

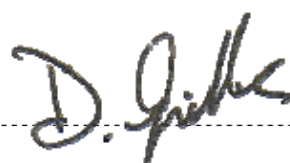
# HELLESDON HIGH SCHOOL

## FINANCE POLICY

Policy Reference:	LM3	Review Frequency	Annually
Issue Number:	02	Next Review Date	March 2012
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Ratified by the Governors' Policy Review Committee on: 28 March 2011

Signed: \_\_\_\_\_



Chair

### 1. GOVERNANCE

#### a. General

- A list of all Governors, their membership of committees and terms of reference thereof, is maintained by the Clerk to Governors.
- The Governing Body meets at least once a term.
- Committees of the Governing Body meet at least once a term except the Finance and Premises Committee, which meets at least twice a term.
- The Governing Body agrees, no later than by the end of term, the dates of meetings for at least the next term.

#### b. The Governors

- The Governing Body approves the Annual Budget and the associated policies, eg Charging Remission and Refunds, Bad Debt and Redundant Equipment.
- The Governing Body is responsible for the overall direction of the School; it determines the School's spending priorities and evaluates the effectiveness of spending decisions.

#### c. The Head Teacher

- The Governors delegate responsibility for the day-to-day management of the School to the Head Teacher.
- The Head Teacher ensures compliance with the financial regulations in Norfolk's Scheme for Financing Schools.
- The Head Teacher ensures that sound systems of internal control are in place.
- The Business Manager compiles draft budgets for approval by the Finance and Premises Committee and ratification by the Governing Body.
- The Head Teacher monitors the budget monthly and supplies the Finance and Premises Committee with monitoring information.  
The information for the Finance and Premises Committee takes the form of Norfolk's budget proforma, includes committed expenditure and is accompanied by the Business Manager and/or Head Teacher's written commentary.

d. The Staff

- Staff comply with financial regulations in Norfolk's Scheme for Financing Schools and any School specific requirements.
- Staff are responsible for any budget whose management is delegated to them.

e. The Finance and Premises Committee

- Membership is determined by the Governing Body and reviewed annually in the Autumn term.
- The Finance and Premises Committee is responsible for:
  - agreeing draft budgets for the Governing Body's approval in time for submission to the LA by 1 May each year
  - all financial appraisals
  - forecasting numbers on roll and future budget shares
  - monitoring and adjusting in-year expenditure
  - ensuring accounts are properly closed and reviewing the outturn position
  - evaluating the effectiveness of financial decisions
  - school fund account
  - activities as set out in the terms of reference for the Finance and Premises Committee.
- Any review of staffing agreed by the Teaching & Learning Committee is first referred to the Finance and Premises Committee who assesses the budgetary implications of the recommendations and advises the Governing Body accordingly.

f. Expenditure Limits

- The inclusion of an item in the approved budget plan gives authority to spend, save that the Head Teacher seeks approval from the Finance and Premises Committee for any individual transaction in excess of £10,000.
- The Head Teacher authorises virements up to £5000. Above this amount Finance and Premises Committee approval is sought. All virements are minuted.

g. Orders

- Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools.

h. Minutes

- Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves. Draft minutes are circulated to members of the committee within one week of its meeting and are agreed and signed at its next meeting. The minutes of all committees are reported to the Governing Body.

i. Register of Business Interests

- The Head Teacher maintains a register of business interest for Governors and for staff who influence financial decisions.

## 2. FINANCIAL PLANNING

- The School Development Plan includes a statement of its educational priorities to guide the planning process. The School Development Plan states the priorities in sufficient detail to provide the basis for constructing budget plans.
- There is a clear, identifiable link between the School's annual budget and the School Development Plan.
- For each of the key issues in the School Development Plan, costs and other inputs are identified and budgets prepared.
- The School Development Plan is reviewed in the summer term to ensure that educational priorities are stated for the next three years and shows how the use of resources is linked to achieving the goals.
- The School budget is revised after the review of the Development Plan and resources identified within the budget to deliver the plan's priorities.
- The School budget is maintained for the current financial year and at least one further year.
- The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.
- The budget is profiled in accordance with likely spending patterns.
- In the event of a budget surplus this is earmarked for a future specified use.
- A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.
- All new initiatives are appraised by the Finance and Premises Committee in relation to their costs, benefits and sustainability.
- The main elements of the budget are fundamentally reviewed within a five year cycle. Benchmarking information helps to identify priorities.
- The budget cycle is as follows:

### Spring Term

- If necessary, the Head Teacher prepares a revised budget for the current year for the Finance and Premises Committee to consider at its meeting in the first half of the term.
- The budget revision, once approved by the Finance and Premises Committee, is taken to the next meeting of the Governing Body for Governor approval.
- The approved budget revision is sent to the LA by 28 February.
- A draft budget plan for the coming financial year, and at least one further year, is prepared by the Head Teacher and taken to the Finance and Premises Committee meeting in the second half of the spring term. This will form the basis of the committee's recommendation to the Governing Body.
- The full Governing Body meeting is arranged to take place after the meeting of the Finance and Premises Committee. The Governing Body will carefully consider the budget plan and a report from the Finance and Premises Committee before approving the School's budget plan.
- The Head Teacher submits the approved budget plan to the LA by 1 May each year.

### Summer Term

- The Head Teacher prepares a revised budget for the Finance and Premises Committee to consider. The revision takes account of the actual balance in hand or overspending for the previous financial year.

- The budget revision, once approved by the Finance and Premises Committee, is taken to the next meeting of the Governing Body for Governor approval.
- The approved budget revision is sent to the LA by the end of the summer term.

#### Autumn Term

- The Head Teacher prepares a revised budget for the Finance and Premises Committee to consider. The revision takes account of any changes to the School Development Plan, staffing adjustments and changes to the number of students on roll.
- The budget revision, once approved by the Finance and Premises Committee, is taken to the next meeting of the Governing Body for Governor approval.
- The approved budget revision is sent to the LA by the end of the autumn term.

### **3. BUDGET MONITORING**

- The Business Manager / Head Teacher produces monthly monitoring reports, which include committed expenditure.
- The Finance and Premises Committee receives the monitoring report at each meeting together with the Head Teacher's written report thereon. The report takes the form of Norfolk's budget proforma.
- The Head Teacher in conjunction with the Business Manager identifies and recommends to the Finance and Premises Committee appropriate remedial action for budget variances.
- The Head Teacher recommends to the Finance and Premises Committee how to vire any in-year underspends in excess of £5,000 (The Head Teacher is authorised to vire amounts up to £5,000).
- The Head Teacher in conjunction with the Business Manager monitors expenditure on initiatives in the School Development Plan.
- Holders of devolved departmental budgets are supplied with monthly monitoring reports. The Head Teacher monitors devolved budgets and agrees remedial action plans where necessary.

### **4. PURCHASING**

- All orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.
- The School demonstrates value for money through competitive tendering when appropriate or by using Eastern Shires Purchasing Organisation (ESPO) or other approved purchasing arrangements.
- Prior approval of the Finance and Premises Committee is obtained for any expenditure in excess of £10,000. Orders are not artificially split to evade this limit.
- The School will not enter into any "finance lease" and will ensure that any lease entered into is an "operating lease".
- Three written quotations are obtained for any order whose value is estimated over £5,000.

- If a quotation other than the lowest is accepted it is reported to Governors and the reasons minuted.
- Contract specifications will contain the following:
  - contract duration
  - definitions
  - contract objectives
  - services to be provided
  - service quantity
  - service quality standards
  - contract value and payment arrangements
  - information and monitoring requirements
  - procedure for disputes
  - review and evaluation requirements
- The official pre-numbered orders are used for all services except utilities, rent, rates, petty cash and any payments due under a loan/lease agreement. Any urgent verbal order is confirmed by a written order.
- Individuals will not use official orders to obtain goods or services for themselves.
- All orders are signed by an authorised signatory and the finance office maintains an up-to-date list of signatories.
- The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.
- Each order placed is entered in the School's financial system as a commitment.
- The School checks goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of rubber stamps approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. These checks are not done by the person who signed the order.
- Payment is made within the agreed time limits after certification by an approved signatory.
- An invoice is not authorised for payment by the person who signed the order nor by the person who checked receipt of goods/services. Payment is only made against the original supplier's invoice and not on a statement.

