



Newnham St Peter's Church of England Primary School and Pre- School Business Policy (Financial Procedures)

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Section 1: Budgets

1.1. Budget construction

The Headteacher is responsible for the detailed preparation of an annual school budget which addresses the strategic aims and targets established by the Governing Board. In constructing the budget, the Headteacher must take account of priorities identified in the School Development Plan, incorporating specific costs as detailed in the plan. In producing the budget, the Headteacher should consult with other members of staff as appropriate to ascertain detailed requirements and cost pressures for the coming year.

The Business Committee should meet in the Spring term to consider a broad budget strategy. In order to determine appropriate expenditure levels, the committee should consider the overall level of income expected from local authority budget, grants and school generated income, together with any anticipated balance to be carried forward into the following financial year.

Detailed formulation of the budget should take place in Spring term, and the Business Committee should approve the detailed budget plan following receipt of the final local authority budget allocation issued in mid to late March. The full Governing Board must subsequently approve the full budget and minute this approval. The approved Governors' Budget Plan spreadsheet template must then be submitted to the Schools' Finance Team, along with a signed statement by the Chair of Governors, by the required mid-May deadline.

Total budgeted expenditure should not exceed the total anticipated in-year income plus or minus any balance brought forward from the previous year. If it appears that a deficit position cannot be avoided, the Headteacher and Chair of Governors must inform the Schools Finance Team immediately as the local authority must approve a Deficit Repayment Agreement (DRA) involving an appropriate recovery plan.

In constructing the detailed budget, factors for consideration include:

- current and previous year's expenditure levels on individual budget headings
- staff pay awards and increments, and known changes
- anticipated price inflation
- changes in the supply of services and contracts (traded services, utilities etc.).
- changing School Development Plan priorities
- any anticipated changes in pupil numbers
- the resulting impact on staffing structures

1.2. Budgetary control and monitoring

The Headteacher is responsible for regular, detailed control of the school budget and this role will require appropriate monthly reports from the school's accounting system. The Headteacher may assign budgetary control of individual budget headings to other members of staff, however the Headteacher remains ultimately accountable to the Governing Board for these budget headings. Financial reports to the Headteacher and other budget holders, where applicable, should include the following information for each agreed budget heading:-

- total budget for year
- total expenditure and commitments to date
- projected variance

Payroll expenditure data, as notified by local authority payroll prints, must be entered promptly on to the school's accounting system each month by the School Business Manager (SBM).

Other, non-pay expenditure, as notified by monthly on-line reports for central schools, must be reconciled promptly to the school's accounting system by the SBM.

It may be appropriate to action adjustments to the original budget (virements) during the year, for example as a result of additional income, new costs or changing national priorities etc. The Headteacher should therefore be empowered to respond to changes to address variances by effecting Virements between individual budget headings.

Where new or unplanned expenditure is necessary, the following individual virement authorisation limits are recommended:

- up to £3,000 - Headteacher (and subsequently reported to full Governing Board)
- up to £3,000 - Chair of Governors ""
- up to £3,000 – Chair of Business Committee ""
- £3,001 and over - Governing Board

Virements, once approved, must be promptly recorded in the school's accounting system to keep the approved budget up to date.

The School Business Manager should present detailed budget monitoring statements to the Business Committee on at least a termly basis. The Business Committee should then consider and challenge these statements as necessary, with the Headteacher and/or SBM providing explanations for any significant variances identified. The Chair of the Business Committee should then report to the Governing Board, identifying any significant budgetary issues and any remedial action taken or needed, and any policy decisions needed.

For further guidance on schools' roles and responsibilities please refer to the SFVS with supporting notes.

<https://www.gloucestershire.gov.uk/schoolsnet/school-office/schools-finance/financial-returns/schools-financial-value-standard/#main>

Section 2: Payroll

Schools using GCC payroll and HR services should refer to the Business Service Centre Schoolsnet pages for general information and guidance (please note you will require your school's assigned log-in and password to access some of the information on Schoolsnet):

<http://www.gloucestershire.gov.uk/schoolsnet/index.cfm?articleid=20450>

2.1. Starters/variations/leavers

The relevant forms for the following are on the SAP E-Form system for which the SBM and the approver (Headteacher) has access to with their individual account login and Password:

- setting up new employees on the payroll (starters)
- effecting variations to pay/conditions/hours (contract changes)
- taking existing employees off the payroll (leavers)

2.2. Claim Forms

Submitted claim forms (for any additional hours worked) must be checked initially by the SBM and then authorised by the Headteacher. Authorised claim forms will be submitted directly to the Business Service Centre via the E-form system.

