

West Bretton J&I School

Financial Management Policy

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0. Introduction

- 0.1 The overall policy of the Governing Body is to run its finances within its delegated budget. It will aim to maximise the use of that budget together with any other sources of income or grant to deliver the School Development Plan.
- 0.2 This document aims to show how the school will ensure its financial affairs are conducted to achieve appropriate levels of accountability and stewardship within the requirements of the Wakefield Scheme for Financing schools.

1. Governing Body (Legislation)

- 1.1 The Schools Standards and Framework Act 1998 (Fair Funding) places a statutory responsibility on the Governing Body for all aspects of running the school, including its financial affairs.
- 1.2 To enable it to fulfil its role effectively the Governing Body have delegated some of its responsibilities to Committees of Governors.
- 1.3 The day-to-day management of the school is delegated to the headteacher and senior members of the school's staff. The extent of these delegated powers is set out below.
- 1.4 In addition, to ensure the financial affairs of the school are properly controlled in line with current best practice and guidance, the Governing Body and headteacher have adopted the financial procedures set out in the appendix to this policy document.
- 1.5 The Governing Body have decided to ask the Local Authority (LA) to provide the following services centrally and have accordingly allocated the associated part of their delegated budget:

Financial and accounting

Payroll

Creditor Payments

Repairs and Maintenance

Insurance (Employee Insurance, Premises Insurance & All Risks Insurance)

Governor Training

Clerking of Governing Bodies

ICT

School Meal Provision

Cleaning

School Library Services

Grounds Maintenance

Transport

- 1.6 The Governing Body have decided to let the following services outside the Council on the basis of a renewable contract in line with the Governing Body Purchasing Policy :-

Staff Absence Insurance

2. Finance Committee

Timing of Meeting and Reporting Arrangements

The committee meets regularly and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:

- Membership:**
- Chair – Mr D Spaul
 - Headteacher: - Mrs J Womersley
 - Named Governors:- Mrs S Earnshaw, Ms A Lockwood, Mr R Atkinson
- Quorum:**
- 3 governors, including Headteacher.
- Clerking:**
- Meetings will be clerked by Mrs S Earnshaw

Delegated Financial Limits

There may be instances whereby due to exceptional circumstances, the standard approval process may not be viable to follow and an immediate response is required. Under these circumstances, the Finance Committee can authorise emergency expenditure (i.e. not within the approved budget) up to £5000. This will require retrospective ratification by the Full Governing Body at the next Full Governing Body meeting. If a response is required before a Finance Committee is scheduled to convene the decision becomes subject to standard Chair's Actions procedures.

TERMS OF REFERENCE:

Financial Management Policy

- 2.1 to draft the school's financial management policy (including financial responsibilities to be delegated to the Headteacher):
 - i. in accordance with the Wakefield Scheme after considering advice from the LA, OfSTED, the Audit Commission and DFE;
 - ii. after consulting the Headteacher;
- 2.2 to present the draft policy to the full Governing Body for consideration and approval;
- 2.3 to monitor the implementation of the policy and to report to the full Governing Body;
- 2.4 to review the policy at least once every year to assure the Governing Body that all financial procedures are operating as required.
- 2.5 to complete a CRSA (Controls Risk Self Assessment) on an annual basis
- 2.6 to authorise a SIC (Statement of Internal Controls) on an annual basis and provide a copy to the LA.
- 2.7 to review the purchasing policy, lettings policy and value for money statement on an annual basis.

School budget

- 2.8 To review, in partnership with the Headteacher, the deployment of finances and other resources when drafting the school budget in line with the priorities set out in the School Development Plan.
- 2.9 to present the draft budget to the full Governing Body for consideration and approval in time to meet the LA's budget deadlines;
- 2.10 to consider budget monitoring reports from the headteacher regularly and report the position and any action required to the next full Governing Body meeting;
- 2.11 to give the Governing Body written explanations of any variations (over or under spent) in excess of 10% of the original total budget and action taken to address the issues involved.
- 2.12 reporting to the next available Governing Body meeting on any matter, which may have an adverse effect on the school budget e.g. significant change in pupil number trends.
- 2.13 to consider and to advise the Governing Body on the financial implications of adopting any policy or other matter that may have significant budget implications
- 2.14 to undertake an annual review to ensure that "Value For Money" is being achieved i.e. a review of all existing contracts (including LA services) and regular suppliers to the school.
- 2.15 to ensure the school's Register of Business Interest is kept up-to-date
- 2.16 to undertake an annual review of all income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs. Regularly monitor income received against the budget estimate. Review any charging policy such as that for school lettings.

Standards Fund and Other Government Grants

- 2.17 to draft proposals for use of these resources for consideration and approval by Governing Body in line with school budget. To be included in the the School Development Plan where necessary.

School fund (and other funds held by the Governing Body)

- 2.18 to monitor the balance and expenditure of the school fund (and other funds held by the Governing Body) and to report on these at least annually to the full Governing Body;
- 2.19 to ensure that there is an annual audit of the school fund and of other funds held by the Governing Body in line with the LA Financial Procedure Manual.
- 2.20 The results of the audit are reported to the full Governing Body and a copy audit certificate sent to the LA.

