



Coppetts Wood
A SureStart Children's Centre

FINANCIAL MANAGEMENT POLICY

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Financial Management Policy

RATIONALE

The budget has a controlling influence over all School and Children's Centre affairs and therefore should reflect the School and Children's Centre's aims and support the School Improvement Plan, including both medium and short term plans.

Good financial management and strategic planning is the responsibility of the Governing Body, the Head Teacher and the Children's Centre Manager. The efficiency and smooth running of the School and Children's Centre's finances ultimately affect the quality of learning for all children and is therefore of paramount importance.

This policy has been drafted in line with the London Borough of Barnet's Scheme for Financing Schools and conforms to Contract Standing Orders. Practices described arise out of the implementation of Fair Funding employed here since April 1999 under Section 48 of the School Standards and Framework Act 1998.

The Governing Body has a statutory responsibility as detailed in section 21 of The Education Act 2002. The Governing Body will convene once per term.

The Governing Body will apply the principles of efficiency and value for money to all financial and school dealings: to ensure the most effective, economic and efficient means available:

- challenge how and why a service is provided (including consideration of alternative providers)
- comparison of performance against other schools taking into account the views of parents and pupils
- consultation with stakeholders especially parents and children
- competition to secure efficient and effective services

1 Financial Objectives

- That the responsibilities of the Governing Body, its committees, the Head Teacher and the staff should be clearly defined and the limits of delegated authority be clearly established.
- The Governing Body is responsible for ensuring that any grant from the Secretary of State is used only in accordance with the terms set down by the DFE and must take steps to ensure that the financial management and organisation of the Governing Body are such as to enable it to fulfil its obligations
- That the budget should reflect the School Improvement Plan objectives, seek to achieve best value for money and be subject to regular and effective monitoring
- That the School and Children's Centre should ensure that only a sound and balanced budget is approved. In the event of a deficit position then the School and Children's Centre should follow the 'Deficit Budget Procedures' as set out in the 'Scheme For Financing Schools'
- That the School and Children's Centre should establish sound internal controls to ensure the reliability and accuracy of its financial transactions
- That the school and Children's Centre should be adequately insured against exposure to risks.

- That the School should be registered under the Data Protection Act of 1998 and all data protected against loss; the Children's Centre is included under the school's registration.
- That the School and Children's Centre should ensure that the purchasing arrangements achieve the best value for money
- That there should be efficient procedures for the administration of personnel matters
- That all portable and desirable items are recorded, inventoried and adequately safeguarded against loss and theft
- That all income due to the School and Children's Centre be identified, registered and banked promptly
- That the school should properly control the operation of bank accounts and reconcile bank balances and accounting records
- That the Schools Unofficial Funds should be administered as rigorously as Official Funds

2 Organisation of responsibility and accountability

2.1 Additional Roles of the Governing Body

- Responsibility for overall financial management of the school
- Responsible for ensuring the Financial Management and other policies are reviewed annually
- To plan the budget and delegate responsibility to budget holders
- To ensure the requirements of the scheme and associated guidance are adhered to
- To ratify Policies drawn up by the relevant committee
- Establishing and maintaining a register of business interest of all Governors and staff that is reviewed at each Governing Body meeting
- To ratify and approve the school budget annually and delegate responsibility for in year budget amendments (virements/updated DP11) to the Finance/Premises committee
- To approve expenditure over £5000 on major capital projects and to seek LA approval before proceeding where appropriate
- To authorise write-offs and disposals of inventory items
- To ensure appropriate insurance cover for the school is obtained
- To ensure audit recommendations are implemented
- To approve and authorise Leasing Agreements over £5000 per annum and seek LA approval
- To delegate the consideration of the questions on the School's Financial Values Standard (SFVS) and it's completion to the Finance and Premises Committee
- To receive a detailed SFVS report and ensure that the school upholds the standards and the form is signed by the Chair of Governors.

