Finance Policy

Inspire to achieve; persevere to succeed

The policy covers many of the articles from the UN Convention on the Rights of the Child. Some key articles, are highlighted below:

Article [X]	[Article Description]

Approved by:	Finance & Resources Committee	**Date:**	09/12/2025
Signature (Chair of Committee):	Sharon Green	**Signatures (Co-Headteachers):**	Anre Buchner
Last review date:		**Next review date:**	December 2026

Contents

Contents 2
1. Aims 3
2. Governance 3
2.1 Financial Organisational Structure 4
2.2 The Role of the Governing Body 4
2.3 The Role of the Financial & Resources Committee 5
2.4 The Role of the Co-Headteachers and Leadership Team 7
2.5 The Role of the School Business Manager 8
2.6 Departmental Budget Holders 8
2.7 Delegated Limits 9
2.8 Authorised Signatories 9
2.9 Procedures 10
2.10 Minutes 10
2.11 Register of Business Interests 10
3. Financial Systems and Processes 10
3.1 Financial Planning 10
3.2 Budget Monitoring 12
3.3 Efficiency and Value for Money 13
3.4 Statement of Internal Control 13
4. Purchasing 13
4.1 Suppliers/Contracts 13
4.2 Purchase Orders 15
4.3 Delivery of goods 16
4.4 Payment of Invoices 16
4.5 Purchase Cards 17
5. V.A.T Requirements 18
6. Petty Cash Account 19
6.1 20
7. Income 20
8. Insurance 21
9. School Assets – Inventory 22
10. Payroll 23
11. Security Assets 24
12. Data Security 24
13. School Voluntary & Private Funds 25

14. Lost Property 26
Appendix A 28
Committee Membership Details 28
Full Governing Body 28
Financial & Resources Committee 28
Quality of Education Committee 29
Timetable of Governing Body and Finance Committee Meetings 29
Clerking Arrangements 29
Appendix B 30
Frequency of financial information presented 30
Finance Committee Financial Management Timetable 30
Spring Term 30
Summer Term 31
Autumn Term 31
Throughout the Year 31
Annual Tasks where timing is dependent on other factors 32
Information supplied to the Local Authority 32

1. Aims

- Set out in writing the roles and responsibilities of the Governing Body, its committees, the Co-Headteachers and other staff in relation to financial decision-making and administration. This allows the Governing Body to ensure adequate systems of financial control are in place and that it receives the information it needs to carry out the role. Defining the responsibilities ensures that all essential duties and all requisite controls are exercised without unnecessary duplication of effort.
- Set out the policies of the school in terms of the financial systems and procedures.

2. Governance

The Governing Body has a strategic role in the financial management in schools; alongside the Co-Headteachers they have direct control over substantial amounts of funding delegated to them and make key decisions about the allocation of financial resources. The Governing Body will be responsible for determining the guiding principles and for ensuring the school meets all its statutory obligations and complies with the Schools Financial Regulations and the Scheme for Financing Schools.

The aim of the Governing Body is to ensure that all resources made available to the school are used in an efficient and effective manner. The requirements of the Schools Financial Value Standard (SFVS) will be met, and the principles of best value will be considered at all times.

2.1 Financial Organisational Structure

The following committee structure is in place at Gascoigne Primary school:

- Quality of Education Committee
- Financial & Resources Committee
- Pupil Suspension Appeals Committee
- Staff Disciplinary Committee
- Staff Disciplinary Appeals Committee
- Pay Committee
- Pay Appeals Committee
- Parental Complaints Committee
- Parental Complaints Appeals Committee

The membership of the committees, meeting timetables and clerking arrangements are detailed in Appendix A.

The school will ensure that the responsibilities of the Governing Body, Resources Committee, Co-Headteachers/Leadership Team and Administrative/Finance Officer are aligned with those agreed at the school's FGM; if they do not, amendments will be made and re-approval sought, if necessary.

2.2 The Role of the Governing Body

The Schools Financial Regulations state that the Governing Body are to carry out their functions with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting its aims and objectives, reviewing progress and the strategic framework in light of progress.

Responsibilities:

Ensuring the school meets all its statutory obligations and through the Headteacher complies with the Scheme for Financing Schools and Schools Financial Regulations.
Setting the educational financial priorities through the School Improvement and Development Plan (SIDP), ensuring that the SIDP provides sufficient financial information to construct the budget plans for the school.
Ensure that a robust medium-term financial plan (3-year budget projection) and annual budget have been set, which reflects the educational priorities in the SIDP.
Convene the Finance Committee to consider strategic financial issues on behalf of the Governing Body, including defining the terms of reference, the extent of its delegated authority and ensuring it receives minutes of the committee meetings. Its remit and membership should be reviewed annually.

Establish the financial limits of delegated authority to the Headteacher and/or other members of staff (including virements). The level of delegation of financial powers to the Headteacher must be reviewed annually and recorded in the minutes of the Governing Body.
Agree with the Headteacher the minimum frequency, level of detail and general format of financial reporting to the Governing Body.
Establish a register of business interests of Governors, the Headteacher and any other members of staff that influence financial decisions in accordance with the Schools Financial Regulations, and ensure it is maintained up to date.
Adopt the whistleblowing policy detailed in the Schools Financial Regulations (2.23 to 2.24).
To approve the school's annual budget.
Having considered section 11.13 of the Scheme for Financing Schools, agree a policy for Gifts & Hospitality and decide whether to delegate approval of gifts and hospitality to the Headteacher.
To approve the school's Finance Policy each year.

