

THE FINANCE POLICY OF MASON MOOR PRIMARY SCHOOL



This finance policy has been drafted to:

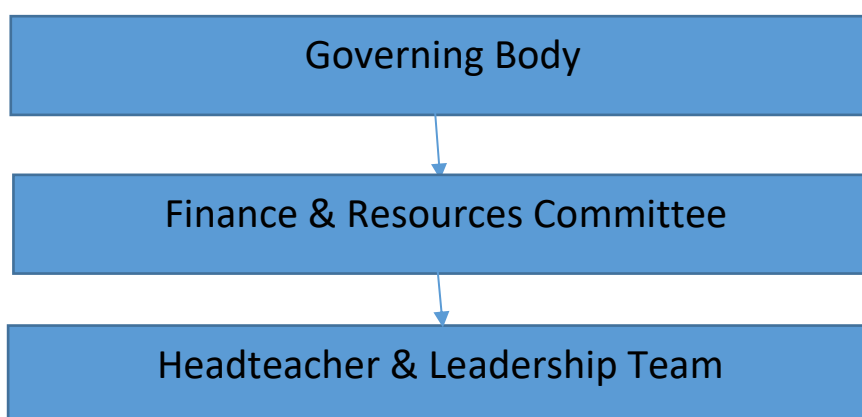
- a. Set out in writing the roles and responsibilities of the Governing Body, its committees, the Headteacher and other staff in relation to financial decision-making and administration. This allows the Governing Body to ensure adequate systems of financial control are in place and that it receives the information it needs to carry out the role. Defining the responsibilities ensures that all essential duties and all requisite controls are exercised without unnecessary duplication of effort.
- b. Set out the policies of the school in terms of financial systems and procedures.

1. Governance

The Governing Body has a strategic role in the financial management in schools; alongside the Headteacher they have direct control over substantial amounts of funding delegated to them and make key decisions about the allocation of financial resources. The Governing Body will be responsible for determining the guiding principles and for ensuring the school meets all its statutory obligations and complies with the Schools Finance Manual and the Scheme for Financing Schools.

The aim of the Governing Body is to ensure that all resources made available to the school are used in an efficient and effective manner. The requirements of the Schools Financial Value Standard (SFVS) will be met, and the principles of best value will be considered at all times.

1.1 Financial Organisational Structure



The following committee structure is in place at Mason Moor Primary School:

- Teaching and Learning Committee
- Finance and Resources Committee
- Safeguarding Working Party

The membership of the committees, meeting timetables and clerking arrangements are detailed in Appendix A.

The school will ensure that the responsibilities of the Governing Body, Resources Committee, Headteacher/Leadership team and Administrative Officer are aligned with those agreed at the school's AGM; if they do not, amendments will be made and re-approval sought, if necessary.

1.2 Governing Body

Role:

The Schools Finance Manual state that the Governing Body are to carry out their functions with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting its aims and objectives, reviewing progress and the strategic framework in light of progress.

Responsibilities:

- Ensuring the school meets all its statutory obligations and through the Headteacher complies with the Scheme for Financing Schools and Schools Finance Manual.
- Setting the educational financial priorities through the School Improvement Plan (SIP), ensuring that the SIP provides sufficient financial information to construct the budget plans for the school.
- Ensure that a robust medium-term financial plan (3 year budget projection) and annual budget have been set, which reflects the educational priorities in the SIP.
- Set up a Finance & Resources Committee to consider strategic financial issues on behalf of the Governing Body, including defining the terms of reference, the extent of its delegated authority and ensuring it receives minutes of the committee meetings. Its remit and membership should be reviewed annually.
- Establish the financial limits of delegated authority to the Headteacher and/or other members of staff (including virements). The level of delegation of financial powers to the Headteacher must be reviewed annually and recorded in the minutes of the Governing Body.
- Agree with the Headteacher the minimum frequency, level of detail and general format of financial reporting to the Governing Body.
- Establish a register of business interests of Governors, the Headteacher and any other members of staff that influence financial decisions in accordance with the Schools Finance Manual, and ensure it is maintained up to date.
- Agreeing and establishing the school's whistleblowing procedure based on the local authority's procedure.
- To approve the school's annual budget.
- Agree a policy for Gifts & Hospitality and decide whether to delegate approval of gifts and hospitality to the Headteacher.
- To approve the school's Finance Policy each year.

- To prepare, approve and submit the school's SIP return and subsequently monitor the progress of any improvement actions.

1.3 Finance & Resources Committee

Role:

To undertake finance functions as set out in the terms of reference approved by the Governing Body.

