



# Basildon C.E. Primary School Financial Management Policy And Procedures

## Document Control

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## Change History

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5.0	January 2020	Downloaded from SLA, updated and rebranded to replace: 1810 Functions of delegation and Financial Management policy FINAL v 4.0	PSS
5.1	October 2020	Reviewed and updated	PSS
5.1	October 2020	Approved by FGB	
5.2	November 2021	Updated to reflect changes in model policy and school practice post Audit	PSS
5.3	October 2022	Reviewed for compliancy; updated Section 5 & associated register of authorising officers,	PSS

<i>Reviewed and approved by the FRP Committee on</i>		24 <sup>th</sup> November 2022	
<i>Headteacher</i>		<i>Chair of Governors</i>	
<i>Name</i>	Melissa Cliffe	<i>Name</i>	Barbara Hunter
<i>Signature</i>		<i>Signature</i>	
<i>Date</i>	24/11/2022	<i>Date</i>	24/11/2022

## **1. AIMS**

- 1.1** This document has been adopted by the Governing Body, as the basis for the administration and management of finances in relation to all delegated and devolved funds received from the Local Authority (LA) and other direct government grants.
- 1.2** The aim of the policy is to create a framework within which the school conducts its finances, the delegation of responsibility and the methods of operations, so that all parties concerned are aware of their duties and responsibilities and that efficient and effective internal and financial controls are maintained.
- 1.3** The implementation of appropriate practice and procedures will ensure the best use of the limited funds available to enhance the education of the school's pupils.
- 1.4** The operation of all other funds available to the school such as the School Fund is managed by its own policy, in conjunction with this policy.
- 1.5** This policy must be approved by the full governing body.

## **2 OVERALL MANAGEMENT RESPONSIBILITIES**

- 2.1** The Governing Body will manage its affairs in accordance with the high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are:
  - 2.1.1 Openness – open approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny;
  - 2.1.2 Integrity – honesty and objectivity, and a high standard of propriety and probity in the stewardship of public funds and resources;
  - 2.1.3 Accountability – the process whereby individuals are responsible for their actions and decisions.
- 2.2** The Governing Body will adopt and comply with the following regulations and guidelines as published by the LA to the extent that such regulations and guidelines apply to schools, including:
  - 2.2.1 West Berkshire Council (WBC) Scheme for Financing Schools 2021-22
  - 2.2.2 WBC Financial Rules of Procedure 2019
  - 2.2.3 WBC Contract Rules of Procedure 2018
  - 2.2.4 WBC policies adopted as
    - 2010 BPS Bribery Act Policy v 1.1
    - 2010 BPS Anti Money Laundering Policy v 1.1
    - 2010 BPS Anti-Fraud and Corruption Policy v 1.1
    - 2010 BPS Whistleblowing policy v 2.0
- 2.3** The Governing Body will also comply with Department of Education (DfE), Education and Skills Funding Agency (ESFA) and School Financial Value Standard (SFVS) regulations and guidelines for budget management and the spending and receipt of monies.
- 2.4** The Governing Body will operate in accordance within the requirements and standards laid down by both the DfE and WBC Audit and Accountancy Departments.

### **3 FINANCIAL POLICY**

#### **3.1 Delegation**

- 3.1.1 The Governing Body has delegated certain functions and the making of certain decisions to its Finance (or similar) Committee, in accordance with the terms of reference of that committee, set out in a separate document.
- 3.1.2 The Governing Body has delegated to the Headteacher or in their absence, the School Business Manager (SBM), the day-to-day management of the budget and the virement of funds subject to the limits agreed in the school's Register of Authorising Officers, which is appended below. The Governing Body will take due account of the advice given by the Headteacher in respect of financial matters.
- 3.1.3 The Headteacher may delegate the aspects of day-to-day administration to the SBM.
- 3.1.4 The signing of cheques and other bank instructions is delegated to school staff in line with the table of responsibilities (see table of responsibilities in section 5.1 below).
- 3.1.5 The Governing Body will note and approve the Headteacher's allocation of financial duties to staff so as best to achieve separation to ensure probity, and that shadowing of financial duties occurs to provide continuity in the event of absence (see table of responsibilities in section 5.1 below).
- 3.1.6 The Governing Body will monitor the competencies of school finance staff, staff with financial responsibilities and its own members in line with the requirements of SFVS using the ESFA skills analysis matrices for governors and staff with financial responsibilities, and will make recommendations to the Headteacher as appropriate.

#### **3.2 Budget Management**

- 3.2.1 The Governing Body will delegate to their Finance Committee the preparation of a three-year budget for income and expenditure and take this preparation into account in setting the three-year budget.
- 3.2.2 When setting the budget, the Governing Body shall consider the aims and objectives of the school and School Development Plan and ensure that the budget and financial processes of the school support and reflect these as far as possible.
- 3.2.3 The Finance (or similar) Committee will carry out regular benchmarking exercises to compare the school's performance and financial efficiency with similar schools and use the outcomes to inform their budget monitoring and planning.
- 3.2.4 In setting the budget governors will take due account of the need to resource the management and administration of the school's finances and to ensure, through regular review, that staff resource and competence is sufficient, and is supported through appropriate development and training.
- 3.2.5 All material budgetary decisions will be communicated between all relevant and interested school staff and the Governing Body on a regular and timely basis, to ensure that the financial context of the school is understood and that necessary actions are implemented. As required by the School Financial Value Standard, this financial management policy is available to all stakeholders through the school website.
- 3.2.6 The Governing Body's Finance (or similar) Committee will review the school budget and longer term forecasts at regular intervals throughout the year – the current (March 2021) recommendation in the SFVS is 6 times per year. The Committee will, in line with its terms of reference, agree any appropriate action in relation to budget variances, anticipated expenditure and income, and significant proposed virements where the amount is either 10% of any budget line or values in line with the table of responsibilities (see table of responsibilities in section 5.1 below). Below this level, the Headteacher has full authority to agree budget variances and virements without reference to governors.

