

SRAT Finance Policy and Procedures 25-26

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Table of terms used in policy.

Term	Meaning
TB	Trust Board
LGB	Local Governing Board
Co CEO's	Chief Executive Officer
CAO	Chief Accounting Officer
CFO	Chief Financial Officer
TBM	Trust Business Manager
SBM	School Business Manager
FAR	Finance, Audit and Risk Committee
SRAT	Steel River Academy Trust
Trust	Refers to the Academy Trust as a whole
School	Refers to the individual schools within the Trust
DfE	Department for Education
ESFA	Education and Skills Funding Agency

1. Introduction

- 101 The purpose of this manual is to ensure that the Trust establishes and maintains effective systems of financial management, control and reporting. It is aimed at Finance Staff in the Trust, but should be available to all staff with budgets, income or expenditure responsibilities.
- 102 This manual provides information about the Trust's financial and accounting procedures as well as governance and should be read by all staff working with the financial systems. Detailed operational procedures will sit outside this handbook.
- 103 Training sessions will be held periodically to ensure that all staff involved with financial systems and controls are familiar with the Handbook and procedures and can operate the systems and procedures properly.
- 104 Please also read this manual in conjunction with Steel River Academy Trust (SRAT) Scheme of Delegation.

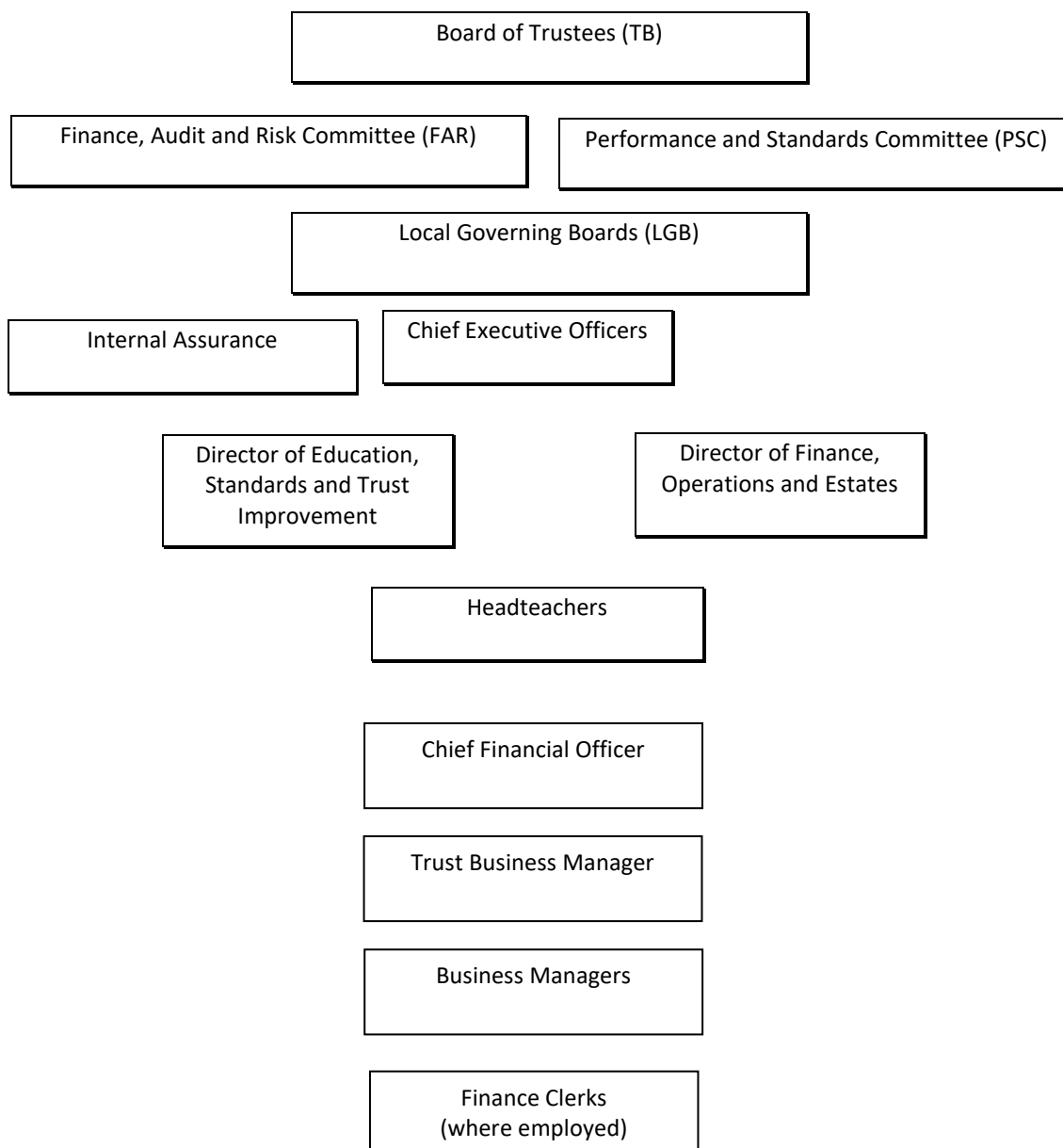


Scheme of
Delegation 25-26

- 105 All queries should be referred to the Chief Financial Officer (CFO).

2. Organisation Structure

201 The financial reporting structure is illustrated below and is followed by a short introduction to the role of each body.



The Governing Body

Trust Board

- 202 The Trust Board (TB) is the official term for the Board of Trustees. It is made up of representatives of ex-Local Governing Boards personnel. The Trust Board must meet at least three times per annum. No business can be conducted unless a quorum of three appointed members are present.
- 203 The TB's responsibilities cover the full range of the Trust's activities; however, finance matters will be a standing agenda item. The TB may delegate some of its financial responsibilities to the Finance, Audit and Risk Committee (FAR). A representative of the FAR will report on finance matters at each TB meeting. In addition, the TB must formally discuss and approve:
- The Trust/Academies annual budget;
 - The financial statements for filing in accordance with Companies Act and Charity Commission requirements;
 - Appointment, and remuneration, of senior staff;
- 204 The main responsibilities of the TB are:
- Monitor annual Trust/Academies annual budget;
 - Oversee capital investment programmes
 - Responsible for ensuring compliance with the Funding Agreement and all relevant financial regulations relating to the Trust are observed
 - Implementing sound internal control and risk management processes;
 - Establish, monitor and review employment policies on behalf of the TB.
 - To review and approve proposed purchases exceeding £20K via a business case submitted by the schools.
- 205 Trustees and Governors may not receive any form of payment for their work, other than payment of reasonable out-of-pocket travel, accommodation or other expenses incurred while attending in the capacity of governor. Please refer to Expenses Policy.
- 206 No Trustee or Governor may hold an interest in property belonging to the Trust, nor may a governor receive remuneration in respect of any contract to which the Trust is a party.

