



Financial Management Policy and Procedures

Approved by Governors

Date: 27th February 2021

Signed:

A handwritten signature in black ink that reads "James Armstrong".

Chair of Governors



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INTRODUCTION

Staff undertaking financial transactions on behalf of the school must comply with the Milton Keynes’s Council’s (MKC) Scheme for Financing Schools, including financial procedures and regulations for schools. These are supplemented by this financial policy and guidelines. Failure to comply may lead to disciplinary action that could result in dismissal

- 1 The aim of this Finance Policy and guidelines is:
 - 1.1 To detail the specific roles and responsibilities of governors and staff to carry out the financial administration of the School and segregation of duties to guard against fraud and error.
 - 1.2 To ensure that the School meets the requirements of the Authority’s financial policies, in particular:
 - The Milton Keynes Council Scheme for Financing of Schools.
 - Financial Regulations and Procedures for Schools.
 - Contract Procurement Procedures for Schools.
 - Banking and other procedures as detailed on the Local Management of Schools area of the Council’s website.
 - 1.3 To assist the School in providing efficient and effective financial controls.
 - 1.4 To ensure that financial control is maintained in the absence of key staff.
- 2 School management will ensure that all relevant members of staff receive copies of the Policy and guidelines.
- 3 School management will ensure that training needs of financial staff are periodically reviewed and addressed.
- 4 The Policy and Procedures will be reviewed annually by the Headteacher and any subsequent amendments will be inserted into the Policy and Procedures and dated. Amendments will be reported to the Staffing and Finance Committee or at Full Governors.

GOVERNANCE

The information below illustrates the delegation of financial responsibility from the Governing Board to its Committees, the Head Teacher and Finance Staff.

Role of the Governing Board

In conjunction with the Headteacher, the Governing Board has the following responsibilities:

- Setting the School’s educational and financial priorities.
- Setting policies and targets for achieving objectives and monitoring progress made by the School.
- Ensuring the budget is managed effectively.
- Ensuring the School meets all of its statutory obligations.
- The regular monitoring of actual income and expenditure against each budget and revised forecast for the year.
- Ensuring the annual financial statements are produced in accordance with the MKC and audit requirements.

Barleyhurst Park Primary School



Governors' Committees

In order to meet its obligations the Governing Board has set up the following committees:

Finance and Staffing	meet at least termly
Teaching, Learning and Standards	meet at least termly

The Governing Board has delegated the following financial responsibilities to the Finance and Staffing Committee.

- The recommendation of the annual budget to the Governing Board
- The regular monitoring of actual income and expenditure against each budget and revised forecast for the year
- Ensuring the annual financial statements are produced in accordance with the MKC and audit requirements.

Terms of reference will be reviewed and updated annually during the Autumn Term by the full Governing Board to ensure their continued appropriateness.

The Governing Board has a clerk from MK Governor Services who will take minutes of all Governing Board meetings, including decisions taken and by whom.

Minutes of committee meetings will be reviewed and formally ratified at the next meeting of the full Governing Board.

Declarations of Pecuniary Interests

It is the responsibility of all staff/governors to ensure that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their position as a member of staff/governor. It is for the member of staff/governor always to be impartial and honest in the conduct of their official business and with their own dealings with the School, and to notify the School of any change in their circumstances/interests that may impact in any way upon their employment or upon the School in general.

The Governing Board will establish a register of pecuniary business interest for all staff and Governors. The register is reviewed and updated annually and is open to examination by the public.

Person responsible for updating register	Headteacher
Annual review of register	September
Last update of register	September 2020

Role of the Headteacher

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

The Headteacher advises the Governing Board, provides agreed levels of documentation for its review and decision making and undertakes tasks as delegated by the Governing Board in the School's scheme of delegation.



FINANCIAL PLANNING

The School Plan

The Headteacher/Governing Board is responsible for producing a School Plan. The plan will lay down the strategic priorities of the School and identify specific objectives, together with related funding, target dates and success criteria. The school plan will link to the priorities laid down in the Authority’s Education Development Plan, as well as DfE/OFSTED requirements.