2.2 Role of the Finance/Premises Committee

Finance:

The budgetary process consists of four phases:

- a) planning
- b) budgeting
- c) monitoring
- d) review

The committee is a non-statutory committee, the names of the committee members are available from the Clerk of the Governors or the Head Teacher

The committee aims to:

- consider and approve a provisional budget upon receipt of the allocation from the LA for deliberation by the main Governing Body
- consider and approve in year budget amendments (virements/ updated school budget on behalf of the governing body)
- ensure the budget expenditure is appropriate, and prioritised against the School and Children's Centre's Improvement Plans using all available resources
- monitor the income and expenditure in conjunction with the Head Teacher and report to the Governing Body on a termly basis and consider long term planning and resourcing
- consider recommendations from other committees that have a financial implication
- monitor and ensure the completion of the SFVS and ensure the school meets the standards
- agree the level of delegation of the Head Teacher for the day-to-day running of the school.
- prepare and review policies including the Financial Management Policy and Whistleblowing Policy (annually) giving consideration to the planning and resources of the school in line with the School's and Children's Centre's improvement plan
- Monitor the Unofficial Fund and ensure they are audited annually and presented to the Governing Body for approval.
- approve variations in planned spending.
- approve and authorise Leasing Agreements between £1,000 and £5000 per annum and seek LA approval as necessary.
- Monitor the
 - maintain minutes of meetings that may be open to a full Governing Body meeting.

Premises:

Premises business will be mindful of financial implications.

- Receive regular reports on the state of the school premises and work to be done
- Prepare and review termly a schedule of regular maintenance. This work is to be delegated to the Site Manager and discussed at committee meetings
- Prepare the schools Capital Development Plan.
- Prepare tenders for capital programmes (over £50,000).
- Monitor and oversee any capital programmes.
- Review all existing contracts on an annual basis or when due for renewal (e.g. cleaning/ school meals/photocopiers).
- Ensure works are completed as per Health & Safety requirements.
- Consider the disposal of obsolete equipment and furniture

2.3 Role of the Staffing Committee

- To prepare and review the staffing policies in line with statutory requirements including:

- Pay Policy
- Safer Recruitment
- Appraisal Policy

Code of Conduct

- and all decisions reported back to the Governing Body.
- To appoint staff in accordance with agreed procedures.
- To be actively involved in any disciplinary action.
- To agree a staffing structure for the school/Children's Centre that meets the aims of the School Improvement Plan and review as appropriate
- To annually review the staff salaries in line with legislation and make recommendations to the Governing Body and consider the recommendations from the head teacher about pay progression, ensure the policy is applied fairly
- To set and review performance targets for the Head Teacher in collaboration with a nominated professional advisor.
- Ensure that staff are correctly and fairly appointed in line with Equal Opportunities and the Safer Recruitment Policy.
- To produce and review the Pay Policy on an annual basis.
- To check that arrangements for staff appraisal / performance management are in place and being developed.

2.4 Role of Head Teacher

Although the Head Teacher will retain ultimate responsibility together with, the Deputy and the senior management team they will work in partnership in all matters relating to finance

- Submit the budget for approval of the full Governing Body.
- Submit the ratified budget to the LA.
- Advise the Finance and Premises committee on spending priorities.
- Ensure that school expenditure reflects priorities in the School and Children's Centre improvement plan including plans for money held in reserve for future projects.
- To manage the budget and ensure that the budget limits are not exceeded.
- To make virements where necessary up to the value of £10,000 for individual budget headings (agreed October 2012 Premises and Finance Committee).
- Implement expenditure in line with the school and Children's Centre budget.
- Consult the Finance Committee on virements in excess of £10,000.
- Advise the Chair of Governors on virements in excess of £10,000.
- In conjunction with the Finance Officer or Office Manager/Bursar, to approve and authorise Leasing Agreements up to £1,000 per annum and seek Finance and Premises Committee and/or LA approval as necessary
- Monitor the budget monthly using reports issued by the Office Manager/Bursar
- Authorise expenditure on a day-to-day basis in line with the budget.
- Manage the budget and ensure that the budget limits are not exceeded.
- Submit to the Governing Body details of income, expenditure and commitments in an agreed format.

