



Bradshaw Hall Primary School

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

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| Date Reviewed: | Autumn 2025 |
| Date Ratified & Adopted by the Governing Board: | Autumn 2025 |
| Signed - Head Teacher | |
| Signed - Chair of Governing Board | |
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FINANCE MANUAL



Bradshaw Hall Primary School

FINANCE MANUAL

2025-2026

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1 Governance

- **Roles and Responsibilities**

The roles and responsibilities of the Governing Body, its Committees, the Headteacher and any staff in relation to financial decision making and administration can be found on the NGA website <https://www.nga.org.uk/>. Where the board doesn't have committees, the whole governing board is responsible for financial decision making and admin. 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 Body Meeting each year.

- **Annual Review of Financial Delegated Authority**

The Annual Review of Financial Delegated Authority takes place annually in the Spring Term at the Full Governing Board meeting, in preparation for submission to the Local Authority by 31 May. A copy of the Delegation Grid is included in **Appendix 3**. The School is responsible for updating the Delegation Grid. Once the updates are completed, the Chair will review and sign the document. It is kept in the school office.

- **Format and Frequency of Reports for the Governing Board**

The Headteacher/Bursar provides a termly report to the Governing Body, which includes all aspects of the schools' finances. An example report is included in Section 3 Budget Monitoring.

- **Procedure for the taking of minutes**

The School buys back to the Local Authority Governing Body Service for its Governing Board meetings. A Governor Support Officer attends each Governing Board meeting the service includes: -

- The preparation and electronic dispatch of agendas, previous committee and full Governing Board minutes, reports from the school and the local authority termly briefing booklet to every governor for each termly meeting.
- Attendance at, and the minuting of, the termly Governing Board meetings (and committee meetings where purchased) throughout the year
- Providing the school with a signed copy to be archived by the school
- Maintaining copies of current terms of reference, membership of committees, and working parties' governors with link roles

- Advising that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school.

For all other sup-group meetings - Teaching and Learning and Resources (inc Health and Safety) the Bursar will take minutes and for the Safeguarding sub-group a lead member of the group will take the minutes and present initially a draft minute and, following agreement, will present the agreed minutes to the full governing board for ratification. In their absence the Admin Manager will deputise. Minutes should include all decisions and by whom action is to be taken. Minutes are filed on SLA Online dedicated Governors school page. The Headteacher is permitted to take the minutes. It is not good practice for the meeting chair 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, including temporary staff, should complete. It is available for examination by Governors, staff, parents and the Local Authority. The Register is retained in the school office.

A copy of the Register is included in **Appendix 2**.

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 Headteacher and presented to Governors for approval at the Autumn/Spring/Summer meetings.

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

- **Budget Setting – Responsibility and Preparation of School Budgets'**

The school should commence considerations for the next financial year budget in the autumn term preceding (i.e. for 2026/27 financial year, start planning/considerations from Autumn term 2025) specifically in reference to impact of current October 2025 pupil numbers and projected following September intake levels.

Key Budget setting components:

Income Levels

- Delegated formula budget share
- Other Government funding (i.e. PPG, UIFSM, etc)
- SEN Funding
- Other guaranteed/known income (lettings, grants)
- Other non-guaranteed income (cautious approach)
- Estimated surplus balance

Expenditure Levels

- Staffing
- Premises
- Curriculum
- Support costs (i.e. SLA's)

- Operational Contracts
- Loans
- Other

Key budget setting considerations:

- Pupil Numbers – number of classes, teachers, structures
- Current year income/expenditure levels
- Income levels – guaranteed v non-guaranteed (risk assessment)
- SDP priorities and developments
- Curriculum performance, targets and issues
- Inflationary increases / cost pressures
- A sustainable budget model (i.e. reliance on surplus balance)

Budget Setting Discussions/Timeline – LA advice

The Headteacher / SBM should prepare an initial draft budget and/or key budget considerations to share/discuss with governors in autumn term.

The Headteacher / SBM should prepare/update a draft budget, outlining key assumptions/variable based on draft LA budget allocations in spring term for presentation to governors.