School Budget Plan

The School budget plan is set up to support the strategic objectives of the School as laid down in the School Plan, as well as targets established by the LA and Post Ofsted Action Plan.

The draft budget plan is prepared by the Finance Administrator and Headteacher following consultation with relevant parties and is presented to the Governors for its input and approval in the spring term.

The final budget will be approved by the Governors at its meeting in the spring/early summer term and forwarded to the LA in accordance with specified deadlines. A revised budget is submitted by the Finance Administrator and Headteacher in the autumn term after consultation with the Governing Board.

Periodically, the elements of the budget are subject to fundamental review to ensure that budget headings/allocations remain relevant and are not carried forward merely on an historic basis.

BUDGET MONITORING

The Finance Administrator is responsible for ensuring that the approved budget plan is accurately maintained on the School’s financial system.

Any variation between budget allocations on the Authority’s monthly statement and the School’s financial system should be investigated and resolved to ensure that records are consistent and accurate.

Where budget adjustments occur but the School chooses not to vire funds, written explanations for variances between budgeted and actual income and expenditure must be maintained to enable Governors accurately to monitor the budget.

Responsibilities and Controls

To ensure segregation of duties, no one person should be able to authorise an order and the subsequent invoice.

PAYROLL

Amendments to personnel details and contracts	Business Support Assistant
Authorisation of overtime/supply payments	Headteacher
Authorisations of unpaid and sick leave	Headteacher
Input monthly working records	Business Support Assistant
Submission of payroll adjustments	Business Support Assistant

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Checking of payroll
Reconciliation
Authorised (signed and dated)

Finance Administrator
Finance Administrator
Headteacher

ORDERS

Raised on paper by

Budget Holders, Business Support
Assistant

Paper copy approved/authorised by
Input to FMS
Authorised on FMS

Headteacher
Finance Administrator
Headteacher/Deputy Head

CHECKING GOODS RECEIVED AGAINST INVOICE/PACKING NOTE AND ORIGINAL ORDER

Normal deliveries

School Business Assistant, Welfare
Assistant or Budget Holder

Specialist deliveries

Headteacher

INVOICES

Authorisation of non-order invoices
Input to FMS
Authorisation of order invoices on FMS
Authorisation on non-order invoices

Headteacher
Finance Administrator
Headteacher/Deputy Head
Headteacher

SUPPLIERS' STATEMENTS

Checked by

Finance Administrator

EXPENSES CLAIMS

Authorisation of Headteacher expenses claims
Authorisation of other expenses claims
Input on FMS
Authorisation on FMS

Chair of Governors
Headteacher
Finance Administrator
Headteacher

CHARGE CARDS

Verbal authorisation of use
Reconciliation of monthly statement
Authorisation of monthly statement
Cashbook journal on FMS

Headteacher
Finance Administrator
Headteacher
Finance Administrator

ORDERS / INSPECTION COPIES

Headteacher

Budget holders will place **ALL** orders through the Headteacher, including Inspection copies. This will ensure that any budget holder can ascertain the exact position regarding their cost centre. Non-order invoices should only be processed for utilities and emergencies as per Schools' procedures.

INVOICING – Debtors (includes Lettings)

Invoices raised by
Invoice authorised by
Receipt issued by

Finance Administrator
Headteacher
Finance Administrator

SCHOOL INCOME

Cash / cheques for Breakfast Club
Cash/cheques for uniform
Cash/cheques for trips
Cash/cheques for after school clubs
Input to FMS

rec by Breakfast Club Supervisor
rec by Business Support Assistant
rec by Business Support Assistant
rec by Business Support Assistant
Finance Administrator

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BANKING

Completion of paying in slip/cash/cheques	Business Support Assistant
Banking	Business Support Assistant
Reconciliation of banking	Finance Administrator
Checking of reconciliation	Headteacher
Input of banking onto FMS	Finance Administrator

BUDGET MONITORING

Reviewed monthly by	Finance Administrator
Prepared and reported monthly by	Finance Administrator
Reviewed at least termly by	Full Governing Board

BUDGET VIREMENT/OVERSPEND

Up to the value of £5,000 authorised by	Headteacher
Over £5,000 authorised by	Full Governing Board

CHEQUE SIGNING AND PAYMENT AUTHORISATION

All cheques are to be signed by two authorised signatories (3 authorised signatures for cheques of £3000 or greater), as per bank mandate. Signatories shall be in the following order: - Mrs W Smith (Headteacher), Mr J Passmore (Deputy Head), Mrs K Burns (Assistant Head), Mrs K Wolfe (Teacher/SENCo).