Finance, Audit and Risk Committee (FAR)

- 207 The main responsibilities of the FAR are:
- Budget setting and financial management of the Trust;
 - Audit and statutory financial submissions;
 - Reviewing the reports of the internal and external auditors on the effectiveness of the financial procedures and controls;
 - Monitoring implementation of performance management processes;
 - Staffing – including pay policy, cost and deployment;
 - Health and Safety matters;
 - Relevant policies.

Local Governing Boards (LGB)

- 208 The LGB is a tier of Governance. It meets as required by the TB. No business can be conducted unless a quorum of three members with full voting rights is present. Staff governors can sit on this committee.
- 209 The main responsibilities of the LGB are detailed in written terms of reference from the TB. These include:
- Initial review and authorisation of the academy annual budgets;
 - Regular monitoring of actual expenditure and income against budget;
 - Authorising the purchases of goods and services of value between £10,000 and £20,000;
 - Authorising the disposal of fixed assets with a value between £10,000 and £20,000;
 - Authorising all virements to and within budget headings between £10,000 and £20,000.
 - Set and monitor remuneration levels for members of staff except for Headteacher. Remuneration levels for those members of staff will be set by the TB having considered the recommendations of this Committee.
 - Contribute to the appraisal of the Headteacher.
 - Review and agree staff training programmes

Internal Assurance Reviews

- 210 The TB is required to obtain independent oversight of the Trust's financial affairs. The main purpose of this is to assure the TB that:
- The financial responsibilities of the TB are being properly discharged;
 - Resources are being managed in an efficient, economical and effective manner;
 - Sound systems of internal financial control are being maintained; and
 - Financial considerations are fully taken into account in reaching decisions.
- 211 Steel River Academy Trust (SRAT) have procured the services of an internal auditor to ensure that financial transactions have been properly processed, and that controls are operating as laid down by the TB. A report of the findings from each visit will be presented to the TB and, where appropriate, to the LGB. The presumption is that each School will implement any recommendations made unless it can demonstrate that to do so would not be appropriate. The School Business Manager (SBM) will be given an opportunity to see and challenge the report before it is given to the FAR committee.

Chief Executive Officers

- 212 The Chief Executive Officers (Co CEO's) work alongside the Executive Team for the Trust's activities within the framework of the agreed annual and longer-term plans. One Co CEO is deemed to be the Chief Accounting Officer (CAO) for reporting purposes. Their responsibilities include;
- Signing of the Annual Accounts;

- Ensuring the school accounts system produces timely returns and reports for the Trustees and DfE.

Directors

- 212a Director of Education, Performance and Standards
Role is focused firmly on pupil outcomes; securing great leadership, consistently good teaching and implementing effective practice across all schools.
- 212b Director of Finance, Operations and Estates
Ensures that trust resources are managed effectively to provide the best quality environment for pupils and staff.

Headteachers

- 213 Each Founding School within the Trust will have a Headteacher, each Headteacher is a member of the Executive Team and has a specific role. Their Headteacher responsibilities include:
- Approving new staff appointments in conjunction with the LGB and the authorised structure, except for any senior staff posts requiring TB approval;
 - Authorising bonus/honorarium payments to staff as agreed by SLT as long as cost is affordable based on current budgets and forecasts;
 - Authorising the purchase of goods and services of value up to £10,000;
 - Approving the virement between and within budget headings of up to £10,000;
 - Authorising the disposal of assets up to £10,000 in value.

Chief Financial Officer

- 214 The Chief Financial Officer (CFO) works closely with the CAO through whom he or she is responsible to the trustees. The CFO is deemed to be the Finance Officer for reporting purposes. The CFO also reports directly to the Trustees via the FAR committee. The main responsibilities of the CFO are:
- To oversee financial probity across the Trust.
 - Ensuring that all financial and administrative returns are made to the DfE and other funders;
 - Ensuring that the necessary information for other statutory returns is provided promptly to the appropriate authorities;

Trust Business Manager

- 215 The Trust has a Business Manager (TBM) to support the Co CEO's/CFO. Their responsibilities include:
- Supporting the Trust with financial, human resources and estates management;
 - Supporting Trust procurement processes to ensure value for money purchasing;
 - Maintenance of effective systems of internal control.

School Business Manager

216 Each School within the Trust has a School Business Manager (SBM). Their responsibilities include:

- Day to day management of financial matters including the operation of accounting and forecasting systems, including an asset register;
- Management of the School financial resources at an operational level within the framework of financial controls determined by the TB;
- Maintenance of effective systems of internal control;
- Authorising the purchases of goods and services of value of up to £5,000 and between £5,000 and £10,000 in conjunction with the Headteacher;
- Authorising virements between and within budget headings up to a value of £5,000;
- Authorising the disposal of assets up to a value of £5,000.

Finance Team

217 The Finance Team consists of the CAO, CFO, TBM and SBM's plus Finance Officers or Finance Assistants where appointed.

Other Staff

218 All staff members are responsible for the security of School property, for avoiding loss or damage, for ensuring economical and efficient use of resources and for compliance with school financial procedures.

Register of Interests

219 No-one involved in spending public money may benefit personally from the decisions they make. To avoid misunderstandings, Trustees and staff with significant financial or spending powers are required to declare their financial interests in entities from whom the Trust might purchase goods or services.

220 The register of interests is held centrally and administered by RCBC Governor Services it ensures that all decision-making bodies are aware of any potential conflicts of interest when awarding contracts or making other financial decisions. All Members, representatives of the TB, LGB, Headteachers, CFO, TBM and SBM's will need to fill out the register of interest form on appointment and regularly updated, with any changes reflected as soon as possible. Forms are available through RCBC GovernorHub.

221 The register should include business interests such as directorships, shareholdings or other appointments of influence within any business or organisation which might have dealings with the Trust. Business interests of relatives such as a parent, spouse or child should also be disclosed where influence could be exerted over a governor or employee by that person.

222 The existence of the register does not affect the duty of trustees and staff to declare interests whenever they are relevant to matters being discussed by the TB, a

committee or any other working group within the Trust. Where an interest has been declared, the individual(s) concerned should not attend that part of any committee or other meeting.

Gifts and Hospitality



Gifts & Hospitality
Declaration Form



Gifts and
Hospitality Policy 25

- 223 All personal gifts and hospitality (above a minimum monetary amount of £30) received by trustees and staff should be declared and recorded. This minimises the risk of staff and governors being compromised by expectations of reciprocal benefits. The Headteacher or SBM at each School should be consulted before any such gifts or hospitality are accepted.
- 224 The Finance team should enter any receipt of gifts/hospitality into the Register of Gifts and Hospitality and this should be maintained by the SBM at each School within the Trust, which is fed into SRAT Gift and Hospitality Register.

