

Parents' Association Fundraising for Non-Capital Items

(Document last updated August 2025)

1. Introduction

Schools may be in receipt of monies from the parents' association which raised funds for non-capital items. This money should be transferred to the school bank account as soon as is practicable.

2. Accounting Treatment

The nominal codes to be used to account for the income received and the expenditure are set out below.

2.1. Income received

Step 1

Account 3700 Income from Parents Association should only be used to record the receipt of income into the school's current account from the parent's association bank account where the accounts secretary/clerical officer or treasurer does not have access to the parent's association bank statements and/or information.

Action	DR/CR	Nominal Code	Description
Parents Association fundraising income (Non-Capital)	DR	1820	Parents Council/Association Bank Account Current Asset
	CR	3700	Income from Parents Association Income

Step 2

At the year end the accountant should be provided with the parent's association bank statements & will then be able to classify the income as unrestricted/restricted.

Unrestricted:

Action	DR/CR	Nominal Code	Description
Parents Association fundraising income (Non-Capital)	DR	3700	Income from Parents Association Income
	CR	3575	Unrestricted School Fundraising (Non-Capital) Income

Restricted:

Action	DR/CR	Nominal Code	Description
Parents Association fundraising income (Non-Capital)	DR	3700	Income from Parents Association Income
	CR	3574	Restricted School Fundraising (Non-Capital) Income

2.2. Expenditure

Action	DR/CR	Nominal Code	Description
Parents Association fundraising expenditure (Non-Capital)	DR	4922 or 4925	Restricted School Fundraising Expenses (Non-Capital) or Unrestricted School Fundraising Expenses (Non-Capital) Expenditure
	CR	1820	Parents Council/Association Bank Account Current Asset

Further Information:

See [“Fundraising Income and Expenditure Chart of Accounts Nominal Codes Explained”](#) for further information on the restricted/non restricted nominal codes.

2.3 Account for the unspent restricted parents’ association fundraising income

Restricted parents’ association fundraising income is ring-fenced and the balance unspent at the year-end must be reconciled and accounted for in nominal code 2172 Other Non-Capital Ringfenced Income Unspent.

Action	DR/CR	Nominal Code	Description
Restricted Parents’ Association fundraising income (Non-Capital)	DR	3574	Restricted School Fundraising (Non-Capital) Income
	CR	2172	Other Non-Capital Ringfenced Income Unspent Current Liability