Two members of SLT are needed to authorise BACs payments: Mrs W Smith (Headteacher), Mr J Passmore (Deputy Head), Mrs K Burns (Assistant Head).

SECURITY OF ASSETS

Items recorded on asset register	Finance Administrator
Security Marking of Assets	Deputy Head
Items checked annually by	Deputy Head
Significant discrepancies	Reported by Headteacher to Governors

DISPOSAL OF ASSETS

Up to the value of £1000 authorised by	Headteacher
Over £1000 authorised by	Full Governing Board
Input on asset register	Finance Administrator

LETTINGS

Lettings authorised by	Headteacher
Invoices prepared by	Finance Administrator
Invoices authorised by	Headteacher
Cash / cheques receipted	Business Support Assistant
Banked by	Business Support Assistant
Payment input to FMS	Finance Administrator

FINANCIAL REPORTS TO FINANCE and STAFFING COMMITTEE AND GOVERNING BOARD

Prepared termly by	Finance Administrator
Approved by	Headteacher

WRITING OFF LOSSES (including bad debts)

Up to the value of £1000	Headteacher
Over £1000	Full Governing Board
Input to asset register (assets)	Finance Administrator
Input to FMS (bad debts)	Finance Administrator



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Responsibilities of Budget Holders

Prior to being entered against a cost centre on the School’s financial management system, expenditure must be approved in writing by the budget holder and counter signed by the Headteacher.

Budget Holders are responsible for ensuring, as far as possible, that the expenditure they approve is recorded on the School’s financial system at the time funds are committed.

Delegated budget holders are responsible for monitoring their budgets on a continuous basis and will highlight variances in income and expenditure against budget to the Headteacher.

Provision of Budget Monitoring Information

To enable the budget to be effectively monitored financial information will be made available to the Headteacher/budget holders on a monthly basis by the Finance Administrator.

Reports

Headteacher	FMS Report/Finance notes from Finance Administrator
Delegated Budget holders	Account print-out from Finance Administrator
Full Governing Board	Monitoring Report/Finance notes from School Finance Administrator

On receipt of the Authority’s monthly statement, the Finance Administrator will promptly reconcile the Authority’s monthly income and expense statement to School balances and follow up any differences with the Senior Accountant (Systems and Monitoring). Any significant/long term outstanding items should be reported to the Headteacher.

Printouts of month end reconciled balances on the School’s system will be retained in case of future query and to demonstrate to School management/Governors that the reconciliation procedure has been correctly completed.

TRANSFERS AND VIREMENTS

This is as per limits already set by the Governing Board in the Summary of Financial Delegation.

All virements must be reported to the Governing Board. It should also be noted that certain budget headings are ring-fenced.

CAPITAL SPENDING/EXTERNAL FUNDING

Grants will be linked directly to objectives laid down in the School Plan and will be spent in accordance with requirements of the DCSF/funding body.

Purchases funded from grant income will be subject to the same levels of internal control as purchases from the School’s delegated budget.

Where monies are ring fenced, for example, Capital, the School will maintain sufficient records to be able to demonstrate to Governors that funds are spent in accordance with stipulated requirements.

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Responsibility for spending and monitoring grant income is the responsibility of the Headteacher.

The Headteacher will ensure that all grant income is spent in accordance with deadlines specified by the awarding body and that any required financial returns are completed and submitted on a timely basis.

SCHOOL BANK ACCOUNTS

General Information

The School has the following bank accounts:

Main Budget

National Westminster

The Headteacher has overall responsibility for the operation of the School Bank Account. The Headteacher will ensure that responsibilities for the day to day operation of the account are delegated to provide segregation of duties and controls.