3. Financial Planning

- 301 Each School within the Trust must prepare both short-term and medium-term financial plans.
- 302 The medium-term financial plan is prepared as part of the development planning process. Individual School Development Plans indicate how the school's educational and other objectives are going to be achieved within the expected level of resources over that year.
- 303 Each School Development Plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the school and the planned use of those resources for the following year. The deadline for budget preparation is notified by the DfE on an annual basis.
- 304 Each School within the Trust will also prepare a School Asset Management Plan which will indicate the schools plans for refurbishments and building works across the year. This will be aligned with the schools' reserves and Trusts reserves policy.
- 305 Each School Asset Management Plan will provide a framework of how and when the works will take place, considering the Trusts spending policies and Scheme of Delegation. The School Asset Management Plans from each School will be reviewed termly by the LGB and FAR Committee.

Annual Budget

- 306 Each Academy SBM is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Headteacher in conjunction with all relevant managers, the LGB and the TB. The responsibility for setting the priorities for funding, budget-setting and general financial planning lies with the individual School. All significant risks that may impact on the financial viability of the Trust will need to have been recorded, and the financial impact considered and mitigated where possible. To that end, a detailed commentary will need to be provided with any budget submission.
- 307 The approved budget must be submitted to the DfE by the due date each year and the CFO is responsible for establishing a timetable which allows sufficient time for all approvals and submissions.
- 308 The annual budget will estimate the resources available to the School for the next year and will show how these are to be used. The School Development Plans objectives and the budgeted use of resources should be clearly linked. While the SBM is primarily responsible for the completion of the annual budget, he or she should work with relevant individuals to ensure that the budget is consistent with and reconcilable to the School Development Plan and Premises Development Plan.
- 309 The budgetary planning process shall incorporate the following elements:
- Forecasts of pupil numbers and characteristics to estimate the DfE grants receivable;
 - Review of other income sources to assess likely level of receipts;

- Review of past performance against budgets to make the cost base clear;
- Levels of central spend grant to be passed to the School;
- Identification of potential efficiency savings;
- Review of the main expenditure headings and expected cost variations e.g. pay increases and inflation.

310 It is important that any new projects proposed are robustly challenged and costed to ensure that they are the most appropriate course of action and represent value for money.

Balancing the Budget

311 It is incumbent upon the TB/LGB to only approve annual budgets that do not show an underlying deficit position (i.e. a deficit is only acceptable when resulting from expected use of brought forward figures).

312 Comparison of estimated income and expenditure will identify any potential surplus or shortfall. If shortfalls are identified, opportunities to increase income should be explored and expenditure categories reviewed for areas where savings can be made. This may require projects to be deferred until funding is available. If a potential surplus is identified, schools must have a plan to show TB how funds will be utilised by the school. Any carry-overs of GAG funding need to follow the annual funding letter.

313 It is not anticipated that the annual budget should show a large surplus of funds over expenditure. Irrespective of the carry-forward calculation, it is not deemed responsible to try and build up significant reserves unless there is a particular project that requires savings to fund it over a number of years. Start Up funding does not count towards the DfE carry-forward calculation.

Communicating the Budget

314 The budget should be communicated to all relevant staff so that everyone is aware of overall constraints and their particular responsibilities.

315 The budget should be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is simple for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

Risk Management

316 An essential part of financial planning is consideration of risks to the Trust. This covers all risks, not merely financial risks, as mitigation of non-financial risks can still have financial consequences. The Finance Team should maintain a detailed risk - register. This needs to be updated regularly and considered by the LGB for the schools and by the TB, alongside the annual budget submission. The LGB/TB should have risk management as a standing item on their agenda, and any significant changes to the register should be considered at each meeting.

Debt Write-offs

- 317 Debt write-offs may be approved for a variety of reasons. The most common reasons include:
- Insufficient legal proof of the debt or liability for the charge;
 - The likely expense of legal actions exceeds the likely recovery;
 - The debtor cannot be traced;
 - The debtor is unable to pay;
 - The debt represents the outstanding balance after a final dividend has been paid in cases of bankruptcy or insolvency.
- 318 Any debt write-off exceeding £500 in value will need to be approved by the LGB and copied to the TB.
- 319 Any write-off over the amounts set out in the DfE Academy Trust Handbook needs written consent by the Secretary of State.
- 320 Any loss arising from suspected fraud and any loss above the value of £5,000 from suspected theft must be reported to the DfE.

Monitoring and Review

- 321 Monthly financial reports will be prepared by the CFO.
- 322 The monthly report will generally take the following format:
- Income and expenditure, actual against budget, for the period and for the year to date, in aggregate and by nominal code;
 - A projection of the anticipated end-of-year position;
 - An extra report will be available for all budget holders (cost centre holders). This will detail budgeted, actual, committed and available spend to date;
 - A variance column;
 - A brief narrative with explanation(s) of any significant deviations from budget;
 - An update on significant capital projects in progress;
 - A balance sheet;
 - A summary of the cash position and outlook.
- 323 If a budget overspend is forecast, it may be appropriate to vire money from another budget or any contingency.
- 324 Monthly reports should be reviewed by the CFO. Where applicable, corrective measures may be taken to ensure that the authorised budget is not exceeded.

4. Accounting System

- 401 The system currently in use is Access education finance. All financial transactions must be recorded on the accounting system.
- 402 The coding structure used by the Trust is the standard DfE account coding. Changes can be made if new codes are required due to change in circumstances.
- 403 It is the responsibility of the Academy Finance Team to ensure that all postings to the finance system are done on a timely and accurate basis, and that all required financial checks are carried out on a timely basis by appropriate personnel, such as reconciliations and payroll submissions.
- 404 It is the responsibility of the SBM, in agreement with the Headteacher, to identify individual budget holders and set limits for their authorisation. It is the responsibility of the SBM to ensure that all undisputed invoices are paid within 30 days.
- 405 Accounting policies are set by the TB. The main policies are:
- A capitalisation threshold of £1,000
 - Depreciation rates of:
 - i. Leasehold buildings – 50 years (2% p.a.)
 - ii. Furniture and fittings – 5 years (20% p.a.)
 - iii. Computer equipment – 3 years (33.3 p.a.)
 - iv. Vehicles – 5 years (20% p.a.)
- 406 The format of accounts complies with the most recent Charities SORP and Companies Act.

System Access

- 407 The accounting system is password restricted and passwords should be changed regularly.
- 408 Access to component parts of the system can also be restricted, and the CFO is responsible for controlling the access levels.

Back-up Procedures

- 409 The CFO, together with the Trust's IT Team, should ensure that back-up procedures for the system and any other financial records are in place, to minimise the risk of data loss.
- 410 The Finance Team, together with the Trust's IT Team, should also prepare a disaster recovery plan in the event of loss of accounting facilities or financial data. This should link in with the annual assessment made by Trustees of the major risks to which the Trust is exposed, and the systems that have been put in place to mitigate those risks.

Transaction Processing

- 411 All entries in the accounting system must be properly authorised. The procedures for running the payroll, the purchase ledger and the sales ledger are included in the following sections of the manual. Journal entries must be documented either by keeping copies of all journals or via a excel spreadsheet and authorised by the SBM before entry into the accounting system. Cash book payments should be entered by the SBM.