3.2.7 Virement will be subject to any 'ring-fencing' restrictions and other restrictions as defined by WBC Schools Accountancy.

### **3.3 Procurement**

3.3.1 The Governing Body will ensure that purchases or leases made with public funds are fair, legal and open, as well as securing the best possible value for money with the resources available to them.

3.3.2 The Governing Body has robust procedures in place to ensure that every purchase is managed in the most effective and appropriate way including clear designated roles to ensure separation of duties between staff responsible for making buying decisions and making payments (Sections 5 and 6 below).

3.3.3 A list detailing all contracts held e.g. maintenance, software, photocopying etc. with annual/total costs, start/end dates or contract term should be maintained in school and available for governor review.

### **3.4 Stakeholder Reimbursements**

3.4.1 The payment of any allowance or reimbursement of costs incurred by the Chair of the Governing Body requires the approval of the Governing Body's Finance (or similar) Committee before payment.

3.4.2 The payment of any allowance or reimbursement of costs incurred by any other Governor requires the approval of the Chair of the Governing Body before payment.

3.4.3 Payments of allowances or costs to any Governor shall be reported to the Governing Body on an annual basis.

3.4.4 All expenses or reimbursements claimed, by either Governors or staff, must be submitted within one month of being incurred.

3.4.5 All claims must be made using the appropriate claims forms available from the School Business Manager, Clerk to Governors and the staffroom; they must be supported by appropriate receipts and/or VAT invoices.

3.4.6 All expenses or reimbursements claimed, by either Governors or staff, are managed by the following policies:

- 202102 Governor Allowances policy v 3.0
- 202105 Staff Allowances policy v 3.1

### **3.5 Inventory and Assets Statement**

3.5.1 The Governing Body is responsible for the safe custody and physical control of stores and equipment and is required to monitor the inventory of moveable, non-capital assets above the value of £50.

3.5.2 The Headteacher is responsible for ensuring that assets under their control are correctly recorded in the inventory, which is maintained in spreadsheet and photographic format, and will be available for inspection on an annual basis, by the Governing Body.

### **3.6 Pecuniary and Business Interests Statement**

3.6.1 All governors and those staff with financial responsibilities will declare any pecuniary or personal interest annually (or at such times as their interests change) through the Register of Business interests maintained by the school.

3.6.2 Governors and other attendees will be required to declare any such interest relating to any Governing Body or committee meeting agenda item at the start of that meeting.

### **3.7 Indemnity Statement**

3.7.1 No indemnity of any sort may be given to the benefit of a third party.

### **3.8 Insurance**

3.8.1 The Headteacher will review the insurance needs of the school annually and liaise with the LA to ensure that specific arrangements remain appropriate. Following the approval by the Governing Body, the Headteacher will ensure that agreed arrangements are in place and full evidence of sums insured, limits and cover will be supplied for approval.

3.8.2 The Headteacher will be responsible for ensuring that Governors are made aware of all new risks, and all incidents which may give rise to an insurance claim (e.g. accident, theft etc). These should be reported immediately to the school's current insurance provider. Any delay could prejudice the claim and lead to the Insurers refusing cover.

### **3.9 Computer Systems**

3.9.1 The Governing Body recognise the importance of protecting the school's financial management systems and the data therein. The Headteacher will ensure that the School and Governing Body are compliant with data protection legislation and controlling access to all data covered by such legislation.

3.9.2 The Headteacher will ensure that effective, secure and timely backup procedures are in place.

3.9.3 Access to school management computer systems will be limited to authorised staff. These staff will use passwords, which should not be disclosed and should be changed regularly. Only authorised software will be used to prevent the import of computer viruses. Staff will only have access to those modules appropriate to their duties.

### **3.10 Personnel and Payroll**

3.10.1 The Headteacher will, where possible, allocate duties to ensure that an appropriate division of duties exists in the area of completing, checking and authorising all documents and claims relating to appointments, termination of employment and expenses/reimbursements.

3.10.2 Payroll transactions will be processed only through the WBC payroll system. Payment for employment will not be made to staff or visiting teachers etc. through any other mechanism. Payroll transactions relating to school employed staff may only be charged to a fund representing a delegated budget issued by the LA and not to a voluntary unofficial fund.

### **3.11 School Fund/Other Non-Government Funds e.g. Trusts**

3.11.1 The Governing Body is responsible for the school's private or voluntary unofficial fund. Although the private or voluntary fund is not public money, it is administered by school staff and the principles of sound financial management outlined in this policy apply equally. This requires the proper minuting of all decisions taken by the Governing Body. See 1.3 above.

3.11.2 The objectives of the school's private or voluntary fund are to enable the school to benefit from additional funds not normally allocated by the LA. This includes income received from a variety of proper sources and payments made for the purchase of educational goods etc. and the provision of services outside the scope of the budget share.

3.11.3 Income paid into the school's private or voluntary fund which should be credited to any of the school's revenue or capital funds should be transferred on a timely basis to the relevant code.