- To ensure audit reports are implemented.
- All relevant staff to be kept up to date with the Construction Industry taxation scheme ([/www.gov.uk/hmrc-internal-manuals/construction-industry-scheme-reform/cisr12100](http://www.gov.uk/hmrc-internal-manuals/construction-industry-scheme-reform/cisr12100)).
- Arrange for unofficial funds to be audited annually.
- Adhere to the principles of efficiency and value for money at all times.
- Arrange staff appraisals and performance management.
- Ensure that all visitors using the school wear a visitors badge whilst on the premises.
- The Site Manager will induct all workmen coming on site
- Ensure that all workmen who come on site report to the office and sign the visitors' book.
- Ensure health and safety training is up to date and implemented.
- Prepare provisional budget estimates in consultation with the Finance Committee.

2.5 Role of Senior Leadership Team

- To be involved in the budget setting process (Head and Deputy)
- To monitor their budgets where appropriate
- To ensure no budget within their delegated responsibility goes overspent
- To be a signatory on cheques where applicable

2.6 Role of Teaching and Non-teaching staff

Budget holders will submit to the Head Teacher the requirements for their area of responsibility on an annual basis. The Governing Body will approve these budgets at the time the final budget for the school and Children's Centre is set taking into consideration the priorities within The School and Children's Centre Improvement Plan. Additional funding will need the approval of the Head Teacher before proceeding.

2.6.1 Role of the Office Manager/Bursar

- To maintain accurate and up to date accounting records and, in conjunction with the School's Accountant keep an accurate account of any under spend or overspend. In the case of an over spend this should be brought to the attention of the Head Teacher immediately.
- To raise and authorise official orders if the head teacher is absent for more than 1 week.
- Input orders onto the accounting package
- In conjunction with the Head teacher, to approve and authorise Leasing Agreements up to £1,000 per annum and seek Finance and Premises and/or LA approval as necessary
- To process invoices, stamp and complete the Certification Stamp for payment
- To prepare invoices for payment and pass to the headteacher with the relevant documentation for authorising
- Prepare cheques and pass them with the relevant documentation to one of the cheque signatories for signing
- To produce monthly monitoring reports for the Head Teacher and termly reports for the Governors
- To reconcile computer accounts to the LA reports on a monthly basis
- To check all records relating to school finance

- To provide LA with details of income and expenditure (including VAT) and statements of bank reconciliation on a monthly basis by the required deadline
 - To work closely with the Head Teacher and School's Accountant on budget preparation and monitoring
 - To raise and follow up queries as necessary
 - To ensure that the budget codes are not overspent and to take corrective action where necessary
 - To reimburse any local purchases and record expenditure on the LA's recommended financial package, RM Finance, and to ensure these are sanctioned by both an authorised signatory and the person receiving the payment.
 - To check paying in slips completed by designated members of staff for school income.
 - To ensure that the School Budget Share Account does not become overdrawn unless otherwise directed by the LA.
 - To ensure VAT Regulations are complied with
 - To make the necessary Grant/budget adjustments as and when allocations are reviewed
 - To maintain the Unofficial Funds Account, the expenditure of which is authorised by one signatory, the Head Teacher or authorise expenditure if the head teacher is absent for more than 1 week
 - To ensure that an audit trail is maintained and financial transactions are traceable from the original documentation to accounting records and vice-versa
 - To ensure that the financial records are maintained to an auditable standard
 - To ensure that income relating to lettings is banked against the correct income code
 - To ensure that the income from School meals is reconciled to the school bank statement.
 - Prepare invoices as necessary.
 - To follow up any queries relating to the orders
 - To collect and bank income for charitable collections, donations in Unofficial Funds Account.
 - To maintain stock levels for office stationery
- Lettings**
- Follow procedures laid down by the LA and School Governors (see lettings procedures policy)
 - Take bookings for all lettings and log them in advance
 - Take indemnity deposits and bank
 - Ensure that all income is received prior to a letting taking place
 - All invoices must be marked 'paid' and details of additional charges where necessary
 - Refund in full or part indemnity deposit
 - Ensure the Premises Manager or Site Manager have full details of all lettings prior to them taking place
 - Ensure that legislation and/or conditions relating to the schools Public Liability Insurance is adhered to for all visitors
 - Ensure that all hirers are shown a copy of the school's health and safety procedures

