Kingsland Primary School

Financial Management Policy

(Revised by LA October 2024)

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Introduction

The overall policy of the Governing Body is to run its finances within its delegated budget. It will aim to maximise the use of that budget together with any other sources of income or grant to deliver the School Development Plan.

This document aims to show how the school will ensure its financial affairs are conducted to achieve appropriate levels of accountability and stewardship within the requirements of the Wakefield Scheme for Financing schools (last revised August 2024).

1. Governing Body

1.1 The Schools Standards and Framework Act 1998 (Fair Funding) places a statutory responsibility on the Governing Body for all aspects of running the school, including its financial affairs.

1.2 To enable it to fulfil its role effectively the Governing Body may delegate some of its strategic responsibilities to Committees of Governors. Wakefield Governor Services recommends that Governing Bodies have two primary committees (Standards and Resources) whereby smaller groups of governors can meet and hold more focussed/targeted discussions. Some Governing Bodies choose to have a different committee structure, and some choose not to use committees and just meet more regularly. If a Governing Body chooses to have committees, functions delegated to them should be outlined in the terms of reference that have been agreed by the Governing Body. In line with statutory requirements, the Governing Body reviews its committee structure, membership and terms of reference on an annual basis.

1.3 The day-to-day management of the school is delegated to the headteacher and senior members of the school's staff. The extent of these delegated powers is set out below.

1.4 In addition, to ensure the financial affairs of the school are properly controlled in line with current best practice and guidance, the Governing Body and headteacher have adopted the financial procedures set out in the appendix to this policy document.

1.5 The Governing Body have decided to ask the LA to provide the following services centrally and have accordingly allocated the associated part of their delegated budget:

Financial and accounting
Payroll / HR Model Pay Policy
Creditor Payments
School Improvement
Governor Training & Clerking of Governing Bodies
Educational Psychology
Repairs and Maintenance
Insurance
Music Service

1.6 The Governing Body have decided to let the following services outside the Council on the basis of a one-year renewable contract in line with the Governing Body Purchasing Policy:

Grounds Maintenance (Stanley)
ICT Support
HR services-Michael Davis
Woodland Wonders
School of Dance
Rentex
Riding for the Disabled
Music Therapy
Swimming
School Money
Relish-school meal provision (three year contract – due to end on 01/04/27)
CPOMS (three year contract)
Spectrum CS Limited – cleaning services
WNTAI Data Protection Service/Officer

1.7 **Delegated Financial Limits**

There may be instances whereby due to exceptional circumstances, the standard approval process under section **3.4 Purchasing** of the Financial Procedures may not be viable to follow, and an immediate response is required. Under these circumstances, the Resources Committee can authorise emergency expenditure (i.e. not within the approved budget) up to £25,000. This will require retrospective ratification by the Full Governing Body at the next Full Governing Body meeting. If a response is required before a Resources Committee is scheduled to convene the decision becomes subject to standard Chairs Actions procedures.

2. DELEGATED RESPONSIBILITIES

2.1 Headteacher

2.1.1 Has day-to-day responsibility for managing the school including financial and staffing matters in accordance with the Wakefield Scheme for Financing Schools, subject to regular reporting to the Governing Body.

2.1.2 Working with the Governing Body, School Business Manager and appointed committees in the financial management of the school

2.1.3 The headteacher will be able to authorise all expenditure approved within the delegated budget. However, in addition he/she will have delegated responsibility to commit the school to expenditure or transfer monies between heads of expenditure up to £10,000 provided that this does not exceed the overall approved expenditure within the delegated budget. Amounts above this limit may only be incurred in conjunction with the Chair of Governors up to £25,000. Where such action has been necessary the amount involved, and an explanation should be provided to the next available meeting of the full Governing Body.

2.1.4 Allocate financial duties to appropriate staff bearing in mind that there is adequate division of duties between members of staff to provide appropriate levels of internal checking and ensure full compliance with the Wakefield Scheme for Financing Schools and the local authority's Financial Procedures Manual.

2.2 Deputy Headteacher

2.2.1 The Deputy Headteacher should be aware of the Headteacher's responsibilities as well as those of the Governing Body. The postholder should be aware of the school's internal financial organisation to sufficiently enable the postholder to assume leadership of the school should circumstances dictate this.

2.3 School Business Manager

2.3.1 The School Business Manager will conduct the day-to-day administration of the school's financial affairs, in line with the Wakefield Scheme for Financing Schools and the local authority's Financial Procedures Manual. They will ensure that the high standards of financial control demanded by the Governing Body are maintained.