2.3. Checking of payroll data

Payroll data received monthly from Shire Hall must be scrutinised by:

- the Headteacher, to ensure all employees are recognised, and pay appears reasonable (no detailed check)
- the School Business Manager, to check accuracy of salary and expense payments.

2.4. Pay-related expenses

All pay-related expenses must be processed through the payroll system. **Pay-related expenses must never be paid by the creditor payment system or the School Fund.** If any doubt exists about whether an item should be processed via the payroll system, the BSC Financial Administration section should be contacted for advice.

2.5. Supply teachers

The Governing Board will decide, on the basis of advice from the Headteacher, whether supply insurance cover shall be taken out and the extent of the cover. All claims submitted by supply teachers must be authorised (signed) by the Headteacher. Authorised claim forms will be submitted directly to the Business Service Centre via the E-form system. The SBM must check on a monthly basis that the correct amounts have been charged using the PY14 Local Authority print.

Section 3: School Fund

3.1 Accounts

The accounts of the school Fund are to be maintained on a day to day basis by the SBM. All income and expenditure will be entered promptly in the accounts. A reconciliation will be performed monthly when bank statements are received, between the balance as per the accounting record and the balance as per bank statements.

3.2 Signatories

The following are allowed to sign cheques on the bank account:

- Headteacher
- School Business Manager
- Senior Leader

There must be two signatures on each cheque.

3.3 Final accounts and audit

Final accounts are prepared at the end of the School Fund financial year (31ST August) by the SBM. The accounts will be audited by an independent inspector of school accounts appointed by the Governing Board. The auditor will not be a member of the Governing Board. In appointing an auditor and operating the Fund, the Governors will follow the instructions laid down in the Local Authority's Manual on Unofficial Funds.

The audited accounts should be presented to the Governing Board for approval. Governors' approval must be recorded in the minutes of the meeting. Once approved, the Clerk to the Governing Board will return the requested FN12 form to the Schools Finance Team irina.duberley@gloucestershire.gov.uk

School Fund monies must be kept, and recorded, separately from the school's capitation monies and securely held.

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Section 4: Assets

4.1 Inventory

Items over the value of £500 are to be recorded. The portable, desirable, attractive assets of the school, as well as any assets of intrinsic value (e.g. antiques) will be also be recorded in the school's inventory but can be grouped together (eg 10 iPads) and photographs attached to the inventory. Full details (make, model, serial number, approximate value) shall be recorded. Photographic evidence of every room, cupboard & corridor forms the main Inventory. This is held electronically.

The School Business Manager is responsible for keeping the inventory up to date by adding new items when they are received into school.

Items up to a value of £50 may be sold or written out of the inventory on the authority of the Headteacher. Over this limit, the Governing Board must authorise and the details must be recorded in the minutes. Reasons must be recorded in the inventory, together with the Headteacher's signature (up to £50) or the Governors' minute reference (£50 and over). An official receipt for sales income must be issued to the purchaser and a copy retained.

Inventories shall cover all areas of the school, and be arranged on a room-by-room basis. A separate inventory will be maintained to include items which are not allocated to a specific room.

The inventory shall be checked against the actual assets by the Headteacher on an annual basis. Any discrepancies shall be investigated immediately, and if necessary, the Governors, Police and the authority's auditors shall be informed. The check shall be evidenced by the checker signing and dating the inventory.

All inventory items, where possible, should be security marked:

- invisibly with an ultra-violet pen, and
- visibly with warning stickers.

4.2 Off-site register

Any inventory items taken off-site by members of staff for official purposes must be recorded in a register. The date borrowed, and the signature of the borrower, must be recorded. On the return of the item the date of return will be recorded.

Section 5: Income

5.1 Credit income

Where payment for goods/services provided by the school is made after the provision takes place, an official invoice must be raised by the School Business Manager in all cases and sent to the debtor as soon as possible after the provision of the goods/service, and no later than one week after the provision.

A file of copy invoices will be maintained by the School Business Manager; this will be arranged into 'paid' and 'unpaid' invoices. The copies of unpaid invoices will act as a control record for the sending of reminders and the chasing of unpaid debts.

Reminders will be sent after the following periods if the debt remains outstanding:

1st reminder 28 days

2nd reminder 56 days

If after 84 days the debt remains unpaid, consideration will be given by the Headteacher and/or Governors to writing the debt off in accordance with the following limits:

- up to £50 - Headteacher may authorise write-off
- up to £100 - Chair of Governors may authorise write-off
- £100 and over - Governing Board may authorise write-off.