Responsibilities:

- Draw up the budget for approval by the Governing Body, ensuring that the budget reflects the school's priorities educational objectives outlined in the SIP, in consultation with the Headteacher.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the SIP. This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in-year budget revisions to the annual budget set (delegated by the Governing Body).
- Consider the school's policy for balances in accordance with the SFVS, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Schools Finance Manual and Scheme for Financing Schools, and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant committee.
- To monitor expenditure of all the school's unofficial funds and ensure an annual audit is carried out in accordance with the section 10 of the Scheme for Financing Schools and chapter 32 of the School Finance Manual.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher.
- To annually review fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school obtains value for money when purchasing goods and services from all suppliers including the Local Authority and outside contractors. This includes considering and approving the Local Authority traded services buy back decisions.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that the schools financial performance is compared at least annually to similar schools, reasons for differences examined and action taken where necessary (including local financial analysis pack and national benchmarking data).
- Evaluate the soundness and effectiveness of the schools financial management systems against SFVS.

- To ensure that accounts are properly finalised at year-end in accordance with the Schools Finance Manual and other statutory legislation.
- To ensure that the financial procedures are documented and regularly reviewed.
- Consider and approve the authorised signatories.
- Ensure financial records are maintained and that they provide sufficient explanations.
- Consider all business plans for Extended Schools activities before taking a decision on each activity. Consideration to be given to chapter 23 of the Schools Finance Manual.

1.4 Headteacher/Leadership Team

Role:

The Headteacher is responsible for the internal organisation, management and control of the school; and for advising and implementing the Governing Body's strategic framework. In particular the Headteacher will formulate aims and objectives, policies and targets for the Governing Body to consider adopting; and report to the Governing Body at least once every school year. Where functions have been delegated to the Headteacher the Governing Body is able to give reasonable directions in relation to that function.

Responsibilities:

- Leading and managing the creation of a strategic plan, underpinned by sound resource planning and which identifies priorities for targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To prepare the annual budget, based on realistic estimates of expenditure and income, sufficiently in advance of the financial year for consideration and approval by the Governing Body, including assumptions underpinning the budget.
- To submit the approved budget to the Local Authority no later than 1 May each year.
- To prepare regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To consider budget revisions required and present to the Finance & Resources Committee for approval.
- To submit any approved budget revisions to the Local Authority at least on a quarterly basis.
- To ensure that the financial information provided to the Governing Body and Finance & Resources Committee meets their requirements; they are timely, accurate, understandable etc.
- To report to the Governing Body/Finance & Resources Committee any policy changes where the budget will be significantly affected.
- Identifying, evaluating and managing all significant operational risks to the school in accordance with the Local Authority's risk management policy.
- Ensuring that the relevant Local Authority regulations or DfE requirements are implemented.
- Establishing sound internal financial controls, which are managed on a daily basis by the Headteacher and Business Manager.
- Ensuring effective implementation of the financial systems and procedures described in the financial procedure manual (even in the absence of staff), and that they are followed.
- To ensure that arrangements are in place to monitor the effectiveness of internal/financial controls.

- Checking that the funds delegated are correct.
- To ensure that all expenditure from sources of earmarked funding is accounted for separately and that funding is used for its intended purpose.

1.5 Business Manager

Responsibilities:

- To assist the Headteacher to prepare the annual budget based on realistic estimates of expenditure and income, including assumptions underpinning the budget. Maintain appropriate working papers.
- To assist the Headteacher in preparing regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To provide monthly budget monitoring information to the Headteacher.
- To ensure that there are sound internal financial controls for the reliability and accuracy of schools' financial transactions.
- To ensure that there are written descriptions of financial systems and procedures which are kept up to date; and all appropriate members of staff are trained in their use.
- To provide financial advice.
- To generate and monitor income for the school.
- To monitor expenditure charged to the school and correct any errors.
- To submit the required FMS reports or equivalent to the Local Authority on a quarterly basis: fund review report, CFR report (showing the balances) and fund allocation audit trail.

1.6 Delegated Limits

Item	Finance & Resource Committee	Headteacher
Procurement – ordering and payment of goods and services	Above £10,000	Less than £10,000

In the absence of the Headteacher, the Assistant Headteacher is able to exercise the powers of the above delegation.

In an emergency the Chair of Governors is able to authorise the procurement and payment of goods and services above the delegated limit; this will then go to the Finance & Resources Committee for ratification.