2.3.2 The Senior Administrator has delegated responsibilities to authorise purchases of goods and services up to £1,000 using the purchasing card. The School Senior Administrator has delegated responsibility to make on-line purchases up to £1,000. The school will have in place processes to confirm with the Headteacher/Business Manager the validity of such transactions.

2.3.3 Maintain the school's income and expenditure delegate budget on the local authority's Financial Information System (presently Unit 4 Business World On!)

2.3.4 Financial management of the school fund including regular reporting to the Governing Body. Ensuring the annual audit of the school fund income and expenditure account and balance sheet is carried out by competent auditors and is reported to the Governing Body. A copy of the audit certificate is sent promptly to the local authority following the completion of the audit process for the previous financial year or academic year.

2.3.5 Monitor the school's income and expenditure against the delegated budget agreed with the local authority and notify the headteacher of any variation in budget profile. Financial information must be reported to the Governing Body at least six times per year.

2.3.6 Provide the local authority with the information and returns they require to fulfil their responsibilities in respect of financial accounting, systems and procedures.

2.3.7 Responsibility for the security of all cash and cheques, chequebooks, purchasing card and other financial stationery.

2.3.8 Ensuring adequate arrangements for the security of all assets of the school

2.3.9 Ensuring the security of all information held on the school's computer systems and in compliance with the Data Protection Act.

2.3.10 Ensure the school's Asset Register is being maintained and updated on a regular basis. Provide the necessary advice on security of these assets and arrange an independent annual check of those assets.

2.3.11 Maintain detailed records of expenditure for all areas included within the general school budget.

2.3.12 Check that sufficient funds are available under relevant budget headings prior to preparation of orders

2.3.13 Sign School Fund monthly bank reconciliation as evidence of independent review.

2.3.14 Sign online payment portals (such as Pay360) printed reports as evidence of independent review.

2.3.15 Sign imprest claim form as evidence of independent review.

2.4 Senior Administration Officer

2.4.1 Responsibility for the security of all cash and cheques, chequebooks, imprest accounts, vouchers, purchasing card and other financial stationary.

2.4.2 Maintain and update the school's asset register.

2.4.3 Prepare all orders for dispatch.

2.4.4 Update orders with goods received note status

2.4.5 Receive and check accuracy of all invoices (*for schools not on full P2P* send the invoice to payments and controls with the cost centre and appropriate account code for input onto the P2P system).

2.4.6 Administer the School Fund in accordance with the School Voluntary Fund Policy. Maintain daily records of all transactions to the school fund and reconcile the bank account monthly.

2.4.7 Submit electronic income statements (Pay360) and imprest claim forms.

Financial Procedures Manual
Key Tasks during the Year

Financial Procedure	Annual	Half Year	Term	Half Term	Month	Week	Day
Governance							
Review FMP & Procedures	*						
Set Governing Body & Committee Meetings	*						
Annual review of teachers' salaries	*						
Review of Charging and Remissions Policy	*						
Financial Planning							
Review staffing in line with 3 year SDP	*						
Review other expenditure costs for budget setting			*				
Review expected pupil numbers/projections			*				
Review income levels for initial budget plan	*						
Agree annual budget plan with GB	*						
Send agreed budget plan to local authority by 31st May (30th June if submitting Deficit Recovery Plan)	*						
Monitoring							
School Business Manager monitoring and reviewing budget (including commitments)					*		
Resources Committee reviews budget statement and latest school forecast position			*				
Complete & return local authority Financial Controls Checklist as part of SFVS self-assessment.	*						
Completion of annual SFVS SAQ	*						
Payroll							
Staff performance management review	*						
Review of staff salaries and responsibilities	*						
Check accuracy of payroll for all staff					*		
Variation forms are submitted in a timely manner to avoid salary overpayments being incurred which then have to be recovered	As required						
Purchasing							
Review purchasing policy	*						
All construction industry tax cards are valid	As required						
All purchases should be supported by an appropriately authorised order.	As required						
Invoice processing period complies with the Government's prompt payment standard					*		
Check accuracy of all expenditure charged in Agresso					*		
Purchasing Cards							
All Purchase Card applications are signed by the Chair of the Governing Body.	As required						

