

MAPLE MEDICAL PRU

FINANCE POLICY

This finance policy has been produced to:

- A. Set out in writing the roles and responsibilities of the Management Committee, its committees, the Headteacher and other staff in relation to financial decision-making and administration. This allows the Management Committee 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 the financial systems and procedures.

Governance

The Management Committee has a strategic role in the financial management in PRU's. Alongside the Headteacher, they have direct control over substantial amounts delegated to them and make key decisions about the allocation of financial resources. The Management Committee will be responsible for determining the guiding principles; and for ensuring the school meets all its' statutory obligations and complies with the Doncaster Schools Financial Regulations.

The aim of the Management Committee is to ensure that all resources made available to the school are used in an efficient and effective manner. The best value principles will be consistently applied and the requirements of the School Financial Value Standard (SFVS) are fully met.

1 Financial Organisational Structure

Maple Medical PRU – Finance and Staffing Committee

Headteacher and Leadership Team

The following committee structure is in place at Maple Medical PRU:

- Finance and Staffing Committee
- Staff Discipline and Pay Committee
- Staff Discipline and Pay Appeals Committee

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

1.2 Management Committee

Role:

The regulations state that the Management Committee is 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 reviewing the strategic framework in light of progress.

Responsibilities:

- Ensuring the school meets all its statutory obligations and through the Headteacher, complies with the Doncaster Fair Funding Scheme for Financing and Doncaster Schools Financial Regulations.
- Setting the educational financial priorities through the School Development Plan (SDP), ensuring that the SDP provides sufficient financial information to construct the budget plans for the school.
- Ensure that a robust medium-term financial plan (4 year budget projection) and annual budget have been set, which reflects the educational priorities in the SDP.
- Set up a Finance and Staffing committee to consider strategic financial issues on behalf of the Management Committee, 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 Head teacher and/or other members of staff (including virements). The level of delegation of financial powers to the Head teacher must be reviewed annually and recorded in the minutes of the Management Committee.

- Agree with the Headteacher the minimum frequency, level of detail and general format of financial reporting to the Management Committee.
- Establish a register of business interests of Management Committee members, the Headteacher and any other members of staff that influence financial decisions in accordance with the Doncaster Schools Financial Regulations, and ensure it is maintained and updated annually.
- Adopt the whistleblowing policy detailed in the 11.11 of the Fair Funding Scheme for Financing Schools.
- Adopt the finance policy.

1.3 Finance and Staffing Committee

Role:

To undertake finance functions as set out in the terms of reference approved by the Management Committee.

Responsibilities:

- Set and approve the budget to reflect the educational objectives of the SDP.
- Establish and maintain and up-to-date medium term financial plan, which reflects the SDP; including forecasting likely future pupil rolls and income levels.
- Approve formally in-year revisions to the annual budget set.
- Consider the policy for balances in accordance with the Schools Financial Value Standard (SFVS), including reviewing termly 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 Doncaster Schools Financial Regulations (DSFR) and provide financial information as required to the Local Authority (LA).
- Evaluate the effectiveness of financial decisions.
- Monitor expenditure of all the school's voluntary or private funds and ensure an annual audit is carried out in accordance with the DSFR.
- Approve the spending decisions where there is a balance on the schools' voluntary or private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- 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 Head teacher of £5,000 per item.
- Review the fee policy, including lettings charges, remissions and expenses policies, annually.
- Ensure the school best value when purchasing goods and services from all suppliers including the LA and outside contractors. Consider and approve as necessary the LA traded services buy-back decisions.
- Consider the evidence and approve the best value statement for submission to the LA annually with the budget plan.
- Make decisions on expenditure following recommendations from school staff.

