



Finance Policy

Document Control

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Statement of Intent:

This finance policy has been drafted to:

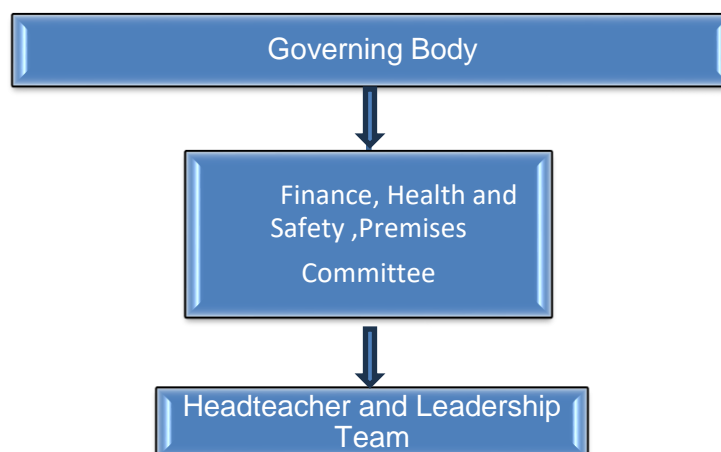
- a. Set out in writing the roles and responsibilities of the Governing Body, its committees, the Headteacher and other staff in relation to financial decision-making and administration. This allows the Governing Body to ensure adequate systems of financial control are in place and that it receives the 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.
- b. Set out the policies of the school in terms of the financial systems and procedures.

1. Governance

The Governing Body has a strategic role in the financial management in schools; alongside the Headteacher 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.

1.1 Financial Organisational Structure



The following committee structure is in place at Saltersgate Infant School:

- Finance, Health and Safety Premises (including H&S) Committee
- HR Committee includes staffing, pay and the Headteacher's Performance Management
- Staff Discipline Committee
- Staff Disciplinary Appeals Committee
- Parental Complaints Committee
- Pay Appeals Committee
- Pupil Discipline 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, Finance and Sites and Premises Committee (including H&S), Headteacher/Leadership Team and School Business Manager are aligned with those agreed at the school's AGM; if they do not, amendments will be made and re-approval sought, if necessary.

The role of the Governing Body is a strategic one, its key functions are:

- set the aims and objectives for the school ensuring clarity of vision, ethos and strategic direction
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- holding school leaders to account for the educational performance of the school and its pupils and the performance management of staff
- overseeing the financial performance of the school ensuring money is well spent
- be a source of challenge and support to the Headteacher.

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the Governing Body.

GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It sets its aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice-Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year

- Appoint or remove the clerk
- Elect a Chair or Co-Chair and Vice-Chairs
- Advise all parents of any parent Governor vacancies, all staff of staff Governor vacancies and to appoint co-opted Governors
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form/School Improvement Plan/Governor Action Plan
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Headteacher or School Reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance and punctuality of pupils/staff/Governors
- Review, adopt and monitor statutory and school specific policies in line with the review schedule and ensure that all staff are aware of them
- Annually review and approve the implementation of the following policies:
 - Anti-Fraud and Corruption Policy.
 - Whistleblowing Policy.
- Agree Curriculum plans
- Agree and monitor pupil performance targets and progress towards them for all pupils
- If required, consider the suspension or removal of a Governor
- Provide induction and mentoring for new Governors
- Ensure Governors visit school in line with their area of responsibility and the Governors' Visit Policy and feedback at Governing Body meetings
- Review and adopt the procedures for dealing with complaints from parents/carers and feedback on any compliments and complaints at the Governing Body meeting.
- Annually appoint Governors to the statutory responsibilities of Safeguarding and Special Educational Needs and Disability Governor, and agree other individual responsibilities in line with the current school development priorities and appoint appropriate Governors.
- Ensure at least 2 Governors are appointed and trained to complete the Headteacher's Performance Management and appoint the External Adviser.
- Maintain and update annually a file of business and pecuniary interest declarations
- Review annually the delegation of functions and committee structure
- Review annually the skills of Governors via a skills audit and identify any training needs
- Organise support and training for Governors
- Determine the arrangements for the appointment of the Headteacher and Assistant/Deputy Headteacher
- Determine the vision, aims and values of the school
- Have a strategic oversight of the school
- Ensure that the school is meeting statutory requirements with regard to the curriculum and evaluate its impact to ensure that the curriculum is meeting the needs of all pupils.
- Support and monitor the targets and objectives of the School Improvement Plan and evaluate the impact.
- Consider standards of teaching via teacher assessment data and to ensure that provision is made for the continuing professional development (CPD) of teaching staff
- Monitor the implementation of the school's Inclusion Policy

- Monitor the progress of and impact of the School Improvement Plan, Post Ofsted Action Plan and any Local Authority Plans and External Reports and termly School Improvement priorities
- Consider the well-being of all staff
- Seek feedback/views from the community and all stakeholders
- Monitor and evaluate the school's extra-curricular activities.
- Monitor and review relevant policies and procedures as per the schedule.
- Approve the school's annual procurement plan.
- Annually review the school's Finance Policy for approval by the Governing Body.
- Approve and submit the school's SFVS return and subsequently monitor the progress of any improvements actions.
- School Visits - To fulfil the responsibilities the Governing Body of a LA community school must:
 - adopt the Local Authority guidance regarding off-site visits
 - approve and review the policy of the establishment in respect of off-site educational visits and activities
 - have an overview of the visits that are taking place with the establishment and if they feel it necessary, be involved in the 'in-house' approval of any Category 'C' visits in the role of a 'critical friend'.

FINANCE AND SITES AND PREMISES (including H&S) COMMITTEE

To determine any other matters referred to the Committee by the Governing Body or LA.