Financial Procedure	Annual	Half Year	Term	Half Term	Month	Week	Day
School Business Manager reviews the transactions as per the on-line cardholder user guide						*	
Designated approver approves the transactions in a timely manner						*	
A report of all purchase card transactions incurred by the Headteacher is produced and presented to the Chair of Governors or the Resource Committee for scrutiny at each meeting.			*				
Imprest							
Independent check that the cash imprest account records are maintained satisfactorily					*		
Headteacher certifies reimbursement claim to local authority (submitted electronically but a signed hard copy should be retained as evidence of independent authorisation)	As required						
Inventory/stock							
New items (purchases) added to central stock records as required	As required						
Physical check of inventory by Independent Officer	*						
Income							
Review charges and expected income levels					*		
Review of actual income received and any bad debts					*		
Print off electronic Pay360 report on each input occasion. It should then be independently signed and reconciled to underlying records, e.g. school meals income to dinner registers	As required						
Notify Children & Young People's Finance Team of any grant bid applications (to seek approval) before submission to the grant provider in accordance with the Grants Administration Manual.	As required						
Notify Children & Young People's Finance Team if bid is successful and confirm income is to be paid into School Delegated Budget (NOT the School Fund).	As required						
School Meals							
Review School Meal Prices	*						
Independent check of meals register to free school meal entitlement records			*				
Review of actual income received and any bad debts						*	

Financial Procedure	**Annual**	**Half Year**	**Term**	**Half Term**	**Month**	**Week**	**Day**
Raise invoices for any arrears of school meal income (frequency to be determined by school but at least half termly)				*			
School Fund							
Resources governors review School Fund Constitution Aims and Objectives.	*						
Independent check that bank statement agrees to school fund records and cash book					*		
Independent audit of accounts	*						
Audit certificate returned to local authority by 31st January for preceding financial or academic year	*						
Data Security							
Change all passwords	Termly, or as requested, if more frequent						
Backup computer files							*
Ensure compliance with data protection act	*						
Licenses are held for all software used in school	*						
Insurance							
Review existing policies and insured levels	*						

3. FINANCIAL PROCEDURES

3.1 General Policy

3.1.1 The policy of the Governing Body is to use all funds received for the running of the school in the most effective manner by achieving "value for money (VFM)".

3.1.2 An essential part of ensuring VFM is to have sound financial procedures. The Governing Body has reviewed the Wakefield Scheme for Financing Schools and associated local authority Financial Procedures Manual and has adopted the following procedures.

3.1.3 To ensure that all staff are familiar with these procedures they should each be given a summarised version of the financial procedures which directly affect them e.g. how to order resources, when to get quotations, cash procedures and inventory arrangements. New members of staff joining the school will also be given their own copy as part of their induction training. The School's Business Manager will hold a record of who has been given copies.

3.2 School Budget

3.2.1 The management and control of the school budget has been delegated by the Governing Body to the Finance/Resources Committee. The day to day management of the budget has been delegated to the Headteacher.

3.2.2 Monitoring of the school finances is an ongoing process. The Finance/Resources Committee shall review all aspects of the school's budget each year in accordance with the principles of value for money as set out in the Wakefield Scheme for Financing Schools.

3.2.3 The Finance/Resources Committee will determine a proposed budget for the following financial year in sufficient time for it to be approved by the Governing Body and submitted to the local authority before the end of May (end of June if a Deficit Recovery Plan required).

3.2.4 The budget spending plan shall be constructed in line with the School/Premises Development Plan to ensure that the educational requirements of the pupils are met and that the environment within the school is at an acceptable standard. As the school's budget allocation is mainly based on pupil numbers, fluctuations in these should also be monitored closely by the Headteacher and Governing Body.

3.2.5 **BUDGET MONITORING**

The Headteacher & School Business Manager will work closely with the Finance/Resources Committee in monitoring the school's finances. An up-to-date written statement of the school finances shall be included in the Headteacher's report to the Governing Body meetings. Financial information must be presented to the Governing Body at least six times per year. The format shall be in the local authorities standard format (e.g. Unit4 Monitoring Report) and include spend to date and any known commitments, details of any forecast changes and explanations for any variances which affect the above financial policy. It shall be a written report, and in sufficient detail for the Governors to fully understand the school's financial position. The report shall be available two weeks prior to the arranged meeting. The review and any action shall be minuted.

3.3 Salaries

3.3.1 Salaries shall be paid to teaching and non-teaching staff in accordance with agreed National Scales, considering local agreements and in accordance with the school's pay policy. No employee at the school earns a gross annual salary that exceeds £115,000.

3.3.2 All salaries shall be reviewed annually by the Personnel Committee with the Headteacher in an advisory role. No staff governor shall be a member of this Committee.

3.3.3 Payroll procedures must make clear who is responsible for authorising all payroll changes. Only the headteacher will have the authority to make changes to payroll payments which directly affect the agreed payroll budget including staff changes, increases in pay and signing overtime/lettings payments. The exception to this will be where the Chair of Governors authorises any changes in the Headteacher's pay.

3.3.4 All payroll payments are monitored to ensure that changes and additional payments have been authorised and that they are in respect of the school's staff.

3.3.5 A sickness report will be presented to the Finance/Resources Committee at each meeting reporting on its effects on the school's operation and budget in relation to the cost of supply teacher cover.