### **3.12 Petty Cash**

3.12.1 Petty cash is not used at Basildon C.E. Primary School.

### **3.13 De Minimis Level for Capitalisation**

3.13.1 Items of a capital nature (as defined by WBC) must be charged to the appropriate Capital Fund (Fund 76). The Governing Body adopts the WBC de minimis level of £5000 (non-VA schools) or diocesan de minimis of £2000.

## **4 ASSOCIATED POLICIES, DOCUMENTS AND REMITS**

- Terms of Reference of the Governors' Finance Committee
- School Financial Value Standard
- School Development Plan
- Anti-Fraud and Corruption Policy
- Anti-Money Laundering Policy
- Bribery Act Policy
- Charging and Remissions Policy
- Debt Recovery Policy
- Governor Allowances Policy
- Lettings Policy
- School Fund policy
- Staff Expenses Policy
- Whistleblowing Policy
- All finance facing policies
- Register of Authorising Officers and Procurement Card Authorising Officers

## **5 FINANCIAL PROCEDURES**

### **5.1 Table of Responsibilities**

The table below identifies day to day arrangements and allows for short/medium term cover arrangements in the absence of key staff. Guidance regarding longer-term absence and continuity planning can be sought from WBC Schools Accountancy.

<b>Staff Member</b>	<b>Internal Requisitions</b>	<b>Purchase Orders</b>	<b>Deliveries</b>	<b>Invoices</b>	<b>Cheque/ BACS run</b>	<b>Inventory</b>
<b>Headteacher</b>	Authorises	Authorises	None	Authorises – as absence cover	Signs/ authorises	Authorises write-offs
<b>Senior Teacher (full-time)</b>	Authorises	Authorises	None	Authorises – as absence cover	Signs/ authorises	None
<b>SENCo</b>	Authorises	Authorises	None	Authorises – as absence cover	Signs/ authorises	None
<b>School Business Manager</b>	Authorises	Authorises - processes as absence cover	Receives if has not raised the original order	Authorises OR processes	Signs/ authorises	Administers, produces & presents annual report to Finance Committee
<b>Budget Holders</b>	Requests	None	Collects and distributes	None	None	None
<b>School Administrator (full-time)</b>	Processes	Raises orders	Receives if not processor	Processes	Processes & writes cheques if required	None
<b>School Administrator (part-time)</b>	Processes	None	Receives 1 <sup>st</sup> line	None	Writes cheques if required	Administers support

## 5.2 Recording of transactions and accounting

All financial transactions, journals and virements must be properly recorded without undue delay on the school's FMS.

## 5.3 Authorisation

The Governing Body will agree and document levels of authority of members of staff and governors to cover financial transactions, which require the cooperation of the local authority. These include (but may not be limited to) budget virements, journals, internal transfers, overdraft requests and Imprest claims. Financial limits will be recorded on the school's Register of Authorising Officers, with specimen signatures of the designated members of staff, and signed by the Headteacher and Chair of Governors. The school will ensure that the Register is updated when necessary and a scanned copy submitted to Schools Accountancy.

## 6 PROCUREMENT OF GOODS AND SERVICES

### 6.1 Compliance

- 6.1.1 In all cases, any purchase or service contract will comply with current Legislation, including Health & Safety and EC regulations where applicable.
- 6.1.2 School accounts (e.g. Amazon, eBay etc.) should be agreed by governors and purchases comply with the FMP requirements.
- 6.1.3 The School will operate within the limits defined by the LA's Contract Rules of Procedure and in particular:

- 6.1.3.1 For supplies and services with a total contractual value below £10000, the school may select one supplier without obtaining competitive quotations. Where a sequence of small orders is likely to be placed with one supplier a check of their pricing against competitors should be made on a regular basis. Schools should also be careful that repeat orders for a product or service from the same supplier may take the total over the figure at which three quotations should be obtained. In these circumstances, the clauses below should apply.
- 6.1.3.2 For supplies and services with a total contractual value between £10000 and £49999, a minimum of three quotations shall be obtained, except where the nature of the purchase and/or the range of suppliers and/or the timescale precludes this, in which case this will be brought to the attention of the Governing Body/ Governors' Finance (or similar) Committee for consideration and approval and the reason for this shall be documented with the order. Quotations will be reviewed by and a decision to order made by the Headteacher or the School Business Manager. Internet and catalogue quotations should be suitably documented for future reference e.g. photocopies, screen shots etc.
- 6.1.3.3 Subject to 6.1.3.4. below, for supplies and services with a total contractual value of over £50000 the nature of the contract may require additional procedures, including the receiving of quotations from more than three suppliers and a formal tender mechanism. A procurement mechanism will be approved in advance in each case by the Finance Committee, with appropriate specialist professional advice sought as necessary before commitment.
- 6.1.3.4 For supplies and services where the total contractual value is £100,000 or above a formal tender process is required in line with the LA's Contract Rules of Procedure. The school will seek appropriate advice from the LA regarding this and relevant EU and UK legislation. The Governing Body will be advised in each case and have oversight of the procurement process.
- 6.1.3.5 The most cost beneficial quotation will normally be accepted and if not, best value reasons for accepting a more expensive quote will be documented with the order.