Finance and Sites and Premises (including H&S) Committee

- To set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan.
- To ensure that the school's delegated budget is administered in accordance with the LA's Scheme for Financing Schools.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Improvement Plan (SIP). 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 within the Headteacher's delegated limits.
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, 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 Doncaster School's 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 Doncaster School's Financial Regulations.
- Appointment of an auditor that is independent of the operation of the funds.
- 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 of £5000.
- To approve all expenditure and procurement in excess of the Headteacher's delegated limits.
- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.
- Consider and approve the Local Authority traded services buy-back decisions.
- To ensure that the financial procedures are documented, regularly reviewed and approved on an annual basis.
- Consider and approve the authorised signatories.
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.
- Consider and adopt the Doncaster School's Financial Regulations and the Scheme for Financing Schools.
- To ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary.
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self-assessment.
- Consider and approve the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To annually prepare the School Financial Value Standard return and supporting evidence for approval by the Governing Body.
 - Resource any professional development implications arising from the priorities of the School Improvement Plan.

Sites & Premises, Health and Safety

- Monitor the condition of the school premises and monitor the repairs and maintenance budget.
- Draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the Governing Body.
- Agree the lettings and charges policy for the use of school premises.
- Keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- To monitor all aspects of Health and Safety including the appropriate policies and risk assessments, exercising responsibility as defined in the LA Safety Policy, ensure that all statutory testing such as Portable Appliance Testing (PAT) and water safety (Legionella) testing is undertaken satisfactorily and to include road safety problems.

1.2 Headteacher/Leadership Team

Role:

The Headteacher is 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 Finance and Sites and Premises Committee, including assumptions underpinning the budget.
- To submit the approved budget to the Local Authority no later than 1 May 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 and Sites and Premises 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 Finance and Sites and Premises Committee meets their requirements; they are timely, accurate, understandable etc.
- To report to the Finance and Sites and Premises 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 DfE 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.

1.3 School Business Manager

Responsibilities

- 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.

1.4 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.

1.5 Delegated Limits

Item	Finance and Sites & Premises (including H&S) Committee	Headteacher
Procurement – Ordering and Payment of Goods and Services	Above £5,000	Less than £5,000
Virements between budget heads	Above £5,000	Less than £5,000

In the absence of the Headteacher the Assistant Headteachers are 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 Finance and Sites and Premises Committee for ratification.

1.6 Authorised Signatories

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

Name	Job Title	Function	Finance Limit (if applicable)
E Anderson R Wolfe C Mitchell	Headteacher Deputy Headteacher Business Manager	Authorising orders	Less than £5,000
E Anderson R Wolfe C Mitchell	Headteacher Deputy Headteacher Business Manager	Authorising payment of invoices/credit notes	
E Anderson R Wolfe	Headteacher Deputy Headteacher SLT	Cheque Signatory – School/Private Fund Bank Account	
E Anderson R Wolfe	Headteacher Deputy Headteacher	Petty Cash Claims	
E Anderson C Mitchell	Headteacher Business Manager	Payroll - overtime/extra hours	
E Anderson C Mitchell	Headteacher Business Manager	Payroll - Travel/subsistence claims	
E Anderson	Headteacher	Insurance claims	

R Wolfe C Mitchell	Deputy Headteacher Business Manager		
E Anderson R Wolfe C Mtichell	Headteacher Deputy Headteacher Business Manager	Remissions claims (school visits)	

1.7 Nominated Departmental budget holders

The Headteacher must authorised all departmental spending. Due to the small sums involved, the Senior Leadership Team will allocate funding based on the school's curriculum priorities which is also monitored by the Headteacher and minuted in Senior Leadership Meetings

1.8 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.

1.9 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.

1.10 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.

2 Financial Systems and Processes

2.1 Financial Planning

- 2.11 The school has a School Improvement (SIP), which includes a statement of its educational goals to guide the planning process. The SIP 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.
- 2.12 A medium-term budget (budget projection) is prepared by the Headteacher and Leadership team and submitted to the Chief Financial Officer by no later than 30th June. This projection should be updated in line with budget revisions throughout the financial year. The medium-term budget is submitted for approval by the Finance and Sites and Premises 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 demonstrates that the School Improvement is sustainable, in financial terms. It shows how the school intends to use its resources to achieve the aims and objectives in the School Improvement. New initiatives are detailed and fully costed in either the premises plan or ICT development plan; staffing initiatives are represented and agreed by the staffing committee.
- 2.13 The medium term budget links the annual budget and the School Improvement. The detailed annual budget is based on the first year of the medium-term budget.
- 2.14 A draft budget is prepared by the Headteacher and Leadership team and presented to the Finance and Sites and Premises 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.
- 2.15 The final budget is approved by the Finance and Sites and Premises Committee/Governing Body in April. 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 May, in the approved format. The Headteacher and Chair of Governors authorise the budget by submitting a signed form with the budget plan.
- 2.16 The budget is analysed over cost centres to ensure effective financial control.

- 2.17 A budget is regularly reviewed (including a thorough review in the autumn term) by the Headteacher and changes proposed presented to the Finance and Sites and Premises Committee. Any revisions to the budget are approved by the Finance and Sites and Premises Committee, entered onto the school's FMS system and submitted to the Local Authority at least on a quarterly basis.
- 2.18 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.
- 2.19 Expenditure is only incurred where there is budget allocated.
- 2.20 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.
- 2.21 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.