3.3.6 A sickness absence record will be maintained on the local authority's web-based sickness recording system and will be updated at least weekly.

3.4 Purchasing

3.4.1 The Governing Body will ensure that the principles of obtaining value for money are always followed particularly obtaining quotations and tenders as required by the Wakefield Scheme for Financing Schools. See Purchasing Policy (Appendix 1).

3.4.2 The Headteacher has delegated responsibility to authorise purchases of single items up to the value of £10,000 if the purchase of those items does not exceed the approved budget available for that expenditure head. If purchases require adjustments between heads of agreed expenditure (outside of the CIPFA classification of expenditure) to enable adequate budget to be available, then these can be actioned up to £25,000 in consultation with the Chair of Governors.

3.4.3 However, in the event that the expenditure is required in an emergency situation for amounts above £25,000 and particularly those not included in the original budget or development plans, the Chair of Governors or the Chair of Resources Committee should be consulted and the expenditure reported retrospectively to the next meeting of the Governing Body.

3.4.4 Verbal quotations will be obtained and recorded for orders/contracts of less than £10,000 and records will be kept of the verbal quotations received.

3.4.5 All orders/contracts between £10,000 - £75,000 per project will be subject to three written quotations. The lowest quotation shall be accepted, unless, there are exceptional circumstances approved by the Finance/Resources Committee and subsequently reported to the next full Governors' meeting. Records will be kept of all written quotations received.

3.4.6 For orders/contracts over £75,000, tender procedures shall be carried out in accordance with local authority regulations as detailed in the Wakefield Scheme for Financing Schools (section 2.17.7). The lowest tender shall be accepted, unless, there are exceptional circumstances approved by the Finance/Resources Committee subsequently reported to the next full Governors' meeting. All information relating to the tender procedure will be kept.

3.4.7 Orders over £60,000 must not be entered into without the prior agreement of the Corporate Director for Children & Young People.

3.4.8 Orders involving leases must be referred in advance to the Link Asset Services helpdesk to ensure value for money (see leasing policy for further information).

3.4.9 Governing bodies may only borrow money (which includes the use of finance leases) with the written permission of the Secretary of State. The introduction of IFRS16 for local authorities from the 1st April 2024 states that, under the Education Act 2002, all leases will be classed as borrowing and will require the Secretary of State for Education's consent.

3.4.10 The Secretary of State's has agreed to provide blanket consent to a range of common leasing activities, as set out in the Leasing for maintained schools - GOV.UK (www.gov.uk). Leases not included in this Order will require the written consent of the Secretary of State.

3.4.11 Only official orders shall be used for purchases and these should fully describe the items required and agreed price. Where urgency necessitates a verbal or faxed order, this shall be followed by an official signed confirmatory order on the next day.

3.4.12 All orders will be authorised by the Headteacher to ensure that sufficient funds are available within the appropriate budget.

3.4.13 Before orders are placed for construction or related trades the School Business Manager will ensure that the contractor holds a valid certificate issued by the HM Customs & Revenue confirming the contractor is properly registered under the Construction Industry Scheme. If a certificate is not held an alternative, registered contractor must do the work.

3.4.14 Goods and services shall be checked against orders for accuracy by someone other than the School Business Manager. Wherever possible the supplier's goods received note should be retained with the school's copy order.

3.4.15 Payment shall not be made until a proper invoice has been received, checked for accuracy and delivery, and certified as such by the Headteacher.

3.4.16 As a school operating under the P2P system all orders, GRN's and invoices are processed in accordance with the guidance detailed in the Wakefield P2P Procedure manual.

3.4.17 Items above £1,000 or of an attractive/portable nature should be considered at this time for inclusion on the school's inventory.

3.4.18 The school will liaise with the Council's Taxation Officer on any capital projects to ensure that the VAT implications for the Council and School are full appraised. (For further clarification please refer to the VAT Education Manual, in section 9 of the School Finance homepage on the VLE).

3.5 Purchasing Cards

3.5.1 The purchasing card can be used to purchase goods in over the counter transactions, over the telephone, or on-line.

3.5.2 Invoices/receipts shall be attached to the purchase card statements by the cardholder. Where possible a scanned copy should also be attached to Purchase Card System (SDG2).

3.5.3 Transanctions must be reviewed and approved on SDG2 in a timely manner (weekly).

3.6 Imprest Account

3.6.1 The Imprest Account shall be used for petty cash purchases within the delegated budget for small value payments or emergencies which have been authorised by the Headteacher/ School Business Manager, where no other payment option is available. All expenditure must be supported by receipts and identify VAT paid. Vouchers must be signed by the recipient and countersigned by an authorised independent member of staff.