- Ensure the school's financial performance is compared annually to similar schools. Examine the reasons for differences and take action where necessary.
- Approve financial regulations.
- Approve the anti-fraud and corruption framework.
- Approve the annual inventory report.
- Accept and approve the benchmarking report.
- Carry out an annual assessment of the SFVS.
- Ensure accounts are properly finalised at year-end in accordance with the DSFR and other statutory legislations.
- Ensure that the financial procedures are documented and reviewed.
- Consider and approve the authorised signatories.
- Appoint all teaching and support staff with the exception of the Head teacher and Deputy Head teacher.
- The HR sub-committee approve job descriptions for all posts.
- Review job descriptions and job grades for support staff posts.
- Consider applications for flexible/early retirement and flexible working.
- Consider the termination of employment of staff in redundancy situations.
- Consider and approve as appropriate extensions to temporary contracts.
- Consider the staffing review and approve the staffing structure.
- Review annually the salaries of teaching staff and approve the salary statements in line with the school's pay policy.
- Consider the salaries of the Head teacher and Deputy Head teacher following appraisal reviews.
- Consider personnel matters including equal opportunities and diversity issues; monitoring them against the appropriate school policies.
- Consider any staff welfare issues.
- Facilitate and encourage staff development.
- Achieve the aims of the whole school pay policy in a fair and equal manner.
- Apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- Observe all statutory and contractual obligations.
- Minute clearly the reasons for all decisions.
- Agree the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion and make application for any additional funding available to support this process.
- Keep abreast of relevant developments and revise the school's pay policy when needed.
- Appoint and work with the School Improvement Partner as applicable.
- Work with the Headteacher in ensuring that the school complies with the Staff Appraisal Regulations.
- Take responsibility for the review and updating of the following policies:
 - Pay policy
 - Leave of absence
 - Staff appraisal
 - Equal opportunities
 - Smoke free

- Staff development
- Allegations against staff
- Safeguarding children
- Safer recruitment
- Managing attendance
- Job-share
- Lone-working
- Record keeping

1.4 Head teacher/Leadership Team

Role:

The Head teacher is responsible for the internal organisation, management and control of the school; and for advising and implementing the Management Committee's strategic framework. In particular, the Head teacher will formulate aims and objectives, policies and targets for the Management Committee to consider adoption; and report to the Management Committee at least once every school year. Where functions have been delegated to the Head teacher the Management Committee 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 Finance and Staffing committee; including assumptions underpinning the budget.
- To submit the approved budget to the LA by 30th April.
- 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 and Staffing Committee for approval.
- To submit any approved budget revisions to the LA at not less than three monthly intervals.
- To ensure that the financial information provided to the Management Committee and Finance and Staffing Committee meets their requirements and that they are timely, accurate, understandable etc.
- To report to the Management Committee/ Finance and Staffing 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 Council's risk management policy.
- Ensuring that the relevant LA financial regulations/standing orders or DfE requirements are implemented.

- Establishing sound internal financial controls, which are managed on a daily basis by the Head teacher.
- 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 **Budget Holder (Head teacher)**

Responsibilities:

- ❖ To manage the budget delegated
- ❖ To ensure that all goods and services are procured in accordance with the Doncaster Schools Financial Regulations.
- ❖ To ensure that goods and services purchased are in line with the School's policy.

1.6 **Delegated Limits**

Item	Finance and Staffing Committee	Headteacher
Procurement – ordering and payment of goods and services	Above £5,000	Up to £5,000
Vire between budget areas	Above £5,000	Up to £5,000

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

In an emergency, the Chair of the Management Committee is able to authorise the procurement and payment of goods and services above the delegated limit; this will then go to the Finance and Staffing 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 and Staffing Committee:

Name	Job Title	Function	Finance Limit (if applicable)
K Formby C Johnson, J Morgan,	Head teacher Deputy Headteacher Assistant Head	Authorising Orders	Up to £5,000
K Formby C Johnson, J Morgan	Head teacher Deputy Headteacher Assistant Head	Authorising payment of invoices/credit notes	
K Formby C Johnson, J Blacklock	Head teacher Deputy Headteacher Learning Mentor	Cheque signatory – school/private fund bank account	
K Formby C Johnson, J Morgan,	Head teacher Deputy Headteacher Assistant Head	Petty cash claims	£30
K Formby C Johnson, J Morgan D Hollingsworth	Head teacher Deputy Headteacher Assistant Head Business Manager	Staff additional hours	
K Formby C Johnson, J Morgan	Head teacher Deputy Headteacher Assistant Head	Travel and subsistence claims	
K Formby C Johnson, J Morgan	Head teacher Deputy Headteacher Assistant Head	Insurance claims	
K Formby C Johnson, J Morgan	Head teacher Deputy Headteacher Assistant Head	Remissions claims (school visits)	
K Formby C Johnson, J Morgan	Head teacher Deputy Headteacher Assistant Head	ET12 form	

