to not add any unnecessary administration or eat into your valuable time.

Once you have completed a request form, submit it to the PTFA committee via the head teacher who will pre-approve your request. As a committee we will discuss and decide upon which requests we can honour bearing in mind the amount of money being requested and the number of requests we have received. An electronic copy of the request form will be available on the PTFA section of the school website for you to download and complete as well.

This system aims to provide everybody with a fair chance to access our funds and ensure that we do not simply operate under a first-come-first-served basis.

Please feel free to come and speak to me or the committee if you have any questions or queries about this process.

Sam

Chair

PTFA Funds Request Form – South Molton United CofE Primary School

Name:		Date of request:	
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Description of requirement: (what is the money required for? New project, replacement, trip etc.)

Benefits: (how will the school and/or children benefit from the request? Please state year group.)

Consultation with Children: (have any children been consulted about the project? What was their feedback?)

Justification: (justification of using PTFA and not school funds)

Costs: (for larger projects please include details of all quotes received)			
Full cost:		Ongoing costs: (any support/maintenance costs?)	

Other information: (any other information to support your request?)

HEAD TEACHER PRE-APPROVAL

Head teacher pre-approval:	Approved		Reason:	
	Declined			

PTFA COMMITTEE USE ONLY

Decision:	Approved		Reason:	
	Declined			
Meeting Date:		Number of committee present:		
Chair Signature:				
Vice Chair Signature:				
Treasurer Signature:				