3.6.2 This account shall be reconciled on a regular basis (monthly) i.e. petty cash balances plus vouchers plus receipts for payments (vouchers) agreed to the imprest amount. After this reconciliation, the request for reimbursement must be authorised by the Headteacher or the School Business Manager (SBM) if previously agreed. The SBM can't authorise the reimbursement if they are involved in the day-to-day administration of the imprest account.

3.6.3 The Imprest petty cash float shall at all times be kept securely controlled.

3.6.4 The amount of the imprest agreed with the local authority will be set at £100.

3.7 Inventory of School Assets

3.7.1 The Administration Officer shall be responsible for maintaining the school Central Inventory (for items costing above £1,000 or lower value where the risk is considered to be significant i.e. Portable & attractive) which will also show the method of funding. The inventory will normally be updated at the time of purchase and also added to a location inventory.

3.7.2 A register should also be kept of all electrical items, for health & safety requirements.

3.7.3 Individual members of staff will be made responsible for the safekeeping of the items within their location inventory.

3.7.4 All changes to the location inventory will be agreed and recorded by the Administration Officer and the location inventory holder, including temporary moves such as use at home (to comply with insurance arrangements).

3.7.5 The Administration Officer in conjunction with the School Business Manager will decide whether or not the item should be security marked.

3.7.6 Any income from the sale of any item shall be credited to the schools delegated budget account unless the item was directly funded from the Schools Voluntary Fund or similar account.

3.7.7 The Administration Officer and location inventory holder will undertake an annual audit of the contents of the inventory. Any significant discrepancies will be reported to the local authority and Governing Body and in circumstances decided by Internal Audit and the local authority the police will be informed.

3.8 Income

3.8.1 The Finance/Resources Committee will oversee all matters relating to the letting of school premises and will follow the guidance set out in the Wakefield Scheme for Financing Schools.

3.8.2 The process of maintaining the diary of any bookings should always be separated from the raising and collection of accounts. Review of any outstanding debts should be undertaken by someone independent of the collection process.

3.8.3 Where circumstances dictate that income should be collected at the time the service or letting is made then a receipt must always be given. If invoices are to be raised this should be done through Agresso Accounts Receivable.

3.8.4 The Finance/Resources Committee will also determine an income collection policy as to how charges are to be collected and their approach to allowing credit and late payment for the School Dinner Monies, Breakfast Club and lettings. Write-offs may only be considered by the Governing Body. Individual debts up to £500 may be written off by the Governing Body on notification to the local authority but amounts above this need the formal written approval of the Assistant Chief Executive – Resources & Governance.

3.8.5 In setting the rates, the Finance/Resources Committee shall have regard to the Governing Body's requirement to maximise lettings' income subject to both market conditions and voluntary use.

3.8.6 Regard must be had for the VAT implications relating to income set out in para 5.5 of the Wakefield Scheme for Financing Schools.

3.8.7 **SCHOOL MEAL INCOME**

3.8.7.1 The School Business Manager and Administrative Officer will be jointly responsible to the Headteacher for the collection of online payments relating to school meals income.

3.8.7.2 Parents will be using the 'School Money' system (the new cashless system) to pay for all dinner money.

3.8.7.3 If the school is operating a cashless system, parents should be notified of the process and information/statements provided on request.

3.8.7.4 Dinner registers shall be completed by the Class Teacher on a daily basis on the Relish portal. This then charges pupil paid meals and links to School money. This is then ordered with the kitchen.

3.8.7.5 A message shall be sent to parents showing arrears, of any value, weekly. In the event of non-payment, a more formal letter is sent by the Headteacher. The School Business Manager will discuss with the Headteacher where arrears exceed £40.00 to agree the most appropriate course of action; this may include raising a formal invoice.

3.8.7.6 Free School Meals entitlement is checked termly by the School Administrative Officer. Letters are sent to parents whose eligibility will run out at the end of term. Free Meals are not supplied unless notified by the local authority.

3.9 Accounting and Banking

3.9.1 Monies and cheques received from any sources shall be reconciled to the accounting records and banked (or collected by Security+) in the appropriate accounts. The Business manager will ensure the reconciliation has been undertaken and the monies banked in full. **No expenditure should be incurred from monies collected as income.**

3.9.2 Where an online payment system is used, weekly reconciliation of the online system must be undertaken by the Administrative Officer and counter signed by the School Business Manager. School Business Manager must note and report any outstanding payments to the Headteacher.

3.9.3 Where an income book is used the person handing over the monies shall sign by the specific entry to agree the amount handed over. If receipts are issued the receipt book should also be checked and countersigned.

3.9.4 The Administrative Officer will complete the LA electronic banking return (PAY360) each week detailing income taken. The Pay360 printed report shall be signed as evidence of independent review by the School Business Manager.