1.8 Nominated Departmental/Curriculum Budget Holders

The Head teacher may nominate members of staff as departmental budget holders and allow them to spend funds allocated. The following members of staff have been nominated:

Name	Job Title	Budget Description	Cost Centre	Budget £
Mrs K Formby	Head teacher	All budget areas	CM0003	1,287,663

Name	Job Title	Budget Description
Mrs K Formby	Head teacher	Voluntary funds
Mrs Cathy Johnson	Deputy Headteacher	Voluntary funds
Mrs Josie Blacklock	Learning Mentor	Voluntary funds

1.9 Procedures

All documentation for accounts and finances will be kept in accordance with the Schools Financial Regulations. A procedure manual has been prepared for all financial systems and is regularly reviewed in accordance with the Doncaster Schools Financial Regulations. It is available to staff and stored in the Business Managers office.

1.10 Minutes

Minutes are taken at all Management Committee 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 Management Committee meeting, where they will be agreed as a true record and provide an update to the full Management Committee.

1.11 Register of Business Interests

A register is maintained to record members of the Management Committee and staff (and their immediate family) business interests. It is updated each September.

2. Financial Systems and Processes

2.1 Financial Planning

2.1.1 The school has a school development plan (SDP), which includes a statement of its educational goals to guide the planning process. The SDP covers in outline 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.

2.1.2 A draft medium-term budget (budget projection) is prepared by the Head teacher and School Business Manager for approval by the Finance and Staffing committee in the Autumn term. The medium-term financial plan covers the current year and next four financial years. The plan reflects all the growth and development issues included in the School Development Plan and demonstrates that the SDP is sustainable, in financial terms. It shows how the school intends to use its resources to achieve the aims and objectives in the SDP. New initiatives are detailed and fully costed in the School Development Plan. Staffing initiatives are represented and agreed by the Human Resources Committee.

2.1.3 The medium term budget links the annual budget and the SDP. The detailed annual budget is based on the first year of the medium-term budget.

2.1.4 A draft budget is prepared by the Head teacher and Business Manager and presented to the Finance and Staffing 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 the school fund, so that planned

expenditure does not exceed the available budget and takes account of all relevant conditions laid down in the Doncaster Schools Financial Regulations.

2.1.5 The final budget is approved by the Finance and Staffing committee in April. The Head teacher then forwards the budget, including assumptions underpinning the budget and estimated balances brought forward to the Corporate Director, Financial Services by 30th April, in the approved format. The Head teacher and Chair of Management Committee authorise the budget by submitting a signed form with the budget plan.

2.1.6 The budget is analysed over cost centres to ensure effective financial control.

2.1.7 The budget is regularly reviewed (including a thorough review in the autumn term) by the Head teacher and changes proposed presented to the Finance and Staffing Committee. Any revisions to the budget are approved by the Finance and Staffing Committee, entered onto the schools FMS system and submitted to the LA on a timely basis at not less than three monthly intervals.

2.1.8 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.

2.1.9 Expenditure is only incurred where there is budget allocated.

2.1.10 If the school is intending to set a deficit budget this will be agreed by the LA and in accordance with the Schools Financial Regulations.

2.1.11 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

2.2.1 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.

2.2.2 The Head teacher regularly reviews the school's expenditure and income against the budget, to ensure that financial performance is on target.

2.2.3 The Head teacher produces budget-monitoring reports for the Finance and Staffing Committee termly, showing income and expenditure against budget. In accordance with point 2.1.7 of 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 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.

2.2.4 Departmental budgets are held by the Head teacher. Curriculum leaders are given opportunity at budget setting to advise the Head teacher of their curriculum requirements for the

coming financial year. This information is used to set curriculum budgets. There should not be any overspends of the budget. Carry forwards of any unspent balances are agreed by the Head teacher. A copy of the school's Finance Policy is available in the Head teacher's office for all staff.

