



Bradshaw Hall Primary School

Bradshaw Hall Primary School
Vernon Close,
Cheadle Hulme,
SK8 6AN

Date Reviewed:	Summer 2023
Date Ratified & Adopted by the Governing Board:	Summer 2023
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Summer 2024
Comments:	

FINANCE MANUAL



STOCKPORT
METROPOLITAN BOROUGH COUNCIL



Bradshaw Hall Primary School

FINANCE MANUAL
2023-2024

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1 Governance

- **Roles and Responsibilities**

The roles and responsibilities of the Governing Board, its Committees, the Headteacher and any staff in relation to financial decision making and administration are included in **Appendix 1** - The Guide to Statutory Responsibilities. The roles and responsibilities are reviewed on an annual basis by the Resources committee at their Autumn term meeting.

The Headteacher and finance staff who have more specific roles and responsibilities are included in their Job descriptions.

Annual Review of Membership of the Finance Committee

The Annual Review of Committee Membership takes place during the Autumn term Governing Board Meeting each year.

- **Annual Review of Financial Delegated Authority**

The Annual Review of Financial Delegated Authority takes place annually in the Summer Term at the Resources Committee meeting, in preparation for submission to the Local Authority by 31 May. A copy of the Delegation Grid is included in **Appendix 2**. *(Include copy of School's current delegation grid)*. The Bursar is responsible for updating the Delegation Grid. It is kept in the school office.

- **Format and Frequency of Reports for the Governing Board** The Headteacher/Bursar provides a termly/monthly report to the Governing Board which includes all aspects of the schools' finances. The reports are included in Section 3 Budget Monitoring.

- **Procedure for the taking of minutes**

The School buys back to the Local Authority Governing Board Service for its Governing Board meetings. A member of the Governing Board Service team attends each Governing Board meeting the service includes: -

- Advice about its powers, duties and responsibilities as defined in legislation and guidance.
- Pre-meeting preparation including working with the Headteacher and chairperson before Governing Board meetings to prepare a purposeful agenda which considers Department for Education and local authority (and diocesan) issues and is focused on school improvement
- The preparation and dispatch (either electronically or in hard copy) of the letter of invitation, agenda, previous committee and full Governing Board minutes, local

- authority correspondence items and the local authority termly briefing booklet to every governor for each termly meeting
- Attendance at, and the minuting of, the statutory termly Governing Board meetings (and committee meetings where purchased) throughout the year
- Recording all decisions accurately and objectively with timescales for any agreed action
- Sending draft minutes to the chair and Headteacher for amendment and approval by the chair
- Providing the school with a signed copy (to be archived by the school) and published copy of the minutes
- Maintaining copies of current terms of reference and membership of committee and working parties and nominated Governors
- Advising governors and appointing bodies of the expiry of a term of office so elections or appointments can be organised in a timely manner
- Maintaining Governor meeting attendance records and advising the Governing Board of non-attendance of Governors
- Advising that a register of Governing Board pecuniary interests is maintained, reviewed annually and lodged within the school
- Where the Governing Board is failing to comply with statutory legislation, regulations and local authority advice, the clerk will bring this to the relevant local authority officer
- Draft minutes will be produced and sent to the Headteacher and Chair within 15 school days of the meeting

For all other sub-committee meetings (Teaching and Learning, Safeguarding, Health and Safety, Resources and any other meeting deemed necessary) the Bursar takes the minutes. In their absence the Admin Manager will minute. Minutes should include all decisions and by whom action is to be taken. Minutes are filed on the Governor Hub. Neither the Headteacher nor Chair of Governors is permitted to take the minutes.

- **Register of Business Interest**

School has in place a Register of Business Interest form which all Governors and all members of staff should complete. It is available for examination by Governors, staff, parents and the Local Authority. The Register is retained in the school office.

All Governors, the Headteacher and all staff members fully complete, sign and date a declaration of business and personal interests form at the start of the new academic year.

A copy of the Register is included in **Appendix 3**.

2 Financial Planning

- **Responsibility and preparation of School Improvement Plan (SIP)**

The Headteacher and the *School Business Manager/Bursar/Finance Officer* prepare the SIP in the Summer Term. Staffing allocations are determined and allocations to non-curriculum areas i.e. cleaning, energy, grounds maintenance, buildings maintenance, are calculated using a combination of known costs via Service Level Agreements (SLA's) and knowledge gained from budget monitoring.

The Headteacher will allocate a budget to each subject and/or the subject leaders will be given a budget based on previous years spend and current years activities/authorised requests.

The costs of provisions outlined in the SIP should be included in the plan and refer to the budget, so that it is clear that all costs are accounted for.

- **Timetable and process of the School Improvement Plan**

The SIP is reviewed on a *monthly/termly basis*. It is the responsibility of the Headteacher/Deputy Headteacher to update the SIP.