3.9.5 The School Business Manager and Administrative Officer will jointly agree the cash to be collected and both initial the copy bank paying-in slip as evidence of this.

3.9.6 All income to be collected as per agreed cash collection service planner.

3.9.7 The maximum limit of cash and/or cheques to be held on school premises shall be in accordance with the school's fidelity guarantee insurance requirements.

3.9.8 The nature of cash makes it very attractive and vulnerable to loss, it is therefore vital that secure arrangements are in place for its safekeeping and that the person responsible for its safekeeping is apparent at all times.

3.10 Pupil Premium

3.10.1 Pupil Premium is additional funding to help schools close the attainment gap between children from low income and other disadvantaged families and their peers. The Pupil Premium is based on the number of FSM pupils, looked after children and children of service families on the school roll at the time of the January census; added to this are the Ever 6 FSM. The school is expected to use the funding to help close the attainment gap of the eligible pupils and to publish a statement for the previous year & current year confirming the Pupil Premium allocation, spend and the impact it has had. This should be published on the school website and be on an academic year basis.

3.11 Other Government Grants

3.11.1 For any other funding/grants that the school applies/bids for, will inform the local authority in writing, seeking approval from the local authority prior to submission and if successful, pay the grant funding directly into the school budget via the LA bank account.

3.11.2 The school should follow the procedures in the Grant Administration Manual when applying for external funding.

3.11.3 The Governing Body will approve the application and the proposed spending plans which will be included in the School Development Plan.

3.11.4 The School will liaise with the School Strategy & Performance Team to ensure that the objectives of this additional grant funding are in alignment with the current school priorities and that there is no conflict.

3.12 School Voluntary Fund

3.12.1 The Governing Body is effectively the trustees of the school fund and shall make their intentions clear as to its general use (by approval of the Constitution). The Governing Body shall be responsible for the appointment of the Treasurer and an independent honorary auditor. The School Business Manager shall act as the Treasurer.

3.12.2 Each School Voluntary Fund shall have a Constitution which shall be reviewed annually and includes the following:

- purpose of the fund
- examples of use
- administration and audit arrangements.

3.12.3 The standards of accounting and stewardship in respect of running the fund shall mirror those for the schools delegated budget.

3.12.4 The Governors have adopted the Wakefield Council School Voluntary Fund Policy

3.12.5 A bank account giving favourable rates of interest shall be used to operate the school voluntary fund which will be used for the control of monies arising from voluntary activities e.g. school trips, Christmas parties etc. Statements from the account shall be received monthly.

3.12.6 The cheque book for school funds shall be controlled by the School Business Manager and Administration Officer as agreed by the Governing Body.

3.12.7 All school fund cheques shall be signed by two of the three authorised signatories who are authorised by the Governing Body to write cheques up to an agreed value of £5000. Any expenditure in excess of this shall be referred to Chair of Governors for approval. The three signatories shall be the Headteacher, Business manager and nominated governor.

3.12.8 Accounting records shall be kept on a receipts and payments basis properly supported by appropriate receipts and paid invoices to facilitate the production of annual accounts and their audit. It shall be possible to identify the main sources of both income and expenditure and this is best provided for in the use of a columnar spreadsheet.

3.12.9 There shall be a monthly reconciliation between the fund record (cash book) and the monies held in the fund bank account. This reconciliation should be checked by an independent person and recorded in the school fund records.

3.12.10 The annual accounts and Treasurer's report shall be presented to the Governing Body annually. The format shall at least show all the main sources of income, expenditure and the amount of money held in the fund bank at that time.

3.12.11 The school fund shall be audited annually and a copy of the audit certificate, be sent to the local authority by the 31st January following the preceding financial year or academic year.

3.13 Insurance

3.13.1 In allocating the school budget expenditure sufficient funds shall be allocated to allow for insurance premiums to cover the insurance requirements as advised by the Council's Insurance Officer.

3.13.2 Where the school wishes to make its own arrangements, it must ensure that the insurance cover is at least the same as what is provided under the local authority scheme.

3.13.3 Similarly, the budget must include sufficient to cover premiums or allowances to provide the necessary cover for a realistic level of staff absences.

3.14 Data Protection

3.14.1 The Headteacher shall appoint a member of the school's staff to be responsible for ensuring that the regulations relating to the Data Protection Act are made known to all members of the school staff. The responsible person should also be aware of all aspects of data management including security, virus protection and suitability of all applications including that all appropriate licences are held.

3.14.2 The school computer system holds the financial records of the school along with other records. These records form an essential part in the proper financial management and control of the school. To ensure the security of these records, they shall be password protected, and the file contents of the computer system shall be archived daily.