2.3 Budget Monitoring

- 2.31 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.
- 2.32 The Headteacher regularly reviews the schools 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.
- 2.33 The Headteacher produces budget monitoring reports for the Finance and Sites and Premises Committee termly, showing income and expenditure against budget. In accordance with point 2.1.7 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.
- 2.34 Departmental budget holders are nominated by the Headteacher and Leadership team (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. (The school currently does not have any departmental budget holders as defined in 1.7)

2.35 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. (The school currently does not have any departmental budget holders as defined in 1.7)

2.36 The Headteacher is authorised to vire between budget headings amounts up to £5,000, without seeking approval from the Finance and Sites and Premises Committee (as detailed in 1.6 delegated limits). The Finance and Sites and Premises 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.

2.4 Efficiency and Value for Money

2.41 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.

2.5 Statement of Internal Control

2.51 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, Head of Internal Audit Services.

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

2.53 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.

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

2.55 The Finance and Sites and Premises Committee monitors the implementation of improvement actions included in the Statement of Internal Control.

- 2.56 These refer to the operation of bank accounts. The Governing Body should establish adequate internal control procedures. A serious breach of these financial regulations may result in the withdrawal of the bank account from an individual school.
- 2.57 Individuals should not use their private bank accounts for any payment or receipt related to the schools budget.

Advances of Budget Share Instalments

- 2.58 Advances of the Budget Share are credited to the school's bank account on a monthly basis. The first advance of 12% of budget share (excluding 6th form funding) is paid on the first banking day in April, followed by 8% three days prior to payday in May and for the proceeding ten months. 6th form funding will be paid to maintained schools with 6th form pupils in each advance, the amount paid being equivalent to the amount paid to the Local Authority in that month. Devolved Formula Capital will be paid in the June advance. Pupil Premium will be paid quarterly in arrears as part of the July, October, January and March advances.
- 2.59 Money paid by the Local Authority and held in school accounts remains the property of the Local Authority until spent.

Deduction/Addition from/to the Advance

- 2.60 Where advances are made to schools, a cash reconciliation will be completed at the end of each financial year to establish whether schools have received their full budget allocation. If it is found that schools have been advanced funds in excess of their final budget share, this will be deducted from an advance in the summer term during the next financial year. In the event of schools not having received their full allocation, the amount owing will be included in an advance in the summer term during the next financial year.

Monitoring of Bank Account Schools Income and Expenditure

- 2.61 Schools that operate a bank account are required to send income and expenditure details to the Local Authority as per the Scheme (2.1.2).

Allowable Expenditure

- 2.62 A school's bank account can be used to meet all of that expenditure included in the delegated budget with the following exceptions:
- a. any items relating to unofficial funds, i.e. Parent Teacher Association (PTA) Funds except where specific items for school use are to be financed by donation from unofficial funds;
 - b. any non-Local Authority activities, e.g. the purchase of goods for sale rather than for use by the school or its pupils; and
 - a. School bank accounts cannot be used to meet payments to employees, or persons who may be deemed to be employees, e.g. visiting speakers, including any allowances, traveling and subsistence expenses. These must be dealt with through Payroll to comply with Inland Revenue/HMRC requirements.

Treatment of Income

- 2.63 All official income due to the school is paid into the official school's bank account. The main sources of income are the payment of the advance at monthly intervals and Value Added Tax reimbursements from the Local Authority.
- 2.64 Other income may be generated by the school from sources such as lettings or from contributions towards school expenditure by School funds or donations.
- 2.65 All income, cheques and cash, must be properly receipted by the issue of an official receipt.

Banking Arrangements

- 2.7 Schools may choose their own bank from a list of financial institutions, as set out in the Scheme (3.6.1), approved by the Chief Financial Officer. A school wishing to use any other bank or building society is required to obtain the express approval, in writing, of the Chief Financial Officer.
- 2.71 Schools must notify the Chief Financial Officer of the bank used and the account number of all accounts opened. Details of authorised signatories should also be provided. Any change in the banking details must also be notified to the Chief Financial Officer at least one calendar month before such changes occur.
- 2.72 Schools retain the interest earned on their accounts and bear any charges made by their bank.
- 2.73 Because of the tax status of the Local Authority, interest should be paid gross by the bank without deduction of tax.
- 2.74.1 Schools must not make arrangements for overdrafts, any other form of credit or deferred purchase (this includes the use of finance leases). Banks should be instructed to inform the Chief Financial Officer if an account goes into debit, as this would affect the overall borrowing position of the Local Authority, which is subject to the provisions set out in the Local Government and Housing Act 1989. Governing Bodies may borrow money only with the written permission of the Secretary of State. However, schools can use a limited scheme that has been approved by the Secretary of State without obtaining specific approval.

Procedures for Bank Account Schools applying for a loan

- Whilst schools are monitored and encouraged to work within their budget limits, a situation may arise whereby schools that face a deficit may encounter short-term cash flow problems. In this instance, schools will need to apply to the Local Authority for a short-term loan.
- 2.75 Bank account schools receive 12% of their budget share (excluding 6th form funding) on the first banking day of April, followed by 8% three days prior to pay day in May and for

the proceeding ten months. It is therefore assumed that the maximum period a loan should be required for is one month. However, in exceptional circumstances where schools demonstrate that a loan is required for more than one month due to longer-term deficit problems, consideration will be given on a case-by-case basis.

- 2.76 The application will be approved or rejected within 5 working days and the school will be notified via email of the Chief Financial Officer's decision. In the event of the application being accepted, the school will be informed of the date and amount of money that will be paid into the schools' bank account.
- 2.77 Loans for one month or less:
- a. Headteachers should apply in writing to the Chief Financial Officer at least ten working days before the school needs the money paying into their bank account. The letter should state the amount of money needed and the period that the loan is required for to ensure the school does not overdraw at the bank. Along with the application the school must provide:
 - b. A copy of the latest bank statements (for all accounts)
 - c. A list of un-reconciled cheques
 - d. A cash flow forecast for the remainder of the month; which must include all anticipated income and expenditure on a week-by-week basis.
 - e. A cash flow forecast for the remainder of the financial year, which must include all anticipated income and expenditure on a month by month basis
 - f. A summary of outstanding creditors to be paid before the next advance is due; this must include any outstanding payments due to the Local Authority.