## **6.2 Placement of orders**

- 6.2.1 A Purchase Order will be raised on FMS to procure all supplies and services for the school, following receipt of an authorised internal requisition. In order to record commitment in a timely and accurate manner, Purchase Orders will be raised irrespective of whether the order is being placed verbally (telephone orders e.g. emergency repairs), online, sent by mail or email or via e-procurement direct from FMS.
- 6.2.2 In the case of a more complex transaction, the advice of suitably qualified persons must be obtained in order that all considerations regarding pricing, specification, health and safety, etc. can be taken into account.
- 6.2.3 Copies of all orders and supporting documentation will be kept and recorded promptly in the school's accounts. A monthly check of outstanding orders will be made and any long outstanding orders investigated and cancelled if appropriate.
- 6.2.4 For amounts up to £100, minor reimbursements may be made for staff purchases with prior authority from the Headteacher or SBM. This should be limited to those occasions when direct staff purchase is the only practical option. Where goods are to be delivered, they must be delivered to the school, received and checked by someone other than the purchaser. All reimbursement requests must have full appropriate invoices or receipts attached evidencing purchase and so that VAT can be reclaimed whenever possible.

- 6.2.5 In exceptional circumstances, staff may make urgent purchases up to the amount of £50 without prior authority from the Headteacher or SBM. This should be limited to those occasions when direct staff purchase is the only practical option. All reimbursement requests must have full appropriate invoices or receipts attached evidencing purchase and so that VAT can be reclaimed whenever possible within 5 days of purchase.
- 6.2.6 Staff or pupil personal purchases cannot be processed through the school's accounts nor can personal cheques be cashed.

### **6.3 Receipt of Goods**

- 6.3.1 In the interests of probity and to ensure separation of duties, goods received in schools will be checked by an appropriate member of staff other than the person who authorised the order, which should be evidenced on the supporting documentation.

### **6.4 Invoices and payment**

- 6.4.1 Invoices for payment must be originals/electronic from the suppliers or certified copies and fulfil VAT requirements. They will be processed and authorised for payment in accordance with the table in Section 5.1 above.
- 6.4.2 Invoices will be checked against the original requisition; purchase order and goods received/delivery note to avoid the possibility of duplicates or faulty/returned goods being paid for.
- 6.4.3 Invoices will be checked for arithmetical accuracy. No invoice should be paid whose value exceeds 5% more than the original order price without reference to the budget holder. Service, contract and utility invoices should be checked against preceding payments to ensure periodic continuity without overlap.
- 6.4.4 Paid invoices will be marked as paid and filed appropriately with supporting documentation.
- 6.4.5 The payment of invoices will be made in a timely fashion according to the terms stated by the supplier and not less than monthly.
- 6.4.6 Payments will be made by direct debit, BACS or cheque as appropriate.
- 6.4.7 If cheques are used instead of BACS, two authorised signatories will compare the FMS payment schedule (Cheque Run Report (CRR) from FMS) and the payment documentation (i.e. invoice, order and requisition) for each payment and will sign the CRR to confirm that the payment information agrees. The same two authorising signatories will sign the cheque(s).

### **6.5 Procurement Card**

- 6.5.1 The Governing Body is required to authorise the Approval to Apply for a Procurement Card form which is submitted to WBC Head of Finance for final approval. The Governing Body, via its financial policy and procedures, is responsible for ensuring that adequate controls are in place over the use of the cards.
- 6.5.2 The monthly billing limit is determined by the school – as a guide this should be no greater than half of the school's notional Imprest advance for a primary school. The monthly billing limit for this school is £3500.
- 6.5.3 The individual cardholder limits for monthly spend and single item spend are determined by the school. The total of the individual limits cannot exceed the monthly billing limit. The Chair of Governors will approve the agreed limits which will be recorded on the Procurement Card Register of Authorising Officers and retained in school.
- 6.5.4 Merchant/retailer types can be blocked per card to prevent expenditure on non- approved items – there are 34 categories available to choose from on the New Billing Unit (School) Application Form

- 6.5.5 No cash withdrawals will be permitted.
- 6.5.6 Personal items may not be purchased using this card.
- 6.5.7 Access to the cards will be restricted and PIN(s) will be kept secure. Only the main contact, the SBM has access to information on the account via the use of passwords
- 6.5.8 Purchases must relate to official funds for school activities only and must be supplied and delivered to the school.
- 6.5.9 All purchases require an appropriately authorised internal requisition will be passed to the relevant cardholder who will complete the purchase. Orders are NOT recorded on the schools FMS. A valid invoice/receipt from each supplier with VAT details is required for each purchase and must be attached to the requisition order
- 6.5.10 Requisitions and purchases for which the Procurement Card has been used are recorded on a spreadsheet allowing monitoring of monthly expenditure within set limits and providing a commitment figure for the purposes of budget monitoring and forecasting.
- 6.5.11 Upon receipt of the monthly card statement it will be checked and reconciled against the requisition/goods received spreadsheet by the SBM. There is a period of 7 days before the payment date to raise any queries with the bank and to notify of any fraudulent activity. The reconciled statement and supporting documentation will be signed by the Headteacher for completeness, accuracy and timeliness.
- 6.5.12 The full outstanding balance will be paid by direct debit on or before 20th of each month and the cashbook journal will be posted on FMS on or before the monthly payment date to ensure it is included in that month's Imprest claim.
- 6.5.13 There will be a clear segregation of duties between the requisitioning/ordering & card purchasing processes, and the reconciliation of the monthly statement & settlement payments.
- 6.5.14 Where the SBM has a Procurement Card and is also responsible for reconciliation and payment the Headteacher should review each entry on the SBM's individual procurement card statement and sign and date the statement to record that they are satisfied that the transactions were properly authorised and for the purposes of the school.