It is reviewed by the SLT and presented to Governors at the termly meetings.

The priorities of the SIP are included on the attached document.

The SIP is approved by the Full Governing Board at their Summer term meeting.

3 Budget Monitoring

- **Frequency of Budget Monitoring**

It is the responsibility of the Headteacher & Bursar to monitor the school's budget on a monthly basis. Budget monitoring reports are presented to the Resources committee on a termly basis.

- **Monitoring of income and expenditure**

The Headteacher & Bursar are responsible for monitoring of the income and expenditure. Information is obtained from SIMS FMS and HCSS software. Reports are produced which include details and explanations of any variances in the budget, how much has been spent, what income has been received and how this will be deployed and a projected year end figure.

The school uses the Local Authority budget monitoring reports.

Forms, Data & Guidance/Schools Financial Services/Budget Monitoring

The school has one bank account with the Lloyds Bank. This account is not linked to a high interest account.

A monthly bank reconciliation is prepared by the Bursar, using SIMS FMS. This is then signed by the Headteacher and submitted to the Local Authority by the 15th of the following month.

Bank statements are addressed to the Headteacher a copy of which is included in the documentation sent to the Local Authority.

4 Purchasing

- **Quotations**

The school has agreed procedures for the ordering and receipt of goods, as outlined in this document.

Three written quotations will be obtained for any single item over £5,000 in value to ensure that best value is obtained.

Quotations are filed in receipt order together with the relevant purchasing documents – official order, delivery note and invoice and are available for inspection.

If anything, other than the lowest quotation is accepted this will be reported to the Resources meeting and an explanation will be formally recorded as to why within the appropriate minutes.

The school will not enter into any financial agreement with capital implications without approval from the Governing Board, Local Authority and/or Diocese.

- **Delegation Limits**

The school has a Delegation Grid which will be referred to when an item is estimated to cost in excess of the Headteacher's limit. Prior approval from the relevant parties must be sought.

See Section 1- Financial Delegated Authority

- **Raising and Authorising of Orders**

All requests for purchases must be approved by the Headteacher and/or other designated staff identified for approval of spend. The Bursar will then raise a purchase order using SIMS FMS.

All purchase orders must be printed on official stationery which clearly states the terms and conditions of contract on the reverse. In an emergency where a verbal order is placed then written confirmation should follow.

Order documentation is retained in purchase order number and is filed by the *Bursar* and stored in school office.

- **Receipts of Goods**

Upon receipt of goods and services the Bursar checks that the goods received match the order and the order should be marked accordingly. The delivery note should be filed with the original purchase order.

Any discrepancies with the order should be reported to the supplier immediately. Under no circumstances should a payment be made for outstanding goods.

- **Payments of Invoices**

Payments for invoices are carried out by the Bursar using SIMS FMS and are identified with the purchase order. The correct VAT category is selected according to the VAT shown on the invoice. Invoice details should be checked and then the order authorised for payment by the Admin Manager and the Headteacher.

The invoice should be attached to the purchase order and delivery note.

Payment is made via the cheque/BACS processing system and is carried out on a weekly basis to ensure timely payment of invoices. The terms of payment by the supplier should be noted and adhered to.

School cheques are signed by the Bursar and Headteacher. Cheques should be presented to the signatory along with the purchase order, delivery note, invoice and any quotations. The documentation should then be signed by the Bursar and the Headteacher.

- **Filing of Documentation**

Completed orders are filed securely in the school office in payment order by the Bursar.

- **School Credit Card**

The school has agreed with the Governing Board to obtain a credit card linked to the School Bank Account. This is to be used for the purchase of goods where it is more efficient/effective to obtain the goods for example from the internet as it is more cost effective.

Overall control and responsibility of the operation of the credit card lies with the Headteacher. The Headteacher is required to keep the Governing Board regularly informed regarding the school's financial affairs.

The credit card has a limit of £3,000 the card is in the name of the Bursar.

The Headteacher has signed a declaration to confirm that he understands the conditions of issue and will abide by the approved policy from the bank.

As a school, we have opted for the credit card to be in the name of the School Business Manager (SBM) the SBM is a member of the Senior Leadership Team.

The card is held securely in the school safe and access is restricted to Admin and the Headteacher.

The card shall not be used to withdraw cash.

The PIN number, password and security code is known only by the Bursar and the Headteacher. The PIN is not written down and held with the card.

The bank shall be notified promptly of the loss/theft of the card to avoid liability for any misuse.

The credit card is paid in full monthly by standing order payment. It is the responsibility of the *School Business Manager/Bursar/Finance Officer* to check the transactions against the transaction documentation and process the bill on SIMS FMS via a cash book journal.