1.7 Authorised Signatories

The following members of staff are authorised for the finance functions listed, this will be annually reviewed and approved by the Finance & Resources Committee:

Name	Job Title	Function	Finance Limit (if applicable)
K Wharton	Headteacher	Authorising orders	Less than £10,000
K Deakin	Assistant Head		

K Wharton K Deakin	Headteacher Assistant Head	Authorising payment of invoices/credit notes	
K Deakin C Wilkinson D Shorter	Assistant Head SENCO Business Manager	Cheque Signatory	
K Wharton K Deakin	Headteacher Assistant Head	Petty cash claims	
K Wharton K Deakin	Headteacher Assistant Head	Enhance Imprest claims	
K Wharton D Shorter	Headteacher Business Manager	Payroll – overtime/extra hours	
K Wharton D Shorter	Headteacher Business Manager	Travel/Subsistence claims	
K Wharton D Shorter	Headteacher Business Manager	Insurance claims	
K Wharton D Shorter	Headteacher Business Manager	Remissions claims (school visits)	

Nobody is permitted to authorise their own expenses.

1.8 Procedures

All documentation for accounts and finances will be kept in accordance with the Schools Finance Manual. A procedure manual is contained in this policy and is regularly reviewed in accordance with the Schools Finance Manual. It is available to staff and stored on the staff shared drive.

1.9 Minutes

Minutes are taken at all Governing Body and Committee meetings, duly circulated and agreed. The minutes are accurate and include all the necessary information; clearly documenting issues discussed, items agreed and action to be taken.

Committee minutes are presented to the next Governing Body meeting, to provide an update to the WGB. They will be agreed as a true record at the next Committee meeting.

1.10 Register of Business Interests

A register is maintained to record Governors and staff (and their immediate family) business interests, details of any other educational establishments that they govern, and any relationships between school staff and members of the Governing Body. The register is accessible to all, including members of the public via the school's website.

2 Financial Systems and Processes

2.1 Financial Planning

- The school has a school improvement plan (SIP), which includes a statement of its educational goals to guide the planning process. The SIP covers the school's educational priorities and the budget plans for at least three years, showing how the use of resources is linked to the achievement of the school's goals.
- A draft medium-term budget (budget projection) is prepared by the Headteacher and Leadership team for approval by the Finance & Resources Committee in the autumn term. The medium-term financial plan covers the current year and next three financial years. The plan reflects all the growth and development issues included in the SIP and demonstrates that the School Improvement Plan is sustainable, in financial terms. It shows how the school intends to use its resources to achieve the aims and objectives in the SIP. New initiatives are detailed and fully costed in either the premises plan or IC development plan; staffing initiatives are represented and agreed by the Teaching & Learning Committee.
- The medium term budget links the annual budget and the SIP. The detailed annual budget is based on the first year of the medium-term budget.
- A draft budget is prepared by the Headteacher and Leadership team and presented to the Finance & Resources Committee in the spring term. The annual budget is based on building up budgets from a zero budget. The assumptions and calculations to produce the annual budget are clearly documented and retained in the relevant file. The budget is based on realistic estimates of all expected expenditure and income, including grant income and school fund contributions, so that planned expenditure does not exceed the available budget and takes account of all relevant conditions laid down by chapter 5 in the Schools Finance Manual.
- The final budget is approved by the Governing Body in April. The Headteacher then forwards the budget, including assumptions underpinning the budget and estimated balances brought forward to the Chief Financial Officer, no later than 1 May, in the approved format. The Headteacher and Chair of Finance or Governors authorise the budget by submitting a signed form with the budget plan.
- The budget is analysed over general ledger codes to ensure effective financial control.
- A budget is regularly reviewed (including a thorough review in the autumn term) by the Headteacher and changes proposed presented to the Finance & Resources Committee. Any revisions to the budget are approved by the Finance & Resources Committee, entered onto the school's FMS system and submitted to the Local Authority at least on a quarterly basis.
- To aid in-year budget monitoring the annual budget is profiled over the year, estimating the amount of income/expenditure that will fall in each month. The budget is monitored using the percentage-spent reports and therefore the budget is profiled into equal twelfths.
- Expenditure is only incurred where there is budget allocated.
- If the school is intending to set a deficit budget this will be agreed by the Local Authority and in accordance with the Schools Finance Manual.
- Any budget surpluses are earmarked for specific future needs to ensure that pupils benefit from the planned approach to spending that does not deprive them of resources in a given year.

2.2 Budget Monitoring

- The budget is closely monitored, comparing actual income and expenditure to the budget on a regular basis throughout the financial year. Variances are reviewed to highlight any problems and identify if remedial action is required.

- The Headteacher regularly reviews the schools expenditure and income against the budget, to ensure that financial performance is on target. The Business Manager co-ordinates the day to day monitoring of the budget.
- The Headteacher produces budget monitoring reports for the Finance & Resources Committee termly, showing income and expenditure against budget. In accordance with the Finance Policy, the budget is updated and reflects the anticipated year-end balance. The report is reconciled to the school's financial records, which are fully reconciled to the Local Authority's financial records. The reports include all known commitments and creditors. The monitoring report identifies significant variances between the actual income/expenditure and budget. The reasons behind these variances are investigated and documented; corrective action is taken as appropriate and recorded.
- The Headteacher is authorised to vire between budget headings amounts up to £10,000, without seeking approval from the Finance & Resources Committee. The Committee, before implementation, approves any virements above this limit. The virements are input onto the Schools FMS system and submitted to the Local Authority in the approved format.