3.14.3 Access to the computer system and records shall only be allowed to those members of staff authorised by the Headteacher. A record of those authorised and

the extent of their access (i.e. from full access and ability to amend records down to read only) shall be held at the school. Each authorised user shall have his/her own security password which will be changed automatically on a quarterly cycle or sooner depending upon the importance of their level of their personal access level.

3.14.4 In accordance with the Data Protection Act 1998 the school is registered as a Data User with the Data Protection Registrar. Copies of the registrations are held by the Headteacher and any alterations of use of the computer system: purpose, information held, disclosures, etc. shall be notified on the appropriate forms to the Data Protection Registrar at the time they arise.

3.15 Service Contracts

3.15.1 Contracts for other services, whether provided by either in-house or private contractors, will be monitored to ensure the actual level of service meets the requirements set out in the contract specification.

3.16 Consistent Financial Reporting

3.16.1 The School Business Manager will ensure the school complies with CFR requirements on a timely basis.

3.16.2 The CFR return will be examined to ensure accuracy and correct allocation.

3.16.3 The CFR return will agree with the published data in the section 251 outturn statement

3.17 Benchmarking

3.17.1 The School Business Manager will undertake a benchmarking exercise on an annual basis to compare the school with other schools with similar criteria on a national basis.

3.17.2 A report will be submitted to the Resources Committee to share any best practice suggestions gained from the benchmarking exercise.

3.17.3 All Senior Leadership Team members must be involved in the review of the Benchmarking report produced by the school.

3.18 Responsibility for Implementing The Policy

3.18.1 The responsibility for ensuring that the school adheres to this policy rests with the Headteacher.

Signed: **Date:**

Chair of the Governing Body

Signed: **Date:**

Headteacher

Appendix 1

PURCHASING POLICY

1. Value for Money (vfm)

Introduction

The Governing Body is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans. Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services.

Efficiency in Schools

The key to efficiency is *how* schools spend the money they have available, not just *how much* they spend. The key principles which the Governors will apply to optimise efficiency are as follows:

- maximise investment in teaching staff, activities and learning resources that will make the greatest difference to pupil outcomes
- be creative in minimising all other running costs
- comparison with the DfE approved framework
- focus on efficiency to assist in creating a more robust management system that will reduce the risk of financial irregularities
- continuously review how to optimise spending decisions to achieve the best outcomes for the pupils as improving efficiency is not a one-off exercise

Purchasing

Governors and finance staff will develop procedures for assessing need and obtaining goods and services which provide "vfm" in terms of suitability, efficiency, time, and cost. Measures already in place include:

- competitive tendering procedures (e.g. for goods and services above £75,000)
- procedures for accepting "vfm" quotes, which are not necessarily the cheapest (e.g. suitability for purpose and quality of workmanship)

2. Order Process System

2.1 All orders must be placed on the P2P system.

2.2 Verbal/ telephone/ online orders should only be placed in emergency situations and should then be followed up with a ***CONFIRMATION ORDER***.

2.3 The order requisition must be fully completed and authorised by the budget holder.

2.4 All orders will be appropriately authorised by a second school officer.

2.5 Copies of the requisition form can be obtained from the school office.

2.6 Three verbal quotations will be obtained for orders up to £10,000.

2.7 All purchases between £10,000 - £75,000 per project will be subject to quotations. The lowest quotation shall be accepted unless there are exceptional circumstances approved by the Finance/Resources Committee and subsequently reported to the next full Governors' meeting.

2.8 For orders/contracts over £75,000 tender procedures shall be carried out in accordance with LA regulations as detailed in the Wakefield Scheme for Financing Schools (section 2.17.7). The lowest tender shall be accepted unless there are exceptional circumstances approved by the Finance/Resources Committee subsequently reported to the next full Governors' meeting.

2.9 Orders for goods/services over £60,000 will only be entered into where the Corporate Director for Children & Young People has agreed to this.

3. Imprest

3.1 Petty cash payments should be kept to a minimum and only be used for amounts less than £50.

3.2 Any cash payments should be made from the petty cash float and **not** from cash receipts

3.3 IOU's or personal cheques must never be paid out of petty cash.

3.4 Salary related expenses i.e. car mileage, car parking and subsistence cannot be claimed via petty cash; a Wakefield Council expense claim form will be submitted through the payroll system.

3.5 A petty cash voucher must be completed for every payment of petty cash.

3.6 The person incurring the expenditure should complete the voucher and obtain authorisation. Vouchers should be crossed referenced to the appropriate account entry and filed in numerical order. The cash received must be signed for and a receipt provided to evidence the purchase and to allow for the claiming of VAT. The receipt must show the VAT Registration Number and the rate of tax; if not then a separate VAT receipt must be requested from the supplier.