The Bursar prepares a monthly reconciliation which is certified by the Headteacher and a copy sent to Schools Finance as part of the monthly Bank Reconciliation.

Any discrepancy on the credit card statement shall be reported promptly to the Governing Board.

The Governing Board shall be informed promptly if credit card statements are not received and the bank should be contacted to ascertain the reason why.

Due care is taken when using the credit card for internet and telephone transactions.

The Lloyds bank will be informed in writing not to honour transactions in excess of the credit limit.

Any expired credit cards will be destroyed and reported to the Governing Board.

The bank will be informed in writing to cancel the card when the Headteacher leaves or the card is no longer required. In such instances the credit card will be destroyed and reported to the Governing Board.

The Bursar (*card holder*) is authorised to liaise with the bank and copies of all communication shall be retained securely in accordance with the Council's retention policy for financial documentation.

Any loyalty rewards obtained arising from the use of the credit card shall be used for the benefit of the School.

- **BACS Payments**

The school has agreed with the Governing Board to use BACS payments on SIMS FMS for processing payments to suppliers. (As per minutes of the Resources committee)

The full guide to setting up and making payments between SIMS FMS and Lloyds Bank can be found in the Financial Procedures Manual.

Procedures for making payments by BACS conform to the existing controls for processing payments by cheque and reflect the principles of segregation of duties as detailed in the manual.

- **Payment authorisation**

Nominated “Payment Approvers” have the authority to verify payments and will be provided with a card reader and card supplied by the bank, with a User ID and password. All payments via BACS must be approved by at least two members of staff; where possible they should not be the same staff who authorise orders or certify accounts for payment.

The nominated BACS authorisers for Bradshaw Hall Primary School are as follows:

Mr Christopher Bagnall

Mrs Kerry Lee

- **BACS limits**

The BACS limit for individual payments has been set as £20,000.00

The total BACS batch limit (per Month) has been set as £250,000

All BACS documentation is filed in the school office by the Bursar in payment order.

5 Financial Controls

- **Written Financial Systems and Procedures**

The Governing Board ensures the school has written descriptions of all its financial systems and procedures as issued by the Local Authority and in line with the Scheme for Financing Schools.

- **Responsibility for updating Systems and Procedures**

It is the responsibility of the Bursar to update any procedures as appropriate.

- **Procedures for Staff Training**

Cross training and job shadowing takes place between the *School business Manager/Bursar/Finance Officer* to ensure that financial control are maintained in the absence of key personnel. The *School Business*

Manager/Bursar/Finance Officer will attend training courses as will the *School Business Manager/Bursar/Finance Officer* whenever possible.

- **Arrangements for Staff Cover during Absence**

In the absence of the Headteacher the Deputy Head will be available to cover. If the Bursar is absent then the Admin Manager will provide cover.

- **Arrangements for Segregation of Duties**

The Bursar has access to the SIMS FMS system in the event of their absence the Admin Manager also has access – each has their own username and password and is therefore traceable back to the user. All documentation is countersigned and checked by the Admin Manager/Bursar/Headteacher. Cheques are signed by the Bursar and the Headteacher. In exceptional circumstances the Deputy Head may also sign cheques if required.

- **Retention of Financial Documents**

Financial documents are retained for 6 years as per the Local Authority Information Governance guidelines.

The documents are filed in the school office by the Bursar.

- **Security of Accounting Systems and Documentation**

All financial transactions are traceable and an audit trail kept. Any alterations to cheques, invoices and orders are clearly marked and initialled.

All systems i.e. SIMS FMS and HCSS are password protected and are not shared with any third party. Passwords are changed on a yearly basis.

The following staff members have access to the IT systems outlined below:

Name	Systems
<i>Mrs Kerry Lee (Bursar)</i>	<i>SIMS, FMS, HCSS</i>
<i>Mrs Michele Carrington (Admin Manager)</i>	<i>SIMS, FMS</i>
<i>Mr Christopher Bagnall (Headteacher)</i>	<i>SIMS</i>

All documentation is stored in the office overnight and the keys retained by Bursar. Keys to the school premises are kept by Caretaker/Headteacher.

- **Procedure for recording and managing Earmarked/Ring-fenced Funds**

Any earmarked/ringfenced funds are identified in the notes area of the school's budgeting software and any supporting documents are retained in the school office. A separate spreadsheet is also kept to identify any income received.

- **Fraud Policy**

The school have adopted the Local Authority Fraud, Theft, Bribery and Corruption Policy.

This is filed in school computer system. Staff are made aware of the policy via staff induction and staff meetings.

Refer to the following area of SLA Online to obtain a copy of the Model Fraud and Theft Policy for Schools:

Forms, Data & Guidance/Internal Audit/Fraud Awareness

6 Income

- **Process for the Annual Review of Charging Policy**

A charging policy is in place for the supply of goods and services. The policy is reviewed on an annual basis by the Full Governing Board.