Compliance with Wakefield Scheme for Financing Schools

- 2.21 to consider the report from the headteacher confirming that the financial controls required to meet the requirements of the scheme are still in place and operating as intended. Advise the Governing Body accordingly and ensure the annual certificate is sent to the LA.

Register of Business Interests

- 2.22 to ensure the school's register of business interests is kept up to date.

Whistle Blowing Policy

- 2.23 to draft a Whistle Blowing policy for approval by the Governing Body. Agree arrangements with headteacher for ensuring all staff in school are informed.

3. Resources Committee

Timing of Meeting and Reporting Arrangements

The committee meets regularly and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:-.

Membership:

- Headteacher: - Mrs J Womersley
- Named Governors:- Mrs A Bowman, Mr D Spaul, Ms A Lockwood, Mrs L Sellens, Mrs S Earnshaw, Mr R Atkinson, Cllr L Kirkpatrick

Quorum:

- 3 governors, including Headteacher.

Clerking:

- Meetings will be clerked by Mrs Earnshaw

Delegated Financial Limits

- 3.1 There may be instances whereby due to exceptional circumstances, the standard approval process may not be viable to follow and an immediate response is required. Under these circumstances, the Resources Committee can authorise emergency expenditure (i.e. not within the approved budget) up to £5000. This will require retrospective ratification by the Full Governing Body at the next Full Governing Body meeting. If a response is required before a Finance Committee is scheduled to convene the decision becomes subject to standard Chairs Actions procedures.

TERMS OF REFERENCE:

A. Personnel

- 3.2 together with the headteacher determine the staffing structure (teaching and non-teaching) based on the School Development Plan and affordability within the school's delegated budget allocation for subsequent approval by the Governing Body. To consult

the Finance Committee as part of this process.

- 3.3 to draft personnel policies and procedures (or adapt models/samples provided by the LA) including those relating to appointment of staff, health and safety, performance management, staff pay, discipline, grievance and determining that staff should cease to work at the school; and to present them to the full Governing Body for consideration and approval.
- 3.4 to review the Governing Body's pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the school's development plan; to consult the Finance Committee as part of this process; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and approval
- 3.5 to review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Governing Body.

B. Premises

Repairs and maintenance

- 3.6 to monitor the condition of the school premises;
- 3.7 to draw up and implement a repairs and maintenance programme within the budget set by the Governing Body and in accordance with the priorities of the School Development Plan
- 3.8 to make recommendations to the full Governing Body on the requirements for the annual repairs and maintenance programme
- 3.9 to monitor the repairs and maintenance budget

Improvements and new developments

- 3.10 to consider options for building improvements and/or new developments within the needs and priorities identified in the Premises Development Plan;
- 3.11 to make recommendations to the Governing Body for spending the school's annual devolved capital funding.

Lettings and use of premises outside school hours

- 3.12 draft the school's policy on lettings for consideration and approval by the full Governing Body;
- 3.13 to review the school's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and report its conclusions to the full Governing Body;
- 3.14 The headteacher is delegated to control the use of the premises outside school hours and will approve applications for use of the school premises in accordance with the policy of the Governing Body.

4. Complaints Committee

Timing of Meeting and Reporting Arrangements

The committee meets as needed and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval.

- Membership:**
- Chair – Mrs A Bowman
 - Named Governors:- Mr D Spaul, Ms V Trueman, Mr R Atkinson, Miss A Lockwood
- Quorum:**
- 3 governors, but if this is not reasonably practicable, 2 (subject to the agreement of all parties to the complaint)
- Clerking:**
- Meetings will be clerked by Ms Trueman

TERMS OF REFERENCE:

A. Complaints

- 4.1 to consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body

5. Personnel Implementation Committee

Timing of Meeting and Reporting Arrangements

The committee meets as needed and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval.

- Membership:**
- Chair – Mrs A Bowman
 - Named Governors: Cllr L Kirkpatrick, Mr D Spaul,
- Quorum:**
- Only 3 of the above governors should meet. The LA recommends that the quorum is the minimum allowed in law, ie a quorum of 3, except that, where the committee is considering whether to determine that staff should cease to work at the school and it is not reasonably practicable for the Committee to include 3 governors, the quorum should be 2.
- Clerking:**
- Meetings will be clerked by Mr Spaul

TERMS OF REFERENCE:

- 5.1 to consider cases of staff discipline, or grievance and determining that staff should cease to work at school.

6. Personnel Appeals Committee

Timing of Meeting and Reporting Arrangements

The committee meets as needed and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval.

Membership: - Chair – appointed or elected by the Committee

The Headteacher is entitled to attend all committee meetings as a non-member and should normally be invited to provide advice.

The Headteacher cannot be a member of the Committee, by law, when it is considering whether to determine that staff should cease to work at the school (Education [School Government] Regulations, Regulation 47 (4)), although he/she should be invited to attend the meeting as a non-member to provide advice.

Quorum: - at least equal in size to the committee which made the decision against which the appeal is being made.

Clerking: - If the Committee is considering whether a member of staff should cease to work at the school, no member of the governing body or the headteacher may act as clerk.

If the Education Department is advising the Committee, a LA officer normally acts as clerk.

TERMS OF REFERENCE:

- 6.1 to hear appeals from members of staff against decisions made by the Personnel Implementation Committee.