Transaction Reports

- 412 The CFO will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The report obtained and reviewed will include:
- Monthly audit trail reports;
 - Master file amendment reports for the payroll, purchase ledger and sales ledger;
 - Management accounts summarising expenditure and income against budget at budget holder level.

Reconciliations

- 413 The SBM is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:
- Sales ledger control account;
 - Purchase ledger control account;
 - All suspense accounts.
- 414 Any unusual or long outstanding reconciling items must be brought to the attention of the CFO. Cheques uncashed after six months should be written back and reissued if appropriate. The CFO will review and sign all reconciliations as evidence of his or her review. A review of an aged debtors and creditors listing should also be carried out to ensure that long-standing issues are revisited and addressed.

5. Staffing and Payroll

501 The main elements of the payroll system are:

- Staff appointments;
- Payroll administration; and
- Payments.

Staff Appointments

502 Individual School staffing structure to be approved by the LGB and shared with TB as part of the annual budget plan. The LGB will have approved a staffing structure for the school. Additions can only be made to this structure with the express approval in the first instance of the LGB, who must ensure that adequate budgetary provision exists for the increase. Changes to the structure which do not increase the overall budget can be approved by the Headteacher.

503 The Headteacher has authority to appoint staff within the approved structure except for Deputy/Assistant Headteacher, whose appointments are made in consultation with the LGB. Each School maintains full personnel files for all members of staff. All personnel changes must be notified promptly in writing to the SBM.

Payroll Administration

504 All staff members are paid monthly, by the 25th of each month.

505 The Academy payroll is administered by an outside supplier (currently Xentrall).

506 A master record is held by each School SBM for each employee recording:

- Salary, including pay scale and spine point;
- Pension details;
- Part-time hours, including term-time only calculations;
- Bank account details;
- Taxation status;
- Personal details; and
- Any deductions or allowances payable.

507 New master records are created by the SBM on instruction from the Headteacher. Master file amendments will be reported by the SBM and must be authorised by the Headteacher.

508 The SBM must complete a monthly staff return showing all sickness and absence and also appointments and departures. The staff return must be authorised by the relevant budget holder. Authorised staff returns go to the SBM who sends the documents for payroll processing.

509 The SBM will provide data to Xentrall each month in accordance with the regular timetable.

510 The following is a summary of the external payroll service from Xentrall:

- Each School will notify Xentrall of all payroll changes i.e. starters, leavers, overtime, backpay and salary changes;
- Xentrall have responsibility to check the data being supplied by each School and will have responsibility for the calculations of pensions, SMP, SSP etc;
- Xentrall will produce all reports in either PDF or Excel format;
- Xentrall will make all payments by BACs
- CFO send all reports to third parties i.e. pension providers, union subs, attachment of earnings orders etc.
- Xentrall will prepare and file P35s, P14s, P60s and provide reports to allow completion of LGPS and TPS returns (including EOYC reports);
- Xentrall will administer all starter, leaver and amendment forms for the LGPS and TPS.

Payments

- 511 Xentrall issue a checking report each month, this is checked by SBMs before processing.
- 512 All salary payments are made by BACS. The payment date is the 25th day of the month or on the Friday before if 25th falls on a weekend.
- 513 The SBM should carry out regular monthly reviews to ensure that there are no inconsistencies in the payments and that these are reasonable.

Other Considerations

- 514 Xentrall will provide a monthly payroll journal to be authorised by the SBM and posted to the nominal ledger. The SBM should review the payroll control account each month after posting to ensure that there are no unallocated balances.
- 515 As a minimum, the SBM should select one employee at random each month and check the calculation of gross to net pay to ensure that the payroll system is operating correctly.
- 516 Once a year, the SBM must check that employee gross pay on the payroll master file matches the contract of employment on the employee personnel file.
- 517 The overall pay structure has been created by the TB and all appointments should be made in line with that structure. Annual increases within this structure are determined centrally by reference to national agreements.
- 518 The SBM will ensure that all payments to individuals are processed through the payroll. Where an individual is self-employed or runs their own company, the SBM will ensure that all necessary steps are taken to mitigate any IR35 implications (or other such legislation in this area).

6. Expenditure and Procurement

601 The Trust wants to achieve the best value for money from all purchases and at all times. This means purchases need to be in the correct quality, quantity and completed within the appropriate timeframe and at the best price possible. Purchases should follow the general principles of:

- Probity - it must be clear that there is no private gain in the Trust's contractual relationships;
- Accountability - the Trust is accountable for its expenditure and the conduct of its affairs;
- Fairness - that all those dealt with by the Trust are dealt with on a fair and equitable basis.

Routine Purchasing

602 Budget holders will be informed of their budgets at least two months before the start of the academic year. It is their responsibility to manage the budget and to ensure that the funds available are not overspent.

603 The SBM and the Headteacher/Head of School have authority to place orders for budgeted and unbudgeted items up to £10,000. Spends between £10,000 and £20,000 require LGB approval. Spends over £20,000, require TB approval. The CAO and CFO have authority to place orders for budgeted and unbudgeted items up to £10,000. Spends between £10,000 and £20,000 require ET approval. Spends over £20,000, require TB approval.

604 The Finance Team may create approved supplier lists for some types of expenditure and a preferred contractor register. If a relevant approved supplier list exists, budget holders must obtain the CFO's agreement to purchase from alternative suppliers. Due process will be followed, for example a tender exercise, before assigning approved supplier status.

605 All Requisitions from budget holders must be made in writing using an official requisition form, stocks of which are held in the Finance Office or available electronically on the network. Requisitions must bear the signature of the budget holder and must be forwarded to the Finance Office, which will check to ensure that adequate budgetary provision exists and place the order.

606 Non order purchase invoices can be processed in Access where the purchase of services are via a Service Level Agreement (SLA), for the purchase of utilities and for the provision of services that have been procured via a tender agreement. All invoices should be sent to the SBM and checked and authorised by the relevant person before payment.

607 Orders that are raised in Access are automatically allocated a reference number and dispatched to the supplier by a member of the Finance Team.

608 The budget holder must make appropriate arrangements for the delivery of goods to each School. On receipt, the budget holder must undertake a detailed check of the goods received against the goods received note (GRN), and make a record of any

discrepancies between the goods delivered and the GRN. Discrepancies should be discussed with the supplier of the goods without delay.