## 6.6 BACS

- 6.6.1 The Governing Body is required to authorise the Approval to Apply for Bankline access which is submitted to WBC Head of Finance for final approval. WBC Schools Accountancy will progress the application with NatWest/RBS and the school will complete the registration forms when required. The Governing Body, via its financial policy and procedures, is responsible for ensuring that adequate controls are in place over the use of Bankline.
- 6.6.2 Only Bankline roles defined by the WBC Schools Accountancy Bankline administrator may be used by the school. Allocation of individual Bankline roles should be approved by the Governing Body and recorded in the table of responsibilities in Section 5.1 above. These approvals may relate to posts or to named individuals.
- 6.6.3 A paper record will be kept of all suppliers' bank details. These details should be taken from an earlier invoice which has been paid by cheque and verified by a phone call to the supplier (using original phone numbers) as this is a recognised fraud risk. Once checked the details can be entered into FMS. These should be entered by one member of staff and verified by another member of staff, each will initial and date the document after entering the details. These details will then be used to pay the supplier.
- 6.6.4 Any changes to suppliers BACS details should be received on an official letterhead from the supplier but will also be verified by a phone call to the supplier (using original phone numbers) as this is a recognised fraud risk. When these changes have been made in FMS, the document will be initialled and dated together with a record of the steps taken to verify the change.

- 6.6.5 School staff requiring reimbursement by BACS for non-payroll expenditure will complete a bank details form and submit to the school's Bankline administrator.
- 6.6.6 Only payments which have been generated through FMS can be made on Bankline.
- 6.6.7 A second authorised signatory will compare the FMS payment schedule (BACS Run Report printed from FMS) and the Bankline payment schedule (BACS Bulk List Payment pdf printed from Bankline screen) for each payment run and will sign both documents to confirm that the schedules agree, prior to authorising the payments on Bankline.
- 6.6.8 Bankline payments will be subject to dual authorisation, which means that BACS payments will only be released when the second Authoriser has authorised. This is the equivalent of a second signature on a cheque.
- 6.6.9 All Bankline payments reflected on the bank statements will be reconciled to the invoices received and any receipts obtained.
- 6.6.10 School staff may only log into Bankline from within the school and not from remote locations (e.g. home) and this access must be made using school owned PCs or laptops.
- 6.6.11 Bankline users will not share user names or PIN numbers to ensure the separation of duties and that no one individual can both make a payment and approve a payment in the Bankline system.
- 6.6.12 All Bankline cards will be kept securely locked away except when in immediate use.
- 6.6.13 Any member of staff who leaves the employment of the school will have their Bankline access removed immediately and must return all cards to the school for destroying prior to their last day on site.

## **7 BANK ACCOUNTS, INCOME AND BANKING (OFFICIAL)**

- 7.1 Copies of all bank mandates (Imprest account, Direct Debits, BACs etc.) and Registers of Authorising Officers will be held in a secure location in the SBM office.
- 7.2 Bank accounts will be reconciled promptly on receipt and no less than monthly. The reconciled statement and supporting documents will be signed by the Headteacher or SBM.
- 7.3 Imprest returns to reclaim the principle sum (less any income received) and net VAT paid/received will be prepared and submitted to WBC Schools Accountancy no less than monthly (August optional) and in line with their published deadlines. The Imprest account should not be allowed to overdraw and its level reviewed regularly to ensure that it meets the school's cash flow needs. Any exceptional overdraft request and WBC confirmation must be properly recorded.
- 7.4 All collections of income by cheque, cash or otherwise shall be recorded in FMS, immediately receipted (subject to 7.6 below). Monies will be stored in a secure location in the SBM office pending banking.
- 7.5 All cash received will be counted and confirmed by two people.
- 7.6 No receipts will be issued except on request or receipts only issued for amounts greater than £200.
- 7.7 Invoices (for lettings, club payments etc.), internal transfers and other claims for funding will be issued/raised promptly and payment chased after the expiry of the stated payment term (usually 'on receipt') if any, in accordance with the Lettings and Debt Recovery policy.
- 7.8 All cheques and cash will be banked within 2 weeks of receipt and not less than monthly, subject to the maximum allowed for cash (including petty cash and private funds) held on site, set by the school's insurer. Banking will always be completed before school holidays.
- 7.9 No monies due to the main school budget (including lettings income) may be banked into staff or other third party (including school fund) bank accounts under any circumstances.

- 7.10** The writing off of any amounts due to the school and unpaid shall only be made with the formal consent of the Finance (or similar) Committee and in line with WBC regulations (Scheme for Financing Schools 2021-22).
- 7.11** A copy of each contract and insurance schedule relating to lettings income should be available on site.

## **8 BUDGET MANAGEMENT AND MONITORING**

- 8.1** The SBM will monitor the budget and on a monthly basis will post on FMS staff salaries and non-payroll transactions appearing on the monthly Agresso reports supplied by WBC.
- 8.2** The SBM will perform a monthly reconciliation for all funds in use and resolve any unreconciled items.
- 8.3** The SBM will close reconciled periods and perform the annually closure of the expired financial year on FMS on a timely basis ensuring that carry forward figures correctly match Agresso.
- 8.4** The SBM will prepare budget monitoring, from Period 3 and forecasting, from Period 6 reports and will meet with the Headteacher at least monthly to review the budget and forecast position in detail (ledger code level), including variances, and/or participate in relevant financial discussions. Discussions should be recorded/minuted.
- 8.5** The SBM will prepare budget monitoring and forecasting reports with accompanying commentary for the Governors' Finance (or similar) Committee at CFR level. These reports will be prepared in time to be circulated with each meeting's agenda at least a week in advance. The Committee need to be informed of the forecast of the school's outturn positions for the financial year, robustly based on information held to date, in order to make any necessary consequent strategic budget management decisions.
- 8.6** The SBM will provide regular *termly* FMS reports to budget holders to inform them of their budget position. The SBM will provide guidance on the interpretation of the reports, as required.