The Headteacher / SBM should update the final draft budget for presentation and approval to governors for late spring / early summer term.

Schools should be mindful and adjust timelines above accordingly if the school is considering a request for permission to set a deficit budget from the LA (i.e. Deficit budget recovery plan must be submitted to LA by 30 April at latest).

- **Financial Benchmarking**

The Headteacher / SBM complete financial benchmarking on an annual basis using the 'DfE Financial Benchmarking and Insights Tool' (DfE website link below)

[Home - Financial Benchmarking and Insights Tool - GOV.UK](#)

The outcome / findings of the benchmarking exercise are presented to the *Full Governing Board/Finance Committee at the Autumn / Spring 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 and budget**

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. Budget monitoring reports are reviewed with the Headteacher.

Income is collated and recorded on FMSIS against the appropriate cost centre and banked. The income is reconciled on a monthly basis against the bank statement, which is sent to SMBC Schools' Finance.

The school has access to the Local Authority budget monitoring reports/templates for budget monitoring.

Schools are required to present financial updates/reports to Governors at least 6 times per year as per the school's financial value standard (SFVS).

Budget monitoring reports to Governors (**Appendix 3**) should include as a minimum:

- Current budget position.
- Actual spend to date
- Forecast spend by the end of the financial year
- Year-end projected outturn
- Details supporting the reasons for any variations to the budget, with de minimis limits agreed by the Full Governing Board
- Details of any potential budget pressures.

The school has the following Bank accounts associated with the school and its activities.

| | *Bank Name | Sort Code | Account Number |
|---------------------|-------------|-----------|----------------|
| Main School Account | Lloyds Bank | 30-13-90 | 23149060 |

Neither funds are linked to a high interest account.

A monthly bank reconciliation (**Appendix 4**) is prepared by the School Bursar

- **Bank Reconciliation Process**

- Using the school financial system, unreconciled transactions listings are printed and cross referenced to the actual bank statement
- Once completed an electronic copy of the actual bank statement is added to the school financial system; each item identified on the unreconciled transaction listing and the bank statement is then reconciled
- The unreconciled transaction listings are then reproduced showing only the outstanding transactions
- An electronic Bank Reconciliation form (Appendix 4) is completed by the SBM (for details of how this is done refer to the Financial Procedures Manual). The closing balance on the bank statement should match the closing balance on the school financial system bank history report
- Any discrepancies should be investigated immediately
- This is then reviewed and signed by the Headteacher and submitted to Schools Finance at the Local Authority by the 15th of the following month, along with a copy of the actual bank statement

Bank statements are addressed to the Headteacher.

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

- **Communication**

A generic email should be used for all communications in relation to purchasing

- **Quotations**

- (School to establish and document the procedures which should include post responsible, segregation of duties between raising and ordering and payment

and that Purchase Orders should be raised before the invoice is received, to ensure that the expenditure is committed to the budget)

- Three written quotations will be obtained for any single item, or accumulative items from a single supplier over £5,000 in value to ensure that best value is obtained
- Quotations are filed in Procurement exercise 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 minutes
- The school will not enter into any financial agreement with capital implications without approval from the Governing Body

- **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

- **Best Value**

Schools are accountable for balancing costs and effectiveness in their decisions, applying Best Value principles to demonstrate economic and efficient use of financial resources

The school has a Best Value Statement which is submitted to the local authority annually along with the school 3-year budget plan

A copy of the Delegation Grid is included in **Appendix 1** as outlined in Section 1 - Governance (*Include copy of School's current delegation grid*).

- **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.

- **Payment 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 Bursar 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. Payments by BACS is the preferred method of payment. The use of cheques have significantly decreased over the last few years and BACS payments are much quicker.

School cheques are signed by the Headteacher and The Bursar. The Deputy Head are also able to sign the cheques. 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 Headteacher and/or the Bursar, Deputy Head, Assistant Head.

1. BACS -

This 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 to document step by step process for raising and processing BACS payment runs. This should also include:

- Access controls to master data and BACS system.
- Segregation of duty.
- Password/username/PIN security.
- Approved users and authorisers.