- 609 If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Finance Office should be notified. The SBM will keep a central record of all goods returned to suppliers.
- 610 All invoices should be sent to the SBM. All invoices need to be authorised by the relevant individual before payment procedures are initiated. Invoices are to be authorised according the following principles:
- Spending up to £10,000 can be authorised by the Headteacher/ Head of School;
 - Spending between £10,000 and £20,000 to be authorised by the Local Governing Body;
 - Any spending over £20,000 to be authorised by the Trust Board.
- 611 Invoice receipt will be recorded by the Finance Team on the accounting system. The SBM or authoriser will sign the invoice for payment.
- 612 The invoice should include a date and signature, before further processing.
- 613 If a budget holder is pursuing a query with a supplier, the Finance Office must be informed of the query and periodically kept up-to-date with progress.
- 614 On a regular basis to ensure invoices are paid by their due date, the Finance Team will produce a list of invoices due for payment from the purchase ledger. This list will be reviewed and amended by the SBM/TBM/CFO, together with supporting documentation, to authorise those invoices which should be paid.
- 615 The TBM/CFO will then input the details of payments to be made to the purchase ledger and generate the payments.

Orders up to £10,000

- 616 Value for money should be considered for all amounts of expenditure, but no formal quotes are required for spend under £10,000. SBMs will ensure value for money. When seeking value for money SBMs will note alternative suppliers approached on the requisition form.

Orders over £10,000 but less than £20,000

- 617 Spending between £10,000 and £20,000 has been delegated to the LGB. Head Teachers, Heads of School and School Business Managers they are required to –
- Complete a Capital Spending Business Case (Appendix A) if required and submit this to the LGB for approval. The business case will include up to 3 quotes as highlighted above with a proposal for the preferred choice from the Head Teacher. LGB members will ask questions they feel necessary before voting on the business case.

- If approval is needed outside of an LGB meeting Head Teachers would complete the above step and email the Business Case to all LGB members. The Head Teacher would need up to 3 LGB members to approve the business case by email reply. Any questions from the LGB will be answered by the Head Teacher and Business Manager before approval is given.

Orders over £20,000

618 Spending over £20,000 must be approved by the Trust Board. Head Teachers and School Business Managers are required to –

- Complete a Capital Spending Business Case (Appendix A). The business case will first be sent to the LGB for scrutiny and questions. Once satisfied all questions have been answered it will be sent to the CAO who will take it to the FAR Committee for final approval. The business case will include up to 3 quotes as highlighted above with a proposal for the preferred choice from the Head Teacher. Trustees will ask any further questions they feel necessary before voting on the business case.
- Written details of quotations obtained should be prepared and retained by budget holders for audit purposes. Telephone quotes are acceptable if these are evidenced as being received before a purchase decision is made and are in accordance with value for money principles. There may be circumstances where it may not be possible to obtain the required number of comparative quotes. In these instances, the reasons for this should be documented, with non-compliance being approved by the FAR Committee.
- If approval is needed outside of a Trust Board meeting Head Teachers would complete the above steps and email the Business Case to the CAO/CFO. The CAO will forward the business case to Trustees including the Chair or Vice Chair of the Trust Board. Any questions from the trust board will be answered by the Head Teacher before approval is given. The CAO will get 3 trustees to approve the business case before the spending can go ahead.

Orders over £50,000

619 All goods/services ordered with a value over £50,000, or for a series of contracts which in total exceed £50,000 must be subject to formal tendering procedures.

620 Orders or contracts with an anticipated value over the UK threshold may be legally required to be advertised on the 'Find a Tender Service' (FTS) platform. Current limit is £214,904. In these circumstances the CFO must be contacted before proceeding with the tender.

Forms of Tender

621 There are three forms of tender: open; restricted and negotiated. The circumstances in which each should be used are described below.

- *Open Tender.* This is where all interested suppliers are invited to tender. The budget holder must discuss and agree with the CFO on how to advertise e.g.

general press, trade journals or to identify all potential suppliers and contact directly if practical. This is the preferred method of tendering, as it is most conducive to competition and avoidance of corruption.

- **Restricted Tender.** This is where specific suppliers are invited to tender. Restricted tenders are appropriate where:
 - There is a need to maintain a balance between the contract value and administrative costs;
 - A large number of suppliers might come forward or the nature of the goods is such that only specific suppliers can be expected to meet the requirements;
 - The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.
- **Negotiated Tender.** The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:
 - The above methods have resulted in either no or unacceptable tenders;
 - Only one or very few suppliers are available;
 - Extreme urgency exists;
 - Additional deliveries by the existing supplier are justified.

Preparation for Tender

622 Full consideration should be given to:

- The objective of the project;
- Overall requirements;
- Technical skills required to meet the tendering criteria;
- After-sales service requirements;
- Form of contract.

623 It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

Invitation to Tender

624 If a restricted tender is to be used then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

625 An invitation to tender should include the following:

- Introduction/background to the project;
- Scope and objectives of the project;
- Technical requirements;
- Implementation of the project;
- Terms and conditions of tender;
- Form of response.

Aspects to consider when evaluating the tender

Financial

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision;
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs;
- Is there scope for negotiation? If so, the school should always aim to achieve best value for money.

Technical/Suitability

- Qualifications of the contractor;
- Relevant experience of the contractor;
- Descriptions of technical and service facilities;
- Certificates of quality/conformity with standards;
- Quality control procedures;
- Details of previous sales and references from past customers.

Other Considerations

- Pre-sales demonstrations;
- After-sales service;
- Financial status of supplier. Suppliers in financial difficulty may have problems completing contracts and in the provision of after sales service. It may be appropriate to have an accountant or similarly qualified person examine audited accounts etc.

Tender Acceptance Procedures

- 626 The invitation to tender should state the date and time by which the completed tender document should be received by the Academy. Tenders should be submitted in plain envelopes clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tenders received after the submission deadline should not normally be accepted unless there are exceptional circumstances. Tenders can be accepted into a secure and specific email address that has been set up for this specific reason.

Tender Opening Procedures

- 627 All tenders submitted should be opened at the same time. At least two people should be present for the opening of tenders, the SBM and / or Headteacher and the responsible budget holder.
- 628 A tender register will be held recording all tenders and hold the names of the firms submitting tenders and the amount tendered. This record must be signed by the people present at the tender opening.

Tendering Procedures

- 629 The evaluation process should involve at least two people with no conflicts of interest in the tender.
- 630 Those involved in making a decision must not accept gifts or hospitality from potential suppliers that could compromise or appear to compromise their independence.
- 631 Full records should be kept of each tender evaluation and a report should be prepared and considered in line with purchasing approval limits highlighting the relevant issues and recommending a decision.
- 632 Where required by the conditions attached to a specific grant (e.g. from the DfE), the grantor's approval must be obtained before acceptance of a tender.
- 633 The accepted tender should be the one which offers best value for the Academy and should be the one of lowest value unless there are exceptional circumstances. If the lowest value tender is not awarded the waiver must be approved by the LGB. The tender evaluation must give sufficient detail and evidence for the waiver.

7. Income

- 701 The main sources of income for the Academy are:
- Grants from the DfE/LA for general and specific purposes;
 - Grants from other Government Agencies or other organisations for specific purposes and programmes;
 - Meals income;
 - Off-site trip income;
 - Lettings income;
 - Clubs income;
 - Bank interest.