Please refer to the following area of SLA Online:

[Forms, Data & Guidance/Internal Audit/Charges & Remissions](#)

- **Process for Recording of Income Due**

It is the responsibility of the Bursar to maintain records of income due to the school. This is recorded on a spreadsheet and is maintained by the Bursar.

- **Procedure for Lettings**

Lettings of the school are carried out according to the lettings policy approved and agreed by the Governors. The Resources Committee review this policy on an annual basis.

- **Invoicing**

All invoices are to be paid within 30 days. An official order is raised and filed securely in the school office. Invoices are authorised by the Admin Manager and Headteacher within the specified time limit.

A record is kept of any debts/invoices that have to be cancelled or written off. Any invoice to be cancelled or written off must be approved by either the head teacher or appropriate sub-committee (as per delegation limits) prior to action. Documentation is filed in the office by the Bursar.

- **Income Collected**

All income collected is recorded by the Bursar and banked, the paying-in slip clearly shows the split between cash and cheques with each cheque itemised. The income is entered onto the SIMS FMS system as Non-invoiced income. A reconciliation of all income is completed by the Bursar on a monthly basis.

Income is also received by the online payment system ParentPay. An email is sent to the Bursar upon receipt of a payment online. The payment is then recorded on the appropriate spreadsheet (e.g Robinwood Trip) found on the admin drive. Weekly reports are also produced on income via ParentPay. These are then recorded via a manual journal on the FMS system and reconciled via the monthly bank statement. Income is split between each income element (e.g. meals, trips, sport etc.), and allowance is also recorded

as per the individual consultant charge for each item. This ensures correct recording of income and the VAT element for each item.

- **Security of Cash**

Cash and cheques are securely locked away in the safe by Bursar to avoid loss or theft. Only the Bursar and the Admin Manager has access to the keys.

- **Procedure for Preparation of Banking**

Cash and cheques are banked on a weekly basis or more frequently if large amounts of cash are received. SIMS FMS is used to record the amounts received.

Cash and cheques are itemised separately on the paying in slips with cheques being individually itemised on the reverse of the slip.

- **Procedure for Debt Recovery**

All trips, snacks, and uniform should be paid for in advance. Parents are reminded that school would also prefer that lunch monies are also paid in advance. However, this is not always possible. Therefore, the only circumstances in which pupil debt may arise is in relation to school lunches.

Debt recovery procedures will commence when a pupil's lunch monies debt reaches over £50.00 or when lunch monies have not been paid for 4 weeks.

In the first instance, the Bursar will send a text message. If this does not resolve the issue, the Bursar will send another message and push notification detailing the amount. If this does not resolve the issue, the Bursar will send a letter and this will continue until the debt is settled. The Bursar is responsible for maintaining a spreadsheet showing any pupil debts, and will share this with the Head Teacher on a weekly basis.

At the end of the year, the Head Teacher may write-off any debts, but should report this at the next Governor meeting.

Parents and carers are reminded of the school's policy on payment for lunches via a letter home at the beginning of every school year. Periodic reminders are added to the school newsletter throughout the year as appropriate.

7 Banking

- **Bank Statements**

The school bank with Lloyds Bank for all School Bank Accounts. Bank statements are obtained once a month by post and are addressed to the Headteacher

Online Banking

The school is able to view bank statements and carry out transactions such as transfers on-line but this is limited to the Bursar and the Headteacher. Each has their own username and password and any transactions carried out via online banking are therefore traceable back to the user.

- **Bank Reconciliation**

The Bank Reconciliation is completed by the Bursar.

Using SIMS FMS, a list of unreconciled transactions listings is printed and cross referenced with the bank statement. Once completed an electronic copy of the bank statement is added to SIMS FMS each item identified on the unreconciled transaction listing and the bank statement is then reconciled.

The unreconciled listings item is then reproduced showing only the outstanding transactions.

An electronic copy Bank Reconciliation form is completed by the Bursar. The closing balance on the bank statement should match the closing balance on SIMS FMS bank history. Any discrepancies should be investigated immediately.

The completed bank reconciliation is signed by the *School Business Manager/Bursar/Finance Officer* and counter signed by the Headteacher. A copy is then sent to Schools Finance by 15th of the following month, *i.e. September bank reconciliation would be submitted by the 15 October.*

Bank reconciliations are filed and stored in the school office.

- **Private Funds**

Individuals must not use their private bank account for payments or receipts related to the School's budget.

- **Overdrawn Accounts**

The School's Bankers must be advised that the school must not be allowed to go overdrawn or enter into any overdraft facilities

- **Loan Agreements**

The Governors should not enter into any loan agreements other than with the Local Authority.