2.3 Efficiency and Value for Money

- The Governing Body has regard to the principles of best value when making decisions about how the available resources to the school are utilised.
- For low value items the Business Manager will review catalogues and online prices to make sure the best price is obtained. At each SLT meeting there is a finance section where discussion takes place on contracts coming to an end and whether the item is being used to the full

2.4 Returns to LA

- Petty Cash annual certificate
- Earnings over £50k
- Exit Payments
- LGPS
- SFVS

3 Purchasing

Suppliers/Contracts

- The school ensures that suppliers are decided upon in line with guidance from the Local Authority's Strategic Procurement Team, Best Value principles and the Contract Procedure Rules in the Schools Finance Manual.
- The purchase of goods, services and works is undertaken in line with the Local Authority's Contract Procedure Rules and Finance Manual as detailed in the section "Compliance with Contract Procedure Rules" in the Schools Finance Manual.
- The school always considers price, quality and fitness for purpose when purchasing goods and services.
- The school will review the SCC GDPR approved supplier list and if not listed then a request to voluntary complete the questionnaire will be sent.

- The Business Manager will ensure that any goods purchased with a significant economic life will be added to the asset register.
- If required the school publishes a Procurement plan in accordance with the Schools Finance Manual.
- Leasing arrangements are only entered into after seeking advice from the Local Authority's leasing advisory service. Only operating leases are permitted; finance leases are prohibited by the Scheme for Financing Schools.
- Any deferred or advance payment agreement requires approval from the Chief Financial Officer.
- The Headteacher ensures that there is adequate budgetary provision for charges arising from a leasing agreement for the duration of the agreement.
- Any payment agreement or disposal of assets is in line with the Schools Finance Manual.
- The school follows the financial thresholds as detailed in the Schools Finance Manual section "Community Facilities".
- The authorised officer procuring the goods/services ensures the following are obtained:

Procurement Level	Financial Threshold (£)	Procurement Requirement
Low Value Procurement	Up to £5,000	SCC Corporate contract or a minimum of one verbal quotation from suitable suppliers followed by written confirmation
	£5,000 - £25,000	SCC Corporate contract or a minimum of three verbal quotations from suitable suppliers followed up by written confirmation. In-house provider invited to quote.
Intermediate Value Procurement	£25,000- £189,330	SCC Corporate contract or a minimum of three written quotes. In house provider invited to quote.
High Value Procurement	Contracts £189,330 for Goods and Services	Formal tender process unless an in-house provider, appropriate Corporate contract or available framework exists.
Public Contract Regulations	Current thresholds:	Full tender unless an in-house provider, appropriate

	Contracts over £189,330 for Goods and Services. £663,540 for contracts subject to the Light Touch Regime and £4,733,252 for Works.	Corporate contract or available framework exists.
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- The authorising officer determines whether conditions detailed in section 5.11 of the Scheme for financing schools would mean that the previous requirements do not apply to contracts below £189,330.
- If it is not practical to meet the Contract Procedure Rules, the reasons for not doing so are reported to the Finance & Resources Committee and included in the minutes.
- When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance & Resources Committee and included in the minutes.

Purchase Orders

- Official orders are issued for all goods and services except utilities, post office, telephone accounts, rent, council tax, business rates and petty cash purchases, or the purchase is made using any officially authorised Purchasing Card. This includes telephoned and emailed orders as detailed in the Schools Finance Manual, Chapter 9. Where a Purchasing Card is used, procedures detailed in the Purchasing Card Procedures Guides are adhered to in order to ensure adequate levels of control and probity.
- Official orders are uniquely identifiable.
- The officer completing the order ensures that the order specifies the nature and quantity of the works, goods or services required and any relevant contract or agreed prices to facilitate accurate checking of deliveries, invoices and entering payment of the financial management system.
- The authorised members of staff check that the goods ordered are appropriate and needed, and that there is adequate budget provision before signing the order.
- An up to date record of the names of staff authorised to sign orders is maintained (1.7 Authorised Signatories). The Governing Body approves the list, and the names are recorded in the minutes.
- Prior approval from the Governing Body is obtained for all expenditure above the limit determined; see 1.6 of this policy for the delegated limits.
- There is always separation of responsibility between staff raising orders and staff responsible for authorising orders.
- All orders are entered on the schools financial system by the Business Manager to ensure that commitments against budgets can be monitored.
- Orders are not used to purchase items for private and personal use.
- Where contracts are required they are drawn up in line with the specifications in the Scheme for Financing Schools, "Form of Contract", Chapter 5.