## **9 SECURITY**

- 9.1** No more than a combined total of £200 public funds, private funds and a cash nominal float of £10 will be held in school in line with the limits set by the school's insurers.
- 9.2** The nominal cash float will be checked whenever monies are banked.
- 9.3** All monies, cheque books and secure boxes will be stored in a secure locked cupboard in the SBM office. This location will be kept locked except when in immediate use.
- 9.4** Hard copy financial records and vouchers will be kept in a secure cupboard in the SBM office and be clearly identifiable.
- 9.5** Key holders for the secure location(s) are the Headteacher and SBM. In the absence of one of these keyholders, a spare key may be held for periods of less than 24 hours by the full-time School Administrator.
- 9.6** All portable and valuable items over the value of £50 will be security coded using UV marking.

- 9.7** The SBM will ensure that effective, secure and timely backup procedures are in place:
- Iterative daily backups of all MIS systems and server data by third party IT support, stored both on site and remotely;
  - Manual weekly backups of all MIS systems are actioned by the system manager, and these are stored on the server;
  - Weekly backups of all MIS systems and server data by third party IT support, stored both on site and remotely.
- 9.8** Access to school management computer systems will be limited to authorised staff. These staff will use passwords that will not be disclosed and will be changed regularly. To prevent the import of computer viruses only authorised software will be used. Staff will only have access to those modules appropriate to their duties.

## **10 OVERSPENDS**

- 10.1** The approval of overspends by a budget holder can only be given by the Headteacher.
- 10.2** The Finance (or similar) Committee review and approve overspends where the Headteacher is the budget holder.

## **11 INVENTORIES - THE RECORDING OF ASSETS**

- 11.1** The SBM will maintain an inventory of all items with a value in excess of £50 as determined by the Finance (or similar) Committee AND all portable and desirable items of lesser value.
- 11.2** The inventory will be regularly updated with the acquisition of new items. Details recorded will include asset type, make, model, serial number, date acquired, date disposed of, purchase cost and location in school.
- 11.3** The SBM will also maintain a register of items taken off site and returned by staff, e.g. cameras. The taking of any school property recorded on inventories off site must be approved by the Headteacher. This requirement excludes staff loan laptops/tablets, which will be covered by a loan agreement (see 11.4 below).
- 11.4** Laptop computers/tablets on loan to teaching staff must be appropriately recorded and supported by a loan agreement letter signed by the member of staff.
- 11.5** An inventory check will be completed annually in the autumn term by an appointed Governor and a report of acquisitions/disposals prepared for the Governing Body by the SBM. Any unaccounted items must be referred to the Governing Body for appropriate action.
- 11.6** The disposal of any assets must be authorised by the Headteacher in accordance with LA regulations. The format of the inventory should enable evidence that such authorisation was given.

## **12 MANAGEMENT OF POLICY**

### **12.1 School:**

This policy is implemented and managed by the Headteacher with reference to the SLT and any other interested parties as necessary. It will be circulated to all staff with financial responsibility on an annual basis who will electronically confirm that they have read and understood the policy and procedures. This register should be presented to the Finance (or similar) Committee and minuted.

## 12.2 Governing Body:

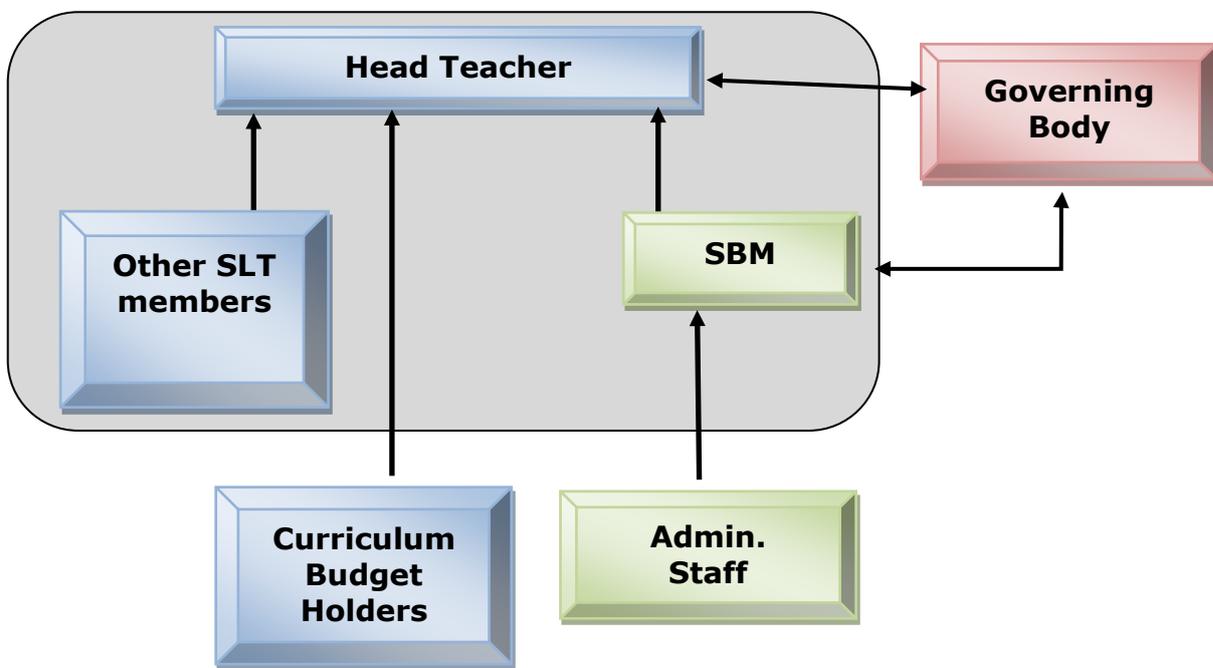
The Finance (or similar) Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final decision.