- **Cheque Signatories**

Cheques should bear the signature of two signatories who have been approved by the Governing Board. The schools' signatories are the Bursar and the Headteacher.

In exceptional circumstances the Deputy Head may sign cheques as a second signature.

- **Security of Chequebooks**

The school chequebooks and paying in slips are stored in the safe.

All documentation is kept for 6 years as per the Local Authority Information Governance guidelines.

(refer to SLA Online Resources/Information Governance/Information & Records Management in Schools)

- **BACS Approvers**

The nominated BACS authorisers for Bradshaw Hall Primary School are as follows:

Mr Christopher Bagnall

Mr Simon Downes

Mrs Rachel Louise McGlone

Mrs Kerry Lee

- **Staff safety**

Cash held in the office should be kept to a minimum in order to safeguard office staff. Cash should be banked every week, or if the amount of cash held reaches £250.00.

Cash should be deposited/withdrawn at any Lloyds branch by the Bursar. A risk assessment has been carried out for the depositing and withdrawal of cash from the bank, in order to protect staff responsible for these tasks. This is kept in admin docs with all the other RA'S and will be reviewed on an annual basis.

Staff are advised that there are steps they can take to reduce their risk when visiting the bank, including:

- Varying the time and/or day of their visit
- Travelling in twos where possible
- Varying the route to the bank
- Keeping cash held in the office to a minimum
- Storing the cash safely until inside the branch – for example in a backpack or bum-bag, rather than a shoulder-bag which is easier to snatch.
- Remaining aware when carrying cash, and avoiding making phone calls which may be distracting.

8 Payroll

- **Appointments, Terminations and Promotions of Staff**

It is the responsibility of the Headteacher to prepare documentation for any new appointments. The relevant documentation is forwarded to HR. Documents are signed by the Headteacher and copies kept in the individual's school personal file.

Terminations of contracts should be processed as soon as notified in order for payroll to calculate final salary. A change of details form is completed and forwarded to HR and Payroll a copy is retained in the individual's school personal file.

Any changes to working hours, grade, job title or rates of pay should be notified to HR and payroll via the change of details form.

All appropriate payroll amendment forms must be approved by the head teacher and/or Chair of Governors prior to submission.

All changes are updated on the school contract system (P7) and school budgeting software and the new budget imported into SIMS FMS by the Bursar.

- **Separation of Duties**

All documentation relating to personnel changes should be completed by the Admin Manager and checked and signed by Headteacher.

Staff should not process the wages of any member of staff to which they are related.

- **Access to Personnel Files**

Personnel files are stored in the school office. The Admin Manager and the Bursar have keys to the files.

Staff may request access to their own files and should request this via The Admin Manager or the Bursar.

- **Responsibility and Procedures for checking Payroll Details**

On 24th of each month the Automatic File Transfer (AFT) is available to schools via Office On-line in the secure "My Establishment" folder. The file is provided by Schools Finance and is a detailed report of all central expenditure and income. The expenditure is primarily salary payments which have been processed by the Local Authority Payroll section.

It is the responsibility of the *School Business Manager/Bursar/Finance Officer* to process the file in SIMS FMS and to reconcile / check the AFT file each month.

Any anomalies should be reported via a query sheet to either Schools Finance or Payroll for correction.

A balancing statement is provided to school each month which is to be reconciled to the Balance & Reserves Report from SIMS FMS. A copy of the completed balancing statement is to be submitted to Schools Finance.

- **Overtime**

Any overtime should be recorded on the monthly variation sheet and authorised by the Bursar.

This should then be checked by Headteacher and submitted by the Bursar via the online system by the last day of the month.

Spot checks may be carried out periodically by a member of the SLT who is not involved in the process.

Overtime records are kept in the school office.

- **Expenses**

Expenses will be reimbursed to staff if claiming for travel that has been incurred as part of their role. Claims must be submitted to the Business Manager with evidence of the payment (e.g. receipt). This will then be reimbursed via FMS by BACS payment, or submitted to HR in the case of mileage and reimbursed via monthly payroll.

Expenses will only be reimbursed at the authorisation of the Headteacher.

9 Petty Cash

- **Appropriate level of Petty Cash**

Petty cash is operated through SIMS FMS. The Governing Board has determined a level of £250.00 petty cash for the petty cash float to be held at school. This amount represents a balance between convenience and the risk of holding cash on the premises.

- **Security of Petty Cash**

The petty cash is held securely in a tin and is kept in safe. The keys are held by the Admin Manager/Bursar.

- **Limitation of Individual Transactions**

The limit for individual transactions is £0.01.

- **Procedure for Payments including VAT**

All petty cash expenditure must be authorised by the Headteacher prior to a purchase being made. Following a purchase from the petty cash fund a receipt must be provided, identifying any VAT paid.