And/or

2. Cheque -

This 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.

- **Filing of Documentation**

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

- **School Charge Card**

The school has agreed with the Governing Body to obtain a charge 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 charge card lies with the Headteacher. The Headteacher is required to keep the Governing Body regularly informed regarding the school's financial affairs.

The charge card has a limit of £2,000 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 charge card to be in the name of the School Business Manager (SBM) and 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 Staff 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 charge 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 charge card statement shall be reported promptly to the Governing Board.

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

Due care is taken when using the charge 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 charge cards will be destroyed and reported to the Governing Body.

If a charge card is to be cancelled and a new card issued, then this must be sanctioned by the Chair of Governors/Governing Body. If a charge card is to be cancelled, the bank will be informed in writing to cancel the card.

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 charge card shall be used for the benefit of the School.

- **BACS Payments**

The school has agreed with the Governing Body 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

Mr Simon Downes

Mrs Louise McGlone

- **BACS Limits**

The BACS limit for individual payments has been set as £30,000.00

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 Body ensures the school has written descriptions of all its financial systems and procedures in-line with the Local Authority and the Scheme for Financing Schools. Such descriptions are retained in the Schools Financial Procedures Manual.

- **Responsibility for updating Systems and Procedures**

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

- **Procedures for Staff Training**

The School Business Manager will attend training whenever possible, to ensure the smooth running and management of the school budgeting systems. In the absence of the School Business Manager the Admin Manager will attend any training as necessary.

- **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. In the absence of the Bursar, there is also cover in the form of the Finance Department at SMBC.

- **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 School Secretary/Admin Manager/Bursar/Headteacher. Cheques are signed by the Bursar and the Headteacher. In exceptional circumstances the Deputy Head/Assistant Head may also sign cheques if required.

Business continuity in relate to staff absence/segregation of duties is outlined at Q5 of the school's annual School Financial Value Standard (SFVS) return which can be found at Appendix 6.

- **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, then moved to the Filing System on school grounds.

Refer to the following area of SLA Online for details regarding retention of records:

Resources/Information Governance/Information and Records Management in Schools.

- **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>Mrs Nicola Meredith (Secretary)</i> | <i>SIMS</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 for Residential Visits.

- **Procedure for Recording and Managing Related Party Transactions**

The school should have effective procedures in place to ensure that open and transparent procurement procedures are followed, and any potential conflicts of interest are declared and then adequately and appropriately managed.

A record of any related party transactions should be maintained by school using the DfE related party transactions template. A copy of the template can be found in the following area of SLA Online:

Resources / Financial Services / SFVS / Section F / Q26 Template for recording related party transactions

- **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 Body.

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. Copies of any invoices are stored in a file in the school office. Upon receipt of payment the invoice is secured with a copy of the income journal off FMS.

Addition of a table to list different income streams (cash and digital). School to document the reconciliation process for each income stream.

| Income Stream |
|-----------------------------|
| Cash (including Cheques) |
| Digital Income via the Bank |

See Financial Procedures Manual for reconciliation process for each income stream.

- **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. See Financial Procedures Manual for the process for Lettings income.

- **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.

See Financial Procedures Manual for the process for raising/cancelling/writing off invoices.

- **Income Collected/Banked**

All income collected is received by the Admin Staff, checked upon receipt then stored in the safe until it can be banked. It is then recorded on FMS by the Bursar and banked, the paying-in slip clearly shows the Itemisation of the cash or cheques. Cash and cheques are recorded on separate paying-in slips. Cheques are to be put into an envelope provided by the bank and the details are recorded on the paying in slip and receipt. The slip is enclosed with the cheque to be banked. A reconciliation of all income is completed by the Bursar on a monthly basis.

Income is also received via 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/monthly 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.

- **Electronic Income Payments – Third Party and School**

Third Party e.g. ParentPay, Parent Mail etc.

Document the process using a third-party payment provider, including but not limited to:

- Reconciliation
- Recovery of funds

School e.g. by electronic card reader, phone/in-person using portal/machine (if applicable to the school).