DfE Income

- 702 The main recurrent grants from the DfE are paid monthly around the 1st of each month.
- 703 Notification of the level of grant is usually received around March in the year before the financial year in question. Some grants are granted on a financial year basis of April to March and are therefore not notified until later in the year. Estimates may therefore be required to meet budgeting deadlines.
- 704 Insurance grants are based on reimbursing actual costs and therefore should be estimated for budget purposes.

Meals Income

- 705 Each School is to use ParentMail to collect the money wherever possible due from students and staff for all school meals.
- A school meal register should be active on ParentMail
 - Appropriate price bands should be included for paid school meals, free school meals, universal free school meals and packed lunches.
 - Every pupil from Reception to Year 6 should be included on the register (nursery pupils should be included where they stay for a school meal) and allocated to the correct price band.
 - The register should be completed everyday based on pupil attendance.
 - Regular reviews should be carried out to ensure that pupils are included in the register, allocated to the correct price band and marked correctly according to the school attendance record.
- 706 Parents should make payments via ParentMail or by agreement, a cash payment to the office which will be recorded on ParentMail by the staff member.
- 707 ParentMail register settings should include an automatic weekly alert when balances fall below a certain level. The Finance Team should review the register on ParentMail each half term, chasing any outstanding amounts in good time.

Off-Site Trip Income

- 708 Each School is to use ParentMail to collect the money wherever possible due from students for all trips. A list of the students going on the trip should be supplied to the

Finance Team by the trip lead and the amount due from each student should be maintained by the Finance Team on ParentMail.

- 709 Parents should make payments via ParentMail or by agreement, a cash payment to the office which will be recorded on ParentMail by the staff member.
- 710 The Finance Team should review each trip on ParentMail each week, chasing any outstanding amounts in good time before the day of the trip.

Lettings Income

- 711 Individual schools may from time to time let premises to other organisations, subject to such lettings not clashing with the timetabling of the school. Any letting of the School's premises may be either commercially or community motivated.
- 712 New long-term letting proposals must be approved by the Headteacher. A financial analysis must be prepared showing the expected income and related costs. The LGB must approve lettings which will not cover the direct occupancy costs of the letting (staff overtime, cleaning, utilities etc) since these lettings amount to an application of School funds.
- 713 The SBM will appoint one member of the Finance Team to deal with school users (the 'Lettings Co-ordinator').
- 714 The Lettings Co-ordinator is responsible for maintaining booking records and for calculating the sums due. Advance payments to be decided by the SBM as applicable.
- 715 The Lettings Co-ordinator should liaise with others to avoid timetable clashes. Where possible, lettings should be arranged to minimise overtime costs, for example, by scheduling two letting activities in different areas of the School at the same time.
- 716 The Lettings Co-ordinator should provide details of organisations using the facilities to the SBM, who will establish a sales ledger account and produce sales invoice(s) from the accounting system.
- 717 Academy users should be told to send all payments to the SBM.

Clubs Income

- 718 Each School is to use ParentMail to collect the money wherever possible due from students for all club's income.
- A club register should be active on ParentMail for each club, e.g breakfast club, after school club.
 - Appropriate price bands should be included for each club.
 - Every pupil registered for the club should be included on the register and allocated to the correct price band.
 - The register should be completed everyday based on pupil attendance.
 - Regular reviews should be carried out to ensure that the correct pupils are included in the register, allocated to the correct price band and marked correctly according to the attendance record.

- 719 Parents should make payments via ParentMail or by agreement, a cash payment to the office which will be recorded on ParentMail by the staff member.
- 720 The Finance Team should review each club's income on ParentMail each half term, chasing any outstanding amounts in good time.

Grants Income

- 721 The academy receives a number of grants to support its activities. These may be subject to specific terms and conditions. The budget holder for these areas is responsible for applying for such funds and ensuring that they are spent appropriately, overseen by the Head Teacher. Income budgets are set up in all cases where funding is expected. The Chief Financial Officer monitors the receipt of expected income.

Cash Income Procedure

- 722 All Schools should use ParentMail to collect cash, however in some circumstances this is not always possible, due to parents not able to access ParentMail and when monies are collected from, but limited to; School fundraising events etc. Where it is possible to record the monies received via ParentMail to a specific student, School staff should use this facility. If this is not possible, all cash should be recorded on a Miscellaneous Cash Income Record Sheet, detailing what the payment is for. **Please see the cash banking procedure in [Appendix B](#) for further information on the cash banking process.**
- 723 Class teachers are discouraged to accept cash from students or parents but if a class teacher does receive cash, they are to pass it to the school office directly and the school office is to record the cash following the above procedure. The school office will receipt the handover providing a copy to the giver as evidence.
- 724 When monies are received via, but not limited to, a charity event, sale or fundraiser, cash is collected by School staff involved in the specific event. All monies are to be handed into the school office directly and counted by office staff and recorded on a Record Sheet, signed by said person and placed in the school safe. The SBM or another member of the office staff, if available, will recount and countersign the Record Sheet.
- 725 Monies collected must be banked in their entirety

8. **Cash Management**

Bank Accounts

- 801 The Trust will operate one current account and one investment account. The opening of any further accounts must be authorised by the TB. The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds must also be subject to the same level of control.

Deposits

- 802 Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:
- The amount of the deposit;
 - A reference, such as the number of the sales invoice or receipt or the name of the debtor.

Payment Procedures

- 803 All cheques, BACS payments or other instrument authorising withdrawal from Trust bank account must be signed by two of the following:
- Chair of Trustees;
 - CAO/Co CEO;
 - CFO
 - TBM
- 804 This provision applies to all accounts, public or private, operated by or on behalf of the TB of the Trust. Authorised signatories must not sign a cheque relating to goods or services for which they are the recipient.
- 805 The SBM will then sign and date the invoice paid.

Administration

- 806 The CFO must ensure bank statements are received regularly and reconciled at least monthly. Reconciliation procedures must ensure that:
- Bank accounts are reconciled to the nominal ledger;
 - Reconciliations are prepared by the TBM/CFO;
 - All reconciliations are reviewed by the CAO;
- 807 Where cheques are in use:
- They must be crossed "account payee only"
 - They must not be pre-signed;
 - All unused cheques must be retained securely.

Cash Flow Forecasts

- 808 Each School SBM is responsible for preparing cash flow forecasts to ensure that the School has sufficient funds available to cover its obligations. If significant surplus

balances are forecast, steps should be taken to invest the surplus. Similarly, appropriate plans should be made in the event of a forecast shortage.

Investments

- 809 If the Trust is able to generate better returns than currently provided in the deposit account, it may undertake other investments. Investments may however only be made in accordance with procedures approved by the TB. It is expected that all investment decisions will be made on a risk-averse basis. All investments, need TB approval.
- 810 Investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated, including the date of purchase, the cost and a description of the investment. Additional procedures may be required to ensure that income receivable is actually received.

Petty Cash Accounts

- 811 The Trust is cashless.