7. Performance Management Committee

Timing of Meeting and Reporting Arrangements

The committee meets as needed (but at least twice a year) and the results of that meeting are submitted in accordance with the Terms of Reference below.

Membership - Chair – Mrs S Earnshaw
- Mr S Care, Ms V Trueman, Miss A Lockwood, Mrs B Archer

Quorum: - 2 governors and an observer

- Clerking:**
- Meetings may be clerked by any person nominated by the full Governing Body or by the Committee who is not employed at the school or who has a personal interest in the matters to be considered. Normally, a member of the Committee or the DFE accredited adviser acts as clerk.

TERMS OF REFERENCE:

- 7.1 to carry out the performance review of the Headteacher, including agreeing objectives and monitoring progress towards them, in accordance with legal requirements and the performance management policy of the school and make a recommendation to the full Governing Body.
- 7.2 To work with the School Improvement Partner (SIP), who will assist them in carrying out their responsibilities effectively, within the budget set for this purpose by the Governing Body.
- 7.3 to make the result of the performance review available to the Chair of the Governing Body and, on request, to the Governors' Committee responsible for determining the Headteacher's pay.
- 7.4 **Review officer**
- 7.4.1 The Governing Body must appoint a Review Officer. The Review Officer must not be a member of the Performance Management Committee.
- 7.4.2 The Review Officer shall deal with any complaints made by the Headteacher about his/her performance review.

DELEGATED RESPONSIBILITIES

8. Headteacher

- 8.1 the Headteacher shall have day-to-day responsibility for managing the school including financial and staffing matters in accordance with the Wakefield Scheme for Financing Schools, subject to regular reporting to the Governing Body.
- 8.2 the Headteacher shall work with the Governing Body, Senior Administration Assistant and appointed committees in the financial management of the school.
- 8.3 the Headteacher will be able to authorise all expenditure approved within the delegated budget. However, in addition, they will have delegated responsibility to commit the school to expenditure or vire monies between heads of expenditure up to £3000 provided that this does not exceed the overall expenditure within the delegated budget. Amounts above this limit may only be incurred in conjunction with the Chair of Governors up to £5,000 or the Chair of Finance Committee. Where such action has been necessary the amount involved and an explanation shall be provided to the next available meeting of the full Governing Body.

- 8.4 the Headteacher may allocate financial duties to appropriate staff bearing in mind that there is adequate division of duties between members of staff to provide appropriate levels of internal check and ensure full compliance with the Wakefield Scheme for Financing School (August 2013).

8.5 Assistant Headteacher

- 8.6 The Assistant Headteacher should be aware of the Headteacher's responsibilities as well as those of the Governing Body and take over these responsibilities in the absence of the Headteacher.

In the absence of the Headteacher, the Assistant Head will be able to authorise all expenditure approved within the delegated budget. However, in addition, they will have delegated responsibility to commit the school to expenditure or vire monies between heads of expenditure up to £3000 provided that this does not exceed the overall expenditure within the delegated budget. Amounts above this limit may only be incurred in conjunction with the Chair of Governors up to £5,000 or the Chair of Finance Committee. Where such action has been necessary the amount involved and an explanation shall be provided to the next available meeting of the full Governing Body.

8.7 Senior Administrative Assistant

The Senior Administrative Assistant shall:

- 8.8 conduct the day to day administration of the school's financial affairs, in line with the Wakefield Scheme for Financing Schools (August 2013) and the LA's Financial Procedures Manual. They will ensure that the high standards of financial control demanded by the Governing Body are maintained.
- 8.9 Maintain the school's income and expenditure delegate budget on the LA's Financial Information System.
- 8.10 Monitor the school's income and expenditure against the delegated budget agreed with the LA and notify the headteacher of any variation in budget profile.
- 8.11 Provide the LA with the information and returns they require to fulfil their responsibilities in respect of financial accounting, systems and procedures.
- 8.12 Shared responsibility for the security of all cash and cheques, chequebooks, and other financial stationery and be responsible for the School Visa Purchasing Card.
- 8.13 Ensure adequate arrangements for the security of all assets of the school
- 8.14 Ensuring the security of all information held on the schools computer systems and in compliance with the Data Protection Act.
- 8.15 Maintain the School's Asset Register based on the LA inventory system. Provide the necessary advice on security of these assets and arrange an independent annual check of those assets.
- 8.16 Maintain detailed records of expenditure for all areas included within the general school capitation allowance.

- 8.17 Check that sufficient funds are available under relevant budget heads prior to preparation of orders.
- 8.18 Prepare and submit ET12 Returns.
- 8.19 Receive and check accuracy of all invoices, prepare invoice payment slips with appropriate codes and batch as per instructions.
- 8.20 Maintain a recording system that ensures all copy orders, delivery notes and IT records are up to date.