2.3 The Role of the Financial & Resources Committee

To prepare, approve and submit the school's return and subsequently monitor the progress of any improvements and actions.

To undertake finance functions as set out in the terms of reference approved by the Governing Body.

Responsibilities:

- Draw up the budget for approval by the Governing Body, ensuring that the budget reflects the school's priorities educational objectives outlined in the School Improvement and Development Plan (SIDP), in consultation with the Headteacher.
- To establish and maintain an up to date medium-term financial plan (3-year budget projection), in consultation with the Headteacher, that reflects the SIDIP. this will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in-year budget revisions to the annual budget set (delegated by the Governing Body).
- Consider the school's policy for balances in accordance with the SFVS, including regularly reviewing the level of the school balance and the spending plan for the balance.

- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Schools Financial Regulations and Scheme for Financing Schools, and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant committee.
- To monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the section 16 of the Schools Financial Regulations.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher.
- To annually review fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school obtains value for money when purchasing goods and services from all suppliers including the Local Authority and outside contractors. This includes considering and approving the Local Authority traded services buy back decisions.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that the schools' financial performance is compared at least annually to similar schools, reasons for differences examined and action taken where necessary (including local financial analysis pack and national benchmarking data).
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- Evaluate the soundness and effectiveness of the school's financial management systems against SFVS.
- To ensure that accounts are properly finalised at year-end in accordance with the Schools Financial Regulations and other statutory legislation.
- To ensure that the financial procedures are documented and regularly reviewed.
- Consider and approve the authorised signatories.
- Ensure financial records are maintained and that they provide sufficient explanations.
- Consider all business plans for Extended Schools activities before taking a decision on each activity. Consideration to be given to section 18 of the Schools Financial Regulations.

2.4 The Role of the Co-Headteachers and Leadership Team

The Co-Headteachers are responsible for the internal organisation, management and control of the school; and for advising and implementing the Governing Body's strategic framework. In particular the Headteacher will formulate aims and objectives, policies and targets for the Governing Body to consider adopting; and report to the Governing Body at least once every school year. Where functions have been delegated to the Headteacher the Governing Body is able to give reasonable directions in relation to that function.

Responsibilities:

- Leading and managing the creation of a strategic plan, underpinned by sound resource planning and which identifies priorities for targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To prepare the annual budget, based on realistic estimates of expenditure and income, sufficiently in advance of the financial year for consideration and approval by the Governing Body, including assumptions underpinning the budget.
- To submit the approved budget to the Local Authority no later than 1 June each year.
- To prepare regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To consider budget revisions required and present to the Finance Committee for approval.
- To submit any approved budget revisions to the Local Authority at least on a quarterly basis.
- To ensure that the financial information provided to the Governing Body and Resources Committee meets their requirements; they are timely, accurate, understandable etc.
- To report to the Governing Body/Resources Committee any policy changes where the budget will be significantly affected.
- Identifying, evaluating and managing all significant operational risks to the school in accordance with the Local Authority's risk management policy.
- Ensuring that the relevant Local Authority regulations or requirements are implemented.
- Establishing sound internal financial controls, which are managed on a daily basis by the Headteacher and School Business Manager.

- Ensuring effective implementation of the financial systems and procedures described in the financial procedure manual (even in the absence of staff), and that they are followed.
- To ensure that arrangements are in place to monitor the effectiveness of internal/financial controls.
- Checking that the funds delegated are correct.
- To ensure that all expenditure from sources of earmarked funding is accounted for separately and that funding is used for its intended purpose.

2.5 The Role of the School Business Manager

Responsibilities: (refer to Job Description)

- To assist the Headteacher to prepare the annual budget based on realistic estimates of expenditure and income, including assumptions underpinning the budget. Maintain appropriate working papers.
- To assist the Headteacher in preparing regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To provide monthly budget monitoring information to the Headteacher and cost centre budget holders.
- To ensure that there are sound internal financial controls for the reliability and accuracy of schools' financial transactions.
- To ensure that there are written descriptions of financial systems and procedures which are kept up to date; and all appropriate members of staff are trained in their use.
- To provide financial advice.
- To generate and monitor income for the school.
- To monitor expenditure charged to the school and correct any errors.
- To submit the required FMS reports or equivalent to the Local Authority on a quarterly basis: fund review report, CFR report (showing the balances) and fund allocation audit trail.

2.6 Departmental Budget Holders

Responsibilities:

- To manage the budget delegated.
- To ensure that all goods and services are procured in accordance with the Schools Financial Regulations.
- To ensure that goods and services purchased are in line with the School's Policy.

2.7 Delegated Limits

Item	S&FM Committee	Headteacher
Procurement - Ordering and Payment of Goods and Services	Above £20,000	Less than £20,000
Virements between budget heads	Above £5,000	Less than £5,000

In the absence of the Headteacher the Deputy Headteacher is able to exercise the powers of the above delegation.

In an emergency the Chair of Governors is able to authorise the procurement and payment of goods and services above the delegated limit; this will then go to the Site and Financial Management Committee for ratification.

