

Class Kitty

A small guide



A recommendation for class teachers, parent representatives and parents

Topic: Class Kitty

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The Förderverein 2. SISB e.V wants to provide support for the 2nd International School Berlin. This also includes the support of teachers and parents through the fiduciary management of the class kitty on a separate association account (Escrow Account).

1) *The First Step - Class Parents' Meeting*

Should class teachers/parents wish to make use of this support offer, it is recommended that a decision be taken at the first class parents' meeting on the use of this offer. Alternatively, a parent can open a separate trust account for the class fund or keep the class fund in cash. This should always be kept and administered separately from one's own assets.

2) *Class Teacher*

The class teacher (m/f) is responsible for the proper and appropriate use of the funds. The class teacher ensures that there is no conflict with the freedom of learning in the state of Berlin. The class teacher signs the payment receipt for his respective class fund as confirmation for the earmarked expenditure for the class fund and payment order to the Förderverein 2. SISB e.V. The Förderverein acts here only as an executive body, but without any obligations or rights to check the content.

3) *Treasurer*

The class teacher (m/f) is supported by a class treasurer from the parents' ranks who keeps the treasurer's book and prepares a report for the parents of the class at the end of the school year. The class warden will obtain a statement from the parents by the end of the school year at the latest, indicating how to proceed with any available credit.

4) *Cash audit - inspection of the receipts*

It is advisable to choose an auditor for the class fund from among the parents. Furthermore, the parents have the right to inspect the receipts.

5) *Amount per Child*

The establishment of a class fund as well as the amount to be paid into the class fund per child will be determined at the first parents' evening of each school year by resolution of the class parents' assembly.



If individuals voluntarily pay a higher amount into the account of the class fund, this amount applies for the free and appropriate use of the class teacher.

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6) Chash Book

The Förderverein 2. SISB e.V. provides a sample of a cash book if required. The class cash register is regularly not kept as a total hand account, but is individualised for each child for a specific purpose.

The amounts not allocated to a specific child are to be shown individually in the class register. The treasurer must keep the original receipts for each payment, provide them with the trustee account number and number them continuously (assignment of the receipt to the transaction). The Förderverein will provide assistance if necessary.



7) Obligation to pay in / right to pay out

Since all payments are voluntary, parents have no right to make payments. If parents do not pay in, they would have to pay and procure things such as entrance fees, tickets, etc. themselves. The treasurer should look for a solution together with the class teacher (m/f) in the personal discussion with the parents concerned.

8) Kids in Need

In order to support equal opportunities for our children, parents with financial difficulties have the option of requesting voluntary additional payments in the class (see amount per child), which are then individually allocated to the child concerned by the class teacher in the class fund as a purpose by the class teacher.



Alternatively, support from the school's support association can be considered. Also here the class teacher or the family concerned can turn trustfully to the association.

9) Balances at the end of the school year

In the event that there is a credit in the class fund at the end of the school year, this can be either

- be disbursed or
- be transferred to the class cash account of the new school year for the child as a deposit (moves with the child and retains the earmarking for the child) or
- be used as a free amount in the class fund of the child in the coming school year (migrates with the child, but changes its earmarking for the child).
- as a donation with the purpose "Kids in Need" to the Förderverein (Changes the earmarking - only in this case can a donation receipt be issued for the credit amount at the request of the family).

10) No donation receipt for the class Kitty

Due to many requests, we would like to explicitly point out that payments into the class fund will be made to an account of our school's charitable association, but not to the association's assets. A donation receipt for these payments cannot be issued or used for this reason.

Class Kitty

Payment Order

Please transfer from the class fund for the

Class (e.g. Flex A): _____

The amount of €: _____

specifying the following **purpose of use**

to the following account:

account holder: _____

IBAN: _____

If needed SWIFT: _____

Name of the children to whom the task is to be distributed:

ALL who have made a deposit to the Class Fund.

Or (please use pseudonym and tick the appropriate box)

1	2	3	4	5	6	7	8	9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13	14	15	16	17	18	19	20	21	22	23	24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Signatur Class Teacher (m/W) _____

Usage decision PARENTS

Class kitty - cash balance

An
Förderverein 2.SISB e.V.
- Class Kitty -
Güntzelstr. 32
10717 Berlin

From:

Name: _____

Given Name _____

Address: _____

Code, Place: _____

Class Kitty of Class: _____

Deposit is made for child: _____

- The remaining amount shall be earmarked **for purpose of the named child** in the next school year in class _____ of the WMIS are continued.
- The remaining amount is to be paid under **the general purpose of the class** fund, i.e. without intended purpose for the named child in the next school year in class _____ of the WMIS.
- The remaining amount should be **donated to the assets of the association** (donation receipt will be issued on request). Many thanks for the honorary service!
- I request a refund by **bank transfer** to the following account:

Account holder: _____

IBAN: _____

SWIFT (of not DE) _____

place, date:

signature – Parent