8.21 Administrative Assistant

The Administrative Assistant shall:

- 8.22 undertake shared responsibility for the security of all cash and cheques, chequebooks, and other financial stationery.
- 8.23 Ensure the annual audit of the school fund income and expenditure account and balance sheet is carried out by competent auditors and is reported to the Governing Body and that a copy of the audit certificate is sent promptly to the LA
- 8.24 Receive and check accuracy of all invoices.
- 8.25 Maintain daily records of all transactions to the school fund.
- 8.26 Prepare imprest claim forms.
- 8.27 Maintain the School Fund income and expenditure in accordance with the guidance set out in the LA's Financial Procedures Manual.
- 8.28 Ensure adequate arrangements for the security of all assets of the school

9. Key Tasks During the Year

Table below indicates key tasks during the year:

Financial Procedure	Annual	Half Year	Term	Half Term	Month	Week	Day
Governance							
Review FMP & Procedures	*						
Set Governing Body & Committee Meetings	*						
Annual review of teachers' salaries	*						
Financial Planning							
Review staffing in line with SDP	*						
Review other expenditure costs for budget					*		
Review expected pupil numbers/projections			*				
Review income levels for budget plan					*		
Agree annual budget plan with GB	*						
Send agreed budget plan to LA by 31 May	*						
Monitoring							
Senior Administration Assistant monitoring and reviewing budget (inc commitments)					*		
Finance Committee reviews budget statement			*				
Complete & return LA budget monitoring statement		*					
Complete & return LA Financial Controls Checklist	*						
Payroll							
Staff performance management review	*						
Review of staff salaries and responsibilities	*						
Check accuracy of payroll fiche for all staff					*		
Purchasing							
Review purchasing policy	*						
All construction industry tax cards are valid	As required						
Invoices							
Invoice processing period complies with the Government's prompt payment standard						*	
Check accuracy of all expenditure charged in FIS/Agrosso					*		
Headteacher/ Assistant Head certifies batch headers for payment	As required						

Purchasing Card Reconciliation							
Senior Administrative Officer review transactions	As required - usually weekly						
Headteacher approve transactions	As required						
Imprest							
Independent check that bank statement agrees to the balance in hand shown in imprest account records			*				
Headteacher certifies reimbursement claim to LA	As required						
Financial Procedure	Annual	Half Year	Term	Half Term	Month	Week	Day
Inventory							
New items (purchases) added to central inventory from orders/invoices and security marked as appropriate	As required						
Physical check of inventory by Senior Administration Officer	*						
Income							
Review charges and expected income levels	*						
Review of actual income received and any bad debts					*		
School Fund							
Resources governors review objectives of fund and delegation	*						
Independent check that bank statement agrees to fund records and cash book			*				
Independent audit of accounts	*						
Audit certificate to LA	*						
Data Security							
Change all passwords			*				
Backup computer files						*	*
Ensure compliance with data protection act 1998	*						
Licenses are held for all software used in school	*						
Insurance							
Review existing policies and insured levels	*						

10. FINANCIAL PROCEDURES

10.1 General Policy

- 10.1.2 The policy of the Governing Body is to use all funds received for the running of the School in the most effective manner by achieving “value for money”.
- 10.1.3 An essential part of ensuring value for money is to have sound financial procedures. The Governing Body has reviewed the WMDC Scheme for Financing Schools and associated LA Procedures Manual and has adopted the following procedures.
- 10.1.4 To ensure that all staff are familiar with these procedures they should each be given a summarised version of the financial procedures which directly affect them e.g. how to order resources, when to get quotations, cash procedures and inventory arrangements. New members of staff joining the school will also be given their own copy as part of their induction training. The Senior Administration Assistant will hold a record of who has been given copies.

10.2 School Budget

- 10.2.1 The management and control of the school budget has been delegated by the Governing Body to the Finance Committee. The day to day management of the budget has been delegated to the Headteacher or in their absence the Assistant Head.
- 10.2.2 Monitoring of the school finances is an ongoing process. The Finance Committee shall review all aspects of the school’s budget each year in accordance with the principles of value for money as set out in the Wakefield Scheme for Financing Schools.
- 10.2.3 The Finance Committee will determine a proposed budget for the following financial year in sufficient time for it to be approved by the Governing Body and submitted to the LA before the end of May.
- 10.2.4 The budget spending plan shall be constructed in line with the School Development Plan to ensure that the educational requirements of the pupils are met and that the environment within the school is at an acceptable standard. As the school’s budget allocation from the LA is mainly based on pupil numbers, fluctuations in these should also be monitored closely by the Headteacher.
- 10.2.5 The Headteacher & Senior Administrative Assistant will work closely with the Finance Committee in monitoring the school’s finances. An up to date written statement of the school finances shall be included in the Headteacher’s report to the Governing Body meetings (at least every term). The format shall be in the LA’s standard format and include current and any known commitments, details of any virements and explanations for any variances which affect the above financial policy. It shall be written and in sufficient detail for the Governors to fully understand the school’s financial position. The report will be available prior to the arranged meeting. The review and any action shall be minuted.

10.3 Salaries

- 10.3.1 Salaries/wages shall be paid to teaching and non-teaching staff in accordance with agreed National Scales and in accordance with the school’s pay policy.