Claims must be signed for by the recipient and countersigned by the Bursar.

- **Record of Amounts Paid**

The transactions are recorded on SIMS FMS.

When all items have been entered onto SIMS FMS the balance in the cash tin plus the value of the receipts entered onto SIMS FMS should agree to the total petty cash account balance. Any variance must be investigated immediately and if any variance cannot be rectified / accounted for, such matter must be reported to the head teacher.

- **Independent checking of Account**

A periodic check on the amount of the petty cash fund is undertaken every year by the Auditor against the accounting records. The Auditor signs to verify that the amounts balance.

- **Procedure for Reimbursement of Float**

When the petty cash float needs to be reimbursed a manual cheque is raised made payable to "Cash". The cheque is presented to the bank, upon receipt the amount of the reimbursement is entered onto SIMS FMS.

The cheque for reimbursement is signed by the Bursar and Headteacher.

10 Taxation

- **Responsibility to ensure staff are up to date with VAT and Income Tax**

The Headteacher ensures all relevant finance and administrative staff are aware of VAT and Income Tax. The Bursar attends training courses on taxation matters.

- **Accounting of VAT on Income and Expenditure**

The school ensures that only proper VAT invoices are paid, as the school will not be reimbursed without them. When a purchase order is added to SIMS FMS the correct VAT code should be chosen for each item. On receipt of the invoice, the VAT category should be checked against the purchase order ensuring that the amount of VAT indicated on the invoice matches that indicated on SIMS FMS.

- **Submission of VAT return**

On the first working day of the month the VAT submittal report is printed from SIMS FMS and signed by the Headteacher. The reports are then submitted to Schools Finance along with the monthly bank reconciliation. VAT reimbursements are received via a BACS payment from the Local Authority which are then entered onto SIMS FMS system as a 'VAT Reimbursement'.

This process is completed by the Bursar.

The school refers to the Local Authority Guidance on VAT – please refer to the following area of SLA Online to obtain a copy of the guidance:

Forms, Data & Guidance/Schools' Financial Services/VAT

11 Voluntary Funds

- **Separation of Funds**

The Headteacher ensures that voluntary funds are accounted for separately from the school's delegated budget and that there are separate accounts for the funds.

The school has the following funds: -

School Fund Account – Natwest.

And the Treasurer for each fund is: -

Mr Chris Bagnall - Headteacher

The purpose of each fund is: -

To be used for funding of items for ad-hoc purchases for school.

- **Audit of Funds**

The Governing Board has appointed Diane Owen who is independent of the school, to Audit all voluntary funds. Diane Owen is not a member of the Governing Board.

The audited accounts, the auditor's certificate and a written report on the account are presented to the Governing Board by the Headteacher as soon as possible after the end of the accounting year which is 31st August. A copy of the audited accounts is provided to Schools Finance as part of the year-end information pack.

- **Procedure for Income and Expenditure**

The Headteacher ensures that the same standard of financial accounting which applies to income and expenditure for the school's delegated budget is applied to the voluntary funds. Any income which relates only to the school's delegated budget should not be credited to any voluntary fund. Receipts should always be issued for donations or income for voluntary funds.

The School Fund is administered by the Bursar and income is recorded by using an excel spreadsheet and a written record.

Expenditure is recorded by the Bursar.

All requests for purchases or donations must be approved by the Headteacher first.

The School Fund is not eligible to reclaim VAT on expenditure however; the School Fund may make a purchase through the School budget by issuing an official order for the goods and reimbursing the School budget for the cost net of VAT.

The income via the online system (ParentPay) is recorded via ParentPay. Reports are printed via ParentPay and tallied against the income on the school bank statement. The income from ParentPay is then recorded on the FMSIS system and split against the necessary cost codes.

- **Banking of Funds**

Any income for voluntary funds is paid into the relevant bank account at least weekly. Regular reconciliations between the accounting records and the bank statement are undertaken by the Bursar and independently reviewed by the Auditor.

12 Assets

- **Items for inclusion in an Inventory**

An up to date inventory is maintained by the school. Items are identified as school property with a security marking. Items included are electrical equipment, furniture, educational equipment, library and text books. The minimum value of assets included in the inventory is £50.00.

- **Updating of the Inventory**

It is the responsibility of the Bursar to ensure that the inventory is kept up to date. Any discrepancies are investigated and the inventory updated accordingly. The entry for each item includes the date purchased, a brief description, serial number and model, supplier, and cost. The inventory is reviewed and updated every year.

- **Disposal of Items**

Any items for disposal should be in accordance with the Local Authority's regulations and removed from the inventory. The date and the reason why, is recorded in the inventory record.

- **Security of Assets**

The school ensures items of value are kept locked and the keys removed and held in a different location. The key holders are the Caretaker/Headteacher.