Document the process for taking electronic payments directly through the school, including but not limited to:

- Reconciliation
- Completion/submission/annual review of the self-assessment questionnaire from the Payment Card Industry Data Security Standard.
- Verification of equipment being used.
- Training
- Processing of payments
- Maintenance and repair of equipment.

- **Security of Cash**

Cash and cheques are securely locked away in the safe by the Bursar to avoid loss or theft. Only the Bursar, Admin Manager, Secretary and Headteacher 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 or school trips. In this situation parents are offered a payment plan to finalise the payments.

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. The Deputy Head (Simon Downes) and Assistant Head (Louise McGlone) also have access should this be required. 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 transaction listings is printed and cross referenced with the bank statement.

The unreconciled listings report 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 via the Prudential Borrowing Process.

- **Cheque Signatories**

Cheques should bear the signature of two signatories who have been approved by the Governing Body. The schools' signatories are the Bursar (KL) and the Headteacher (CB), as well as the Deputy Head (SD) and Assistant Head (LMcG).

The Deputy Head or Assistant 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 is collated for each income item and recorded on the next paying in slip. The money is recorded on the school finance system (currently FMSIS) and deposited at any Lloyds branch or Post Office branch by the Bursar. The banking is reconciled on a monthly bank reconciliation form which is sent to SMBC Schools' Finance. The reconciliation is checked and filed by SMBC Schools' Finance.

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 two's 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.
- **Surplus Funds**

Any surplus funds not immediately required are invested in a higher interest account with the Lloyds bank in accordance with requirements approved by the Full Governing Board or nominated Committee.

Should the occasion arise, where any surplus funds are not immediately required, they will be invested in a higher interest account with Lloyds Bank in accordance with requirements approved by the Fully Governing Board or nominated Committee.

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 which is then signed by the staff member making the claim, which is then authorised by the Bursar. From this point onwards, the document is not accessible to person(s) who have made a claim.

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

Anyone named above that is responsible for the processing of overtime, should not be involved in any stage of the process for their own submission.

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 submitted to HR in the case of mileage and reimbursed via monthly payroll.

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

Any claims for expenses for the Headteacher/s can only be authorised by the Chair of Governors.

- **IR35 – Employment Status for Tax**

Governors are aware of the implications of the IR35 rules. Wherever there is a potential risk, [Check employment status for tax - GOV.UK*](https://www.gov.uk/guidance/check-employment-status-for-tax) will be used to identify if the potential contractor falls inside or outside of the IR35 rules.

Where the Employment Status for Tax tool identifies the individual to be an employee, they will be treated as an employee through PAYE payroll if engaged directly by the school. If the individual is engaged through an agency, the school will confirm with the agency that the individual is being treated and paid as an employee through the agency.

Where the Employment Status for Tax tool identifies the individual to be a contractor, an order will be raised and invoices will be received.

All records of checks carried out and supporting evidence will be held in the school office to be defined) for the current year plus 6 years.

***Link to be checked at each review update**

- **Third Party Payroll Providers**

Bradshaw Hall currently uses SMBC for all payroll.

Should the school change supplier, then school to document the process, including but not limited to:

- Data required for submission (including any forms that are used)?
- Timescales
- Process for submission
- Security around submission/systems, including passwords, usernames etc.
- Responsible person(s) for each stage.
- Segregation of duties throughout the process.
- Reconciliation.
- Verification of legal requirements being paid correctly and promptly – e.g. HMRC (PAYE), Apprenticeship Levy.
- Verification of other deductions being paid correctly and promptly – e.g. Pension, Union etc.
- Verification of new starters/changes to post and pay/ghost employees.

9 Petty Cash

Petty Cash is not currently used by BHPS. Should the system be used in the future the following procedure is to be adhered to.

- **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 receives guidance relating to VAT from SMBC Schools' Finance.

- **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

- **VAT Checks**

On the first working day of the month, the VAT Checker Toolkit is completed and submitted to Schools Finance along with the required 1st month reports.