Delegated responsibilities for the day-to-day operation of the bank account are detailed below.

<u>Responsibility</u>	<u>Member of Staff</u>
Safe custody of cheque stationery	Finance Administrator
Safe custody of online banking equipment	Finance Administrator
Invoice input on FMS	Finance Administrator
Invoice authorisation on FMS	Headteacher
Cheques authorised and checked	Headteacher
BACs authorised and checked	Headteacher /Deputy Head and Assistant Head
Bank account reconciliation prepared by	Finance Administrator
Monitoring of account balance prepared by.	Finance Administrator
Reconciliation and monitoring authorised and checked by	Headteacher

In particular:

- Cheques must not be pre-signed.
- Cancelled cheques must be crossed through on the front and kept for audit purposes.
- The bank account must not be allowed to become overdrawn.
- All cheque payments must be supported by appropriately authorised documentation.
- Following payment, the cheque number should be kept with the invoice and documentation should be filed by supplier in date order.
- Cheque run reports are signed and kept allowing cheque number and supplier to be located.
- BACs run reports are signed and filed.
- Reconciliations and banking/VAT returns must be performed on a monthly basis and submitted to the School’s Finance Team.
- Cheque stationery must be held securely.
- Bank paying in books must be held securely.

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School Fund Account (Voluntary Fund) Lloyds Bank

The Finance Administrator has overall responsibility for the operation of the School Fund Account. The Headteacher will ensure that responsibilities for the day to day operation of the account are delegated to at least two different members of staff to provide segregation of duties and controls.

Delegated responsibilities for the day-to-day operation of the bank account are detailed below.

<u>Responsibility</u>	<u>Member of Staff</u>
Approval of invoice.	Business Support Assistant
Safe custody of cheque stationery.	Business Support Assistant
Cheque authorisation.	Mrs W Smith (HT) Mr Passmore (DH) Mrs K Burns (AH)
Bank account reconciliation.	Finance Administrator
Monitoring of account balance.	Headteacher

The School Fund Account must be operated in accordance with the procedures and controls laid down in the Authority’s Local Bank Account Scheme and the Authority’s Scheme for Financing of Schools, copies of which are available on the MKC website.

In particular:

- All cheques must be signed by two of the account’s authorised signatories
- Cheques must not be pre-signed.
- Cancelled cheques must be crossed through on the front and kept for audit purposes.
- The bank account must not be allowed to become overdrawn.
- All cheque payments must be supported by appropriately authorised documentation.
- Following payment, the cheque number should be kept with the invoice and documentation should be filed in cheque number order.
- Reconciliations and banking must be performed on a monthly basis.
- Cheque stationery must be held securely.
- Bank paying in books must be held securely.

Payments to Individuals

The School Fund Account must not be used for transactions of a payroll nature or to reimburse travel expenses. Cheques should not be made out to individuals other than for authorised reimbursement of petty cash payments or in exceptional authorised circumstances.

Cash Security

Cash and cheque books will be held securely in the School safe. Paying in books and printed cheques will be held in a secure locked cupboard.



FINANCIAL RECORDS AND DATA SECURITY

Data Protection

The school shall be registered under the Data Protection Act and those registrations shall be kept up to date.

All personnel and payroll files shall be kept securely in a room that is locked when it is not occupied or in a locked cupboard.

Each member of staff with access to the FMS system must keep their password secure and change it on a regular basis. Access levels should be determined by the Headteacher on a need-only basis.

Access Controls and Data Security

The following staff have access to the School's financial management system:

<u>System Users</u>	<u>Access Level</u>
Business Support Assistant	Supervisor Defined
Finance Administrator	Supervisor Defined
Headteacher	Supervisor Defined
Deputy Head	Supervisor Defined
ITSS FMS Support	System Manager

Where a member of staff leaves the School, the System Manager will immediately remove the access rights of that member of staff to all information systems.

The School's financial management system is protected by Anti virus software. This will be regularly updated.