Delivery of goods

- All goods and services are checked on receipt, against the copy order and goods received note for quantity and quality.

- The checking officer is different from the officer who signed the order.
- The copy order is signed to record receipt and the goods received note attached to the order.

Payment of Invoices

- Invoices are matched to the appropriate copy order and delivery note by the Business Manager. This is checked for accuracy of quality, price, calculations and VAT.
- Appropriate coding is written on the invoice and date sent to SCC for payment. If invoices are sent direct to SCC then the invoice is sent electronically to the Business Manager for coding.
- SCC scan the invoice and it is sent electronically to the Business Manager for coding and then the Headteacher for approval.
- There is segregation of duties between the raising of orders and the authorising of payments.
- Invoices are submitted to Creditors at SCC as soon as possible to meet the payment target of 30 days.
- The payment details are entered into the financial record by SCC staff. This is not the same person that signed the order, or the same person that checked the receipt of goods and services.
- School funded purchases are dealt with as detailed in the Schools Finance Manual, "Payment of Accounts", chapter 9.

Purchase Cards

- The Governing Body/Finance & Resources Committee will approve the use of purchase cards by members of staff, for the purposes of the school. The guidelines detailed in chapter 9 of the Schools Finance Manual will be considered.
- A maximum value for individual transactions and monthly expenditure limits will be agreed for each card.
- The purchase cards for Mason Moor Primary School cardholder details and the associated limits are detailed in the table below.

Name	Job Title	Individual Transaction limit	Monthly limit
Donna Shorter	Business Manager	£250	£1,000

- Purchase cards will be used in accordance with chapter 9 of the Schools Finance Manual, and any misuse will be reported to the Governing Body, who will then take necessary action. Only the named cardholder will use a purchase card.
- Orders relating to purchase cards are raised and authorised, transactions recorded in FMS and receipts/invoices retained for reference and checked to the card statements each month.
- Duties will be appropriately segregated – transactions must not be reconciled and approved by the same individual. The designated person responsible for reconciling the card transactions is the Business Manager/Admin Assistant and the authoriser is the Chair of Governors/Headteacher.

- All purchase cards are stored in the safe or locked drawer. Loss of any card will be reported to the Procurement team. Cards no longer in use will be destroyed in accordance with of the Schools Finance Manual.
- The Headteacher will ensure no type of pay emolument or subsistence expense is made from a purchase card.
- It is not permissible for a personal debit/credit card to be used to make school purchases, except while the application of a purchase card in progress and there is no alternative e.g. TV licence. Staff will also refrain from using loyalty cards when making purchases for the school as there should be no personal benefit gained from such purchases.

4 VAT requirements

- The guidelines on the accounting of VAT, as detailed in section of the Schools Finance Manual, are followed for all income and expenditure.
- VAT is only reclaimed on tax invoices for supplies direct to the school for which the school retains ownership.
- VAT is only reclaimed where a properly constituted VAT invoice is received, in accordance with section of the Schools Finance Manual.
- All finance and administrative staff are made aware of the requirements for VAT.
- Where advance payments are required the procedure for VAT is followed in accordance with chapter 16 of the Schools Finance Manual.

5 Petty Cash Account

- The Business Manager is responsible for the petty cash account; acceptance is evidenced by signature. Only authorised members of staff have access to petty cash.
- The Business Manager gives the Chief Financial Officer a signed certificate confirming the amount of the petty cash account.
- The Business Manager, who operates the account, does not authorise expenditure.
- Payments from petty cash account are made for minor items and records kept as detailed in the Schools Finance Manual.
- Personal cheques are not cashed from the petty cash.
- VAT receipts support all payments and vouchers, are signed for by the recipient and counter signed by the authorised member of staff.
- VAT invoices/receipts are requested where required to enable the Local Authority to reclaim the VAT.
- The cash float is held in the safe and restricted to the authorised member of staff.
- No payroll or expense claims are paid from the petty cash account.
- The use of personal credit or debit cards by members of staff to make purchases is not permitted, except while the application of a purchase card in progress and there is no alternative e.g. TV licence.
- Personal loyalty cards are not to be used under any circumstances. However, a loyalty card registered in the school's name can be used if agreed by the Finance & Resources Committee.
- Alcohol will not be purchased under any circumstances.
- The Business Manager ensures that no income received on behalf of the school is paid into a petty cash account.