2.2.5 The Head teacher is authorised to vire between budget heading amounts up to £15,000 without seeking approval from the Finance and Staffing Committee (as detailed in 1.7 delegated limits). The Finance and Staffing Committee before any implementation approves any virements above this limit. The virements are input onto the Schools FMS system and submitted to the LA in the approved format.

2.3 Efficiency & Value for Money

2.3.1 The Management Committee has regard to the principles of efficiency and value for money when making decisions about how the available resources to the school are to be utilised.

2.4 Statement of Internal Control

2.4.1. After the close of each financial year a Statement of Internal Control is prepared covering the preceding 12 months. Once approved and signed, a copy of the statement is sent to the LA, Assistant Director of Resources (Audit).

2.4.2 In order to monitor the effectiveness of internal and financial controls, the Head teacher has implemented a self-assessment framework.

2.4.3 In the absence of an internal audit report, the results of self-assessments are the primary source of evidence used to support the conclusions contained in the Statement of Internal Control.

2.4.4 The Finance and Staffing Committee prior to the approval and signing of the Statement of Internal Control considers the results of the self-assessments.

2.4.5 The Finance and Staffing Committee monitors the implementation of improvement actions included in the Statement of Internal Control.

2 Purchasing

Suppliers/Contracts

3.1 The school ensures that suppliers are decided upon in line with guidance from the LA Corporate Procurement Team, Best Value Principles (detailed in Annex C of the Fair Funding Scheme for Financing Schools) and the Contract Procure rules in the Doncaster Schools Financial Regulations.

3.2 The purchase of goods, services and works is undertaken in line with the Council's Contract Procedure Rules and Financial Regulations as detailed in the section Compliance with Standing Orders in the Doncaster Schools Financial Regulations.

3.3 The school always considers price, quality and fitness for purpose when purchasing goods and services.

3.4 If required the school publishes a Procurement Plan in accordance with the Doncaster Schools Financial Regulations (sections 17.13-17.16).

3.5 Leasing arrangements are only entered into after seeking advice from the LA.

3.6 For all forms of extended finance and any deferred or advance payment, approval is firstly sought from the Assistant Director of Resources (Finance).

3.7 The Head teacher ensures that there is adequate budgetary provision for charges arising from an extended finance agreement.

3.8 Any payment agreement or disposal of assets is in line with Doncaster Schools Financial Regulations.

3.9 The school follows the financial thresholds as detailed in the Doncaster Schools Financial Regulations Section Procedures for Contracts.

3.10 The authorised officer procuring the goods/services ensures the following are obtained:

Contracts under £10,000	Best value in terms of economy, efficiency and effectiveness. At least two verbal or written quotations.
Contracts £10,000 - £25,000	At least two written (faxed or emailed) quotes from contractors believed to be suitably experienced in the subject matter of the contract.
Contracts £25,000 - £75,000	At least three written (faxed or emailed) quotes from contractors believed to be suitably experienced in the subject matter of the contract.
Contracts £75,000 to £156,442	Authorisation sought from the Assistant Director of Resources, (Legal & Democratic Services). Formal written tender process in line with Doncaster Schools Financial Regulations 17.22-17.45
Contracts £156,442 Services £3927,260 Works and above	EU rules followed and advice sought from the Authority – Corporate Procurement Team.

3.11 The authorising officer determines whether conditions detailed in section 16.20.1 of the Doncaster Schools Financial Regulations would mean that the previous requirements do not apply to contracts below £50,000.

3.12 If it is not practical to meet the contract procedure rules, the reasons for not doing so are reported to the Finance and Staffing committee and included in the minutes.

3.13 When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance and Staffing committee and included in the minutes.

Purchase Orders

3.14 Official orders are raised on the FMS system and issued for all goods and services except utilities and petty cash purchases. This includes telephoned orders as detailed in the Doncaster Schools Financial Regulations, ordering section (8.1 – 8.9). Where a purchasing card is used, procedures detailed in the Purchasing Card Procedures Guide and the DCal Cardholder and Approver

Guides are adhered to in order to ensure adequate levels of control and probity (located in Financial Procedures in the school office).

3.15 DCal holder details:

Cardholder Name	Transaction Limit £	Total Credit Limit £
Cathy Johnson	1000	1000
Dawn Hollingsworth	1000	1000

3.16 Official orders are uniquely identifiable.

3.17 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 on the financial management system.