- 10.3.2 All salaries shall be reviewed annually by the Resources Committee with the Headteacher in an advisory role. No Staff Governor shall be a member of this committee.
- 10.3.3 Payroll procedures must make clear who is responsible for authorising all payroll changes. Only the Headteacher will have the authority to make changes to payroll payments which directly affect the agreed payroll budget including staff changes and increases in pay. The exception to this will be where the Chair of Governors authorises any changes in the Headteacher's pay. Both the Headteacher and the Assistant Headteacher have the authority to sign overtime/lettings payments.
- 10.3.4 All payroll payments are monitored to ensure that changes and additional payments have been authorised and that they are in respect of the schools staff.
- 10.3.5 If appropriate a sickness report will be presented to the Finance Committee at each meeting reporting on its effects on the schools operation and budget in relation to the cost of supply teacher cover.
- 10.3.6 Any sickness is noted and sent via electronic systems to the Personnel Office of the LA.

10.4 Purchasing

- 10.4.1 The Governing Body will ensure that the principles of obtaining best value are always followed particularly obtaining quotations and tenders as required by the Wakefield Scheme. See Purchasing Policy (Appendix 1).
- 10.4.2 The Headteacher and the Assistant Head has delegated responsibility to authorise purchases of goods and services approved in the approved delegated budget and up to £3000 where virement between heads of agreed expenditure are required and up to £5000 in consultation with the Chair of Governors. However, in emergencies for amounts above £5,000 and particularly those not included in the original budget or development plans, the Chair of Governors or the Chair of Finance Committee should be consulted and the expenditure reported retrospectively to the next meeting of the Governing Body.
- 10.4.3 Three verbal quotations should be obtained for orders of less than £10,000.
- 10.4.4 All purchases between £10,000 - £75,000 per item will be subject to three written quotations. The lowest quotation shall be accepted unless there are exceptional circumstances approved by the Finance Committee and subsequently reported to the next full Governors' meeting.
- 10.4.5 For purchases over £75,000 tender procedures shall be carried out in accordance with LA regulations. Three companies will quote and tenders will be open on an agreed date and time. The lowest tender shall be accepted unless there are exceptional circumstances approved by the Finance Committee subsequently reported to the next full Governors' meeting.
- 10.4.6 Orders involving leases must be referred in advance to the LA Finance Group to ensure best value.
- 10.4.7 Only official orders shall be used for purchases and these should fully describe the items required and agreed price. Where urgency necessitates a verbal or faxed

order, this shall be followed by an official signed confirmatory order on the next day. Copy orders shall be securely retained in the School Office in sequence.

- 10.4.8 All orders will be authorised by the Headteacher or Assistant Head to ensure that sufficient funds are available within the appropriate budget.
- 10.4.9 Goods and services shall be checked against orders for accuracy by someone other than the Senior Administrative Assistant. Wherever possible the suppliers goods received note should be retained with the school's copy order.
- 10.4.10 Payment shall not be made until a proper invoice has been received, checked for accuracy and delivery and certified as such by the Headteacher or Assistant Headteacher.
- 10.4.11 Only the Headteacher or Assistant Headteacher will certify the creditor batch header slip to finally authorise payment of invoices. Items above £500 or of an attractive nature should be considered at this time for inclusion on the schools inventory.
- 10.4.12 Staff using the School Visa Purchasing Card (SVPC) need to follow the rules, regulations and security issues stated in the Purchasing Card Policy (Appendix 2)

10.5 Inventory of School Assets

- 10.5.1 The Senior Administrative Assistant shall be responsible for maintaining the school Central Inventory (for items above £500 or of an attractive nature) which will also show the method of funding. The inventory will normally be updated at the time of purchase and also added to a location inventory.
- 10.5.2 Individual members of staff will be made responsible for the safekeeping of the items within their location inventory.
- 10.5.3 All changes to the location inventory will be agreed and recorded by the Senior Administrative and Administrative Assistants and the location inventory holder, including temporary moves such as use at home (to comply with insurance arrangements).
- 10.5.4 The Senior Administrative and Administrative Assistant will decide whether or not the item should be security marked.
- 10.5.5 Any income from the sale of any item shall be credited to the schools delegated budget account unless the item was originally funded from the schools voluntary fund or similar account. Disposal of ICT equipment will be in line with advise from Edit.
- 10.5.6 The Senior Administrative Assistant and Administrative Assistant will undertake an annual audit of the contents of the inventory. Any significant discrepancies will be reported to the LA and Governing Body and in circumstances decided by Internal Audit and the LA the police will be informed.

10.6 Income

- 10.6.1 The Resources Committee will oversee all matters relating to the letting of school premises and will follow the guidance set out in the Wakefield Scheme for Financing Schools.

- 10.6.2 The process of maintaining the diary of any bookings should always be separated from the raising and collection of accounts. Review of any outstanding debts is also better undertaken by someone independent of the collection process.
- 10.6.3 Where circumstances dictate that income should be collected at the time the service or letting is made then a receipt must always be given. Someone independent of the person collecting the money should ensure that the total amount of monies receipted is banked.
- 10.6.4 The Resources Committee will also determine an income collection policy as to how charges are to be collected and their approach to allowing credit and late payment. Write-offs may only be considered by the Governing Body. Individual debts up to £500 may be written off by the Governing Body on notification to the LA, but amounts above this need the formal written approval of the LA. Similarly, in total no more than £1000 can be written off in any one financial year without notifying the LA.
- 10.6.5 In setting the rates, the Finance Committee shall have regard to the Governing Body's requirement to maximise Lettings' income subject to both market conditions and voluntary use.
- 10.6.6 Regard must be had for the VAT implications relating to income set out in the Wakefield Scheme for Financing Schools.