3.7 A receipt for any cash advances must be obtained and held. Such vouchers would then count as part of the petty cash balance in hand.

3.8 The amount of petty cash held should be reconciled on a regular basis by an independent person. The cash in hand + vouchers must balance to agreed imprest level.

3.9 A certificate shall be provided annually to the LA for the reconciled balance as at 31 March via e-mail to imprest@wakefield.gov.uk

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4. Review

4.1 The purchasing policy will be reviewed by the Finance/Resources Committee on an annual basis.

Appendix 2

LETTINGS POLICY

The letting of the School premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the school's scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series, then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.

2. For lettings on a regular basis, payment must be made termly (during the term of the let). Terms referred to are School term dates.

3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:

    a. to abide by the regulations.
    b. to make good any damage to premises, furniture or equipment arising from any act for which the hirer is responsible.
    c. to accept the decision of the School and its Governors should questions arise on any point.

4. When the facilities are to be used by a group of people or members of a club a nominated contact person and contact details must be notified to the school. This person will be responsible for settling on behalf of the group or club, all invoices related to the hire of the premises.

5. Please make any cheques payable to **Wakefield Council.**

6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.

7. Certain bookings are exempt of VAT charges. For further clarification please refer to the VAT Education Manual in section 9 of the School Finance homepage on the VLE.

8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer. The number of persons attending a function should be in line with the current Fire Regulations which state:

    a. For the Hall, a maximum number of 200 seated persons.

b. For meeting in classrooms, a maximum of 30 persons is allowed.
c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.
d. If an audience is seated the chairs must be linked together, wherever possible.
e. Compliance with these regulations will be the responsibility of the Hirer.

10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the Events Coordinator. Without a valid licence, the booking will be null and void and the deposit will be lost.

11. The school hall is licensed for Music, Singing and Dancing.

12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.

13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.

14. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.

15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.

16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.

17. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. The Hirer must provide their own mobile phone for use in the event of an emergency.

18. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the Events coordinator. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.

19. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.

20. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment be used unless it is included as part of the hire agreement.

21. The proper car parks must be used and vehicles must not be driven onto any grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.

22. The Hirer shall not sub-let any part of this accommodation.

23. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.

24. It is against the law to smoke on *name of School* premises and grounds.

25. The Hirer is responsible for any damage caused to the premises during the period of hire.

26. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.

27. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school caretaker. Electrical items must not exceed a 1kw (one kilowatt) rating.

28. No footwear is permitted to be worn when using the school hall for sporting activities without prior agreement of the Events coordinator.

The School Field

29. Please ensure the playing surface and changing rooms are left suitable for use by the subsequent Hirers.

30. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.

31. Due consideration must be shown to other persons using the facility simultaneously.

HIRE CHARGES FOR THE USE OF NAME OF SCHOOL PREMISES

Room	Rate per room Weekdays	Rate per room Saturdays
Hall and Changing rooms	£20 per hour or part thereof*	£40 per hour or part thereof*
	Minimum letting two hours	Minimum letting two hours
Hydrotherapy Pool	£27 per hour or part thereof*	£45 per hour or part thereof*
	Minimum letting two hours	Minimum letting two hours

* Charges are per hour or part of an hour, e.g. 3 hours 30 minutes would be charged at 4 hours.
Classrooms are not available for hire.
All charges to be paid in advance
Cancellation fee of £15 required if not given 2 weeks' notice.

APPLICATION FOR USE OF PREMISES

SINGLE LETTING

I would like to apply for use of the following accommodation ----------

---

On ---------- 202X

From---------- am/pm to ---------- am/pm

1 Purpose for which accommodation will be used?

---

2 Give approximate number attending. ----------

3 Do you require use of changing rooms? ----------

I/We agree

(a) To pay the agreed fee.
(b) To pay Kingsland School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
(c) To abide by the decision of the School should any question arise on any point
(d) To have valid insurance on behalf of the hirer.

Signed---------- On behalf of ----------

Address ----------

Telephone No ---------- Date ----------

APPLICATION FOR USE OF PREMISES

REGULAR LETTING

I would like to apply for use of the following accommodation ----------

---

On ---------- 202X

From---------- am/pm to ---------- am/pm

1 Purpose for which accommodation will be used?

---

2 Give approximate number attending. ----------

3 Do you require use of changing rooms ? ----------

I/We agree

(a) To pay the agreed fee.
(b) To pay Kingsland School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
(c) To abide by the decision of the School should any question arise on any point
(d) To have valid insurance on behalf of the hirer.

Signed---------- On behalf of ----------

Address ----------

Telephone No ---------- Date ----------