- When a claim for reimbursement is submitted, details of expenditure, coding and VAT are entered onto the claim form.
- The petty cash float is reconciled by the Business Manager at the time of the claim. The total claim plus balance of cash in hand (plus any receipts paid but not on the claim) is checked to the petty cash float.
- The completed claim form is authorised by a senior member of staff who is not the member of staff responsible for the petty cash account (see 1.7 for a list of Authorised signatories).
- The Headteacher ensures that, whenever there is a change of responsible member of staff, the petty cash account is balanced and the cash holding agreed before being passed on to the new responsible member of staff whose acceptance is evidenced by their signatures.
- The Business Manager must ensure that all the conditions detailed in chapter 11 of the Schools Finance Manual are adhered to when operating the petty cash account.

6 Income

- The Business Manager ensures that estimates for all income are included in the budget and that all income due to the school is collected.
- The charging policy for goods and services supplied by the school is shown in Appendix C. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.
- All lettings are authorised by the Headteacher in accordance with the policy determined by the Governing Body, and recorded in a diary or register, which is stored online.
- Lettings are only available via a formal hire agreement, signed by the hirer.
- Wherever possible income is collected in advance of the letting.
- The arrangements for the control and accounting of income are in accordance with the Income chapter (12) of the Schools Finance Manual.
- The Business Manager identifies income due to the school; full details of all expected income are kept in the finance income and expenses file located in the office. The Admin Assistant is responsible for collecting and banking income.
- Where invoices are required they are issued within 30 days and in accordance with VAT requirements.
- For income received an official pre-numbered receipt is issued with a signature, other records are maintained for small amounts of income.
- Receipts are stored, in the income and expenses file in the office and spoiled cheques are cancelled and retained for complete records.
- Cash and cheques are locked in the fireproof safe and do not exceed the agreed insurance limits.
- All money received is reconciled to the accounting records and banked weekly in accordance with the Income & banking chapters (12 & 13) of the Schools Finance Manual.
- No personal cheques or postal orders are cashed out of money collected.
- The debt recovery policy for the school is to be decided by the Governors.

7 Insurance

- Insurance cover is at least as good as the minimum cover arranged by the Local Authority and that the sums insured are commensurate with the risk.

- The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.
- All employees for the school are included in suitable fidelity guarantee insurance.
- The Business Manager notifies the insurers or the Local Authority of all new risks, property, equipment and vehicles that require insurance, or of any other alteration affecting insurance.
- The Business Manager immediately informs the insurers or the Local Authority of all accidents, losses and other incidents that may give rise to an insurance claim within twenty four hours of the occurrence.

8 School Assets – Inventory

- The Business Manager maintains an up to date inventory of furniture, fitting and equipment, plant and machinery, vehicles and computer hardware and software in accordance with Schools Finance Manual chapter 20. All new additions/purchases of, or collection of similar items valued at more than £200 and items of a lesser value that are attractive and portable are recorded in the asset register.
- All attractive and portable assets e.g. computer and electrical equipment, are security marked by the Business Manager to show as belonging to the school.
- The Business Manager carries out an annual check of inventory items in April. Classroom Inventory is recorded by a photo stored on the google drive. Any discrepancies between the asset register and actual items are investigated and a report presented to the Finance & Resources Committee.
- A report will be prepared by the Headteacher and presented to the Governing Body annually on school assets in accordance with the Schools Finance Manual (chapter 20).
- All items taken off premises are signed for and recorded in the office insurance requirements are complied with.
- Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Chief Financial Officer.
- Surplus or redundant items are disposed of in accordance with the Schools Finance Manual (chapter 20.4).
- Stocks of consumables will be kept securely with access limited to the member of staff responsible for issues, and it will be ensured that levels of stock are not in excess of normal requirements.
- The Business Manager carries out a continuous form of stocktaking for all stocks considered to have a material value. An independent stock check should also be carried out annually with any significant differences reported to the Headteacher and the Governing Body.

9 Payroll

- Appointments are made in accordance with the regulations of the Local Authority (Schools Finance Manual chapter 18), and approved establishment grades and scale of pay.
- A valid National Insurance Number is received at the time of new employee's selection.
- The Headteacher notifies the HR consultant for the Federation as soon as possible of all matters affecting payments.
- More than one person carries out checking and authorising documents and claims relating to appointments, terminations of employment and expenses.

- Pay documents are completed and certified as detailed in the Schools Finance Manual chapter 18.
- Only authorised members of staff have access to personnel files.
- The names of members of staff authorised to sign time records and other pay documents are sent to the Payroll Provider for electronic approval.
- All payment of travel and subsistence allowances are made through the payroll system and not through petty cash or imprest accounts.
- Careful consideration is given to the employment status of individuals employed on a self-employed consultant or subcontract basis and advice is sought from the HR consultant for the federation.
- An up to date list of staff employed is maintained by the Business Manager and is available from the office.
- The Business Manager will inform the HR consultant for the federation of any employee benefits in kind.
- Checks are made on the monthly payroll reports to ensure that employees listed are actually employed by the school by the Business Manager, including that old employees have been removed and that staff are being paid the correct rates and allowances. This should be checked by the Head for accuracy.