Schools borrowing money from the Local Authority will be charged interest at a daily rate determined by the Local Authority for the period of the loan. The Local Authority calculates interest based on the average investment rate achieved by the Local Authority for the financial year in question. Where the loan is only required short term e.g. until the next monthly advance, the amount borrowed and the interest will be recovered from the next scheduled payment.

- 2.78 Loans for periods in excess of one month:
- a. Head Teachers should apply in writing to the Chief Financial Officer at least 20 working days before the school needs to money paying into their bank account. The letter should state the amount of money needed and the period that the loan is required for to ensure the school does not overdraw at the bank. As a maximum the period of the loan should not exceed three months. Should schools experience cash flow problems for longer than three months; the Head Teacher and Governing Body should consider the viability of remaining as a bank account school. In addition to the application the school must provide:
 - b. A copy of the latest bank statements (for all accounts)
 - c. A list of un-reconciled cheques
 - d. A cash flow forecast for the remainder of the financial year or for next six months, whichever is the longer, this must include all anticipated income and expenditure on a month-by-month basis.
 - e. A summary of outstanding creditors to be paid before the next advance is due; this must include any outstanding payments due to the Local Authority.
 - f. An up-to-date summary of actual income and expenditure
 - g. An up-to-date four-year budget projection

Following approval of the loan the school must provide a cash flow forecast every month for the term of the loan; this must include all anticipated income and expenditure on a week-by-week basis. Interest on the loan will be applied as described under 4.19, however, the amount borrowed and interest incurred will be recovered at a date agreed between the Chief Financial Officer and the Head Teacher but this should not exceed three months.

General Rules for Cheques/payments

- 2.80 Schools should order their own official account cheques from their approved banks. The school should retain cheques securely when not in use.
- 2.81 Any cheque which requires cancellation must be clearly marked "CANCELLED" and retained for management and audit purposes with the counterfoils.
- 2.83 The school should place an immediate stop payment on any cheque lost or misplaced.
- 2.84 Any invoice paid out of the Cheque Book Account should be in the name of the Local Authority and/or the school and be addressed to the school. They should not be privately addressed to any individual or other organisation. (An exception to this would be Assets & Property invoices which are named and addressed to the Local Authority and then forwarded onto schools for payment).
- 2.85 To ensure all transactions can be properly accounted for and to prevent unauthorised withdrawals cash dispensers must not be used.
- 2.86 Paid cheques must be returned to the school by their bankers where available. Banks who request a change to this practice for their own efficiency reasons should offer the facility for cheques to be readily provided on specific request.
- 2.87 The Governing Body should specifically approve limits on the maximum value of any individual transaction.
- 2.89 Schools should keep copies of all electronic receipts and invoices relating to BACS and online payments and should ensure that all such transactions involve trustworthy third-parties and are undertaken with due diligence and care.

Security of Cheques

- 2.9 Cheques must be signed with full signatures, by hand, in manuscript by two members of staff. Governors should not be signatories. Cheques should not be pre-signed. Supporting vouchers must be made available to cheque signatories at the time of signing of cheques. There should be a limited number of authorised signatories. To preserve internal check, they should not be the same staff who authorise orders or certify accounts for payment.
- 2.91 All cheques drawn on the account(s) should be crossed "Not Negotiable - Account Payee Only" to avoid the possibility of improper negotiation of the cheques.
- 2.92 Authorised signatories should not have access to blank cheques or prepare cheques for signature.

Payments into bank accounts

- 2.93 Paying-in books, not individual slips, should be used for banking income. Where cheques are paid in, a record must be kept showing, for each cheque, the name of the drawer, the nature of the income and the amount, and this must be totaled to agree with the total cheques banked.
- 2.94 All income should be banked in full. Each paying-in slip should be signed or initialed by two members of staff to demonstrate that the monies paid in have been double checked.

Terms

- 2.95 Schools may negotiate their own terms with the bank, although advice is available from the Chief Financial Officer if required.

Bank Statements/Bank Reconciliation

- 2.96 Monthly bank reconciliation is an essential internal control to prove that balances are correct, accounts not overdrawn and to provide assurance that the underlying accounts have been properly compiled and are accurate.
- 2.97 The school should obtain bank statements at least monthly and these must be independently reconciled with their accounting records. Discrepancies should be investigated immediately. Schools may wish to receive statements more often to facilitate cash flow management.
- 2.98 All bank reconciliations should be submitted by the person performing the independent reconciliation. Before submission they should be reviewed and certified by someone who understands the reconciliation process via the procedure outlined by the Local Authority (electronic submission of returns).
- 2.99 The LA provides a Bank Reconciliation template for schools to complete which includes guidance notes. As part of this monthly exercise, schools are also required to reconcile all FMS balances to the adjusted cash balance held by the school.

A fully balanced Bank Reconciliation must be submitted each month to the LA. Failure to do so will result in VAT refunds being withheld until the issues are resolved.

- 2.9.1 Where practicable, staff responsible for undertaking bank reconciliations should not be responsible for the processing of receipts or payments.

Investment

- 2.9.2 All funds surplus to immediate requirements should be invested to optimal effect. Schools are able to invest surplus monies in the accounts of financial institutions approved by the Chief Financial Officer (3.6.1 in the Scheme) or with the Local Authority.
- 2.9.3 Interest on these investments is retained by the school and should be paid by the bank without deduction of tax.