Physical Security

- 812 Should any Academy receive any cash this should be held in a locked cash box that is kept in the safe overnight.

Credit Cards



Credit card policy
Sept 25-27

- 813 To aid purchases where the best deals do not allow for purchase on invoices (i.e. internet purchases) each School will be provided with credit cards in the name of the Headteacher and SBM. Additional cards will require approval of the TB.
- 814 All requisitions from budget holders must be made in writing using an official requisition form, stocks of which are held in the Finance Office or available electronically on the network. Requisitions must bear the signature of the budget holder, include a reason for the purchase by credit card and not via a purchase order/invoice, and must be forwarded to the Finance Office, which will check to ensure that adequate budgetary provision exists and place the order.
- 815 A full reconciliation should be carried out on receipt of the monthly statement. The same level of proof of purchase is required as with other payments, so receipts and print-outs of online purchases should be kept and attached to the statement.

Expenses – Travel and Subsistence

- 816 There will be occasions when staff will need to travel on Trust or School business. All reasonable expenses incurred whilst on such business will be reimbursed. It is the

responsibility of the traveller, however, to ensure that such costs are warranted and minimised.

- 817 For national and international travel, standard class public transport should be used.
- 818 Private cars may be used if this is more convenient/cost effective, and will be reimbursed at the appropriate rate. The congestion charge may also be reimbursed, if relevant. The use of private cars is dependent on having the correct insurance which covers business use.
- 819 Where overnight accommodation is required, the appropriate expected standard is three star or equivalent. Whilst on Trust or School business, reasonable living expenses will be reimbursed. This would include all meals, but not alcohol.
- 820 Receipts must be kept to facilitate reimbursement. There can be no guarantee of reimbursement where receipts have not been submitted.
- 821 All travel plans should be agreed in advance with the relevant budget holder.
- 822 For further information please see the Expenses Policy.



Expenses Policy Staff
- 25-27



Expenses Policy
Trustee and Governor



Expenses Claim Form

9. Fixed assets

Purchase of Assets

- 901 All assets purchased with an individual value over £1,000 must be entered in the asset register.

Asset Register

- 902 The Asset Register helps:
- Ensure that staff take responsibility for the safe custody of assets;
 - Enable independent checks on the safe custody of assets, as a deterrent against theft or misuse;
 - Manage the effective use of assets and plan for their replacement;
 - External auditors to audit the annual accounts and the financial systems;
 - Support insurance claims in the event of fire, theft, vandalism or other mishaps.
- 903 The Asset Register should include the following information:
- Date of acquisition;
 - Description of the asset including serial number or other identifying details;
 - Cost;
 - Source of funding (if purchased from restricted funds);
 - Location of asset;
 - Expected useful life of asset;
 - Staff member or department responsible.
- 904 The Asset Register is to be kept up-to-date and reviewed regularly. At least once a year a spot check should be made that assets exist and have been recorded correctly.

Security of Assets

- 905 All assets on the register should be permanently and visibly marked as School property, and there should be a regular (at least annual) count by someone other than the person maintaining the register.
- 906 Discrepancies between the physical count and the register should be investigated promptly and, where significant, reported to the LGB.
- 907 Stores and equipment must be secured by means of physical and other security devices. Only authorised staff may access stores.
- 908 If applicable, items used by the School, but not owned by the School, should be recorded as such.

Disposals

- 909 Items to be sold or disposed of must be authorised for disposal by the Headteacher or Head of School and, where they have significant value, should be sold by competitive tender or auction. If the estimated value of the asset exceeds £10,000, the SBM should obtain the Headteacher's or Head of Schools approval before

proceeding. If the value is over £10,000 it must be agreed by the LGB before proceeding, and if over £20,000 by the TB.

- 910 Each School must obtain DfE approval in writing if it proposes to dispose of an asset for which capital grant of more than £25,000 was paid.
- 911 Disposal of equipment to staff is not encouraged, as it may be more difficult to prove that the School obtains value for money. In addition, there are complications with the disposal of computer equipment, as the School has to ensure that software licences are transferred legally to the new owner.
- 912 The School is expected to reinvest proceeds from sales of assets for which capital grant was paid in other School assets. If sale proceeds are not reinvested then the School must repay a proportion of the sale proceeds to the DfE.
- 913 All disposals of land must be approved in advance by the Secretary of State.
- 914 The form for seeking approval for the disposal of an asset can be obtained from the SBM.

Loan of Assets

- 915 Individual School property may not be removed from the premises without the authority of the Headteacher or SBM. The loan must be recorded in a loan book to be kept by the SBM and the item booked back when it is returned. Equipment will be used for the sole benefit of the School and not for personal use. Separate procedures will apply where appropriate (for example mobile phones).
- 916 If assets are loaned for extended periods or frequently to a single member of staff, a 'benefit-in-kind' may arise for PAYE purposes. Loans should therefore be kept under review and discussed where necessary with the school's auditors. See guidance below. If it is a school laptop for example it would be deemed as low personal use so benefit in kind would not arise.

[Expenses and benefits: homeworking: Overview - GOV.UK](#)

- 917 When an employee leaves the School, all loaned property must be returned and evidenced in the 'loan book'.

Premises

- 918 Damage to The Trust's premises should be dealt with promptly to avoid further damage and additional costs. It is the responsibility of the Head Teacher, Head of School, SBM and Caretaker at each School to ensure their site is maintained to a standard appropriate for the Trust.
- 919 Damage should be reported to the SBM who will take appropriate action. The LGB must approve repairs and replacements over £10,000, and the TB over £20,000 unless there are exceptional and urgent circumstances, in which case the SBM should obtain the approval of the Chair of the Committee, or in his/her absence, any member of the TB may provide the relevant approval.

- 920 Each School should have a regular condition survey linked to an asset management plan to ensure that buildings are maintained appropriately and irregular expenditure is budgeted for accordingly.

10. **Contracts (including Leases)**

- 1001 Any non-routine tenders or purchases, such as leases, are subject to a contract between each School and the supplier which is to be signed *before* the contracted work begins or the delivery of goods.
- 1002 The contract(s) should clearly set out (as applicable):
- The scope of work with detailed and accurate specifications;
 - The timeline and completion date of the work(s);
 - Dates for completion of works;
 - Quality controls on work(s);
 - The agreed fees/charges and payment date(s);
 - Specification of the goods to be delivered (as applicable);
 - In the case of a lease, whether it is an operating or finance lease (finance leases should be avoided as they are akin to borrowing and not usually allowed by the DfE).
- 1003 The signing of a contract and/or lease should be treated like the placing of an order and the signing of a cheque.
- 1004 Copies of all contract documentation must be filed in a Contracts/SLA Register.

11. **Insurance**

- 1101 The Trust will procure adequate insurance protection as appropriate and in line with DfE guidelines. Such cover should follow the principles of value for money and be subject to the purchasing and procurement policies outlined above.
- 1102 The Trust will notify the insurers of any new risks or any other alterations affecting existing insurance.
- 1103 The Trust will immediately advise its insurers of any accident, loss or other incident which may give rise to an insurance claim.