In each case, the possibility of taking legal action to recover the debt must be considered by the Headteacher, Chair and Governors as appropriate.

As well as sending formal reminders, efforts must be made by the school to contact the debtor in order to secure recovery of the debt. If payment has not been received after 28 days of raising the invoice, no further goods or services must be provided until the outstanding debt is settled.

When an invoice is paid, details of the payment must be written on the copy invoice, and this transferred to the 'paid' section of the file. An official receipt should be issued to the debtor and the receipt number written on the copy invoice; a duplicate copy of the receipt must be retained at school.

5.2 Cash income (i.e. where payment is received at the time goods/services are provided).

An official receipt must be issued to the payer for all payments of £10 or greater, at the time the payment takes place, and a duplicate copy retained at the school. This includes payments by parents and other carers of pupils.

5.3 Banking

All income received (cash or cheque) must be banked promptly and intact. No payments may be made out of income collected. A record to evidence the banking must be kept (e.g. stamped paying-in slip).

5.4 Charging policy

The Governing Board will set a charging policy to cover:

- lettings
- Charges to other organisations
- school trips
- music tuition
- private photocopying
- private telephone calls

The charging policy will be reviewed annually by the Governing Board. Charges levied by the school will be in line with this policy.

5.5 Donations

Donations from any sources must be acknowledged by the issue of an official receipt to the payer. All donations must be banked promptly and intact.

5.6 Official Capitation and School Fund income

All income used to offset expenditure incurred on the capitation budget (e.g. lettings, photocopying, telephone calls, music tuition, sales of work) must be paid into the official County Fund and coded to an appropriate income code. Monies received from any sales of school equipment must similarly be paid into the County Capitation Fund.

Donations may be paid into the County Capitation Fund or the School Fund dependent upon the wishes of the donor which must be ascertained beforehand.

5.7 Cashless School and Cash received from pupils

We are a cashless school and parents are advised to use our online payment system www.teachers2parents.co.uk - SchoolMoney for all payments into school and voluntary contributions towards school visits and events except for dinner money. If parents are unable to use the online system, they will be offered a barcode letter or paypoint card to use at the local paypoint station.

Pupils and parents should not hand cash over to staff unless it is a small amount (under £1.00) for donations for cake sales etc. However, on the rare occasions cash is received from pupils in class it must be recorded by the class teacher. Cash collected must be handed over to the School Business Manager on a daily basis during morning registration. The SBM will issue an official receipt for any income which is over the £10 threshold.

5.8 Security of receipt books and tickets

All unused receipts and tickets to be used to acknowledge receipt of income, must be held securely in the school office.

Section 6: Purchasing

6.1 Ordering

School procedures for purchasing should ensure that purchases are as required and are for bona-fide purposes.

Orders should be processed by the School Business Manager after initial approval by the Headteacher has been sought and given. If an order has been placed over the telephone an official confirmatory order must be produced or an email confirmation printed & filed.

Official orders must not be used to procure goods for private purposes.

Official order stationery must be held in a secure location.

Copies of all official orders placed must be retained on file at the school by the School Business Manager.

When placing orders, it is the responsibility of the initiator to ensure that Gloucestershire County Council Financial Regulations and Standing Orders are adhered to.

6.2 Quotations/tenders

Financial Regulations - for orders for goods/services under £50,000:

- £1,000 - £5,000 - at least three prices to be examined and retained, these prices may be taken from suppliers' written or verbal quotations or catalogues/price lists.
- £5,001 - £50,000 - independent written evidence of at least three prices should be obtained and retained.

Independent written evidence means quotations provided on suppliers' headed notepaper.

Standing Orders - for orders for goods/services over £50,000.

Tenders should be invited in one of three ways, and in accordance with specific Standing Orders.

- from at least three contractors included on a standing list - SO49; or where no standing list exists
- from at least three appropriate contractors - SO.50, or
- by open competition by advertisement in local newspaper or appropriate journal - SO.51.

6.3 Governor involvement

As well as ensuring that the above have been adhered to, it is the responsibility of the Headteacher to ensure that Governors are consulted in the following circumstances:

On purchasing decisions when the estimated cost of one item exceeds £3,000

Review of quotations obtained where estimated costs exceed £5,000.

Review of quotations when the lowest quote is not the most suitable or the pre-requisite number of quotes could not be obtained. In such circumstances the Governors should formally authorise a waiver of the regulations, either prior to the purchase or retrospectively, if necessary.

