



FINANCIAL PROCEDURES FOR STAFF

PURCHASING

- ALL purchases should be made using numbered order forms (Z orders) available from the Bursar.
- In order to keep a check on purchase orders, they must only be given out by the Bursar, Head teacher or Deputy Head teacher who will complete the purple Log book when taking an order form.
- Your Z order should then be given to the Bursar when completed for the Headteacher's approval and authorisation. In the event of the headteacher being absent for more than 1 week, the Bursar is authorised to approve orders
- On receipt of delivery you should check goods received and initial the delivery note as certification. The delivery note should then be passed on to the Bursar. If there is no delivery note, the invoice should be signed

PETTY CASH CLAIMS/LOCAL PURCHASES

- The school does not hold any petty cash and reimbursements for local purchases are made by cheque.
- Prior to purchasing goods locally, authorisation from the Head Teacher, Deputy Head, Children's Centre Manager or the budget holder (subject leader) should be obtained.
- You must ensure that you obtain a proper receipt for goods. It should have the Company's name, address or telephone number and VAT Registration No on it.
- You must ensure that only school purchases are on the receipt - you cannot claim if there are any personal purchases on the same receipt.

N.B:

- Staff should purchase goods using the school order forms whenever possible.
- The school does not reimburse money for purchases made from ebay or any other resale or auction site

- If a purchase is made online it should be delivered to the school address. The school will not reimburse items delivered to staff members' home address.

FINANCIAL MANAGEMENT POLICY

This policy covers all financial matters and procedures and is available to all staff. It is kept in the Head's, Children's Centre Manager's and Office Manager's Office and in the main entrance. It is also available on the school website.

WHISTLE BLOWING POLICY

This policy is applicable to all employees of the school and covers any type of activity or behaviour regarding financial mismanagement or impropriety. It outlines the code of practice to be followed by an employee if s/he has cause for concern. This policy is available to all staff and is kept in the Head's, Children's Centre Manager's and Office Manager's Office and in the main entrance. It is also available on the school website.

Date: October 2008

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