- Ensure that all lettings are covered by the appropriate level of Public Liability Insurance in advance of the letting

2.6.1a Role of the School's Accountant

- To monitor salary expenditure making use of the statement of accounts produced by the LA
- To prepare and process virements in conjunction with the Head Teacher as necessary
- Prepare year-end returns by the required deadline
- To ensure opening and closing balances reconcile to LA Accounts
- To ensure the school holds up to the value of balances brought forward (Revenue plus Capital) in the Reserve Account to earn maximum interest
- The School's Accountant will check the pay details provided by the payroll provider on a monthly basis

2.6.2 Role of Administration Staff

- To collect and bank dinner money collections, and chase outstanding debts and seek authority to write-off long outstanding debts
- To do the weekly milk returns for Nursery/Reception classes
- To collect and bank breakfast club and chase outstanding debts
- To invoice, collect and record income from childcare (Children's Centre)
- To collect, bank and record additional income eg school trips, clubs

Free School Meal Tasks:

- Parents will be checked for validity (income support evidence)
- Parents will be asked to produce the income support evidence every 6 months
- A letter is sent to all parents on their annual review date with a request to complete a form and provide evidence
- Ensure that the School Money System is kept up to date and in accordance with authorisation (as outlined above)

2.6.3 Role of the Site Manager

- Will be a member of the Premises Committee (as an observer)
- Ensure the schedule of regular maintenance approved by the Finance/Premises committee is adhered to.
- Holds a list of key-holders and reviews this annually
- Be responsible for the budget for cleaning materials
- Review budget for cleaning materials with the Bursar regularly
- To pass the goods received to the relevant Subject Leaders for detailed checking against the Official Order
- Oversee lettings (excluding the receipt of money)
- Order materials and equipment needed for basic building repairs and maintenance and maintain stock levels
- Working closely with the Head teacher and Bursar, to obtain quotations for any alterations or building works up to the value of £5,000 (eg roof repairs, leaks, floor repairs, etc)
- Carry out minor building repairs and claim overtime as appropriate

- Ensure that legislation and/or conditions relating to the schools and Children's Centre's Public Liability Insurance is adhered to for all visitors
- Ensure that all workmen who come on site report to the office and sign the visitors book and show a visitors badge whilst on the premises
- Ensure that all workmen who come on site are given a copy of the school's and Children's Centre health and safety procedures and are informed of the Asbestos Plan
- Claim overtime as appropriate
- To sign delivery notes on receipt of goods. If it is not possible to check them the delivery note must be marked 'unchecked' in order that a detailed check can be carried out to ensure accuracy.
- To check goods received against the delivery note, date and sign. If there is no delivery, note the invoice should be signed and dated
- To pass the goods received to the relevant Subject Leaders for detailed checking against the Official Order

2.6.4 Role of teaching staff/subject leaders

- Budget holders will submit to the Head Teacher the requirements for their area of responsibility on an annual basis.
- The Governing Body will approve these budgets at the time the final budget for the school is set or in line with the timings for the School Improvement Plan.
- Additional funding will need the approval of the Head Teacher before proceeding
- Budget holders will monitor their own budget
- Budget holders will write Z Order Forms ensuring they are then authorised by the authorised signatory
- Budget holders will liaise with the Bursar in the event of any queries
- Budget holders will liaise with appropriate admin staff in following up any discrepancies over deliveries with the suppliers.

2.6.5 Role of Children's Centre Manager

- To help set Children's Centre budget with Bursar and Head Teacher
- To gain approval for purchases from the Head Teacher.
- To liaise with the Bursar
- To ensure all childcare parents/carers receive invoices ahead of due dates
- To ensure that all outstanding fees for childcare are collected on time
- To send money to be banked at the end of each week to the Bursar.
- To keep an accurate record of payments received
- To ensure that all Financial Procedures are adhered to by staff members
- To use Z order forms where possible for ordering equipment and resources
- To accurately record staff's, both internal and external, hours; to be forwarded on to the Bursar on a weekly basis.