10.7 Imprest Account

- 10.7.1 A petty cash float (up to £100) shall at all times be kept securely controlled by the Administrative Assistant. This is used to reimburse staff for small value payments or emergencies. Staff must provide receipts and a signed receipt of reimbursement is obtained from the member of staff.
- 10.7.2 The Administrative Assistant keeps account of the balance of cash kept in school and, when necessary, completes a reimbursement claim form.
- 10.7.3 All requests to the LA for reimbursement must be emailed by the headteacher to ensure it is used only for small value payments or emergencies. The account must reconcile to the imprest at the time of the request for reimbursement ie petty cash balances plus receipts for payments agrees to the imprest amount.
- 10.7.4 The reimbursement cheque will be paid into the all pay visa account. Both the Senior Administrative Assistant and the Administrative assistant are authorised to withdraw the reimbursement from a convenient cash point. The card should be kept securely in the safe at all other times.
- 10.7.5 The Administrative Assistant is responsible for completing the relevant transactions and completing the Certificate of Imprest at year end. This is then forwarded to the LA.

10.8 School Standards Grant and Standards Fund Grant

- 10.8.1 The School Standards Grant and Standards Fund Grant have effectively been incorporated into the schools delegated budget and the same principles and procedures apply.

10.9 School Fund

- 10.9.1 The Governing Body is effectively the trustees of the school fund and shall make their intentions clear as to its general use. The Governing Body shall be responsible for the appointment of the Treasurer and an independent honorary auditor. The Administrative Assistant shall act as the Treasurer.
- 10.9.2 The standards of accounting and stewardship in respect of running the fund shall mirror those for the schools delegated budget.
- 10.9.3 A bank account giving favourable rates of interest shall be used to operate the school fund which will be used for the control of monies arising from voluntary activities e.g. school trips, Christmas parties etc. Statements from the account shall be received quarterly.
- 10.9.4 The cheque book for school funds shall be controlled by the Senior Administrative Assistant and Administrative Assistant as agreed by the Governing Body.
- 10.9.5 All school fund cheques shall be signed by two of the authorised signatories who are authorised by the Governing Body to write cheques up to an agreed value of £3000. Any expenditure in excess of this shall be referred to Chair of Governors for approval. The signatories shall be two from the Headteacher, Assistant Headteacher, Senior Administrative Assistant or Administrative Assistant. One of the two signatories on each cheque shall be that of the Headteacher or Assistant Headteacher. These also check the bank mandate.
- 10.9.6 Accounting records should be kept on a receipts and payments basis properly supported by appropriate receipts and paid invoices to facilitate the production of annual accounts and their audit. It should be possible to identify the main sources of both income and expenditure.
- 10.9.7 There must be a quarterly reconciliation between the fund record (cash book) and the monies held in the fund bank account. This reconciliation should be checked by an independent person and recorded in the fund records.
- 10.9.8 The annual accounts and Treasurer's report shall be presented to the Governing Body annually. The format shall at least show all the main sources of income, expenditure and the amount of money held in the fund bank at that time.
- 10.9.9 The school fund shall be audited annually and a copy of the audit certificate be sent to the LA.

10.10 Accounting and Banking

- 10.10.1 Staff handing over monies to the Senior Administrative Assistant and Administrative Assistant should record the amount handed over and subsequently receive a formal copy receipt or other acknowledgement the original of which forms the basis of the schools income record.
- 10.10.2 The basis of the income record used must ensure full accountability. For example if receipts are used they should be consecutively pre-numbered and used in sequence. Where an income book is used the person handing over the monies should sign by the specific entry to agree the amount handed over.
- 10.10.3 Monies and cheques received from any sources shall be reconciled to the accounting records and banked (or collected by Securicor) in the appropriate accounts, at least

weekly. The Senior Administrative Assistant and Administrative Assistant will ensure the reconciliation has been undertaken by completing Paye.net and the monies banked in full. No expenditure should be incurred from monies collected as income.

- 10.10.4 The maximum limit of cash and/or cheques to be held on school premises shall be in accordance with the schools fidelity guarantee insurance requirements.
- 10.10.5 The nature of cash makes it very attractive and vulnerable to loss, it is therefore vital that secure arrangements are in place for its safekeeping and that the person responsible for its safekeeping is apparent at all times.

10.11 Insurance

- 10.11.1 In allocating the school budget expenditure sufficient funds shall be allocated to allow for insurance premiums to cover the Insurance requirements as advised by the Council's Insurance Officer.
- 10.11.2 Where a school wishes to make its own arrangements it must allow the LA the opportunity to ensure it at least provides the level of cover under the LA scheme.
- 10.11.3 Similarly the budget should include sufficient to cover premiums or allowances to provide the necessary cover for a realistic level of staff absences.