2.8 Authorised Signatories

The following members of staff are authorised for the finance functions listed, this will be annually reviewed and approved by the Resources Committee:

Job Title	Function	Finance Limit (if applicable)
Co-Headteacher Deputy Head	Authorising orders	**Items up to £20,000**
Co-Headteacher Deputy Head	Authorising payment of invoices/credit notes	
Co-Headteacher Business Manager	Cheque Signatory - School/Private Fund Bank Account	
Co-Headteacher Deputy Head	Petty Cash Claims	
Co-Headteacher Deputy Head	Enhanced Imprest Claims	
Co-Headteacher Business Manager	Payroll - overtime/extra hours	

Co-Headteacher Business Manager	Payroll - Travel/subsistence claims	
Co-Headteacher Business Manager	Insurance claims	
Co-Headteacher Business Manager	Remissions claims (school visits)	

2.9 Procedures

All documentation for accounts and finances will be kept in accordance with the Schools Financial Regulations. A procedure manual has been prepared for all financial systems and is regularly reviewed in accordance with the Schools Financial Regulations. It is available to staff and stored in the school office.

2.10 Minutes

Minutes are taken at all Governing Body and Committee meetings, duly circulated and agreed. The minutes are accurate and include all the necessary information; clearly documenting issues discussed, items agreed and action to be taken.

Committee minutes are presented to the next Governing Body meeting, where they will be agreed as a true record and provide an update to the full Governing Body.

2.11 Register of Business Interests

A register is maintained to record Governors and staff (and their immediate family) business interests, details of any other educational establishments that they govern, and any relationships between school staff and members of the Governing Body. The register is accessible to all, including members of the public via the school's website.

3. Financial Systems and Processes

3.1 Financial Planning

3.1.1

The school has a School Improvement and Development Plan (SIDP), which includes a statement of its educational goals to guide the planning process. The SIDP covers the school's educational priorities and the budget plans for at least three years, showing how the use of resources is linked to the achievement of the school's goals.

3.1.2

A draft medium-term budget (budget projection) is prepared by the Headteacher and Leadership team for approval by the Finance Committee in the autumn term. The medium-term financial plan covers the current year and next three financial years. The plan reflects all the growth and development issues included in the School Improvement

and Development Plan and demonstrates that the SIDP is sustainable, in financial terms. It shows how the school intends to use its resources to achieve the aims and objectives in the SIDP. New initiatives are detailed and fully costed in the either the premises plan or ICT development plan; staffing initiatives are represented and agreed by the staffing committee.

3.1.3

The medium-term budget links the annual budget and the SIDP. The detailed annual budget is based on the first year of the medium-term budget.

3.1.4

A draft budget is prepared by the Headteacher, School Business Manager and Financial Support and presented to the Finance Committee in the spring term. The annual budget is based on building up budgets from a zero budget. The assumptions and calculations to produce the annual budget are clearly documented and retained in the relevant file. The budget is based on realistic estimates of all expected expenditure and income, including grant income and school fund contributions, so that planned expenditure does not exceed the available budget and takes account of all relevant conditions laid down by Section 3 in the Schools Financial Regulations.

3.1.5

The final budget is approved by the Governing Body in May. The Headteacher then forwards the budget, including assumptions underpinning the budget and estimated balances brought forward to the Chief Financial Officer, no later than 1 June, in the approved format. The Headteacher and Chair of Governors authorise the budget by submitting a signed form with the budget plan.

3.1.6

The budget is analysed over cost centres to ensure effective financial control.

3.1.7

A budget is regularly reviewed (including a thorough review in the autumn term) by the Headteacher and changes proposed presented to the Finance Committee. Any revisions to the budget are approved by the Finance Committee, entered onto the school's FMS system and submitted to the Local Authority at least on a quarterly basis.

3.1.8

To aid in-year budget monitoring the annual budget is profiled over the year, estimating the amount of income/expenditure that will fall in each month. The budget is monitored using the percentage-spent reports and therefore the budget is profiled into equal twelfths.

3.1.9

Expenditure is only incurred where there is budget allocated.

3.1.10

If the school is intending to set a deficit budget this will be agreed by the Local Authority and in accordance with the Schools Financial Regulations.

3.1.11

Any budget surpluses are earmarked for specific future needs to ensure that pupils benefit from the planned approach to spending that does not deprive them of resources in a given year.

3.2 Budget Monitoring

3.2.1

The budget is closely monitored, comparing actual income and expenditure to the budget on a regular basis throughout the financial year. Variances are reviewed to highlight any problems and identify if remedial action is required.

3.2.2

The Headteacher regularly reviews the school's expenditure and income against the budget, to ensure that financial performance is on target. The School Business manager co- ordinates the day to day monitoring of the budget.

3.2.3

The Headteacher and School Business Manager produce budget monitoring reports for the Finance Committee termly, showing income and expenditure against budget. In accordance with point 3.1.7 of the Finance Policy, the budget is updated and reflects the anticipated year-end balance. The report is reconciled to the school's financial records, which are fully reconciled to the Local Authority's financial records. The reports include all known commitments and creditors. The monitoring report identifies significant variances between the actual income/expenditure and budget. The reasons behind these variances are investigated and documented; corrective action is taken as appropriate and recorded.

3.2.4

Departmental budget holders are nominated by the Headteacher and School Business Manager (members of staff nominated are shown in 1.9 departmental budget holders). The total curriculum budget is allocated to departmental budget holders on an agreed formula. There should not be any overspends of the budget. Carry forwards of any unspent balances are agreed with the Headteacher. A copy of this Finance Policy is provided to all departmental budget holders.