Unauthorised or illegal software must not be used on the School's computers.

Computer Back Up

The School's financial management system is backed up remotely.

Financial Records

Financial records will be retained in accordance with regulations in general, for six years plus the current financial year. All confidential material is to be destroyed in a secure manner.

The Finance Administrator is responsible for ensuring that accounting records are held securely and for the necessary time period.



PURCHASING

As manager of the School budget, the Headteacher is responsible overall for purchasing procedures within the School. In addition to the controls stated above, specific responsibilities are delegated as follows:

<u>Function</u>	<u>Member of Staff</u>
Obtaining quotations/market testing.	Headteacher (this can be delegated)
Approval of manual purchase requisition.	Headteacher

Best Value

Prior to placing an order, the School ensures that value for money is being obtained.

Ordering Procedures

Purchase orders are raised, using the internal order form, approved and signed by the budget holder and countersigned by the Headteacher and forwarded to the Finance

When the order has been raised on the School’s financial system and authorised in accordance with School procedures, the requisition is attached to the purchase order and filed in official purchase order number order.

In certain exceptional cases, purchases may be made where no purchase order is required. These are detailed in Financial Regulations for Schools.

Where urgent orders are required by telephone or email, they will be approved by the Headteacher in advance before being confirmed with an official purchase order.

Where a quotation has been received, this should be attached to the manual requisition.

Members of staff are not allowed to place personal orders for goods via the School system.

Trial/approval orders for books and other resources must also be placed using the above procedures through the Headteacher.

Orders which are not place in accordance with the above procedures are NOT considered to be official orders and cannot be paid from the school budget.

Deliveries / Receipt of Goods and Services

Deliveries will normally be received in the school office. The school office will notify the appropriate member of staff of the receipt of a delivery. The Finance Administrator will contact the supplier if goods are missing or damaged.

Delivery notes shall be retained by or returned to the School Office who will attach them to the purchase order after the delivery has been confirmed received.



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Processing of Invoices

All invoices received at the School will be passed promptly for processing to the Finance Administrator who will ensure that the following checks are carried out and evidenced.

- Invoice is a valid VAT invoice.
- Invoice not previously authorised.
- Goods have been received / work completed.
- Quality, quantity and prices are correct.
- Discount taken.

Payments must always be made on invoices and not statements.

Invoices to be paid through the School’s Local Bank Account, either a cheque or BACs payment is prepared and provided to the approved signatories for authorisation, together with supporting documentation.

The School will try to ensure that all invoices are paid within thirty days to avoid payment of penalty interest. Where an invoice is held back because of dispute/query, the reasons for the delay in payment, together with action taken, is clearly annotated on the invoice.

BEST VALUE PROCEDURES FOR PURCHASING

Tendering guidelines are contained in MKC’s Contracts Selling Guide which is available on the Council’s website. Authorisation of expenditure shall be in accordance with the levels already set by the Governing Board.

If the lowest quotation is not acceptable, there should be a written statement attached to the order stating why the lower quotation is not accepted.

The Council’s Contract Procurement Procedures (Standing Orders) for Schools will always be adhered to.

Purchasing measures include:

Contract Value	Action Required
£500 - £5,000	Three telephone quotes
£5,001 - £100,000	3 Written Quotes
Over £100,000	Minimum of four formal Competitive tenders

Other best value measures:

- Procedures for accepting “best value” quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship) in which case a best value statement should be kept attached to the order.
- Procedures for establishing review of “best value” when taking out or renewing contracts where no comparable service is available.



VAT

VAT is reclaimable from MKC and advice is available from MKC's VAT officer.

Where applicable, all the school's income and expenditure transactions shall be in accordance with current VAT rules.

INCOME AND BANKING

Charging

Governors will establish charging policies for the School e.g. lettings, School trips, sales to students etc. Approval of these policies by the Governing Board will be minuted and the policies will be reviewed on an annual basis.

Segregation of Duties

Duties for the administration of School Income are segregated as detailed above.

Income

Cheque or cash income will be receipted unless it is received and banked by two separate people and is less than £25.