6.4 Receipt of goods

Once items ordered have been received, the School Business Manager must ensure that items delivered correspond to details contained in the delivery note. Upon examination of goods the School Business Manager must ensure that both quality and quantity are appropriate.

6.5 Invoice check and authorisation

Invoices received must be checked to both copy orders and delivery notes to ensure that invoices relate to goods ordered and delivered. Invoices should also be checked for arithmetical correctness.

All invoices must be certified for payment by the Headteacher before being passed for payment.

Invoices passed for payment must be recorded promptly in the school's accounting system by the School Business Manager.

6.6 Imprest/Petty Cash Claims

Day to day operation of the petty cash account is the responsibility of the School Business Manager.

All petty cash expenditure, and reimbursement income, must be promptly recorded in the petty cash record.

Reimbursement must be claimed monthly or when one-half of the Imprest advance has been used. The Headteacher must certify the reimbursement claim.

All members of staff who wish to purchase items must obtain prior approval from the Headteacher. Vouchers (receipts, paid invoices etc.) to evidence the payment must be presented to the School Business Manager by members of staff when reclaiming cash from the account. These vouchers must be retained by the School Business Manager with the reimbursement claim.

In normal circumstances individual purchases from petty cash must not exceed £50. In exceptional circumstances payments up to £100 may be made, with the express prior approval of the Headteacher. Such payments should be for emergencies only and should not simply result from a lack of planning.

All cash and cheque books held must be retained securely in the School Office.

Section 7: Register of Pecuniary and Other Interests

It is a requirement for all schools to maintain such a Register.

7.1 Persons to be included:

1. All Governors
2. Headteacher
3. All Senior Leadership Staff (Headteacher, SBM & EYFS Lead)

7.2 Interests to be recorded

The basic principle to be followed is that any interest should be recorded which could be seen to improperly influence any decisions taken, pecuniary or otherwise, regarding the operation of the school.

Examples of such improper influence might be:

- to purchase goods or materials from a company in which a Governor/senior member of staff has a financial interest without going through the correct procedures re. obtaining competitive prices;
- promoting member of staff who has close personal relationship (spouse, partner, son, daughter etc.) with Governor/senior member of staff, without going through correct procedures re. recruitment and selection.

There can never be a definitive, comprehensive list of the interests which should be recorded, but the following is intended to give some guidance:

-having a financial, or other, interest in an organisation which could feasibly be in a position to supply goods/services to the school e.g.

- building contractors
- plumbing contractors
- electrical contractors
- audio/visual goods suppliers (e.g. T.V.s, video recorders, hi-fi etc.)
- repair/maintenance of equipment (electrical and other)
- suppliers of computer hardware and software
- suppliers of stationery
- suppliers of educational equipment (e.g. P.E. equipment)
- suppliers of furniture, fittings, carpets, curtains etc.
- decorating contractors
- catering contractors
- suppliers of provisions
- suppliers of clothing
- suppliers of building materials
- suppliers of catering equipment
- suppliers of fuel
- suppliers of vehicles
- suppliers of books
- grounds maintenance contractors
- gardening contractors
- suppliers of grounds/garden maintenance equipment
- suppliers of plants, trees, seeds etc.
- suppliers of heating equipment
- suppliers of lighting equipment
- suppliers of musical instruments
- suppliers of insurance
- consultants (e.g. legal, financial, training, property)
- suppliers of security services and supplies
- suppliers of art materials
- suppliers of telecommunications equipment
- suppliers of photographic equipment
- transport contractors (e.g. coaches, taxis etc.)
- holiday/travel operators
- suppliers of supply teaching cover
- suppliers of peripatetic teaching
- suppliers of banking services
- suppliers of workshops etc. (e.g. drama, music)
- the interest in the above 'supplying organisations' may, for example, be:-
- as a director
- as an employee
- as a major shareholder

- as a major investor
- as a major debtor/creditor
- having a close personal relationship (spouse, partner, son, daughter, parent etc.) with a person in the above categories
- being in a position to potentially influence decisions made about the school, e.g. as:-
- member of local council (County Council, District Council, Parish Council)
- officer of Local Education Authority in a senior capacity
- Member of Parliament
- OFSTED Inspector
- officer of local council (District Council, Parish Council) in a senior capacity
- having a close personal relationship (as described above) with any person falling into the above categories
- having a close personal relationship with a Governor or member of staff (employed on a full-time, part-time, permanent, or temporary basis).

This policy will be reviewed by the Governors **annually**.

Adopted and Signed (Chair) (Headteacher)