3.2.5

Departmental budget holders receive monthly reports detailing actual expenditure and commitments against budget for their area of responsibility. Individual budget holders review the budget position and take remedial action where necessary. The review results are communicated to the Headteacher, who assesses the adequacy of the review and takes remedial action where necessary.

3.2.6

The Headteacher is authorised to vire between budget headings amounts under £10,000, without seeking approval from the Finance Committee (as detailed in 2.7 delegated limits). The Finance Committee, before implementation, approves any virements above

this limit. The virements are input onto the Schools FMS system and submitted to the Local Authority in the approved format.

3.3 Efficiency and Value for Money

The Governing Body has regard to the principles of best value when making decisions about how the available resources to the school are to be utilised.

3.4 Statement of Internal Control

3.4.1

After the close of each financial year a Statement of Internal Control is prepared covering the preceding 12 months. Once approved and signed, a copy of the statement is sent to the Local Authority

3.4.2

In order to monitor the effectiveness of internal & financial controls, the Headteacher has implemented a self-assessment framework.

3.4.3

In the absence of an internal audit report, the results of self-assessments are the primary source of evidence used to support the conclusions contained in the Statement of Internal Control.

3.4.4

The Finance Committee prior to the approval and signing of the Statement of Internal Control considers the results of the self-assessments.

3.4.5

The Finance Committee monitors the implementation of improvement actions included in the Statement of Internal Control.

4. Purchasing

4.1 Suppliers/Contracts

4.1.1

The school ensures that suppliers are decided upon in line with guidance from the Local Authority 's Strategic Procurement Team, Best Value principles and the Contract Procedure Rules in the Schools Financial Regulations.

4.1.2

The purchase of goods, services and works is undertaken in line with the Local Authority's Contract Procedure Rules and Financial Regulations as detailed in the section “Compliance with Contract Procedure Rules" in the Schools Financial Regulations.

4.1.3

The school always considers price, quality and fitness for purpose when purchasing goods and services.

4.1.4

If required the school publishes a Procurement plan in accordance with the Schools Financial Regulations. (Sections 17.13-17.16).

4.1.5

Leasing arrangements are only entered into after seeking advice from the Local Authority's leasing advisory service. Only operating leases are permitted; finance leases are prohibited by the Scheme for Financing Schools.

4.1.6

Any deferred or advance payment agreement requires prior approval from the Local Authority.

4.1.7

The Headteacher ensures that there is adequate budgetary provision for charges arising from a leasing agreement for the duration of the agreement.

4.1.8

Any payment agreement or disposal of assets is in line with the Schools Financial Regulations.

4.1.9

The school follows the financial thresholds as detailed in the Schools Financial Regulations section "Procedures for Letting Contracts".

4.1.10

The authorised officer procuring the goods/services ensures the following are obtained.

Procurement Level	**Financial Threshold** (£)	**Procurement Requirement**
Low Value Procurement	Up to £10,000	Corporate Contract or a minimum of one verbal quotation from suitable suppliers followed by written confirmation.
	£10,000 to £25,000	Corporate Contract or a minimum of three verbal quotations from suitable suppliers followed up by written confirmation. In-house provider invited to quote.
Intermediate Value Procurement	£25,000 to £164,176	Corporate Contract or a minimum of three written quotes. In-house provider invited to quote.
High Value Procurement	Contracts £164,176 for Goods and Services.	Formal Tender process **unless** an in-house provider, appropriate Corporate Contract or available framework exists.

EU Procurement	Current EU thresholds: Contracts over £164,176 for Goods and Services. £589,148 for contracts subject to the Light Touch Regime and £4,104,394 for Works.	Full EU Tender **unless** an in- house provider, appropriate Corporate Contract or available framework exists.

4.1.11

Where procurement requirements cannot be met, e.g. the minimum number of quotes has not been obtained, a waiver must be completed and signed by both Co-Headteachers and presented to the governing body.

4.1.12

The authorising officer determines whether conditions detailed in section 17.22 of the Schools Financial Regulations would mean that the previous requirements do not apply to contracts below £164,176.

4.1.13

If it is not practical to meet the Contract Procedure Rules, the reasons for not doing so are reported to the Finance Committee and included in the minutes.

4.1.14

When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance Committee and included in the minutes.

4.2 Purchase Orders

4.2.1

Official orders are issued for all goods and services except utilities, post office, telephone accounts, rent, council tax, business rates and petty cash purchases, or if the purchase is made using an officially authorised Purchasing Card. This includes telephoned orders as detailed in the Schools Financial Regulations, Section 8.1 - 8.9. Where a Purchasing Card is used, procedures detailed in the Purchasing Card Procedures Guides are adhered to in order to ensure adequate levels of control and probity.

4.2.2

Official orders are uniquely identifiable.

4.2.3

The officer completing the order ensures that the order specifies the nature and quantity of the works, goods or services required and any relevant contract or agreed prices to facilitate accurate checking of deliveries, invoices and entering payment on the financial management system.

4.2.4

The authorised members of staff check that the goods ordered are appropriate and needed, and that there is adequate budget provision before signing the order.

4.2.5

An up to date record of the names of staff authorised to sign orders is maintained (2.8 Authorised Signatories). The Governing Body approves the list, and the names are recorded in the minutes.