Retention of Records

- 2.9.4 To accord with the Statute of Limitations Act, the following records must be kept for the current financial year and the previous six financial years:
- Copy Orders

- Schools detailed accounts
- Signed Delivery Notes
- Paying-in slip stubs/records
- Certified Paid Invoices
- Copy receipt for all income
- Copy Remittance Advices
- Bank statements
- Bank reconciliation statements

2.9.5 Paid cheques returned by the Bank should be filed in number order. Cancelled cheques, clearly marked "CANCELLED", should also be kept in this file, together with their counterfoils. Schools may develop their own system but must ensure that the system is easily identifiable and auditable.

Contractual Liability

2.9.6 Any liability, arising as a result of a school failing to fulfil its contractual commitments or failing to ensure that contract documentation adequately protects the Local Authority's interests, may be charged in full to the school's delegated budget, and be deducted from the next advance payable.

Value Added Tax

2.9.7 In law, the Local Authority remains the registered body for VAT purposes with schools acting as an agent for the Local Authority. Errors made by schools may result in a penalty or interest charge being made against the Local Authority.

2.9.8 Bank Account Schools must provide information for the monthly VAT return in accordance with the deadlines set by the Local Authority. For more information on VAT please refer to section 11 of these regulations.

2.9.9 Any penalties or interest charges incurred by the Local Authority as a result of errors made by the school may be charged to the School's delegated budget, and deducted from the next advance payable.

3 Purchasing

Suppliers/Contracts

3.1 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.

3.2 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.

- 3.3 The school always considers price, quality and fitness for purpose when purchasing goods and services.
- 3.4 If required the school publishes a Procurement plan in accordance with the Schools Financial Regulations. (Sections 17.13-17.16).
- 3.5 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.
- 3.6 Any deferred or advance payment agreement requires prior approval from the Chief Financial Officer.
- 3.7 The Headteacher ensures that there is adequate budgetary provision for charges arising from a leasing agreement for the duration of the agreement.
- 3.8 Any payment agreement or disposal of assets is in line with the Schools Financial Regulations.
- 3.9 The school follows the financial thresholds as detailed in the Schools Financial Regulations section "Procedures for Letting Contracts".
- 3.10 The authorised officer procuring the goods/services ensures the appropriate procurement level is obtained. Financial thresholds and their procurement levels and requirement are shown in Appendix D.
- 3.11 The authorising officer determines whether conditions detailed in section 17.24 of the Schools Financial Regulations would mean that the previous requirements do not apply to contracts below £181,302.
- 3.12 If it is not practical to meet the Contract Procedure Rules, the reasons for not doing so are reported to the Finance and Sites and Premises Committee and included in the minutes.
- 3.13 When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance and Sites and Premises Committee and included in the minutes.

Purchase Orders

- 3.14 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 and emailed 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.

- 3.15 Official orders are uniquely identifiable.
- 3.16 The manual order books are used for CODC (CITY OF DONCASTER COUNCIL) Asset Maintenance and this is kept in a secure location.
- 3.17 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.
- 3.18 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.
- 3.19 An up to date record of the names of staff authorised to sign orders is maintained (1.6 Authorised Signatories). The Governing Body approves the list, and the names are recorded in the minutes.
- 3.20 Prior approval from the Governing Body is obtained for all expenditure above the limit determined; see 1.6 of this policy for the delegated limits.
- 3.21 There is always separation of responsibility between staff raising orders and staff responsible for authorising orders.
- 3.22 All orders are entered on the schools financial system by the Admin Officer to ensure that commitments against budgets can be monitored.
- 3.23 Orders are not used to purchase items for private and personal use.
- 3.24 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.

Delivery of goods

- 3.25 All goods and services are checked on receipt, against the copy order and goods received note for quantity and quality.
- 3.26 Wherever possible the checking officer is different from the officer who signed the order. At times these duties will be performed by the same person due to the size of the school and the small number of staff.

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

Payment of Invoices

3.28 Invoices are matched to the appropriate copy order and delivery note by the Admin Team; this is checked for accuracy of quality, price, calculations and VAT.

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

3.30 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).

3.31 All invoices are authorised by the member(s) of staff approved by the Governing Body. The members of staff are as listed in 1.6 of this policy.

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

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

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

3.35 The payment details are entered into the financial record against the order commitment by the Admin Officer. This could be the same person that signed the order due to the school being a small school and the SBM on a part time contract. Segregation of duties is adhered to by the Headteacher authorising the initial order, one of the Admin Team processing the order on FMS then another person in the team where possible checks the receipt of the goods. The invoices are again processed by the Admin Team and are authorised by another authorised signatory. Another senior member of staff or Governor will internally audit this process annually.

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

Purchasing Cards

3.37 The Headteacher and Governing Body must set a maximum value for individual transactions and a monthly expenditure limit for each card; both of these limits are inclusive of VAT and carriage charges.

3.38 Purchasing cards must not be used:

- a. To make personal purchases or purchases not specifically intended for school use;
- b. If the value of the proposed purchase is outside the single transaction limit, the splitting of purchases to avoid the limit is not permitted;
- c. To make purchases for delivery to non-Local Authority premises;
- d. To make cash withdrawals including foreign currency or travellers' cheques;

3.39 Purchasing cards can only be used for official school purchases and where authorisation has already been given.

3.40 An official order/requisition must be raised and authorised for all card purchases.

3.41 All transactions must be recorded on the schools financial system.

3.42 A VAT receipt / invoice will need to be obtained in order to reclaim the VAT element. (Please refer to the VAT regulations in this document – section 11).