*Approval:* Approved by the FRP Committee in November 2022.

*Next review due:* Autumn 2023

## APPENDIX I: HIERARCHY DIAGRAM FOR FINANCIAL PROCEDURES

This diagram describes the people involved in financial procedures at the school and how they are inter-related.



**APPENDIX II: WEST BERKSHIRE COUNCIL – Example of REGISTER OF AUTHORISING OFFICERS – SCHOOLS**

v5

**WEST BERKSHIRE COUNCIL – REGISTER OF AUTHORISING OFFICERS – SCHOOLS**

SCHOOL NAME: **BASILDON C.E. PRIMARY**

COST CENTRES: **91100 - 91199**

This register records each member of staff and school governor who is authorised to sign instructions to West Berkshire Council for school financial (non payroll/ HR) transactions to be processed centrally.

SURNAME	INITIALS	POSITION	SIGNATURE	VIREMENTS <small>(Changes to original budget) to be processed by WBC Schools Accountancy</small>	INTERNAL TRANSFERS <small>Repertoire used to transfer WBC funds/limits to be processed by WBC Schools Accountancy N.B. Changes drawn on Imprest Bank Account should not be used to other WBC school/central services</small>	JOURNALS <small>Corrections to coding of advice to be processed by WBC Schools Accountancy</small>	OVERDRAFT <small>Maximum value of credit all on school's Imprest Bank Account that individual can request</small>	IMPREST CLAIMS <small>Please enter a tick against each individual who is authorised to sign the *I declare that the information given in this form is true &amp; complete* Yes or an Imprest return N/A if the need is available they should sign</small>
				£*	£*	£*	£*	√
CLIFFE	M	Headteacher		7000*	7000*	7000*	28000	√
SLINGSBY	P	SBM		3500*	3500*	5000	21000	√
WARD	C	SENCo		3500	3500	N/A	14000	√ if prepared by FO
HUNTER	B	Chair of Governors		Unlimited#	Unlimited#	Unlimited#	Unlimited#	N/A
		Chair of Finance		Unlimited#	Unlimited#	Unlimited#	Unlimited#	N/A
<i>Shade any unused lines</i>								

Discussed and agreed at Finance Committee Meeting held on (date) **05.11.2020**

Confirmed by (signatures)				
	Headteacher	Date	Chair of Governors	Date

Please scan and email to [schoolsaccountancy@westberks.gov.uk](mailto:schoolsaccountancy@westberks.gov.uk). The signed original should be retained in school.

\* Authorisation is acceptable above the limits stated, subject to specific documented governing body approval. For example minutes recording approval of an order being placed for goods/services for EX with Y supplier, a copy of the minutes should be attached to the central payment request submitted to Accounts Payable.  
and/or  
#Chair of Governors and/or Chair of Finance is a signatory with unlimited authority as long as any instruction is counter signed by the Headteacher.  
Delete as applicable

Notes - please read the Good Practice Guide 26 Register of Authorising Officers Guide before completing this form  
Assistance in its completion can be obtained from WBC Schools Accountancy.  
Any change to staff, staff roles or financial limits/imprest account must be notified through the submission of a new form.  
Limits should reflect the practice and procedures stated in the school's Financial Management Policy. N/A should be written in any box not applicable to that person.

**APPENDIX III: WEST BERKSHIRE COUNCIL – Example of PROCUREMENT CARD REGISTER OF AUTHORISING OFFICERS**

**WEST BERKSHIRE COUNCIL – PROCUREMENT CARD REGISTER OF AUTHORISING OFFICERS**

School: **BASILDON C.E. PRIMARY**

Cost Centres: **91100-91199**

- a) This register records each member of staff and school governor who is authorised to use a procurement card for purchases.
- b) The card is issued by Nat West for use through the school's IMPREST Account.
- c) It is subject to West Berkshire Council and the banks terms and conditions and code of conduct.
- d) Its use should be approved by the governing body.
- e) The responsibility for its management rests with the Headteacher.
- f) Limits should reflect the practice and procedures stated in the school's Financial Management Policy.
- g) N/A should be written in any cell not applicable to that person.

Surname	Initials	Position	Signature	Monthly Orders limit *(£)	Single Transaction Limit (£)	Merchant/Retailer Type	Account Administrators
CLIFFE	M	Headteacher		1750	1750	All authorised	√
SLINGSBY	P	School Business Manager		1150	1000	All authorised	√
WARD	C	SENCo		250	250	All authorised	N/A
DHILLON	S	Playleader		350	150	All authorised	N/A

\* Authorisation by the Chairman of Governors/Finance Committee is acceptable above the limit stated and would be communicated by means of a letter signed by the Chairman and Headteacher submitted together with supporting evidence noting the appropriate minute number referencing full Governing Body approval.

Confirmed by \_\_\_\_\_ (Headteacher) \_\_\_\_\_ (Chair of Governors) Date;

A copy of this form should be sent to Schools Accountancy.

Any change to personnel or financial limits of the procurement card must also be notified through the submission of a revised form alongside Bank Form 8 to make the amendment.