4.2.6

Prior approval from the Governing Body is obtained for all expenditure above the limit determined; see 2.7 of this policy for the delegated limits.

4.2.7

There is always separation of responsibility between staff raising orders and staff responsible for authorising orders.

4.2.8

All orders are entered on the schools financial to ensure that commitments against budgets can be monitored.

4.2.9

Orders are not used to purchase items for private and personal use.

4.2.10

Where contracts are required they are drawn up in line with the specifications in the Schools Financial Regulations, "Form of Contract", sections 17.54-17.61.

4.3 Delivery of goods

4.3.1

All goods and services are checked on receipt, against the copy order and goods received note for quantity and quality.

4.3.2

The checking officer (Office staff or caretakers) is different from the officer who signed the order Headteacher or School Business Manager.

4.3.3

The copy order is signed to record receipt and the goods received note attached to the order.

4.4 Payment of Invoices

4.4.1

Invoices are matched to the appropriate copy order and delivery note by the School Business Manager this is checked for accuracy of quality, price calculations and VAT.

4.4.2

An appropriately completed coding slip is attached and the copy order marked with the details of the invoice and date passed for payment.

4.4.3

The processing of invoices, completion of coding slip and batching is carried out in accordance with the Section 8 of the Schools Financial Regulations. (invoices are submitted electronically as per 8.35 of the Schools Financial Regulations).

4.4.4

All invoices are authorised by the member(s) of staff approved by the Governing Body. The member(s) of staff are as listed in 2.8 of this policy.

4.4.5

The names of members of staff authorised to sign invoices are sent to the Accounts Payable Team together with specimen signatures.

4.4.6

There is segregation of duties between the raising of orders and the authorising of payments.

4.4.7

Invoices are submitted to the Accounts Payable Team as soon as possible to meet the payment target of 30 days.

4.4.8

The payment details are entered into the financial record against the order commitment by the School Business Manager. This is not the same person that signed the order, or the same person that checked the receipt of goods and services.

4.4.9

School funded purchases are dealt with as detailed in the Schools Financial Regulations, Payment of Accounts Section 8.36.

4.5 Purchase Cards

4.5.1

The Governing Body/Resources Committee will approve the use of purchase cards by members of staff, for the purposes of the school. The guidelines detailed in section 1O of the Schools Financial Regulations will be considered.

4.5.2

A maximum value for individual transactions and monthly expenditure limits will be agreed for each card.

4.5.3

The purchase cards for Gascoigne Primary School cardholder details and the associated limits are detailed in the table below.

Job Title	Individual Transaction Limit	Monthly Limit
School Business Manager	£1000	£5000

4.5.4

Purchase cards will be used in accordance with 10.3 and 10.4 of the Schools Financial Regulations, and any misuse will be reported to the Governing Body, who will then take necessary action. Only the named cardholder will use a purchase card.

4.5.5

Orders relating to purchase cards are raised and authorised, transactions recorded on FMS and receipts/invoices retained for reference and checked to the card statements each month.

4.5.6

Duties will be appropriately segregated - transactions must not be reconciled and approved by the same individual. The designated person responsible for reconciling the card transactions is the School Business Manager and Headteacher.

4.5.7

All purchase cards are kept safely; loss of any card will be reported to the Procurement team. Cards no longer in use will be destroyed in accordance with 10.12 of the Schools Financial Regulations.

4.5.8

The Headteacher will ensure no type of pay emolument or subsistence expense is made from a purchase card.

4.5.9

It is not permissible for a personal debit/credit card to be used to make school purchases. Staff will also refrain from using loyalty cards when making purchases for the school as there should be no personal benefit gained from such purchases.

5. V.A.T Requirements

5.1

The guidelines on the accounting of V.A.T., as detailed in section 11 of the Schools Financial Regulations, are followed for all income and expenditure.

5.2

V.A.T. is only reclaimed on tax invoices for supplies direct to the school for which the school retains ownership.

5.3

V.A.T. is only reclaimed where a properly constituted V.A.T. invoice is received, in accordance with Section 11.6 of the Schools Financial Regulations.

5.4

All finance and administrative staff are made aware of the requirements for V.A.T.

5.5

Where advance payments are required the procedure for V.A.T. is followed in accordance with Section 11.17 of the Schools Financial Regulations.

6. Petty Cash Account

6.1

The School Business Manager is responsible for the petty cash account; acceptance is evidenced by signature. Only authorised members of staff have access to petty cash.

6.2

The School Business Manager gives the Governing Body a signed certificate confirming the amount of the petty cash account.

6.3

The School Business Manager who operates the account, does not authorise expenditure.

6.4

Payments from petty cash account are made for minor items and records kept as detailed in the Schools Financial regulations.

6.5

Personal cheques are not cashed from the petty cash.

6.6

VAT receipts support all payments and vouchers, are signed for by the recipient and counter signed by the authorised member of staff.

6.7

VAT invoices/receipts are requested where required to enable the Local Authority to reclaim the VAT.

6.8

The cash float is held in the safe and restricted to the authorised member of staff.

6.9

No payroll or expense claims are paid from the petty cash account.

6.10

The use of personal credit or debit cards by members of staff to make purchases is not permitted.

6.11

Personal loyalty cards are not be used under any circumstances. However, a loyalty card registered in the school's name can be used if agreed by the Governing Body/Resources Committee.