3.43 Receipts must be retained and checked against statements.

3.44 It is the responsibility of the Headteacher to:

- a. Ensure that transaction records are correctly completed and expenditure has been authorised and submitted on a monthly basis. Where the Head teacher is a cardholder a member of the Leadership team should perform this check.
- b. Review purchase card / credit card statements to ensure that purchases are legitimate, ensuring statements are signed by the independent reviewer and retained on file.
- c. All changes to cardholder details have been reported to the Procure to Pay Team or the relevant card provider.

3.45 The transaction records must not be reconciled and approved by the same person.

3.46 It is the responsibility of the cardholder to ensure that the card is kept in a safe place at all times and any loss or theft must be reported immediately to the Procure to Pay Team and the relevant card provider.

3.47 If the cardholder leaves the school, they must:

- a. Headteacher /Business Manager to contact Lloyds bank to cancel the card.
- b. Cut the card into four pieces and destroyed.

3.48 Under no circumstances should the card be used by anyone other than the person named on the front of the card.

3.49 To meet the requirements of HMRC the purchase card must not be used to pay for staff subsistence expenses or to pay any type of emolument, which should properly be accounted for as a payroll item.

- 3.50 Payment by personal credit and debit cards creates problems around ownership, responsibility for VAT, warranties and reimbursement; furthermore, to safeguard the personal credit/debit card details, the use of personal credit/debit cards by members of staff to make purchases is not permissible under any circumstances. Staff should not personally gain from making purchases via Purchase Card, therefore personal loyalty cards must also not be used under any circumstances.

4 V.A.T. requirements

- 4.1 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.
- 4.2 V.A.T. is only reclaimed on tax invoices for supplies direct to the school for which the school retains ownership.
- 4.3 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.
- 4.4 All finance and administrative staff are made aware of the requirements for V.A.T.
- 4.5 Where advance payments are required the procedure for V.A.T. is followed in accordance with Section 11.17 of the Schools Financial Regulations.

5 Petty Cash Account

- 5.1 The Admin Officer is responsible for the petty cash account; acceptance is evidenced by signature. Only authorised members of staff have access to petty cash.
- 5.2 The Admin Officer gives the Chief Financial Officer a signed certificate confirming the amount of the petty cash account.
- 5.3 The Admin Officer, who operates the account, does not authorise expenditure.
- 5.4 Payments from petty cash account are made for minor items and Breakfast Club provisions, records kept as detailed in the Schools Financial regulations.
- 5.5 Personal cheques are not cashed from the petty cash.
- 5.6 VAT receipts support all payments and vouchers, are signed for by the recipient and counter signed by the authorised member of staff.

- 5.7 VAT invoices/receipts are requested where required to enable the Local Authority to reclaim the VAT.
- 5.8 The cash float is held in the safe and restricted to the authorised member of staff.
- 5.9 No payroll or expense claims are paid from the petty cash account.
- 5.10 The use of personal credit or debit cards by members of staff to make purchases is not permitted.
- 5.11 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/Finance and Sites and Premises Committee.
- 5.12 Alcohol will not be purchased under any circumstances.
- 5.13 The Admin Officer ensures that no income received on behalf of the school is paid into a petty cash account.
- 5.14 When a claim for reimbursement is submitted, details of expenditure, coding and VAT are entered onto the claim form.
- 5.15 The petty cash float is reconciled by the Admin Officer 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.
- 5.16 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 1.6 for a list of Authorised signatories).
- 5.17 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.
- 5.18 The Admin Officer must ensure that all the conditions detailed in section 9 of the Schools Financial Regulations are adhered to when operating the petty cash account.

6 Income

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

- 6.2 The charging policy for goods and services supplied by the school is shown in Appendix C, which takes into account the guidance in section 5.4 of the Schools Financial Regulations and Annex D of the Scheme for Financing Schools.
- 6.3 All lettings are authorised by the Headteacher in accordance with the policy determined by the Governing Body, and recorded in a diary or register, which is stored on the school's electronic diary.
- 6.4 Lettings are only available via a formal hire agreement, signed by the hirer.
- 6.5 Wherever possible income is collected in advance of the letting.
- 6.6 The arrangements for the control and accounting of income are in accordance with the Income section (5.6) of the Schools Financial Regulations.
- 6.7 The Business Manager identifies income due to the school; full details of all expected income are kept in the income file located in the school office. The Admin Officer is responsible for collecting and banking income.
- 6.8 Where invoices are required they are issued within 30 days and in accordance with V.A.T requirements.
- 6.9 For income received an official pre-numbered receipt is issued with a signature, other records are maintained for small amounts of income.
- 6.10 Receipts are securely stored, in the safe, and spoiled cheques are cancelled and retained for complete records.
- 6.11 Cash and cheques are locked in the fireproof safe and do not exceed the agreed insurance limits (£2000).
- 6.12 All money received is reconciled to the accounting records and banked in accordance with the Income section (5.10-5.18) of the Schools Financial regulations.
- 6.13 No personal cheques or postal orders are cashed out of money collected.
- 6.14 The debt recovery policy for the school is in accordance with writing off bad debts (5.19-5.23) in the Schools Financial regulations.

7 Insurance

- 7.1 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.

- 7.2 The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.
- 7.3 All employees of the school are included in suitable fidelity guarantee insurance.
- 7.4 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
- 7.5 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.