On receipt, all income will be recorded and held securely in the safe until it is banked. If it is not possible to do this immediately then monies are kept sealed and placed in a secure place.

Income will be banked weekly, using the official paying in book.

All income will be banked intact i.e. monies will not be held back/deducted/used for petty cash.

For each bank paying in slip, a breakdown will be held of all cheques/cash received, including the debt to which the income relates.

Income will be supported by sufficient documentation to ensure that it can be correctly identified and accounted for, including VAT where applicable.

The Governing Board is responsible for approving the write off of bad debts when the school has followed all possible procedures to ensure their recovery.

Income is monitored against budget on an ongoing basis by the Finance Administrator.

Money Collected from Parents

All monies collected from parents are recorded in accordance with the financial delegations and duties.

All monies collected must be banked intact. Under no circumstances should staff retain cash collected and write a personal cheque to cover the income.

Monies must be clearly identifiable to enable the correct entries to be maintained on the school's financial system.

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No monies should be kept in the classroom or classroom cupboards etc. All monies collected in class should be in a sealed envelope and put into the class (lockable) cash box and sent immediately to the school office. The Business Support Assistant will ensure that the cash box is still locked on arrival in the office and is only opened when ready to count the funds. Monies will be kept securely and dealt with in accordance with financial delegations and duties. Monies will be receipted as outlined above.

Banking and Audit Arrangements

The Governing Board will appoint a suitable independent person to undertake an annual audit of the school fund. The School Fund will run in line with the academic year, September – August.

The suitable independent person should produce a report which should include the wording as prescribed in Section 2.8 of the Scheme for Financing Schools. This should be presented to the Governing Board annually.

Administration of the School (Voluntary) Fund

Private fund records are held in an Accounts Book and are maintained by the Business Support Assistant.

- Private fund records will be kept up to date.
- Documentation will be retained to support both income and expenditure transactions.
- All expenditure from the fund must be approved by those staff authorised to do so by the Governing Board.
- Income will be held securely and banked promptly and intact.
- The accounting records and banking balance will be reconciled on a monthly basis.
- Controls over the administration of the Voluntary Fund will be appropriately segregated.
- Official Authority monies must not be banked to the Voluntary fund.

Segregation of duties for the administration of the Voluntary Fund is as follows:

<u>Controls over Private fund</u>	<u>Members of Staff</u>
Maintenance of accounting records.	Finance Administrator
Approval of expenditure.	Headteacher
Receipt of funds.	Business Support Assistant
Banking.	Business Support Assistant
Reconciliation of account.	Finance Administrator
Checking of the reconciliation	Headteacher

INVENTORY AND ASSET REGISTER

The asset register is a list of equipment over a value of £100.00 or other ‘desirable’ equipment and is maintained by the School Business Assistant.

All ‘desirable’ equipment will be security and ‘smart water’ marked and recorded on the asset register once delivery notes and working order checks have been completed.

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On an annual basis, the Finance Administrator will print a list of assets for each room for verification. A designated member of staff will physically verify that the relevant area has each asset; this will be monitored by the Headteacher. From this the school can ascertain that the register is correct, identify any missing items and ensure that all new items have been security marked.

Disposal of Assets

In the normal way, any equipment or asset that is damaged beyond repair, lost or stolen would be reported as such via the annual asset check.

No assets may be disposed of without the approval of the Headteacher. All such disposals must be recorded in the asset registers. No asset on the asset register will be disposed of without written approval of the Headteacher.

In the event of theft or criminal damage to any school property, details must be notified immediately to the Headteacher. The member of staff, usually the Headteacher, will report the incident to the local police and obtain a crime report number which is a requirement of the insurance claim procedures. Finance Administrator will process the insurance claim form and liaise with the police, insurers and any other parties to ensure prompt settlement of the claim. The excess of any claim will vary dependent upon the nature of the claim.

USE OF SCHOOL EQUIPMENT “OFF-SITE”

Staff with an allocated laptop or ipad may take it off site for appropriate professional use. At all times, the laptop or ipad must be kept secure, locked in the boot of a car or in locked premises.