6.12

Alcohol will not be purchased under any circumstances.

6.13

The School Business Manager ensures that no income received on behalf of the school is paid into a petty cash account.

6.14

When a claim for reimbursement is submitted, details of expenditure, coding and VAT are entered onto the claim form.

6.15

The petty cash float is reconciled by the School Business Manager at the time of the claim. The total claim plus balance of cash in hand (plus any receipts paid but not on the claim) is checked to the petty cash float.

6.16

The completed claim form is authorised by a senior member of staff who is not the member of staff responsible for the petty cash account (see 1.8 for a list of Authorised signatories).

6.17

The Headteacher ensures that, whenever there is a change of responsible member of staff, the petty cash account is balanced and the cash holding agreed before being passed on to the new responsible member of staff whose acceptance is evidenced by their signatures.

6.18

The School Business Manager must ensure that all the conditions detailed in section 9 of the Schools Financial Regulations are adhered to when operating the petty cash account.

7. Income

7.1

The School Business Manager ensures that estimates for all income are included in the budget and that all income due to the school is collected.

7.2

The charging policy for goods and services supplied by the school is shown in Appendix C, which considers the guidance in section 5.4 of the Schools Financial Regulations and Annex D of the Scheme for Financing Schools.

7.3

All lettings are authorised by the School Business Manager in accordance with the policy determined by the Governing Body, and recorded in a diary or register, which is stored online.

7.4

Lettings are only available via a formal hire agreement, signed by the hirer.

7.5

Wherever possible income is collected in advance of the letting the arrangements for the control and accounting of income are in accordance with the Income section (5.6) of the Schools Financial Regulations.

7.6

The School Business Manager identifies income due to the school; full details of all expected income are kept in the finance income and expenses file located in the office. The School Business Manager is responsible for collecting and banking income.

7.7

Where invoices are required they are issued within 30 days and in accordance with V.A.T requirements.

7.8

For income received an official pre-numbered receipt is issued with a signature, other records are maintained for small amounts of income.

7.9

Receipts are securely stored, in finance and income and expenses file in the office and spoiled cheques are cancelled and retained for complete records.

7.10

Cash and cheques are locked in the fireproof safe and do not exceed the agreed insurance limits.

7.11

All money received is reconciled to the accounting records and banked (or collected by a security company) every month in accordance with the Income section (5.10-5.18) of the Schools Financial regulations.

7.12

No personal cheques or postal orders are cashed out of money collected.

7.13

The debt recovery policy for the school is in accordance with writing off bad debts (5.19-5.23) in the Schools Financial regulations.

8. Insurance

8.1

Insurance cover is at least as good as the minimum cover arranged by the Local Authority and that the sums insured are commensurate with the risk.

8.2

The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.

8.3

All employees of the school are included in suitable fidelity guarantee insurance.

8.4

The School Business Manager notifies the insurers or the Local Authority of all new risks, property, equipment and vehicles that require insurance, or of any other alteration affecting insurance

8.5

The School Business Manager immediately informs the insurers or the Local Authority of all accidents, losses and other incidents that may give rise to an insurance claim within twenty-four hours of the occurrence.

9. School Assets – Inventory

9.1

The School Business Manager maintains an up to date inventory of furniture, fittings and equipment, plant and machinery, vehicles and computer hardware and software in accordance with Schools Financial Regulations Section 7. All new additions/purchases of, or collection of similar items valued at more than £2000 and items of a lesser value that are attractive and portable are recorded in the inventory system (FMS equipment register)

9.2

Where responsibility for inventory is assigned to members of staff, IT equipment, these are listed below.

9.3

All attractive and portable assets e.g. computer and electrical equipment, are security marked by the ICT Team to show as belonging to the school.

9.4

The ICT Team carries out an annual check of inventory items, in July/August. Any discrepancies between the asset register and actual items are investigated and a report presented to the Resources Committee/Governing Body.

9.5

A report will be prepared by the Headteacher and presented to the Governing Body annually on school assets in accordance with the Schools Financial Regulations (Section 7.4).

9.6

All items taken off premises are signed for and recorded in the office and insurance requirements are complied with.

9.7

Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Governing Body.

9.8

Surplus or redundant items are disposed of in accordance with the Schools Financial Regulations (Sections 7.8 & 7.9)

9.9

Stocks of consumables will be kept securely with access limited to the member of staff responsible for issues, and it will be ensured that levels of stock are not in excess of normal requirements.

10. Payroll

10.1

Appointments are made in accordance with the regulations of the Local Authority (Schools Financial Regulations Section 12), and approved establishments grades and scale of pay.

10.2

The Headteacher notifies the Office Manager and School Business Manager as soon as possible of all matters affecting payments. In particular those detailed in the Schools Financial Regulations, Payroll Section (12.2)

10.3

A valid National Insurance Number is received at the time of new employee's selection.

10.4

More than one person carries out checking and authorising documents and claims relating to appointments, terminations of employment and expenses.

10.5

Pay documents are completed and certified as detailed in the Schools Financial Regulations section 12.

10.6

Only authorised members of staff have access to personnel files.

10.7

The names of members of staff authorised to sign time records and other pay documents are sent to Payroll together with specimen signatures. All changes to this list will also be notified.

10.8

All payments of travel and subsistence allowances are made through the payroll system and not through petty cash or Imprest accounts.