10.12 Data Protection

- 10.12.1 The Headteacher shall appoint a member of the school's staff to be responsible for ensuring that the regulations relating to the Data Protection Act are made known to all members of the school staff. The responsible person should also be aware of all aspects of data management including security, virus protection and suitability of all applications including that all appropriate licences are held.
- 10.12.2 The school computer system holds the financial records of the school along with other records. These records form an essential part in the proper financial management and control of the school. To ensure the security of these records, they should be password protected. All school computers are connected to the server, including the office. Data back-up is completed daily.
- 10.12.3 Access to the computer system and records shall only be allowed to those members of staff authorised by the Headteacher.
- 10.12.4 In accordance with the Data Protection Act 1998 the school must be registered as a Data User with the Data Protection Registrar. Copies of the registrations will be held by the Headteacher and any alterations of use of the computer system: purpose, information held, disclosures, etc. must be notified on the appropriate forms to the Data Protection Registrar at the time they arise.

10.13 Service Contracts

- 10.13.1 Contracts for other services, whether provided by either in-house or private contractors, must be monitored to ensure the actual level of service meets the requirements set out in the contract specification.

10.14 Consistent Financial Reporting

- 10.14.1 The Senior Administrative Assistant will ensure the school complies with CFR requirements on a timely basis.

Appendix 1

PURCHASING POLICY

1. Value For Money

Introduction

The Governing Body is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans. Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services

What Is Value For Money?

Governors will apply the four principles of *value for money*:

Challenge - Is the school's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?

Compare - How does the school's pupil performance and financial performance compare with all schools? How does it compare with LA schools? How does it compare with similar schools?

Consult - How does the school seek the views of stakeholders about the services the school provides?

Compete - How does the school secure efficient and effective services? Are services of appropriate quality, economic?

Purchasing

Governors and school managers will develop procedures for assessing need, and obtaining goods and services which provide "value for money" in terms of suitability, efficiency, time, and cost. Measures already in place include:

- competitive tendering procedures (e.g. for goods and services above £5,000)
- procedures for accepting "value for money" quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship)
- procedures which minimise office time by the purchase of goods or services under £1000 direct from known, reliable suppliers (e.g. stationery, small equipment)

2. Order Process System

- 2.1 All orders must be placed via a requisition form – see attached.
- 2.2 Verbal/telephone orders must **not** be placed. If there are any emergency situations where telephone/verbal orders are essential, they should always be followed up with an order clearly marked **CONFIRMATION ORDER**.
- 2.3 The requisition form must be fully completed and authorised by the budget holder. Catalogue/Item Nos should be quoted (where possible). Requisition forms must be forwarded to the Senior Administrative Assistant and Administrative Officer for processing.
- 2.4 All orders will be checked and signed by the Senior Administrative Assistant to ensure that sufficient funds are available within the appropriate budget before being authorised by the Headteacher

- 2.5 Copies of the requisition form can be obtained from the school office.
- 2.6 Verbal quotations will be obtained for orders of less than £10,000.
- 2.7 All purchases over £10,000 per item will be subject to quotations. The lowest quotation shall be accepted unless there are exceptional circumstances approved by the Finance Committee and subsequently reported to the next full Governors' meeting.

3. Imprest

- 3.1 The petty cash system should only be used for amounts less than £20
- 3.2 A receipt must be presented with the claim before any reimbursement can be made.

4. Review

- 4.1 The Purchasing Policy will be reviewed by the Finance Committee on an annual basis.

SCHOOL VISA PURCHASING CARD (SVC) POLICY

West Bretton Junior and Infant School use the D.Cal Purchasing Card (the Co-operative Bank). This is an online transaction management system that enables designated cardholders and approves to login and view transactions that have taken place and then process them accordingly. Once completed, the LA Payments and Controls Team upload the expenditure to the Wakefield MDC Financial Ledger (Agresso) and this is reflected in the budget and current expenditure.

The type of expenditure by each card holder will be discussed with the Headteacher and Senior Administrative Assistant, who will then complete the appropriate schedule form. This form will be signed the applicant and the Headteacher and forwarded to the LA with the Wakefield MDC cardholder status form and Approver status form.

When using the Purchasing Card the following must be adhered to:

- The school purchasing card should only be used for the purpose for which it has been issued to the member of staff.
- The card should under no circumstances be used to withdraw cash.
- The cards should under no circumstances be used for personal purchase. Misuse of the card may result in withdrawal of the card and disciplinary action, including dismissal.
- Cardholders must keep the Purchasing Card safe and secure at all times.
- Individual pin numbers must be kept private and used only by the designated card holder.
- Each card holder must sign and date a copy of the school's written policy and Employee Agreement. This will be kept securely in the school's office.
- Each card holder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse including the following:-
 - Do not allow any other person to use the card
 - Sign the card immediately on receipt
 - Keep the card secure and safe until required and never leave it unattended.

All existing financial procedures must be adhered to. Orders must be raised and authorised on the correct order form then passed to the office for processing in the usual way.

The Senior Administrative Assistant and Administrative Assistant will monitor all transactions made, ensuring that guidelines have been adhered to with regard to coding, allocation VAT rate(s) and indicating whether or not a receipt has been obtained by the cardholder. They must be provided with all expenditure receipts and informed of the type of expenditure and for what area in school. All receipts will be retained and dated when they have been approved. Monthly statements are provided by the Co-operative Bank and retained in school following reconciliation of the purchases for that period.