3.18 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 request.

3.19 An up-to-date record of the names of staff authorised to sign orders is maintained (1.8 Authorised Signatories). The Management Committee approves the list, and the names are recorded in the minutes.

3.20 Prior approval from the Management Committee is obtained for all expenditure above the limit determined; see 1.7 of this policy for the delegated limits.

3.21 There is always separation of responsibility between staff raising orders, checking items received are correct and in good condition, and staff responsible for authorising orders.

3.22 All orders are entered on the school's financial system by the Business Manager to ensure that commitments against budgets can be monitored.

3.23 Orders are not used to purchase items for private and personal use.

3.24 Where contracts are required they are drawn up in line with the specifications in the Doncaster Schools Financial Regulations, Form of Contract, Sections 17.47 – 17.54.

Delivery of Goods

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

3.26 The checking officer is different from the officer who signed the order.

3.27 The copy order or goods received note is signed to record receipt and the goods received note attached to the order.

Payment of Invoices

3.28 Invoices are matched to the appropriate copy order and delivery note. This is checked for accuracy of quality, price, calculations and VAT.

3.29 An appropriately completed coding slip is attached and a copy of the invoice is attached to the copy order.

3.30 The processing of invoices, completion of coding slip and batching is carried out in accordance with section 8 of the school's financial regulations.

3.31 All invoices are authorised by the member(s) of staff approved by the Management Committee. The member(s) of staff are as listed in 1.7 of this finance policy.

3.32 The names of members of staff authorised to sign invoices are sent to the Creditors Team together with specimen signatures.

3.33 There is segregation of duties between the raising of orders and the authorising of payments.

3.34 Invoices are submitted to the Creditor Payments section as soon as possible to meet the payment target of 30 days.

3.35 School funded purchases are dealt with as detailed in the Doncaster Schools Financial Regulations, Payment of Accounts Section 8.34.

4 V.A.T. Requirements

4.1 The guidelines on the accounting of V.A.T. as detailed in section 11 of the Doncaster Schools Financial Procedures are followed for all income and expenditure.

4.2 V.A.T. is only reclaimed on tax invoices for supplies direct to the school for which the school retains ownership.

4.3 V.A.T. is only reclaimed where a properly constituted V.A.T. invoice is received, in accordance with Section 11.6 of the Doncaster Schools Financial Regulations.

4.4 All finance and administrative staff are made aware of the requirements for V.A.T.

4.5 Where advance payments are required, the procedure for V.A.T. is followed in accordance with Section 11.7 of the Doncaster Schools Financial Regulations.

5 Petty Cash

5.1 The Business Manager, Dawn Hollingsworth, is responsible for the petty cash account. Acceptance is evidenced by signature. Only authorised members of staff have access to petty cash.

5.2 The Business Manager gives the Corporate Director of Financial Services a signed certificate confirming the amount of the petty cash account.

5.3 The Business Manager who operates the account does not authorise expenditure.

- 5.4 Payments from petty cash are made for minor items and records kept as detailed in the Doncaster Schools Financial Regulations.
- 5.5 Personal cheques are not cashed from the petty cash.
- 5.6 V.A.T. receipts support all payments and vouchers, are signed for by the recipient and counter signed by the authorised member of staff.
- 5.7 V.A.T. invoices/receipts are requested where required to enable the LA to reclaim the V.A.T.
- 5.8 The Head teacher ensures that the petty cash account does not go overdrawn.
- 5.9 The cash float is held in a safe and restricted to the authorised member of staff. No payroll or expense claims are paid from the petty cash account.
- 5.10 The use of personal credit or debit cards by members of staff to make purchases is not permitted.
- 5.11 Personal loyalty cards are not to be used under any circumstances.
- 5.12 The Business Manager ensures that no income received on behalf of the school is paid into a petty cash account.
- 5.13 When a claim for reimbursement is submitted, details of expenditure, coding and V.A.T. are entered onto the claim form.
- 5.14 The petty cash float is reconciled by the Business Manager and checked by the Head teacher 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 against the petty cash float.
- 5.15 The Head teacher ensures that whenever there is a change of responsible member of staff the petty cash is balanced and the cash holding agreed before being passed onto the new responsible member of staff whose acceptance is evidenced by their signature.