## **5. FINANCIAL CONTROLS**

- A written description of all the School's financial systems and procedures is maintained. These are kept up to date and all appropriate staff trained in their use.
- The Head Teacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff. These arrangements are to purchase the enhanced Finance Package from Children's Services Finance.
- The Head Teacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.
- The School maintains proper accounting records. All transactions can be traced from accounting records to prime vouchers and all prime vouchers are traceable in the accounting records. The use of correcting fluid is not allowed. Any

alterations to original documents are clearly made in ink and initialled to identify the person making the alteration.

- Documents relating to financial transactions are retained in line with the LA's recommendations.
- All records are securely stored and access allowed only to authorised finance staff.
- Where there is a requirement to account separately for earmarked funding the Head Teacher ensures this is done and that money is spent on its intended purpose

## **6. INCOME**

- The Governing Body approves the School's Charging Policy and reviews it annually. The Charging Policy is published on the School's website.
- Proper records of all income due are kept. Lettings are approved by the Head Teacher in accordance with the Governors' policy and recorded in booking software Booking Pro. The Lettings Policy is published on the School's website.
- The responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income.
- Official pre-numbered receipts are given for all cash collected except where a collection record card is issued to a student for instalment payment for a School trip. Other formal documentation is kept for other income. Receipts are kept securely and in order.
- Pending banking, cash and cheques are locked away.
- Income is banked promptly and in full. Paying-in slips show the analysis between cash and cheques and cheques are individually listed. Income is not used for making any payment or for cashing personal cheques.
- Income recorded in the accounts is reconciled monthly with the bank statement.
- Where invoices are required, they are issued within 30 days.
- The School sends a first reminder for any unpaid invoice after 3 weeks, a second reminder after 6 weeks and a final reminder after 9 weeks. Legal action is considered if a further 14 days lapse. Debts are written off only in accordance with the School's Bad Debt Policy published on the School's web-site.
- Money is collected regularly from vending machines and payphones. Two people collect and count the money.
- Any cash transfers between staff are recorded and signed for.

## **7. BANKING**

For official and School funds, the School banks with Lloyds TSB, Gentleman's Walk, Norwich.

- Bank reconciliations are completed monthly and any discrepancies resolved.
- The reconciliation statement is signed by the person undertaking the reconciliation and reviewed and countersigned by someone who understands the reconciliation process.
- The person completing the reconciliation is not responsible for processing receipts and payments.
- Staff never use their private bank accounts for any receipt or payment due to or from the School budget.

- The School's banker has been advised that the school is not allowed to go overdrawn or negotiate overdraft facilities.
- The School is not allowed to enter any loan agreement except with the LA. (This does not apply to loans pre-existing at 1 April, 1999).
- Each cheque is signed by two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed. Only manuscript signatures are allowed.
- All cheques are crossed 'account payee'. Cheque books are stored securely when not in use.
- The School Fund Account is accounted for separately from the School's delegated budget and is held in a separate bank account.
- The Head Teacher sends a copy of the Audited School Fund accounts and Auditor's Certificate to the LA as soon as the Governors accept them.

## 8. PAYROLL

- Personnel procedures, including appointments, promotions and terminations are reported to the Finance and Premises Committee.
- The Head Teacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.
- The Head Teacher ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent, and the payment of expenses.
- Names and specimen signatures of authorised signatories have been sent to the payroll provider who will be promptly notified of any changes.
- Only authorised staff are allowed access to personnel records.
- Arrangements have been made for staff to access their own records these are available upon request to the Head Teacher.
- Payroll transactions are processed only through the payroll system; this includes the payment of all expenses and benefits.
- The Head Teacher maintains an up-to-date list of teachers and other staff employed at the School. This is held on the School Information Management System (SIMS) and is updated as necessary.
- The monthly reports on payroll transactions are checked against the Schools' budget working papers to ensure they match.