12. **VAT**

- 1201 The Trust has opted not to register for VAT as taxable supplies are expected to be below the relevant registration threshold.
- 1202 Each School shall monitor its income on a monthly basis and make arrangements to register for VAT should it expect taxable supplies to exceed the registration threshold.
- 1203 Where budget holders are placing orders, the value of the order should therefore reflect the net amount due, the VAT element to be reclaimed, and the gross amount to be paid to the supplier.
- 1204 The accounting system should reflect within expenditure the cost net of recoverable VAT. Recoverable VAT should be debited to the VAT control.
- 1205 It should be ensured that all VAT recovered is supported by an appropriate and valid VAT invoice from the supplier.
- 1206 Each School shall ensure that VAT is only recovered on appropriate expenditure.
- 1207 Each School shall keep proper records to justify the proportion of VAT recovered on each category of expenditure.
- 1208 The TBM/CFO shall complete a VAT126 claim for the Trust monthly, in the correct format, to ensure that recoverable VAT is received on a timely basis.
- 1209 The VAT account balance and monthly VAT126 reclaim should be reconciled each time a reclaim is prepared and any discrepancies identified and corrected as soon as they become apparent.

13. Borrowings

General Considerations

- 1301 Any School within the Trust must seek the Secretary of State's approval for both short-term borrowing (including overdraft facilities) and medium/longer-term loans from the private sector (including finance leases), where such borrowing is to be repaid from DfE grant or secured on assets funded from DfE grant. However, the Secretary of State's normal policy is that Schools should not be granted permission for medium and long term borrowing.
- 1302 As such, the Trust is unable to use loan financing or similar. An exception to this is credit cards.

14. Year End Procedures

- 1401 Budget holders should be advised against rushing into commitments at year end in order to use up their budgets. The overriding principle at all times should be obtaining value for money, and if that means a delay while the best deal is sought, pushing expenditure into the following year, then this should be followed and accommodated. Ideally, however, expenditure should be planned during the year.
- 1402 The Finance Team should operate a purchase order system in order to be able to track commitments and apply expenditure to the year to which it relates.
- 1403 In conjunction with the auditors, the CFO will prepare the statutory accounts. In order to complete this task, a number of schedules are required. These will be notified to us by the auditors in advance of each year end. Examples of the information required is as follows:
- Aged debtors listing;
 - Aged creditors listing;
 - Fixed Asset Register, also detailing all additions and disposals;
 - Staff numbers in year, FTE by type (teachers, admin and support, projects and management);
 - Prepayments schedule;
 - Accruals schedule;
 - Accrued and deferred income schedules;
 - Year-end bank reconciliations;
 - Other income breakdown;
 - Listing of numbers of staff being paid over £60k, in bands of £10k;
 - LGPS/TPS statements;
 - Lease commitments (expiring under 1 year, 1-5 years, over 5 years);
 - Related party transactions listing;
 - Capital commitments listing;
 - Other information requested by the auditors at the pre year end planning meeting.
- 1404 The School Finance Team will be required to aid external auditors as they will visit each School as part of their audit of the accounts. These auditors will be appointed by the Members. The audited and signed accounts will be filed with the DfE and Companies House.

15. **External Liaison**

- 1501 The Trust will have dealings with external bodies such as the DfE, Local Authority and other central government bodies as appropriate.
- 1502 Where areas of expenditure or actions are required to be passed to the Secretary of State for the DfE for their formal approval or notification, then this should be done by the CFO. The areas that this would cover are included in the Academy Trust Handbook, and include:
- any guarantees, indemnities and letters of comfort entered into if exceeds 1% of income or £45k individually or 2.5% or 5% of annual income cumulatively;
 - write-off of debts or liabilities owed to the School if exceeds 1% of income or £45k individually or 2.5% or 5% of annual income cumulatively;
 - any ex-gratia payments;
 - any freehold sales or purchases;
 - the grant or take-up of any leasehold or tenancy agreement for more than seven years;
- 1503 The CFO must notify the TB of such expenditure or actions before commitments are made so that statutory obligations can be met.

16. Financial Protection and Malpractice

1601 All Trust staff should adhere to the Principles of Ethical Standards in Public Life.

Fraud

1602 All staff have a responsibility to protect the assets of the Trust. As such, the Trust ensures that staff have a mechanism by which to report suspected fraud.

1603 In addition, the management of the Trust must also have the means to investigate such cases. Please refer to SRAT Fraud, Bribery and Theft Policy for more details.



Fraud Bribery &
Theft Policy 25-27

Whistleblowing

1604 Whistleblowing inside the work place is the reporting by workers or ex-workers of wrong-doing such as fraud, malpractice, mismanagement, breach of health and safety law or any other illegal or unethical act either on the part of management, the TB or by fellow employees. Workers may include, for example, contractors and agency workers.

1605 The Public Interest Disclosure Act 1998 is designed to protect whistle blowers from detriment and unfair dismissal. The people protected by the Act include workers, employees, third party contractor staff, agency workers and work experience workers.

1606 There is a balance to be struck between the right of the individual member of staff to speak freely on a range of matters and the right of the Trust or colleagues to protect themselves against false and malicious accusations.

1607 As such, the Trust has a whistleblowing policy which details how concerns about malpractice may properly be raised within the Trust and if necessary, outside the Trust. For more information, please refer to the Trust Whistleblowing Policy, which is available on request.



Whistleblowing
Policy 24-26

1608 Pupils may also have information which should be raised in the public interest and there should be proper procedures in place for them to air their concerns e.g. a pupils' complaints procedure.

Appendix A

Business Case

Type of works

Work required

Summary

Tender
Three tenders have been submitted from the following companies with the total cost shown. All quotations are attached for your information.

Proposal

Appendix B

Cash Banking Procedure

Cash banking must be carried out at least once per term.

A cash collection service must be booked with G4S for all banking.

The banking spreadsheet should be used to record all cash/cheques being banked, with each 'pot' being recorded separately.



BLANK Banking
Spreadsheet



BLANK Banking
Spreadsheet (EXAMF

Where income has been recorded against individuals on ParentMail, the 'Payment Item Summary Report' should be used to check that cash being banked, reconciles with cash income recorded on ParentMail. The 'Manual Payment For A Selected Date Range' report must also be used to check individual transactions.

Where income is not recorded on ParentMail, e.g. Summer Fair income, the 'Miscellaneous Cash Income Record Sheet' should be used to check that cash being banked, reconciles with cash income recorded by the receiving member of staff.



Miscellaneous Cash
Income Record Shee

The banking should be prepared by a member of staff and all cash/cheques must be verified by a second member of staff. Signed copies of all documents should be kept for audit purposes.

A bank paying in slip must be used for all banking and cash bags used as per G4S instructions.