6 Income

- 6.1 The Head teacher ensures that estimates for all income are included in the budget and that all income due to the school is collected.
- 6.2 The charging policy for goods and services supplied by the school is shown in Appendix C which takes into account the guidance in section 5.4 of the Doncaster Schools Financial Regulations and Annexe F of the Scheme for Financing Schools.
- 6.3 All lettings are authorised by the Head teacher in accordance with the policy determined by the Management Committee, and recorded in a diary or register, which is stored in the Head teacher's office.
- 6.4 Lettings are only available via a formal hire agreement; signed by the hirer.
- 6.5 Wherever possible, income is collected in advance of the letting.

- 6.6 The arrangements for the control and accounting of income are in accordance with the Income section (5.6 – 5.7) Doncaster Schools Financial Regulations.
- 6.7 The Head teacher identifies income due to the school; full details of all expected income are kept in the income file located in the Head teacher’s office. The Business Manager is responsible for collecting and banking income.
- 6.8 Where invoices are required they are issued within 30 days and in accordance with V.A.T. requirements.
- 6.9 For income received, an official pre-numbered receipt is issued with a signature; other records are maintained for small amounts of income.
- 6.10 Receipts are securely stored, spoiled cheques are cancelled and retained for complete records.
- 6.11 Cash and cheques are locked in the fireproof safe and do not exceed the agreed insurance limits (£4000).
- 6.12 All money received is reconciled to the accounting records and banked by the Business Manager in accordance with the Income section (5.10 – 5.18) of the Doncaster Schools Financial regulations.
- 6.13 No personal cheques or postal orders are cashed out of money collected.
- 6.14 The debt recovery policy for the school is in accordance with writing off bad debts (5.19 – 5.23) in the Schools Financial regulations.

7 Insurance

- 7.1 Insurance cover is arranged by the Authority.
- 7.2 The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.
- 7.3 All employees of the school are included in suitable fidelity guarantee insurance.
- 7.4 The Head teacher notifies the insurers or the authority of all new risks, property, equipment and vehicles that require insurance, or of any other alteration affecting insurance.
- 7.5 A member of the administration team informs the insurers or the authority of all accidents, losses and other incidents that may give rise to an insurance claim.

8 School Assets – Inventory

- 8.1 The Business Manager maintains the FMS Equipment Manager which is an up-to-date inventory of furniture, fittings and equipment, plant and machinery, vehicles and computer hardware and software in accordance with Schools Financial Regulations Section 7. 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 FMS Equipment Register inventory system.

- 8.2 The Business Manager is responsible for the curriculum IT inventory.
- 8.3 All attractive and portable assets e.g. computer and electrical equipment, are security marked by the site supervisor.
- 8.4 The administration team carries out an annual check of inventory items at the end of the Spring term. Any discrepancies between the asset register and actual items are investigated and a report presented to the Finance and Staffing Committee.
- 8.5 A report will be prepared by the Head teacher and presented to the Management Committee annually on school assets in accordance with Doncaster Schools Financial Regulations (Section 7.4).
- 8.6 All iPads are held in a locked iPad caddies with the key being kept behind the main reception desk in Maple and in the secure key cabinet in Mulberry.
- 8.7 Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Corporate Director, Financial Services.
- 8.8 Surplus or redundant items are disposed of in accordance with the Schools Financial Regulations (sections 7.8 – 7.9).
- 8.9 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.

9 Payroll

- 9.1 Appointments are made in accordance with the regulations of the authority (Schools Financial Regulations section 12), grades and scales of pay.
- 9.2 A valid National Insurance number is received at the time of the new employee's selection.
- 9.3 The Head teacher notifies the Assistant Director of People and Performance Improvement (Human Resources) as soon as possible of all matters affecting payments. In particular, those detailed in the Doncaster Schools Financial Regulations, Payroll Section (11.2).
- 9.4 More than one person carries out checking and authorising documents and claims relating to appointments, terminations of employment and expenses.
- 9.5 Pay documents are completed and certified as detailed in the Doncaster Schools Financial Regulations section 12.
- 9.6 Only authorised members of staff have access to personnel files.
- 9.7 The names of members of staff authorised to sign time records and other pay documents are sent to the Assistant Director of People and Performance Improvement (Human Resources) together with specimen signatures.