## 9. PETTY CASH

- The Head Teacher determines the level of petty cash to be held. This is currently:
 

• Business Manager	Maximum	£500
• Science Departments	Maximum	£75
• Reception	Maximum	£10
• School Kitchen	Maximum	£25
- Cash is held securely and access to it is restricted to authorised staff, ie Finance staff, Science Technicians and Receptionist.
- Payments from petty cash are limited to minor items, up to £50 in value.

- Payments from petty cash are approved by an authorised officer; they are supported by appropriate vouchers (including VAT invoice/receipt where necessary) and acknowledged by the recipient's signature.
- Proper records are kept of payments into or out of the funds.
- The petty cash fund is reconciled with the accounting records on a monthly basis. The reconciliation is reviewed and countersigned by a member of staff not involved in administering the fund.
- Personal cheques are not cashed from petty cash.

## **10. TAX**

- The Head Teacher ensures that all relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the LA will pass back to the School any penalties imposed on it arising from an error by the School.
- Proper VAT invoices are obtained for all transactions involving VAT.
- The LA's VAT Manual for Schools gives details of accounting for VAT and is adhered to by the School.
- All payments falling within CIS are made in accordance with the LA's agreed procedure.

## **11. VOLUNTARY FUNDS**

For voluntary funds, the School's Parent/Teacher Association (PTA) banks with Lloyds TSB.

- The PTA Account is accounted for separately from the School's delegated budget and is held in a separate bank account.
- The fund is registered with the Charity Commission.
- The PTA will appoint a treasurer. The treasurer is contactable via the School.
- The PTA employ an independent auditor who is not a member of the Governing Body.
- The same standards that apply to the School's delegated budget apply to the PTA except that it is kept on a receipts and payments basis rather than an income and expenditure basis.
- Only income unconnected with the delegated budget is credited to the fund. Any income properly belonging to the School's delegated budget is credited to the delegated budget.
- The Treasurer will present the audited accounts together with the auditor's certificate and written report on the accounts to the Committee Members as soon as possible after the end of the accounting year.
- Each PTA cheque is signed by two authorised officers. The authorised officers are the Head Teacher, Treasurer or Secretary.
- Where no material income has been collected, it will be banked at least weekly.
- All income is receipted.
- Bank reconciliations are carried out monthly.

## 12. ASSETS

- The Head Teacher ensures that stocks are maintained at reasonable levels and are checked physically at least once a year.
- An up-to-date electronic inventory is maintained of all items of equipment. Those that are portable, valuable and desirable are identified as School property with security marking. A backup copy is maintained securely off site.
- The inventory will be checked at least once a year, in the Autumn Term. The inventory is signed as evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £100 or more will be reported to the Governors. Any loss exceeding £500 will be referred to the Head of Children's Services (Finance & ICT).
- Whenever School property is taken off site, e.g. musical instruments, a signature is obtained and the register updated.
- For ICT equipment taken off site (eg laptops for staff) a form is completed and signed and a copy maintained alongside the register. The ICT Manager also maintains a separate log of ICT equipment on loan.
- A Redundant Equipment Policy has been agreed by the Governing Body and is available on the School's web site.
- The safe is kept locked and the keys removed and held elsewhere.
- The School's asset management plan is overseen by the Governors' Finance & Premises Committee.

## 13. INSURANCE

- The School reviews all risks annually to ensure that the cover available and the sums insured are adequate. Advice is available from Norfolk County Council's Risk and Insurance Manager.
- The Governors consider whether to insure against any uncovered risks.
- The School will notify the LA/its insurers of any new risks or any other alterations affecting existing insurance.
- The School will not give any indemnity to a third party.
- The School will immediately advise the LA/its insurers of any accident, loss or other incident which may give rise to an insurance claim.
- Insurance will cover the use of School property when off the premises, e.g. musical instruments/computers.

## 14. DATA SECURITY

- Computer systems used for School management are protected by password security. Passwords are changed in the event of staff changes.
- All data is backed up daily and the back-ups stored in a secure fireproof location, away from the main E- block.
- The Head Teacher has established a contingency plan for recovery from an emergency, i.e. Use of backed up material.
- Only authorised software is installed on any School computer to safeguard against computer viruses.
- The Head Teacher ensures that the Data Protection Commissioner is notified in accordance with the Data Protection Act 1998, and that the School's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.