Items of value include iPads, laptops, whiteboards, projectors, cameras and TV's, school radio equipment and are kept locked in the media suite. Items such as teachers' laptops are locked away overnight. During the day access to the building is restricted due to door entry system, via reception. The premises are alarmed overnight.

- **Checking of the inventory**

The inventory will be checked on an annual basis by Bursar and a record will be kept of each check. Any items missing when the inventory is checked will be investigated by the Bursar and reported to the Governors.

13 Insurance

- **Process for Annual Review of Insurance**

The school currently buys back to the Local Authority insurance schemes – these include Material Damage, Employers Liability, Public Liability, School Journeys, Balance of Risks, Laptop Insurance and Sickness Insurance. Policies are reviewed on an annual basis ready for commencement in April.

The Governing Board reviews the policies at its meeting in Autumn.

Cost of school insurance is met through the delegated budget.

- **Notification of Changes to Insurance Provider**

It is the responsibility of the Bursar to notify the Local Authority or their agents to any changes in equipment covered by the insurance policy e.g. disposal of old equipment or the purchase of new equipment. Any purchase of new equipment is insured immediately when received. Any staffing changes as regards to the sickness insurance scheme are notified to the Local Authority.

- **Indemnity**

The school should not give any indemnity to a third party without the written consent of its insurers, the Local Authority or other agents as appropriate.

- **Insurance Arrangements**

The school immediately inform its insurers, the Local Authority or their Agents of all losses, accidents and any other incidents that require an insurance claim. Cover includes the use of school property for example, musical instruments or computers when off the premises.

14 Data Security

- **Data Backup**

The school's computer system is operated on a server. The server is backed up on a daily basis. The back-up is completed by AVA. Data is then stored remotely. Only authorised software is used on school premises.

- **Safeguarding Data**

The computer systems are protected against computer viruses through the Local Authority buyback service provided by AVA.

- **User Access and Password Protection**

The computer systems are password protected and are only known to authorised staff. Passwords are changed on a yearly basis, and must never be shared.

Computers are locked when left unattended.

It is the responsibility of the *Bursar/Finance Manager/Finance Officer* to disable access rights on systems for any staff leavers.

15 Data Protection

- **Registration under the Data Protection Act**

The school complies with the General Data Protection Regulations (GDPR) which came into force in May 2018 and the Data Protection Act 2018. The Governing Board should ensure that the school have the correct governance measures in place. The school's use of any electronic or relevant manual systems to record or process personal information and any disclosure of that information must comply with the legislation.

School have adopted the Personal Data Audit (PDA) document provided by the Local Authority.

The school also uses the guidance provided by the Local Authority Information Governance, Management and Security department. Please refer to the following area of SLA Online:

Forms, Data & Guidance/Information Governance, Management & Security

Email: igschoolssupport@stockport.gov.uk

For more tips and guidance please use the below website address from the Department for Education (DfE):

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

The Guide to Statutory Responsibilities

Statutory (Education School Government Regulations 2000 & Section 21 Ed Act 2002)

- Roles & Responsibilities of the Governing Board. Collectively responsible for:
- the overall direction and strategic management i.e. setting aims and objectives, policies and targets and review progress and strategic framework in the light of progress
- setting financial priorities through the School Development Plan / School Improvement Plan, 3-year financial plan and the annual budget
- ensuring the school meets its statutory obligations
- setting spending priorities in accordance with the School Development Plan / School Improvement Plan and the statutory curriculum requirements laid down by the government
- approving and monitoring the annual budget (may be delegated - School Governance Procedures Regulations 2003, part 4)
- ensuring the budget is managed effectively
- deciding whether to delegate their powers to spend the delegated budget to Headteacher and or sub-committee and if so, the financial limits of the delegated authority (annual Scheme of Delegation)
- determining the remit for Finance (or Resources) Committee, define terms of reference and extent of delegated authority and arrange for annual review of remit and membership
- determine the staff complement and a pay policy (in accordance with School Teachers pay and Conditions).
- Making sure accurate accounts are maintained
- establishing and maintaining a Register of Business Interests
- acting as a 'critical friend' to the Headteacher by providing advice, challenge and support
- ensuring that all meetings (full Governing Board and committees) are minuted and in sufficient detail to record decisions taken (1998 SS& Framework Act regulation 3)
- Undertaking training and development to equip governors with the skills required to provide effective challenge and scrutiny on the board.