9.8 All payments of travel and subsistence allowances are made through the payroll system and not through petty cash or imprest accounts.

9.9 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 Assistant Director of People and Performance Improvement (Human Resources) as necessary.

9.10 An up-to-date list of staff employed is maintained by the Head teacher and is available from the main school office.

9.11 Checks are made on the monthly One World reports by the Head teacher, to ensure that employees listed are actually employed by the school. Checks are also made to ensure old employees have been removed and that staff are being paid the correct rates and allowances.

10 Security

Assets

10.1 Proper security is maintained at all times for all buildings, stocks, stores, furniture, plant vehicles, equipment, cash etc. in accordance with the Schools Financial Regulations section 13.

10.2 Where security is thought to be defective or where it is considered that special security arrangements may be needed, the Assistant Director of Resources (Finance) is consulted.

10.3 Keys to the school safes are held securely by Head teacher, Deputy Head teacher, and Exams Officer/Business Manager.

Data Security

10.4 The Management Committee and the Head teacher are registered with the Data Protection Registrar; the details of the personal information kept, the purposes 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.

10.5 Computer systems used for financial management are protected by password security to ensure that only authorised members of staff have access.

10.6 Passwords are cancelled or changed when a member of staff leaves.

10.7 The system backs up automatically overnight.

10.8 The Head teacher will establish a recovery plan to ensure continuity of financial administration in case of emergency.

10.9 To protect against viruses only authorised software is used and anti-virus software is up-to-date.

10.10 All software used is correctly licenced and all copyright laws observed.

10.11 Computer facilities are only used for authorised purposes.

11 School Voluntary & Private Funds

11.1 The systems and procedures are in accordance with Fair Funding Scheme 2.8 and Section 16 of the Schools Financial Regulations.

11.2 The Business Manager is the treasurer, who is independent to the person accounting for the schools delegated budget. The accounting procedures mirror those for the schools delegated budget.

11.3 The independent auditor of the operation of the funds is Trevor Roberts. Annual accounts and balance sheet are produced for the audit.

11.4 All cheques are signed by two authorised cheque signatories (see 1.8 for list of authorised signatories).

11.5 Proper income and expenditure records are kept, which are clearly separated from delegated budget records, and no income due to the delegated budget is paid into the fund.

11.6 Numbered receipts are issued for any donations or income entering voluntary funds to provide audit evidence and to reduce the possibility of theft and copies kept.

11.7 There is separation of duties between the collecting, recording and banking of school funds.

Duties are assigned as follows:

- The Head teacher and business manager bank income
- The School Business Manager maintains fund records and reconciles the bank statements on receipt

11.8 The audited accounts and the auditors' certificate are presented to the Management Committee as soon as possible after the accounting year for the fund, and an audit certificate forwarded to the LA within 5 months of the period-end.

11.9 There is adequate insurance cover for voluntary fund losses through the Council general insurance scheme.

Appendix A

Committee Membership Details

Management Committee

Position	Name
Chair (Community)	Mr M Gallafent
Vice Chair (Community)	Dr S Ward
Parent Member	Vacant Post
Staff Member (Head teacher)	Mrs K Formby
Staff Member	Mrs S. Heath
Community Member	Ms J Smaje
Community Member	Mrs F Broome
Community Member	Mrs K Joyce
Observer	C Johnson
Observer	D Hollingsworth

Finance and Staffing Committee

Position	Name
Chair	Mr M Gallafent
Member	Dr S Ward
Member	Mrs K Joyce
Member	Mrs K Formby
Member	Mrs S. Heath
Member	Ms J Smaje
Member	F Broome
Member	Ms Vicky Birkwood
Observer	Ms C. Johnson
Observer	Mrs D Hollingsworth

Staff Discipline and Pay

Position	Name
Chair	Mr M Gallafent
Member	Ms J Smaje

Staff Discipline and Pay Appeals

Position	Name
Chair	Dr S Ward
Member	K Joyce

Head teacher appraisal

Position	Name
Chair	Dr S Ward
Member	K Joyce
Independent advisor	StEP partner

Timetable of Management Committee and Finance and Staffing Committee Meetings

Meeting	Timetable
Management Committee	Termly/Additional meetings when required
Finance and Staffing Committee	Termly/Additional meetings when required

Clerking Arrangements

The Management Committee is clerked by the LA Governors Support Service.

