

# Finance Policy

1. This statement sets out the Governors policy on the management of finances within the school. It applies to all funds delegated or devolved within the provisions of the Schools Standards and Framework Act 1998.
2. The Governors regard proper control of the school finances as being of utmost importance. All staff involved in financial transactions are required to be fully aware of and to comply with the requirements of
  - Minimum Standards
  - Financial Regulations
  - The LMS scheme
3. The Governors endorse and have adopted the principles of good practice contained within the Finance Manual and require all staff to comply with them also.
4. Staff must not exceed their delegated authority and will be held accountable for their decisions and actions.
5. All financial dealings are to be conducted in a framework of openness thereby allowing proper scrutiny and evaluation.
6. All financial dealings shall be conducted with absolute integrity and regard for the good reputation of the school.
7. Any matter of financial consequence shall be drawn to the attention of the Governing body in a timely manner.
8. Proposals for the deployment of financial resources shall be properly supported and each proposal shall demonstrate its sustainability in the light of the resources likely to be available.
9. To secure these objectives the Governors and Head teacher have delegated authority as shown in the following tables.



Table of Delegated Authority Management

Financial

Function	Governors	Finance Ctee	Personnel Cttee	Nominated	Headteacher	Administrator	Clerk to Govs	SF Fund Co-ord	Caretaker	Budget holder	Budget holder	Budget holder	Budget holder	SENCO								Fund holder #
Comply with Financial Regulations	√	√	√	√	√	√	√	√	√	√	√	√	√	√								√
Comply with Minimum Standards	√	√	√	√	√	√	√	√	√	√	√	√	√	√								√
Ensure separation of duties					√	A		A		A	A	A	A	A								A
Ensure internal controls operate correctly					√	A		A		A	A	A	A	A								A
Ensure Governors Policies are complied with	√	√	√	√	√	√	√	√	√	√	√	√	√	√								√
<b>3 Year Development plan: updated annually</b>																						
Prepare including costings (new + next 2 yrs)					√	A		A		A	A	A	A	A								A
Sets spending priorities	√																					
Approves costed items for new year budget	√																					
Review plan outcomes	√				A																	
<b>Annual Revenue Budget</b>																						
Prepare					√	A		A	A	A	A	A	A	A								A
Approve		√																				
Monitor	See separate policy																					
<b>Register of Interests</b>							√															

Key to all tables

Frequency	Functions	Notes
O =Ongoing	O = Oversee	# Substitute name of fund or budget holders
W = Weekly	S = Supervises	£ Insert individual limits.
M = Monthly	R = Reports	
H = each half term	C= Co-ordinates	
T = Termly	√ = does	
Y= as soon as possible after Year-end	A =Assists as required	
	* Acts within delegated powers and if required	



Table of Delegated Authority Administration

Financial

Function	Governors	Finance Committee	Personnel Committee	Nominated Governors	Headteacher	Administrator	Clerk to Governors	SF Fund Co-ordinator	Caretaker	Budget holder #	Budget holder #	Budget holder #	Budget holder #	SENCO	System Manager	Fund holder #
<b>Spending decisions</b>																
Authorise appointment of staff	√	R	R													
Authorise spending: routine recurrent items*					√			£100								
Authorise spending on approved costed items provided in current years budget.*					√					£ up to 90% of their agreed budget.						
Authorise spending on other items (non routine /not identified in plan)*		£2000			£2000											
Open tenders				√												
Accept tenders				√	√											
Evaluate tenders				√	A											
Receive goods					√	√		√	√	√	√	√	√	√		√
Verify invoices						√		√	√	√	√	√	√	√		√
Certify spending at "2"					√											
Petty cash authorise payments					√ £100	√ £100										
Ensure correct attribution of costs					√S	√		√	√	√	√	√	√	√		√
<b>Income</b>																
Approve write offs	√	R														
<b>Virement</b>																
Authorise virement	√	£5,000 +			£5,000											
<b>Asset protection</b>																
Security of Property					√S	√		√	√	√	√	√	√	√		√
Security of Cash					√S	√		√	√	√	√	√	√	√		√
Data protection registration					√											
Compliance with data protection rules					√O	√		√	√	√	√	√	√	√	√S	
Maintain back-up of data					√O	√									√S	
Maintain security of data					O	√		√	√	√	√	√	√	√	√S	
Maintenance of Inventories						√		√	√	√	√	√	√	√		
Checking and certification					√											

\*Subject to compliance with Governors Best Value requirements

The Governors require that all purchasing decisions are made after adequate market testing or research. Quotations and tenders as appropriate are required as shown below. A note of verbal quotes for lower value items should be made and retained.

Estimated value of goods or services	Number of quotes required
Up to £500	Best value gained by comparisons
£500 - £2,500	3 verbal quotations (noted)
£2,500 - £10,000	3 written quotations
£10,000 and above	3 tenders
	All the above are recorded on the back of the school order form, or attached to the order form.

## Table of Delegated Authority

## School fund/non public funds

Function	Governors	Finance Ctee	Personnel Cttee	Nominated Goves	Headteacher	Administrator	Clerk to Goves	Fund holder #
<b>School fund/non public funds</b>								
Appoint auditor	√							
Set objectives	√							
Custody and control of fund								√
Receive management reports	√	√						
Presents accounts for audit (within 1 month of period end)								√
Receive audit reports and certificate (within 3 months of period end)	√	√						
Authorise spending: routine recurrent items								√ £500
Authorise spending on other items	√	√ £5,000			√ £5,000			√ £500
Authorise bank accounts & signatories	√							
Security of Cash					0			√