More Specific Responsibilities

- ensuring there is a handbook containing a description of financial systems and procedures for staff with financial management responsibilities
- ensuring that through the Headteacher/Bursar the school complies with the Council's Contract and Financial Procedure Rules
- establishing formal procedures and a timetable for budget planning
- responding promptly to recommendations made by auditors or inspectors
- monitoring the budget and implementing virements where appropriate
- ensuring the school obtains best value for money when purchasing good and services

- evaluating the effectiveness of spending decisions (may be delegated)
- considering whether or not to insure risks not covered by the Local Authority
- establishing a Charging Policy for the supply of goods and services
- authorising the disposal or write off of equipment

Finance / Resources Committee (is non-statutory)

- to fulfil financial management responsibilities of the Governing Board in accordance with its remit and delegated responsibility.
- ensure that the Governing Board is kept fully informed about financial issues and any action taken or decisions made.
- provide summary reports for the Governing Board on all matters within its remit
- draw up the budget for approval (unless delegated) by the Governing Board
- explore different expenditure options and assess expenditure bids
- forecast likely future pupils rolls and income levels
- monitor budgeted income and expenditure
- monitor and adjust in-year expenditure levels
- ensure accounts are properly finalised at year-end/ review outturn
- evaluate the effectiveness of financial decisions
- administer the school's voluntary fund.

Headteacher

- Statutory Role - Section 21 Education Act 2002.
- Headteacher is responsible for:
 - the internal organisation, management and control of the school
 - advising on, and implementing the Governing Board strategic framework
 - formulating aims and objectives, policies and targets for consideration by the Governing Board
 - reporting on progress to the Governing Board at least once a year
 - formulating and implementing the policies for leading the School towards set targets
 - giving the Governing Board enough information to satisfy itself that delegated responsibilities have been met
 - ensuring resources are used efficiently and effectively
 - drawing up and submitting the annual budget plan
 - leading and managing the creation of the School Development Plan
 - ensuring that the requirements of the Scheme for Financing Schools and the School's internal Financial Regulations are implemented
 - establishing sound internal financial controls
 - checking that the delegated funds are correct
 - producing financial reports and supporting information to the Governing Board, Local Authority and DfES as appropriate
 - meeting with the School's Support Officer to discuss the financial position
 - obtaining governors approval for commitments and budget virement in excess of the delegated limit
 - considering and responding promptly to recommendations in audit / inspectors reports and advise governors of results and any remedial action to be implemented
 - ensuring the maintenance of accurate and current inventories
 - arranging annual review of insurance cover

- implementing School pay policy and appointment procedures
- setting appropriate priorities for expenditure, allocation of funds and ensuring effective administrative control

Finance Staff

- School Business Manager / Bursar. Responsibilities include:
- working with the Headteacher in preparation of the annual budget
- implementing the finance policies
- financial processing
- monitor the budget on a day to day basis
- preparation of budget monitoring reports and supporting information
- supervision of support staff
- any other duties outlined in job description

Finance Assistant

- Procedure for annual review of membership and remit of finance committee
- Procedure for annual review of delegated authority
- Format and frequency of reports for Governing Board
- Procedure for taking minutes of all meetings (Governing Board and committees)
- Procedure for updating Register of Business Interests
- Procedure for letting finance staff have details of businesses recorded so that the correct procure can be followed before placing orders with these suppliers (i.e. obtaining and retaining 3 competitive quotations)

DELEGATION FORM FINANCIAL YEAR 2022/2023 BRADSHAW HALL PRIMARY SCHOOL

It is necessary for each Governing Board to decide and minute formally, at a full Governing Board meeting, which responsibilities it is proposing to delegate and to whom. This is simply to ensure that there is no misunderstanding about who is allowed to do what. All boxes on this form need to be completed (or N/A) but any items not delegated will remain the responsibility of the full Governing Board.

Please note: In order to ensure that the Governing Board's intentions are clear, "not delegated" should be recorded in the appropriate box if that power is not delegated.

FUNCTION	DELEGATED TO		
	FINANCE SUB-GROUP/RESOURCE COMMITTEE	HEADTEACHER AND CHAIRPERSON	HEADTEACHER
PREPARE BUDGET	NOT DELEGATED	NOT DELEGATED	NOT DELEGATED
MONITOR BUDGET	DELEGATED	DELEGATED	DELEGATED
AFTER APPROVAL OF BUDGET, AUTHORITY FOR VIREMENT UP TO (PER INDIVIDUAL TRANSACTION). A REVISED BUDGET MUST BE SUBMITTED FOR APPROVAL AT THE NEXT MEETING.	£15,000	£10,000	£5,000
AUTHORITY TO SPEND UP TO (PER INDIVIDUAL ORDER)	£15,000	£10,000	£5,000
AUTHORITY TO SELL ASSETS UP TO (PER INDIVIDUAL TRANSACTION)	£7,000	£5,000	£2,500

Whilst the preparation and monitoring of the budget may be delegated, the full Governing Board must approve the budget and determine the frequency of the budget reports. Written reports will be made: Monthly/Half-Termly/Termly (Please delete as appropriate)

Chair's Signature

Date