Other school equipment may only be taken offsite with the authorisation of the Headteacher or Chair of Governors; this must be recorded in the Offsite Equipment Register which is kept in the staffroom. Any equipment used off site must be adequately secured.

TRAVEL AND SUBSISTENCE

Current rates are available from Milton Keynes Council.

The cost of public transport expenses are met in full, but where a staff member uses a car for an approved journey, an appropriate amount is paid, dependent upon the purpose of travel.

Mileage and subsistence rates are declared to the Inland Revenue. Payments in excess of the IR levels will incur additional tax or NIC payments under the Inland Revenue “Benefits in kind” rules. Claims must be made within 60 days of the expense being incurred. Authorisation in principle will be given by the Headteacher in advance.

Car park charges will be refunded at the discretion of the Headteacher. Staff may be asked to park a little distance away from the venue to ensure best value.



PAYROLL PROCEDURES

A payroll service shall be undertaken on behalf of the school by an approved contractor. A contract/specification of the terms of the service shall be in force.

The school payroll process is implemented via the approved contractor's portal with clear segregation of duties

Persons with responsibility for amending and authorising payroll matters are as stated under Controls and Responsibilities.

The Business Support Assistant will input overtime, supply claims and absences, provided by the Headteacher, onto the portal.

The Finance Administrator checks the payroll and notifies the payroll provider of any errors or queries. Once the payroll is accurate, the Headteacher authorises this on the portal

A copy of the payroll master file shall be obtained from the payroll contractor and the contents checked against the school's records for completeness and accuracy.

Spot checks of payroll details to personnel records shall be carried out periodically by the Headteacher.

The School will ensure that personnel and payroll information is held securely and in accordance with the General Data Protection Act.

LETTING OF SCHOOL FACILITIES

A range of school facilities are available for hire by individuals or groups between 4.30 and 6 p.m. on school days. Lettings after 6pm will be considered by the Headteacher in consultation with the Caretaker. Lettings at weekends and during school holidays will be considered on a case by case basis by the Headteacher.

Charges for these facilities are reviewed annually and approved by the Governing Board.

Hirers must provide evidence of indemnity insurance to the value of £2 million or pay an additional 10% to be covered by the school's insurance.

It is for the hirer to organise any additional alcohol or entertainment licence, after approval by the school, and copies of this licence(s) are to be sent to the school.

An invoice on FMS will be prepared by the Finance Administrator and payment is required as set out in the condition of hire. Reminders will be issued by the Finance Administrator.



CREDIT CONTROL

The credit terms for debtors' invoices are generally 30 days from the date of invoice but may be shorter for lettings when payment is required in advance of hire.

A reminder letter will be sent to debtors who have not paid their invoices within the set credit terms.

If the debt remains unpaid a further reminder letter will be sent 14 days from the date of the first reminder letter by the Finance Administrator. In addition where possible, the debtor will be contacted by telephone.

At this stage the school may refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long-standing debt is paid it will be decided if the debtor is to be permitted to make further use of the school facilities.

If the debt remains unpaid for a further 7 days a third letter will be sent informing the debtor that the debt will be referred to the school's legal representative if not settled immediately.

If the debt remains unpaid for a further period of 14 days and is for an amount greater than £100 it will be referred to the Governing Board. If it is less than £100 it will be referred to the Headteacher.

Write Off

Write off debt will only be considered when the credit controls procedures have been exhausted.

Before closure of the financial year a list of debts proposed for write off will be prepared by the Finance Administrator and will be submitted to the Governing Board for consideration. The submitted list will be supported by the details of the debt.

The decision of the Governing Board will be clearly documented in the minutes of the relevant meeting.

CHARGE AND DEBIT CARDS

Charge accounts are maintained with certain suppliers and a list will be maintained in the office.

These accounts are set up to deal with occasions when it has not been possible to organise a normal order form and to enable a school employee to obtain goods quickly.

The Governing Board must authorise the use of Charge and Debit cards. Section 2.16 of the Scheme for Financing Schools must be adhered to.