8 School Assets - Inventory

- 8.1 The Admin Officer 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 £200 and items of a lesser value that are attractive and portable are recorded in the inventory system SG World Asset Management.
- 8.2 Where responsibility for inventory is assigned to members of staff these are listed below:
- Furniture and Fittings – Site Supervisor
 - ICT – ICT Co-Ordinator / Admin Officer
 - PE Equipment – PE Co-Ordinator
 - Musical Instruments – Music Co-Ordinator
- 8.3 All attractive and portable assets e.g. computer and electrical equipment, are security marked by the Site Supervisor to show as belonging to the school.
- 8.4 The Site Supervisor carries out an annual check of inventory items between August and October. Any discrepancies between the asset register and actual items are investigated and a report presented to the Governing Body in the Autumn Term.
- 8.5 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).
- 8.6 All items taken off premises are signed for and recorded in Inventory Loan Book and insurance requirements are complied with apart from specific ICT equipment allocated for EYFS assessment; Headteacher's and School Business Manager's laptop.
- 8.7 Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Chief Financial Officer.

- 8.8 Surplus or redundant items are disposed of in accordance with the Schools Financial Regulations (Sections 7.8 and 7.9)
- 8.9 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.
- 8.10 The School Business Manager should carry out a continuous form of stocktaking for all stocks considered to have a material value. An independent stock check should also be carried out annually with any significant differences reported to the Headteacher and the Governing Body.

9 Payroll

- 9.1 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.
- 9.2 A valid National Insurance Number is received at the time of new employee's selection.
- 9.3 The Headteacher notifies the Assistant Director of Human Resources and Communications as soon as possible of all matters affecting payments. In particular those detailed in the Schools Financial Regulations, Payroll Section (12.2)
- 9.4 More than one person carries out checking and authorising documents and claims relating to appointments, terminations of employment and expenses.
- 9.5 Pay documents are completed and certified as detailed in the Schools Financial Regulations section 12.
- 9.6 Only authorised members of staff have access to personnel files.
- 9.7 The names of members of staff authorised to sign time records and other pay documents are sent to the Assistant Director of Human Resources and Communications together with specimen signatures. All changes to this list will also be notified.
- 9.8 All payments of travel and subsistence allowances are made through the payroll system and not through petty cash or imprest accounts.
- 9.9 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 Assistant Director of Human Resources and Communications as necessary.

- 9.10 An up to date list of staff employed is maintained by the School Business Manager and is available in the school office.
- 9.11 The School Business Manager will inform the Assistant Director of Human Resources and Communications of the details of any employee benefits in-kind.
- 9.12 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.

10 Security

Assets

- 10.1 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.
- 10.2 Where security is thought to be defective or where it is considered that special security arrangements may be needed, the Director of Learning and Opportunities: Children, Young People and Families is consulted.
- 10.3 Keys to safes and similar receptacles are secured by the School Business Manager at all times. The loss of such keys will be reported to the Chief Financial Officer.
- 10.4 The maximum limit for cash holdings will be agreed with the Chief Financial Officer and this limit will not be exceeded without the express agreement of the Chief Financial Officer.

Data Security

- 10.5 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 Data Protection Act applies.
- 10.6 The Headteacher and Governing Body are responsible for making arrangements to ensure Saltersgate Infant School Primary is compliant with the Local Authority's Information Security Policy.
- 10.7 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.

- 10.8 Passwords are cancelled or changed when a member of staff leaves.
- 10.9 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.
- 10.10 Back up devices are not kept near the server in case of fire.
- 10.11 Remote back ups are performed daily off site by Wavenet Ltd, the school's ICT Management service.
- 10.12 The School Business Manager will establish a recovery plan to ensure continuity of financial administration in case of emergency.
- 10.13 To protect against viruses only authorised software is used and anti-virus software is up to date.
- 10.14 All software used is correctly licensed and all copyright laws observed.
- 10.15 Computer facilities are only used for authorised purposes.

11 School Voluntary and Private Funds

- 11.1 The systems and procedures are in accordance with the Scheme for Financing Schools 2.8 and Section 16 of the Schools Financial Regulations.
- 11.2 The Governing Body will agree a mission statement for the Funds.
- 11.3 Regular reports on the balance and use of the Funds will be presented to the Finance and Sites and Premises Committee.
- 11.4 The Admin Officer 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.
- 11.5 The independent auditor of the operation of the funds is Trevor Roberts. Annual accounts and balance sheet are produced for the audit.
- 11.6 All Cheques are signed by two authorised cheque signatories (see 1.6 for list of authorised signatories).
- 11.7 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.

11.8 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.

11.9 There is not separation of duties between the collecting, recording and banking of School Funds due to the size of the school staff. Duties are assigned as follows:

The Admin Officer regularly banks income ensuring that money in the school does not exceed the insurance limit of £2000.

The Admin Officer maintains fund records

The Admin Officer reconciles the bank statements, once a month.

Spot checks are made regularly by Governors or Senior Leaders and the School Business Manager

11.10 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.

11.11 There is adequate insurance cover for School Fund losses. The cover is: Doncaster Council general insurance scheme.

11.12 BACS payments:

- agreement to change payments via BACS, should be agreed by Governors
- Payment limits for BACS should be agreed by Governors
- two signatures are required for authorisation of expenditure – of which neither can be the person making the payment.
- The authorisation must be documented and retained on file.

12 Lost Property – No lost property is currently stored. If a decision for Lost Property to be stored the following procedures will take place.

12.1 All arrangements for the administration of lost property found on the school premises will be made by the Headteacher and any unclaimed uniform is sent to St Peters Uniform Wardrobe for reuse.

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

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

Committee Membership Details*Governing Body*

Position	Name
Chair	B Lynds
LA Governor	B Lynds
Parent Governor	J Fisher
Parent Governor	C Maskrey
Vice Chair	A Moseley
Staff Governor	L Lindley
Co-opted Governor	A Moseley
Co-opted Governor	G Kelly
Co-opted Governor	M Lamb
Co-opted Governor	S Boyd
Deputy Head	R. Wolfe
Head Teacher	E Anderson

Finance and Sites and Premises Committee

Position	Name
Chair	B Lynds
Vice Chair	A Moseley
Business Manager	No voting rights
Martin Lamb	Sites & Premises
Member	E Anderson
Member	
Member	

HR Committee

Position	Name
Member	B Lynds
Member	A Moseley
Member	G Kelly
Member	M Lamb
Member	C Maskery
Member	E Anderson

Staff Disciplinary Committee

Headteacher and two other Governors nominated by the Chair.