2.6.6 Role of Children's Centre Staff

- To uphold Financial Procedures
- To ask for authorisation prior to ordering any equipment or resources from the Centre Manager

- To invoice, collect and record income from childcare (Children's Centre Administration Officer)

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3 Budgets

3.1 Budget administration

- The budget will be set by the Head Teacher and the Finance & Premises Committee and approved by the full Governing Body.
- When the budget has been ratified by the full Governing Body the Head Teacher will administer the budget along with the Bursar
- A budget monitoring report in an approved format is presented to the Finance Committee
- The Bursar will prepare month end reports and reconcile these to RM Finance and Barnet Integra. These will be submitted to the LA. Any errors or changes will be notified to the L.A. The Head Teacher will also check these.
- Individual budget holders (e.g. departments) will monitor their own budgets and liaise with the Bursar regarding any discrepancies
- The allocation of funding is split into four main categories, employees, premises and supplies and services, and agency and contracted services

The responsibilities for budget areas are as follows:

Employee Budgets

- Salaries - Head Teacher
- Virements - Head Teacher - up to £10,000
- Finance Committee - over £10,000

Premises

- Contracts - Head Teacher/Bursar
- Planned Maint - Head Teacher/Bursar
- Repairs & Maint - Head Teacher/Bursar
- Capital Works - Head Teacher/Bursar/Governing Body/Finance & Premises Committee
- Insurance - Head Teacher/Bursar

Supplies and Services

- Departments - Subject Leaders
- Consumables stock - Deputy Head
- Office supplies - Bursar
- Furniture & Equipment - Head Teacher/Bursar
- Leasing (annual costs) - Head Teacher/Bursar up to £1,000
- Finance/Premises Committee £1,000-£5,000

Children's Centre

- Employee Expenses - Head Teacher/Centre Manager/Staffing Committee
- Premises - Head Teacher/Centre Manager/Bursar
- Supplies - Centre staff

The School Budget is linked to the Improvement Plan, which is drawn up by the Head Teacher, Children's Centre Manager, staff and Governors. This is approved annually by the full Governing Body

4 Internal Financial Control

To ensure effective financial control, designated personnel are authorised by the Chair of Governors as follows:

- Authorised signatures as per the Authorised Signatory List
- A list of key-holders is held and reviewed annually
- All cheques must be signed in accordance with the bank mandate
- Official orders placed by individual budget holders must be approved by the Head Teacher before being processed to ensure sufficient budget is available. In the event of the head teacher being absent for more than a week, the Office Manager/Bursar is authorised by the Governing Body to approve orders
- When goods arrive they are checked against delivery notes and official orders, dated and signed. The designated member of staff will deal with any errors relating to deliveries. In the event of there being no delivery note, the invoice will be signed and dated
- Invoices are coded to the appropriate budget heading and recorded on the computerised accounts by the Bursar.
- There should be sufficient separation of duties relating to all finance matters to ensure minimum risk.
- The preparation of cheques and invoices are prepared by the designated member of staff (Office Manager/Bursar) and sent to the authorised signatories for signing.
- Designated personnel involved with financial documents including cheques, invoices, orders and receipts are aware that alterations should be made in ink and that Tippex should never be used.
- Another member of staff will check income and initial paying in book before being banked to ensure separation of duties.
- Documents relating to finance are kept for a period of six years plus the current year.
- All accounting records are all kept in the school office, in a locked cupboard. The chequebooks, receipt books and unused official orders are locked in the safe cupboard.
- The school will not authorise charge/credit/debit cards from the School's Budget Share Account.

5 Insurance

- The school and Children's Centre is insured through the LA. A schedule giving details of cover is issued annually
- The policy schedule will be reviewed annually.
- The premises, contents and public liability are covered under the policy.
- School and Children's Centre property such as cameras and computers are covered when they are off the premise All schools trips and journeys are properly insured prior to the event taking place.
- The school buys into both medium and long term sickness and maternity.