10.9

Careful consideration is given to the employment status of individuals employed on a self-employed consultant or subcontract basis and advice is sought from the Human Resources team.

10.10

An up to date list of staff employed is maintained by the School Business Manager and is available from the office.

10.11

The School Business Manager will inform the Human Resources of the details of any employee benefits in-kind.

10.12

Checks are made on the monthly e5 reports to ensure that employees listed are actually employed by the school by the School Business Manager, including that old employees have been removed and that staff are being paid the correct rates and allowances.

11. Security Assets

11.1

Proper security is maintained at all times for all buildings, stocks, stores, furniture, plant, vehicles, equipment, cash, etc. in accordance with the Schools Financial Regulations section 13.

11.2

Where security is thought to be defective or where it is considered that special security arrangements may be needed, the Headteacher would notify the Director of Education.

11.3

Keys to safes and similar receptacles are stored securely on the premises. The loss of such keys will be reported to the Headteacher/Chair of Governors.

11.4

The maximum limit for cash holdings will be agreed with the Governing Body and this limit will not be exceeded without the express agreement of the Chair of Governors.

12. Data Security

12.1

The Governing Body and the Headteacher are responsible for registering, with the Data Protection Registrar, the details of the personal information kept, the purposes to which it is applied and to whom it may be disclosed in respect of information stored manually or electronically, to which the UK General Data Protection Regulation Act applies.

12.2

The Headteacher and Governing Body are responsible for making arrangements to ensure Gascoigne Primary School is compliant with the Local Authority's Information Security Policy.

12.3

Computer systems used for financial management are protected by password security to ensure that only authorised members of staff have access. Passwords are changed on a regular basis.

12.4

Passwords are cancelled or changed when a member of staff leaves.

12.5

The School Business Manager will ensure that data is backed up on a regular basis, and that back up devices are clearly labelled and kept in a fireproof safe, or securely offsite.

12.6

Back up devices are not kept near the server in case of fire.

12.7

The School Business Manager will establish a recovery plan to ensure continuity of financial administration in case of emergency.

12.8

To protect against viruses only authorised software is used and anti-virus software is up to date.

12.9

All software used is correctly licensed and all copyright laws observed.

12.10

Computer facilities are only used for authorised purposes.

13. School Voluntary & Private Funds

13.1

The systems and procedures are in accordance with the Scheme for Financing Schools 2.8 and Section 16 of the Schools Financial Regulations.

13.2

The Governing Body will agree a mission statement for the Funds and publish this on the school's website.

13.3

Regular reports on the balance and use of the Funds will be presented to the Resources Committee.

13.4

The School Business Manager is the Treasurer, who is independent to the person accounting for the schools delegated budget. The accounting procedures mirror those for the schools delegated budget.

13.5

The independent auditor of the operation of the funds is Mr Trevor Watson. Annual accounts and balance sheet are produced for the audit.

13.6

All Cheques are signed by two authorised cheque signatories (see 1.8 for list of authorised signatories).

13.7

Proper income and expenditure records are kept, which are clearly separated from delegated budget records, and no income due to the delegated budget is paid into the Fund.

13.8

Numbered receipts are issued for any donations or income entering voluntary funds to provide audit evidence and to reduce the possibility of theft and copies kept.

13.9

There is separation of duties between the collecting, recording and banking of School Funds. Duties are assigned as follows:

13.10

The School Business Manager regularly banks income [monthly if any income has been received], maintains fund records and reconciles the bank statements, (monthly)

13.11

The audited accounts and the auditor's certificate are presented to the Governing Body as soon as possible after the accounting year for the fund, and an audit certificate, signed by the Headteacher and the Auditor, are forwarded to the Local Authority within 4 months of the year-end.

13.12

There is adequate insurance cover for School Fund losses (LBBD).

14. Lost Property

14.1

All arrangements for the administration of lost property found on the school premises will be made by the Office Manager and Assistant Office Manager.

14.2

A lost property register will be maintained by the Office Manager for all items irrespective of value. The register will contain all relevant information as per 14.2 of the Schools Financial Regulations.

14.3

The Office Manager and Assistant Office Manager are responsible for storing all lost property securely and ensuring items are cross-referenced to the lost property register.

14.4

Where the owner of an item is known, communication will continue until a time when the Headteacher deems the storage of the item to be impractical. Where the owner is not known, the item will be kept for at least one month (perhaps longer for valuable items) whilst attempts are made to ascertain the owner.

14.5

Items returned to their owners will be signed for in the lost property register.

14.6

Sale or disposal of lost property items will take place in accordance with 14.7 and 14.8 of the Schools Financial Regulations and all actions taken will be recorded accurately in the lost property register.

14.7

Proceeds from the sale of any item not claimed should be paid into the official School Fund and utilised as agreed by the Governing Board.