The Finance and Staffing Committee is clerked by the LA Governors Support Service, with agendas written by the Chair

Appendix B

Frequency of financial information presented:

Financial Information	Management Committee	Finance and Staffing 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)
Best value statement; including evidence to complete.		Annually

Information supplied to the Local Authority:

The following information is supplied to the Local Authority in accordance with the Fair Funding Scheme for Financing Schools and the Schools Financial Regulations:

Information Supplied	Frequency
Annual budget plan; including assumptions	April
School Balance Analysis form	End of May
Consistent Financial Reporting quarterly return	Quarterly
Consistent Financial Reporting year-end return	Annually
Budget Revisions	Not less than 3 monthly intervals
Traded Services Buy Back form	Mid-February
School Fund audit	Within 5 months after the period end
Quarterly Financial Reports (as per 3.27 of the Schools Financial Regulations)	3 weeks after receipt of the quarter
Final Accounts Information	In accordance with final accounts timetable
Imprest/Petty Cash claim form	In accordance with final accounts timetable
Imprest/Petty Cash Reconciliation form	In accordance with final accounts timetable
Budget monitoring report; showing expenditure (including commitments) and income compared to the approved budget. Explanation of significant variances and actions to be taken.	As and when required
Benchmarking Information (Financial Analysis Pack): including a summary of the differences and action to be taken	Annually
Controls Assurance statement	Annually

Finance and Staffing Committee Financial Management Timetable

Spring Term:

- Consider and approve the annual budget and spending plan (in preparation for the completion of the balance analysis form)/recovery of the expected balance.
- Review and approve the best value statement.
- 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 buyback form for submission to the Local Authority.
- Annual review and approval of staff signatures.
- Consider the procurement plan for goods above £10,000.

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.
- Annual review of the Controls Assurance Statement and agreement given to the representative to sign (signature will be following receipt of the audit report).
- Report presented on the school's assets in accordance with Doncaster Schools Financial Regulations (Section 7.4).

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.

Throughout the Year:

- At least termly, consider the budget monitoring report (reconciled to the LA's reports), comparing expenditure and income (including sums committed) to the approved budget. Consider if any budget revisions are required and obtain Finance and Staffing Committee approval where required.
- Medium-term budget can be set and reviewed throughout the financial year as a result of budget monitoring, School Improvement Plan update, change in forecast pupil numbers etc.

- Consider the financial effect of decision.
- 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; timing will be determined by the year-end date. The School Fund should be monitored regularly over the financial year.
- Discuss audit recommendations and identify actions to be taken.

Appendix C

Charging Policy

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows at the discretion of the Management Committee as to which activities may be the subject of a charge and which may be funded from the delegated budget:

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed onto parents; subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are currently met by the school with voluntary contributions requested in accordance with the schools trips and visits policy.

Parents are notified in advance of all activities and events which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who may qualify for help with the cost.

Examination Fees

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Head and Management Committee, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

Music Tuition

Currently no charges are made for teaching either an individual pupil or pupils in a group of up to four; to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

Voluntary Contributions

Where voluntary contributions are sought, the following points are to be taken into account:

- Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.
- All requests to parents for contributions make it quite clear that the contributions are voluntary.
- Where voluntary contributions are invited, no pupil is left out of an activity because his/her parents cannot/will not make a contribution of any kind.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy.

Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits:

- Free school meals
- Income support
- Income-based Jobseeker's allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child tax credit (refer to latest guidance)
- Guarantee element of the State Pension Credit

Advice is sought from Pupil Support and Transport Section annually for any changes in these requirements.

In these cases, the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the LA policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved, full details will be submitted, through the Management Committee, to the LA for approval.

Date of Policy: January 2020

Date of Review: January 2021

Signed:

Head teacher.....

Management Committee Chair