10 Security

- Proper security is maintained at all times for all buildings, stocks, stores, furniture, plant, vehicles, equipment, cash etc. in accordance with the Schools Finance Manual chapter 20.5.4.
- Where security is thought to be defective or where it is considered that special security arrangements may be needed, SCC is consulted.
- Keys to safes and similar receptacles are stored securely on the premises. The loss of such keys will be reported to the Chief Financial Officer.
- The maximum limit for cash holdings will be agreed with the Chief Financial Officer and this limit will not be exceeded without the express agreement of the Chief Financial Officer.

Data Security

- The Governing Body and the Headteacher are responsible for registering, with the Data Protection Registrar, the details of the personal information kept, the purpose to which it is applied and to whom it may be disclosed in respect of information stored manually or electronically, to which the Data Protection Act applies.
- The Headteacher and Governing Body are responsible for making arrangements to ensure Mason Moor Primary School is compliant with the Local Authority's Information Security Policy.
- Computer systems used for financial management are protected by password security to ensure that only authorised members of staff have access. Passwords are changed on a regular basis.
- Passwords are cancelled or changed when a member of staff leaves.
- Drift IT Services (Harrap from April) will ensure that data is backed up on a regular basis and that back up devices are clearly labelled and kept in a fireproof safe or securely offsite.
- Back up devices are not kept near the server in case of fire.

- The Business Manager has established a recovery plan to ensure continuity of financial administration in case of emergency. Strictly Education Payroll, SIMS & Tucasi can be accessed offsite. Invoices can continue to be scanned to SCC. Business World cannot be accessed outside school so if it was a long term issue then the Federation schools would permit use of a PC.
- To protect against viruses only authorised software is used and anti-virus software is up to date.
- All software used is correctly licenced and all copyright laws observed.
- Computer facilities are only used for authorised purposes.

11 School Voluntary & Private Funds

- This is currently not relevant at Mason Moor Primary School. Newlands hold the Federation budget.

12 Lost Property

- All arrangements for the administration of lost property found on the school premises will be made by the Admin team.
- A lost property register will be maintained by the admin team for all items except unnamed clothing. Unnamed clothing is held in reception until the end of the term when it will be put into spare clothing or disposed of.
- There is a locked box in reception for storing all lost property securely and ensuring items are cross-referenced to the lost property register. The locked box is also available for year 6 pupils who bring their mobile phone into school for the duration of the school day.
- Where the owner of an item is known, communication will continue until a time when the Headteacher deems the storage of the items to be impractical. Where the owner is not known, the item will be kept for at least one month (perhaps longer for valuable items) whilst attempts are made to ascertain the owner. Items returned to their owners will be signed for in the lost property register.
- Sale or disposal of lost property items will take place in accordance with 20.4 of the Schools Finance Manual and all actions taken will be recorded accurately in the lost property register.
- Proceeds from the sale of any item not claimed should be paid into the official school fund and utilised as agreed by the Governing Body.

Appendix A

Committee Membership Details

Governing Body

Position	Name
Chair (LA Appointed)	Tina Selby
Parent Governor	Vacant
Parent Governor	Vacant
Co-opted Governor	Adrian Neal
Co-opted Governor	Donna Shotter
Co-opted Governor	Ross Williams
Co-opted Governor	Maddy Dorobantu
Co-opted Governor	Mandy Pond
Co-opted Governor	Karen Grove
Co-opted Governor	Isaac Lee
Headteacher	Kristy Wharton
Staff	Tracy Birkett

Finance & Resources Committee

Position	Name
Chair	Adrian Neal
Vice Chair	Ross Williams
Member	Tina Selby
Headteacher	Kristy Wharton
Associate	Donna Shorter

Timetable of Governing Body and Resources Committee Meetings

Meeting	Timetable
Governing Body	Once every half term
Finance & Resources Committee	Once every half term

Clerking Arrangements

All Governing Body meetings are clerked by Karen Harrison.

Appendix B

Frequency of financial information presented:

Financial Information	Governing Body	Finance & Resources Committee
Medium-term Budget; including assumptions used to calculate (forecast pupil numbers, expected income etc.)	Annually	Annually (reviewed when required)
Annual Budget Report; including assumptions underpinning the budget.	Annually	Annually (reviewed when required)
Budget Monitoring Report; showing expenditure (including commitments) and income compared to the approved budget; explanation of significant variances and actions to be taken	Termly	At least termly
Benchmarking Information (Financial Analysis Pack); including a summary of the differences and action to be taken.		Annually
Traded Services Buy Back Information; including a review of the costs and quality.		Annually
Consistent Financial Report		Annually
Charging (lettings etc.) and remissions policy		Annually
Financial Risk Assessment		Annually
Report of the School Assets		Annually
School Financial Value Standard action plan monitoring	At each meeting	At each meeting
School Financial Value Standard approval	Annually	Annually

Finance & Resources Committee Financial Management Timetable

Spring term:

- Consider and approve the annual budget and spending plan.
- Consider the charging (including lettings) and remissions policy for the next financial year
- Review the Local Authority traded services in terms of cost and quality; approve the buy-back form for submission to the Local Authority.
- Annual review and approval of staff signatories.
- Consider the procurement plan for goods above £5,000.
- Complete SFVS return (delegated to the Finance & Resources Committee), present report to full Governing Body, Chair of Governing Body to sign the return.