Appendix A

Committee Membership Details

Full Governing Body

Position	Name
Chair	Mrs Abidah Kamali
Vice Chair	Mrs Sharon Green
Parent Governor	Mr Nasim Haider
Parent Governor	Mrs Monsurat Adesina
LA Appointed Governor	Mrs Regina Rahman
Co-opted Governor	Mrs Marie Ziane
Co-opted Governor	Mr Jamil Khan
Co-opted Governor	Mrs Paula Thornton
Co-opted Governor	Ms Samantha O'Hara
Co-opted Governor	Ms Lola Fadojutimi
Co-opted Governor	Dr Stephen Addison
Staff Governor	Mr Ashvin Sreetharan
Co-Headteachers	Mr James Fox Mrs Anre Buchner
Clerk	Mrs Stacey Fountain
Advisor	Mr Paul Vickery
Advisor	Mr Richard Puttnam

Financial & Resources Committee

Position	Name
Chair	Mrs Sharon Green
Member	Mr Nasim Haider
Member	Mrs Regina Rahman
Member	Mrs Paula Thornton
Member	Mr Jamil Khan
Member	Mrs Anre Buchner
Advisor	Mr Richard Puttnam

Clerk	Mrs Stacey Fountain

Quality of Education Committee

Position	Name
Member	Mrs Abidah Kamali
Member	Mrs Monsurat Adesina
Member	Mrs Marie Ziane
Chair	Ms Samantha O'Hara
Member	Ms Lola Fadojutimi
Member	Dr Stephen Addison
Member	Mr Ashvin Sreetharan
Member	Mr James Fox
Advisor	Mr Paul Vickery
Minute Taker	Ms Eugenie Augustin

Timetable of Governing Body and Finance Committee Meetings

Meeting	Timetable
Full Governing Body	Termly
Finance & Resources Committee	Termly/Additional meetings when required
Quality of Education Committee	Termly

Clerking Arrangements

The Governing Body is clerked by Mrs Stacey Fountain.

The Finance & Resources Committee is clerked by Mrs Stacey Fountain.

The Quality of Education Committee is minuted by Ms Eugenie Augustin

Appendix B

Frequency of financial information presented

Financial Information	**Governing Body**	**Resources Committee**
Medium-term Budget; including assumptions used to calculate (forecast pupil numbers, expected income etc.)	Annually	Annually (reviewed when required)
Annual Budget Report; including assumptions underpinning the budget.	Annually	Annually (reviewed when required)
Budget Monitoring Report; showing expenditure (including commitments) and income compared to the approved budget; explanation of significant variances and actions to be taken.	Termly	At least termly
Benchmarking Information (Financial Analysis Pack); including a summary of the differences and action to be taken.		Annually
Traded Services Buy Back Information; including a review of the costs and quality.		Annually
Consistent Financial Report (CFR)		Annually
Charging (lettings etc.) and remissions policy		Annually
Statement of Internal Control		Annually
Financial Risk Assessment		Annually
Report on the School Assets		Annually
School Financial Value Standard (SFVS) action plan monitoring	At each meeting	At each meeting
School Financial Value Standard (SFVS) approval	Annually	Annually

Finance Committee Financial Management Timetable

Spring Term

- Consider and approve the annual budget and spending plan.
- Consider the charging (including lettings) and remissions policy for the next financial year
- Review the Local Authority traded services in terms of cost and quality; approve the buy- back form for submission to the Local Authority.
- Annual review and approval of staff signatures.
- Consider the procurement plan for goods above £10,000.
- Complete SFVS return (delegated to the Finance Committee), present report to full Governing Body, Chair of Governing Body to sign the return.

Summer Term

- Consider outturn statement (Consistent Financial Report) and evaluate last year's performance.
- Carry out a financial risk assessment; including identification of issues and actions to be taken.
- Annual review of the Statement of Internal Control and agreement given to the representative to sign (signature will be provided following receipt of the audit report).
- Report presented on the school's assets in accordance with the Schools Financial Regulations (Section 7.4).

Autumn Term

- Consider the financial analysis pack supplied by the Local Authority and national benchmarking data.
- Consider the medium-term budget for the forthcoming year and next two financial years. The plan should show that in terms of finance the School Improvement and Development Plan is affordable.
- Update the annual budget to reflect any known changes e.g. staffing changes.
- Annual review and approval of the Finance Policy.

Throughout the Year

- At least termly consider the budget monitoring report (non-bank account only - reconciled to the Local Authority's reports), comparing expenditure and income (including sums committed) to the approved budget. Consider if any budget revisions are required and obtain Governing Body approval where required.
- Medium-term budget can be set and reviewed throughout the financial year as a result of budget monitoring, School Improvement and Development Plan update, change in forecast pupil numbers etc.
- Consider the financial effect of decisions.
- Approval of orders and payments above the delegated limit.

Annual Tasks where timing is dependent on other factors

- Audit and accounts of the School Fund; timing will be determined by the year-end date. The School Fund should be monitored regularly over the financial year. The mission statement should also be reviewed annually.
- Discuss audit recommendations and identify actions to be taken.

Information supplied to the Local Authority

The following information is supplied to the Local Authority in accordance with the Scheme for Financing Schools and the Schools Financial Regulations:

Annual budget plan, including assumptions	1 June
Consistent Financial Reporting Return	Mid-June (as advised each year)
Budget revisions	At least every three months
Traded Services Buy Back Form	As specified by the brochure
School Fund Audit	Within 4 months after the year end
Quarterly Financial Reports per 3.28 of the Schools Financial Regulations	3 weeks after receipt of the end of quarter e5 reports
Final Accounts information	In accordance with final accounts timetable
Petty Cash Claim Forms	As and when required
Petty Cash Reconciliation Forms Statement of Internal Control (SIC) School Financial Value Standard (SFVS)	In accordance with final accounts timetable Before the end of the Summer term By 31st March.