- All contractors or external providers of services are requested to provide a copy of their company's current/valid public liability insurance prior to commencing work for a minimum value of two million pounds plus cover for damage to the inside of the property.
- The safe limit for cash will be determined at the time of renewal (currently £5000).

6 Computer Systems

- The School and Children's Centre is registered in accordance with the Data Protection Act 1998 and complies with this legislation.
- The aim is to ensure that the School and Children's Centre has an effective computer based system for monitoring and processing financial information efficiently.
- Such information is properly protected and backed up and that information is restricted to authorised personnel and users ensuring passwords are setup and not shared.
- Passwords are updated regularly.
- RM Finance and the budget software are all on line
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6.1 Data protection

- The Bursar and Head Teacher are responsible for data protection.
- The Bursar to be kept up to date with guidance to be able to implement the scheme.
- A Data protection Certificate is purchased covering the Governing Body and the school.
- Only the Head Teacher and authorised personnel will have access to staff files.
- No information relating to staff and pupils will be given out to other parents or staff without the express permission of the member of staff or parent.
- Governors and the Clerk to the Governors have access to names and addresses of the Governing Body.
- Only authorised personnel will have access to information relating to the Governors.

7 Purchasing

- All purchasing procedures will be reviewed annually.
- The Governing Body will set limits on budget holders.
- The Governing Body will give consideration of value for money when considering contracts
 - Economy, efficiency and effectiveness
 - Quality - equipment, goods & services
 - Price - purchases and works
 - Fit for purpose
- Separation of duties is clearly established by the authorised signatory list and this is adhered to.
- A Z order will be raised for all goods and services with the exception of utilities.
- All orders will be properly completed and authorised.
- The Headteacher signs all orders prior to being processed. If the headteacher is absent for more than 1 week, the Office Manager/Bursar will authorise orders
- A hard copy of the official order will be retained to keep an audit trail.

- All orders will be inputted on the accounting package by authorised personnel before sending to the suppliers.
- Upon receipt of goods and services the delivery note should be signed and dated and annotated unchecked if this has not been done. In the absence of a delivery note, the invoice will be signed and dated.
- All goods and services will be checked off against the delivery note.
- The checked and signed delivery note will be attached to the official order for payment.
- All paperwork and documentation will be retained for all quotations and tenders.
- A separate log will be kept for large contracts giving details of the contract, time on site and issues relating to the contract.
- The school will adhere to the Construction Industry Scheme as per the procedures.
- Official orders are ruled off below the last item recorded. One copy of the order is retained in the office and the second copy is given to the budget holder.
- When orders are placed for services an estimated cost is indicated against appropriate budget allocation so that budget can be clearly monitored.

7.1 Contracts

Prior approval from the Governing Body will be obtained for all expenditure above the value of £5,000 through the School Improvement Plan which includes the Capital Plan. The school will always seek best value for money and take into consideration price, quality and fitness for purpose when purchasing goods and services

When selecting contractors for work:-

- Up to £5,000 no special arrangements are required
- Over £5,000 - £25,000 - 2 competitive quotations need to be obtained and approved by The Governing Body (and if appropriate Governing Body can renew contracts for up to 2 years)
- Over £25,000 - £50,000 - 3 competitive quotations need to be obtained and approved by the Governing body
- Over £50,000 - 3 or more quotations needed to be obtained and approved by the Governing Body (and the LA if in relation to capital expenditure [in accordance with section 2.19 of the Scheme for financing schools](#))

7.2 Payments

- All staff are aware that when goods are received they should be signed for. When staff sign for goods they know to clearly write on the delivery note "Unchecked".
- The goods are checked and distributed by designated personnel/budget holder as soon as possible. The cleared delivery note is checked against the delivery and attached to the original official order. The designated personnel usually do this.
- Goods of the value of over £200 or those that are portable and desirable (e.g. cameras), are entered on the electronic inventory package.
- Payment is only made when an original invoice has been received, checked, coded and certified for payment. Copy invoices can only be paid after rigorous checks have been made.
- The authorised signatories as per the authorised signatory list can only certify invoices.