# APPENDIX IV: Example of Procurement Card Blocking Instructions

Page 1 of 2



## Transaction Blocking Form 5

When filling out this form by hand, please complete in BLOCK CAPITALS and in black ink. When filling out this form on screen, please use the tab key to move between the relevant fields. Ensure you do not use the return or enter keys.

### 1. Business details

Company/Organisation name WEST BERKSHIRE DISTRICT COUNCIL

Billing unit name BASILDON C.E. PRIMARY SCHOOL

Billing unit number (if you have an existing card Account, please insert your 16 digit account number as shown on your Summary Statement)

4715 0593 0109 5984

We are unable to process your application without the Billing Unit number.

If you wish transaction blocking to apply to selected cardholders or Virtual Accounts, please complete cardholder or Virtual Account details below.

If you wish identical transaction blocking to apply to all cardholders or Virtual Accounts please mark this box.

### 2. Card details

By completing this form, the cardholder(s) or Virtual Accounts detailed below will not be authorised to make transactions in the categories marked overleaf.

Name (title, first name and surname) or Virtual Account name MR PAUL FIELD

Card number (if an existing cardholder) or Virtual Account number 4715 0593 0109 5992

Name (title, first name and surname) or Virtual Account name MRS PAM SLINGSBY

Card number (if an existing cardholder) or Virtual Account number 4715 0593 0109 6008

Name (title, first name and surname) or Virtual Account name MRS KATHRYN WELLS

Card number (if an existing cardholder) or Virtual Account number 4715 05 [ ] [ ]

Name (title, first name and surname) or Virtual Account name MRS HEIDI MCSWEENEY

Card number (if an existing cardholder) or Virtual Account number 4715 05 [ ] [ ]

Name (title, first name and surname) or Virtual Account name MR DAVID GILHAM

Card number (if an existing cardholder) or Virtual Account number 4715 05 [ ] [ ]

MRS DEBRA SMITH

**3. Transaction blocking details**

Mark all categories where cardholders are NOT allowed to spend

- |                                       |                                     |  |                                     |   |   |   |                                     |                                     |
|---------------------------------------|-------------------------------------|--|-------------------------------------|---|---|---|-------------------------------------|-------------------------------------|
| 1. Building services                  | <input type="checkbox"/>            | 2. Building materials                        | <input type="checkbox"/>            | 3. Estates and garden services                | <input type="checkbox"/>                                    | 4. Utilities and non-automotive fuel              | <input type="checkbox"/>            |                                     |
| 5. Telecommunication services         | <input type="checkbox"/>            | 6. Catering and catering supplies            | <input type="checkbox"/>            | 7. Cleaning services and supplies             | <input type="checkbox"/>                                    | 8. Training and educational                       | <input type="checkbox"/>            |                                     |
| 9. Medical supplies and services      | <input type="checkbox"/>            | 10. Staff – temporary recruitment            | <input type="checkbox"/>            | 11. Business clothing and footwear            | <input type="checkbox"/>                                    | 12. Mail order/ Direct selling                    | <input type="checkbox"/>            |                                     |
| 13. Personal services                 | <input checked="" type="checkbox"/> | 14. Freight and storage                      | <input type="checkbox"/>            | 15. Professional services                     | <input type="checkbox"/>                                    | 16. Financial services                            | <input checked="" type="checkbox"/> |                                     |
| 17. Clubs/Associations/ Organisations | <input type="checkbox"/>            | 18. Statutory bodies                         | <input type="checkbox"/>            | 19. Office stationery, equipment and supplies | <input type="checkbox"/>                                    | 20. Computer equipment                            | <input type="checkbox"/>            |                                     |
| 21. Print and advertising             | <input type="checkbox"/>            | 22. Books and periodicals                    | <input type="checkbox"/>            | 23. Mail and courier services                 | <input type="checkbox"/>                                    | 24. Miscellaneous industrial/ commercial supplies | <input type="checkbox"/>            |                                     |
| 25. Vehicles, servicing and spares    | <input type="checkbox"/>            | 26. Automotive fuel                          | <input type="checkbox"/>            | 27. Travel                                    | <input type="checkbox"/>                                    | 28. Auto rental                                   | <input checked="" type="checkbox"/> |                                     |
| 29. Hotels and accommodation          | <input checked="" type="checkbox"/> | 30. Restaurants and bars                     | <input checked="" type="checkbox"/> | 31. General retail and wholesale              | <input type="checkbox"/>                                    | 32. Leisure activities                            | <input type="checkbox"/>            |                                     |
| 33. Miscellaneous                     | <input type="checkbox"/>            | 34. Cash – cash withdrawal facility from ATM |                                     | <input checked="" type="checkbox"/>           | – cash over the branch counter/foreign currency outlets etc |   |                                     | <input checked="" type="checkbox"/> |

**4. Authorisation by the company/organisation**

Signed in accordance with the Authorised Signatories Form 2

Authorised signature(s)

Name (title, first name and surname)

Mr Andy Walker

Date

Name (title, first name and surname)

Miss Claire White

Date

## APPENDIX V: Computer System Access Levels

*N.B. All access levels are uniquely identified by username and are password protected.*

	HEADTEACHER	OTHER SLT MEMBERS	SBM	Full-time ADMIN	Part-time ADMIN	TEACHERS
SIMS Pupil data	Full access	Full access	Full access	Full access	Full access	Mark sheets Assessment Data
SIMS Personnel data	Full Access	Non-financial access	Full access	Non-financial access	None	None
FMS	Full access	None	Full access	Restricted access	None	None