Lost or Stolen Card

The card holder is responsible for the security of the Purchasing Card and the transactions made with the card. If the card is lost or stolen, the cardholder is responsible for contacting the customer service Helpdesk immediately (0845 600 6000) and a customer service representative will block use of the card.

Cancellation of the Card

When an employee is no longer required to hold a card, the card is obtained from the member of staff, destroyed and a Destruction Form completed. All paperwork and the destroyed card must be forward to the Wakefield MDC administrator so that all relevant systems can be updated.

Damaged cards

If the card becomes damaged, a replacement card can be requested by contacting the Senior Administrative Assistant in the first instance. You should follow the procedures as per card cancellations. Once the existing card has been cancelled, the Head Teacher will authorise a replacement card to be issued.

Limits

Each cardholder will be assigned an individual credit limit and the categories of expenditure they are authorised to purchase, which will be based on an individual's purchasing needs. There is a transaction limit and monthly limit which will be agreed by the Governors' Finance Committee for each cardholder. Cardholders must not attempt to exceed these values by splitting the order and must only spend within existing budgets.

Agreed Cardholders are:

1. Mrs J Womersley
2. Mrs L Sellens
3. Mrs H Bickerdike
4. Mrs E Firth

Authorised Limit:

- £1000 per calendar month. Single transaction limit £1000
£200 per calendar month. Single transaction limit £200
£1000 per calendar month. Single transaction limit £1000
£200 per calendar month. Single transaction limit £100

Staff wishing to purchase a single item over £50 will require authorisation from the Headteacher prior to purchasing the goods.

With the authority of the Finance Committee/Governing Body, the Headteacher, as budget holder, is responsible for determining who should be issued with a Purchasing Card and the authorised spend from their budget, who should approve transactions, what the single monthly transaction limits are and which categories should be blocked for each card.

Appendix 3

West Bretton J&I School

Class/ Subject Requisition Form

Class/ Subject _____ Teacher _____

Date:- _____ Approved by Headteacher _____

Name of Supplier

Address of Supplier _____

Please use a separate sheet for each supplier

Catalogue Page No	Catalogue No	Item Description	Quantity	Unit Price	Total

Appendix 4

LETTINGS POLICY

The letting of the School premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School's scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made termly (during the term of the let). Terms referred to are School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations.
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
 - c. to accept the decision of the School and its Governors should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **WMDC**.
6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.
8. The charges for the use of the facilities will be set and reviewed annually by the Governors when necessary. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :

- a. For the Hall, a maximum number of 200 seated persons.
 - b. For meeting in classrooms, a maximum of 30 persons is allowed.
 - c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.
 - d. Compliance with these regulations will be the responsibility of the Hirer.
10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the Events' Coordinator. Without a valid licence, the booking will be null and void and the deposit will be lost.
11. The school hall is licensed for Music, Singing and Dancing.
12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.
13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
14. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.
15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
17. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. The Hirer must provide their own mobile phone for use in the event of an emergency.
18. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the Events' coordinator. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.
19. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.
20. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment can be used unless it is included as part of the hire agreement.
21. The proper car parks must be used and vehicles must not be driven onto any grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.

22. The Hirer shall not sub-let any part of this accommodation.
23. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.
24. It is against the law to smoke on West Bretton J&I School premises and grounds.
25. The Hirer is responsible for any damage caused to the premises during the period of hire.
26. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.
27. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school caretaker. Electrical items must not exceed a 1kw (one kilowatt) rating.
28. NO footwear is permitted to be worn when using the school hall for sporting activities without prior agreement of the Events' coordinator.

The School Environment

29. Please ensure the playing surfaces are left suitable for use by other users.
30. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no glass bottles, animals or bicycles must be taken into these areas. Any rubbish must be removed.
31. Due consideration must be shown to other persons using the facility simultaneously.

APPLICATION FOR USE OF PREMISES

SINGLE LETTING

I would like to apply for use of the following accommodation -----

On ----- 20

From----- am/pm to ----- am/pm

1 Purpose for which accommodation will be used?

2 Give approximate number attending. -----

I/We agree

- (a) To pay the agreed fee.
- (b) To pay West Bretton J&I School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (c) To abide by the decision of the School should any question arise on any point
- (d) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----

APPLICATION FOR USE OF PREMISES

REGULAR LETTING

I would like to apply for use of the following accommodation -----

On ----- 20

From----- am/pm to ----- am/pm

1 Purpose for which accommodation will be used?

2 Give approximate number attending. -----

I/We agree

- (e) To pay the agreed fee.
- (f) To pay West Bretton J&I School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (g) To abide by the decision of the School should any question arise on any point
- (h) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----

**West Bretton J&I Committee Membership
(as laid out in the Financial Management Policy)**

Name	Finance	Resources	Complaints	Personnel Implementation	Performance Management
B Archer					Member
A Bowman		Member	Chair	Chair	
S Care					Member
J Drysdale		Member			
S Earnshaw	Clerk	Clerk			Chair
A Lockwood	Member	Member	Member		
I Cawthorne					
L Sellens		Member			
D Spaul	Chair	Member	Member	Clerk	
V Trueman			Clerk		Member
J Womersley	Member	Member			
R Atkinson	Member	Member	Member		
Cllr L Kirkpatrick		Member		Member	