The VAT Checker Toolkit enables school to check / ensure the VAT owed back to school agrees to the VAT control account balances in the financial system, i.e. Input & Output VAT lines

Any anomalies should be reported to Schools Finance for further investigation. A copy of the VAT Checker Toolkit is available in the following area of SLA

Online:

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

11 Assets

- **Items for inclusion in an Inventory**

An up to date inventory is maintained by the school. Items included are electrical equipment, and fixtures and fittings. The minimum value of assets included in the inventory is £50.00.

- **Updating of the Asset Register/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 asset register/inventory is reviewed and updated every year by the Admin staff.

- **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. Any items missing when the inventory is checked will be investigated by the Bursar and reported to the Headteacher or Governors.

12 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 Body 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.

13 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.

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

School to document the process, including but not limited to:

- How harmful sites are identified, blocked and monitored on their network.
- How general access, maintenance and security of servers is achieved.
- How paper records are secured and accessed.

School to document the process to disable access rights on systems for any staff leavers.

14 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 Body 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>

IR35 - Contractors

Governors are aware of the implications of the IR35 rules. Wherever there is a potential risk, the Employment Status Service will be used to identify if the potential contractor falls inside or outside of the IR35 rules. A record of this will be held by the school.

Where the Employment Status Service identifies the individual to be an employee, they will be treated as an employee through PAYE payroll if engaged directly by the school. If the individual is engaged through an agency, the school will confirm with the agency that the individual is being treated and paid as an employee through the agency.

Where the Employment Status Service identifies the individual to be a contractor, an order will be raised and invoices will be received.

The Guide to Statutory Responsibilities

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

- Roles & Responsibilities of the Governing Body. 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 Body 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 goods 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 Body in accordance with its remit and delegated responsibility.
- ensure that the Governing Body is kept fully informed about financial issues and any action taken or decisions made.
- provide summary reports for the Governing Body on all matters within its remit
- draw up the budget for approval (unless delegated) by the Governing Body
- 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 Body strategic framework
- formulating aims and objectives, policies and targets for consideration by the Governing Body
- reporting on progress to the Governing Body at least once a year
- formulating and implementing the policies for leading the School towards set targets
- giving the Governing Body 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 Body, 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 Body
- Procedure for taking minutes of all meetings (Governing Body 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)

National Governance Association (NGA) trustees' register of interest form

| | | |
|--|--|--|
| Name of Trustee: | | |
| PECUNIARY INTERESTS | | |
| Category | Please give details of the interest | |
| Current employment | | |
| Businesses (details of all businesses in which I am a partner or sole proprietor) | | |
| Company Directorships – details of all companies of which I/ am a director | | |
| Charity Trusteeships – details of all charities of which I am a trustee | | |
| Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management. | | |
| Gifts or hospitality offered to you by external bodies while acting in your position as a trustee of NGA and whether this was decline or accepted in the last 12 months. | | |
| Any other conflicts of interest not covered by the above | | |

PERSONAL INTERESTS

Details of business interests, company directorships and trusteeships of immediate family (to include spouse/partner, siblings, children and parents or some other person with whom you have a close connection):

| Name of person | Relationship to me | Name of Organisation | Nature of the interest |
|----------------|--------------------|----------------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

GOVERNANCE INTERESTS

If you are a governor or trustee of any other schools and/or academies, please provide details below:

| Name of school/academy | Position held | Date appointed or elected | End of term date |
|------------------------|---------------|---------------------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

To the best of my knowledge the information supplied above is correct and complete. I undertake to advise the Company Secretary if any of the above information should change or if I become interested in any way that creates a potential conflict of interest with my position as a trustee of the NGA. I agree to review and update this declaration annually. I give my consent for this information to be used for the purposes described in the charity's conflicts of interest policy and for no other purpose.

Signed:

Date:

DELEGATION FORM FINANCIAL YEAR 2025/2026 BRADSHAW HALL PRIMARY SCHOOL
APPENDIX 3

It is necessary for each Governing Body to decide and minute formally, at a full Governing Body 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 Body.

Please note: In order to ensure that the Governing Body'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 Body 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