Summer term:

- Consider outturn statement (Consistent Financial Report) and evaluate last year's performance.
- Carry out a financial risk assessment; including identification of issues and actions to be taken.
- Report presented on the schools assets in accordance with the Schools Finance Manual (chapter 20).

Autumn term:

- Consider the financial analysis pack supplied by the Local Authority and national benchmarking data.
- Consider the medium-term budget for the forthcoming year and next two financial years. The plan should show that in terms of finance the School Improvement Plan is affordable.
- Update the annual budget to reflect any known changes e.g. staffing changes.
- Annual review and approval of the Finance Policy.

Through the Year:

- At least termly consider the budget monitoring report, comparing expenditure and income, to the approved budget. Consider if any budget revisions are required and obtain Governing Body approval where required.
- Medium-term budget can be set and reviewed throughout the year as a result of budget monitoring, School Improvement Plan update, change in forecast pupil numbers etc.
- Consider the financial effect of decisions.
- Approval of orders and payments above the delegated limit.

Annual Tasks where timing is dependent on other factors:

- Audit and accounts of the School Fund, if applicable.
- Discuss audit recommendations and identify actions to be taken.

Information supplied to the Local Authority

The following information is supplied to the Local Authority in accordance with the Scheme for Financing Schools and the Schools Finance Manual:

Annual budget plan, including assumptions	31 May
Consistent Financial Reporting Return	Mid June (as advised each year)
Budget revisions	31 October
Traded Services Buy Back From	As specified
School Fund Audit	Within four months after the year end
Quarterly Financial Reports per 5.7.5 of the Scheme for financing Schools	3 weeks after receipt of the end of quarter reports (if not using SCC finance system)
Final Accounts information	In accordance with final accounts timetable
Petty Cash Claim forms	As and when required
Petty Cash Reconciliation forms	In accordance with final accounts timetable
School Financial Value Standard	By 31 March

Appendix C

Charging Policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

The national curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the school

Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Transport provided in connection with an educational visit

5.3 Residential visits

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school hours if it is part of:

The national curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the school

Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in limited circumstances

Certain early years provision

Community facilities

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

The national curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the school

Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

Any materials, books, instruments or equipment provided in connection with the optional extra

The cost of buildings and accommodation

Non-teaching staff

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

If the teaching is an essential part of the national curriculum

If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme

For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

If the school withdraws a pupil then a full refund will be returned to the payee. However, if a parent/guardian decides to withdraw the pupil then there will not be a refund.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School Trips
- Musical Events

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

As a school, we are committed to:

Giving parents as much advance warning as possible for any activities when we will be inviting a voluntary contribution towards the cost.

Offering, wherever possible, a payment plan so that parents can pay their contribution by instalments which should also support parents with more than one child so that they can spread the cost.

Providing the best value for money possible.

Providing transparent information to parents so they are aware of the subsidy provided by the school and can understand that they are not faced with meeting the full cost of any trips/activities.

8. Activities we charge for

The school will charge for the following activities:

Community facilities – The school can let facilities in compliance with our safeguarding duties towards our pupils and appropriate insurance arrangements being in place. The governing body will be notified on an lettings. Where the hirer is providing a service directly to the children of the school, for example an extracurricular club, we may make no charge to the hirer.

Damage to School Property – The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property may be charged for at a rate appropriate to replacement costs.

Dinner money – Dinners are charged for at a rate set by City Catering and the full cost passed onto parents. For children eligible for Free School Meals, no charge is made. Since September 2014, we have provided a free school meal for all children in Years R, 1 and 2 under the universal infant fee school meals initiative.

Breakfast Club – We work closely with the YMCA Millbrook who provide a breakfast club to pupils. Costs and payment are therefore made directly to the YMCA following their charges policies and procedures. School may contact the YMCA on behalf of a parent where financial consideration needs to be given, the YMCA, at their discretion may then adjust payment or waive costs.

Other – The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Debt Recovery

The debt recovery policy for the school is to be decided by the Governors.

11. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Business Manager every year.

At every review, the policy will be approved by the Governing Board and Headteacher.