- When invoices have been paid and authorised they are filed in cheque number order.
- No payment will be made to individuals unless they are for goods only.
- Payments to individuals will be made in line with current LA advice.

8 Personnel/Payroll

- Procedures for salary amendments are set out in the Pay Policy
- The School and Children's Centre is contracted with the LA's Personnel and Payroll services, now provided by Capita.
- The Governing Body will approve any changes in the staffing structure.
- The Governors will consult with staff when reviewing changes in the staffing structure.
- Capita HR sends payroll information to the school.
- Payroll information is checked on a monthly basis.
- Any errors or omissions on the payroll reports are reported to the relevant service for correction.
- HR is notified of staff leaving.
- HR is notified of new starters. They will draw up the contracts for all staff
- HR will be informed in the event of capability or disciplinary procedures.
- The Office Manager notifies HR of any staff changes.

9 Security of stocks and other property

- The Head Teacher, the Deputy Head, Assistant Head teacher, Assistant Site Manager and the Site Manager are the only key holders for the main school; The Children's Centre Manager is a key holder for the Children's Centre. Any other key holders must be identified.
- Goods of the value of over £200 or those that are portable and desirable (e.g. cameras), are entered on the electronic inventory package.
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- A loan book is kept for staff to record property taken from the premises.
- All write-offs and disposals of stock and equipment are authorised by the Head Teacher and approved by the Governing Body.
- The school safe is kept locked at all times. The Head Teacher and Deputy Head teacher are key holders. The keys are retained by the Head, Deputy or Bursar and and they are never left at school over night.
- All staff are responsible for their own possessions and are actively encouraged to use the available lockers.
- All classrooms have safes

10 Income

- Governors will review their charging policy for parental contributions for music, swimming and school journey's etc annually.
- Income collected will not be used for the encashment of personal cheques or other payments
- Income from school meals will be collected and banked into the school's official funds account.
- Income from childcare fees will be collected, recorded and banked into the school's official funds account.

- All income received from childcare fees are receipted.
- Income from miscellaneous donations should be banked into the school's Unofficial funds.
- Any voluntary donations from the Children's Centre will be recorded and banked into the school's official funds.
- The school will ensure that income from parents is sent directly to the school office ensuring that the type of income, Class name/number and child's name are clearly identifiable on the envelope.
- Administration staff will maintain a class list on which they record money collected for day trips and school journeys.
- A list should be maintained on which monies are recorded that are collected for day trips and school journeys.
- A numbered receipt is given for all income received (cheques and cash)
- All income is recorded on an Income Record Sheet daily
- The collection of income relating to day trips and other activities is paid into the appropriate bank account.
- A full reconciliation is done weekly for all income collected
- Two members of staff will verify the amount of money being banked.
- One member of staff will sign the paying in slip the second will initial the slip.
- All paying in slips/Income forms will be clearly marked with the denominations of the income, the purpose of the income and the correct income code.
- Income in sealed security bags will be collected weekly by the cashiers' service.
- Personnel will ensure when banking money directly e.g. Post Office that the receipts are properly franked.
- Income left in the safe will be kept to a minimum during holiday periods. N.B. The Children's Centre is open for 48 weeks of the year. At no time will over £5000 be kept in any one safe.

The School and Children's Centre have a Debt Policy to deal with accrued debts.

11 Lettings

- The Governing Body has made a decision to allow the School or Children's Centre premises to be used for hire
- All hirer's will be charged for public liability at 7.35%
- The Governors will only accept hirers public liability insurance if it is for a minimum of 2 million pounds and includes damage liability.
- The School and Children's Centre has a lettings policy, which is reviewed annually.
- Governors will review the charging policy and scale of charges annually.
- When VAT is applied to an invoice the Boroughs VAT number will be used which is 229 2360 70.
- All hirers will be given a Conditions of Hire setting out their responsibilities.
- School and Children's Centre lettings are administered by the designated personnel.
- Official LA invoices, booking forms, and acceptances are being issued at the correct time.
- All lettings are paid in advance of the let taking place.
- All income is paid into the schools official funds account.
- An indemnity deposit is taken on one off lettings and paid into the official funds account.