GOVERNOR EXPENSES

The governors consider it appropriate that they should be reimbursed for legitimate out of pocket expenses, such as

- Childcare expenses (where spouse/partner/other responsible adult who normally cares for the child is not available)
- Care arrangements for an elderly or dependant relative
- Telephone charges
- Photocopying and stationery (where the school facilities could not be used)

Further details may be found in the Governor Expenses Policy.

Reimbursement of travel and accommodation costs will be according to the following guidelines:-

- MKC/school rates for teaching and support staff

In order to claim reimbursement of expenses, claimants should complete an expense claim form available from the office. Authorisation will be required from the Headteacher who will only authorise reimbursement if approval is sought in advance. Expenses will be reimbursed to the amount, and on production of, valid receipts which should be sent to the Headteacher with the claim form. Expenses will be reimbursed, by BACs within 14 working days of receipt of the claim by the Finance Administrator.

INSURANCE

The Governing Board shall ensure that there is an insurance policy in place covering the risks set out below:-

- Buildings
- Contents
- Consequential Loss
- Engineering
- Loss of Income
- Public Liability
- Employers Liability
- Governors Liability
- Legal Expenses
- Fidelity Guarantee
- Cash Holdings
- Personal Accident – employees and governors
- Staff Sickness and Maternity.

School journeys and other risks determined by the Governing Board shall also be insured.

Insurance Claims

Forms can be obtained from the office. Details of any claim, or potential claim, **MUST** be notified to the Headteacher immediately, who will contact the police to obtain a crime report and crime reference number (a requirement of the insurance claim procedure).

The claim form will be processed by the Finance Administrator.

Details of excesses are available from Milton Keynes Council, who will monitor to ensure that only valid claims are submitted.



SOLICITORS

The appointment of solicitors shall be reviewed in accordance with Governing Board instructions.

WRITING OFF LOSSES

The writing off of losses, including bad debts, and any notification to the LA shall be in accordance with Section 2.1.6 of the Scheme for Financing Schools.

REPORTING REQUIREMENTS

LA Requirements

As per the published timetable
(Milton-keynes.gov.uk/schools-and-learning/information-for-schools/lms/key-financial-tasks-and-timetable)

1. By 1 May

Annual income and expenditure budget for the current year
Annual cash flow forecast

2. During the Financial Year

Monthly returns - income and expenditure statement

3. By 1 November

Revised budget to be sent to the LA.

4. At the End of The Financial Year

An outturn statement will be required in accordance with guidance and a timetable issued by the LA

5. Inland Revenue Requirements

EPM will submit annual returns as required by legislation

6. Pension Scheme Requirements

EPM will submit annual returns to the TPA and LA as required.

Management Requirements

Reports to Budget Holders

- A FMS generated copy of the cost centre is to be sent to budget holders termly.

Reports to Headteacher

- Monthly printout of budget holders accounts on request
- Monthly printout of debtors and creditors on request

Barleyhurst Park Primary School



Reports to the Governing Board

- Budget monitoring summary including significant variances
- Updated school services contract (end of financial year only)
- Proposals for new services/contracts
- Budget forecasts and reports as requested
- Reviews in accordance with this financial policy and guidelines
- Reports from the finance committee at least termly
- Presentation of the annual accounts and voluntary fund report to the finance committee and Governing Board

Register of Business Interests

- A register maintained by the Headteacher for all members of the Governing Board and staff who have financial responsibility shall be reviewed annually.

Financial Monitoring by the Finance Administrator

Monthly

- Checking the cost centre accounts
- Checking the debtors and creditors aged reports
- Checking LA returns
- Receiving information about staff expenditure, salaries, overtime etc.
- Compares actual income and expenditure with forecasts.

Half Termly

- Reports to Full Governing Board or as otherwise requested

November

- Review actual/budget forecasts for the current year

February

- Review actual/budget forecasts for the current year
- Detailed discussion about proposed budget for the following year
- Curriculum review and all aspects of the school development plan completed
- Draft expenditure forecasts for following year

March

- Notification of the school budget and draft budget considered by Finance and Staffing committee
 - Budget submitted to Governing Board for approval.