Staff Disciplinary Appeals Committee

Three other Governors nominated by the Chair.

Parental Complaints Committee

To be convened when needed with a quorum of 3 Governors.

Pay Appeals Committee

Three other Governors nominated by the Chair.

Pupil Discipline Committee

Three other Governors nominated by the Chair.

Timetable of Governing Body and Finance and Sites and Premises Committee Meetings

Meeting	Timetable
Governing Body	Termly/Additional meetings when required
Finance and Sites and Premises Committee (H&S)	Termly/Additional meetings when required

Clerking Arrangements

The Governing Body is clerked by the AMF.

The Finance and Sites and Premises Committee is clerked by the School Business Manager who is able to provide independent advice to the members of the Finance and Sites and Premises Committee.

Frequency of financial information presented:

Financial Information	Governing Body	Finance and Sites and Premises 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	Termly
Benchmarking Information (Financial Analysis link); 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	When required	Annually
School Financial Value Standard (SFVS) approval	Annually	Annually

Finance and Sites and Premises Committee Financial Management Timetable

Spring Term:

- Annual review and approval of the Finance Policy.
- Consider and approve the annual budget and spending plan.
- Consider the Charging and Remissions policy for the next financial year. (Appendix to Finance Policy)
- 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 £5,000.

- Complete SFVS return 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).
- 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 is affordable.
- Consider the Lettings Policy and review the charging costs for the following academic year.

Autumn Term

- Consider the financial analysis of the national benchmarking data.
- Update the annual budget to reflect any known changes e.g. staffing changes.
- Report presented on the schools assets in accordance with the Schools Financial Regulations (Section 7.4).

Through the Year

- At least termly consider the budget monitoring report (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 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 May
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
Monthly 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	Once a month
Petty Cash Reconciliation Forms	In accordance with final accounts timetable
Statement of Internal Control (SIC)	Before the end of the Summer term
School Financial Value Standard (SFVS)	By 31 st March.

CHARGING POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions aren't sought from parents in receipt of benefits in line with the remission policy.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support

- Income-based Employment and Support Allowance Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Guarantee element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit - if they apply on or after 1 April 2018 their household income must be less than £7,400 a year (after tax and not including any benefit)

Advice is sought from Pupil Support and Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.

Total Contract Value (£)		Type of Contract	Procurement Process	Procurement Route Options	Min. No. Suppliers required to bid	Advertising Requirements Contract Opportunity	Advertising Contract Award	Restricted market testing permitted	Involve SPT	Reg 84 Report	Internal Contract Award Notice
From	To										
£0	£25,000	ALL	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd – Direct Award or Informal Quotation (Doncaster company preferable ensuring best value)	Direct Award or Informal Quotation	1	NO	NO	YES	NO	NO	YES (above £5k)
£25,000	£177,898 (£213,477 inc. VAT)	Goods Services Works Social & Other Specified Services (Light Touch Regime)	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd – Third Party Framework Agreement or Procurement Exercise (ITQ or RFQ)	Third Party Framework Open Quotation: (RFQ) Low Risk Contract or (ITQ) High Risk Contract Restricted Formal Quotation: (RFQ) Low Risk Contract or (ITQ) High Risk Contract	3	NO	Contracts Finder Contracts Finder (open quotation only)	YES	YES	NO	YES
£177,898 (£213,477 inc. VAT)	£552,950 (£663,540 inc. VAT)	Social & Other Specified Services (Light Touch Regime)	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement	Third Party Framework Open or Restricted Invitation to Tender (ITT)	3	NO	Contracts Finder Contracts Finder (open tender only)	YES	YES	NO	YES

77 inc. VAT)			3rd – Third Party Framework Agreement or Invitation to Tender (ITT) (at least one from a Doncaster company)								
£177,898 (£213,477 inc. VAT)	£4,447,488 (£5,336,937 inc. VAT)	Works	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd – Third Party Framework Agreement or Invitation to Tender (ITT) (at least one from a Doncaster company)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES	YES	YES
				Open or Restricted Invitation to Tender (ITT)	3	YorTender Contracts Finder (open tender only)	Contracts Finder	NO			
£552,950 (£663,540 inc. VAT)	+	Social & Other Specified Services (Light Touch Regime)	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd – Third Party Framework Agreement or Invitation to Tender (ITT)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES	YES	YES
				Open Restricted DPS Competitive Dialogue Competitive Procedure with Negotiation Innovation Partnership		YorTender FTS Contracts Finder	FTS Contracts Finder	NO			
£177,898 (£213,477 inc. VAT)	+	Goods Services	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd – Third Party Framework Agreement or Invitation to Tender (ITT)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES	YES	YES
				Open Restricted DPS Competitive Dialogue Competitive Procedure with Negotiation Innovation Partnership		YorTender FTS Contracts Finder	FTS Contracts Finder	NO			
		Works	1st - IHS (In-house Supplier)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES	YES	YES

£4,447,488 (£5,336,937 inc. VAT)	+		2nd - Corporate Contract or Framework Agreement 3rd – Third Party Framework Agreement or Invitation to Tender (ITT)	Open Restricted DPS Competitive Dialogue Competitive Procedure with Negotiation Innovation Partnership		YorTender FTS Contracts Finder	FTS Contracts Finder	NO			
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