- Any costs paid from official funds as a direct result of the letting will be reimbursed monthly from the official funds account.
- Indemnity deposits will be paid back to the hirer in full when the Lettings Manager receives the satisfactory report.
- In the event of any damage or additional cleaning etc the indemnity deposit will be used to pay the additional costs, the balance with an invoice will be paid back to the hirer.
- Any debts incurred as a result of lettings will be absorbed by the schools official funds.
- All invoices will be kept in number order in a file.
- A copy of the income receipt will be attached to the invoice showing full details of the payments.
- The Site Manager's overtime will be authorised by the Head teacher before sending it to payroll for payment

12 Taxation

- The School and Children's Centre complies with VAT, Income Tax.
- Only VAT can be claimed from proper VAT invoices.
- Payments to contractors and sub-contractors are made in accordance with the Construction Industry Taxation Scheme.
- Payment of invoices with labour valued over £1,000 will be paid to the LA.
- The Construction Industry Scheme will be adhered to by getting the correct documentation from any contractors.

13 Banking Arrangements

- The Authorised signatories list is kept in the finance file in the school office.
- The bank accounts are never overdrawn, nor will the bank negotiate overdraft facilities.
- The school will not enter into any loan agreement other than with the LA.
- Two signatures are required on all cheques over £500
- The Finance Committee must approve individual purchases above £5,000.
- Cheques are never pre-signed.
- When not in use, printed cheques are securely kept in a locked safe cupboard.
- Bank statements are received weekly and reconciled with accounting records.

13 Petty Cash

The governors no longer authorise the payment of petty cash (January 2014). Any local purchases made by staff with the appropriate receipt will be reimbursed by cheque.

15. Governors' Expenses

Governors can claim expenses as outlined in the Governors' Allowance Policy expenses as per the Education (Governors' Allowances) Regulations 2003.

16 Voluntary Funds (Unofficial Funds)

- The Governing Body has delegated responsibility for the Unofficial Funds Account to the Head Teacher.
- The School and Children's Centre has one unofficial fund account.
- VAT will not be claimed for purchases being administered through this account, as the account is not registered for VAT.
- The unofficial fund Account is to account for money relating to fund raising, donations etc.
 - Any PTA expenditure that becomes the property of the school can have the VAT reclaimed through the official fund and will be reimbursed promptly from the unofficial fund account
- The account is for purchases outside the official school accounts.
- The account will be administered as rigorously as the official funds account.
- The Treasurer of the unofficial fund Account is The Head teacher.
- The accounts will be reconciled on a monthly basis in line with the official funds.
- The Finance Committee appoints the auditor.
- The accounts are audited annually and a copy of the audit report sent to the Governors.
- The PG18 (audit form) is sent to the LA as per the Scheme for Financing Schools.
- No payment will be made without proof.
- All invoices will be authorised for payment.
- The signatories on the accounts are the same as the official account.
- Two signatories are required to sign all cheques over £250.

17. Whistle Blowing Policy

- The Barnet Whistle Blowing Policy is circulated to all staff and governors annually.

Signed Chair of Governors

..... Date

Signed by Head Teacher

..... Date

To be reviewed on: DateOct 2018.....

Related Policies

Finance/Premises Committee:

Charging Policy
Lettings Policy
Educational Visits Policy
Health & Safety Policy
Whistle Blowing Policy
Debt Policy
Governors' Allowances Policy

Staffing Committee:

Pay Policy
Safer Recruitment
Disciplinary and grievance procedures
Staff Appraisal

Appendix A Construction Industry Taxation Scheme

[/www.gov.uk/hmrc-internal-manuals/construction-industry-scheme-reform/cisr12100](http://www.gov.uk/hmrc-internal-manuals/construction-industry-scheme-reform/cisr12100)

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