

Oldfield Park Junior School

Finance Policy



Date policy agreed by Full Governing Body *November 2014*

Next Review Date

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1 Governance

The governing body is responsible for ensuring that the school meets all obligations placed upon it by the Secretary of State. It is collectively responsible for the overall direction of the school and its strategic management – it is responsible for setting educational and financial priorities, and for ensuring the budget is managed effectively.

The roles and responsibilities (including any limits of delegated authority) of the governing body, its committees, the headteacher and other staff in relation to financial decision making and administration are set out in:

- Appendix 1 - Terms of Reference, and
- Appendix 2 – Purchasing Policy
- Appendix 4 – School Meals Arrears Income Policy
- Appendix 5 – Procedures for BACS Payments

The governing body reviews all the appendices of the finance policy on an annual basis. In order to fulfil these obligations, the governing body is divided into a number of sub-committees.

The full governing body meets once term (i.e. six times a year). All meetings will be minuted.

The finance sub-committee meets once a term (i.e. six times a year) in advance of full governing body. All meetings will be minuted, with all finance reports presented at the meeting attached.

The governing body will agree with the headteacher the minimum frequency, level of detail and general format of the financial information to be provided to it, especially in relation to budget monitoring reports.

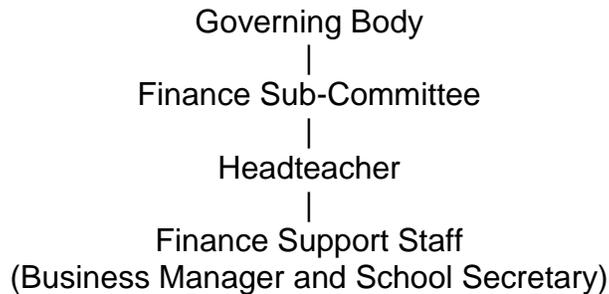
The clerk will maintain a register of business interests of governors, the headteacher and the senior management team. They shall each complete a return on an annual basis at the very minimum, unless personal circumstances change within that twelve

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month period. A profroma of this can be found at Appendix 3 – Register of Business Interests. The most up-to-date register of business interests will be open to examination by governors, staff, parents and the Council.

The finance and administration staff are organised as follows:



2 Financial Planning

Good financial management will provide the school with a clear view of how it intends to use its resources. It has two interrelated elements: the School Development Plan (SDP) - and the budget.

A formal timetable and procedures will be drawn up for constructing the SDP and budget to ensure that governors have enough time to consider all relevant factors. This will be detailed in Appendix 4 – Timetable for Constructing the School Development Plan and Budget.

The School Development Plan (SDP) will:

- include a statement of educational goals to guide the planning process
- outline the educational priorities and budget plans for at least the next three years, showing how the use of resources is linked to the achievement of the school's goals
- detail the school's educational priorities to provide the basis for constructing budget plans
- state intended expenditure on continuing commitments, including a short commentary on any significant changes from the previous year
- be approved by the full governing body after careful consideration and before the 31st March of the relevant financial year

The school's budget will:

- provide a clear, identifiable link to the SDP
- be based on realistic estimates of all expenditure and income, including grant income, so that planned expenditure does not exceed the available budget

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- include details of all budgeted surpluses that have been earmarked for specific future needs, thus ensuring that pupils benefit from a planned approach to spending that does not deprive them of resources in any given year
- be approved in principle by the finance sub-committee and Headteacher, after careful consideration and 31st March of the relevant financial year
- be formally ratified by the full governing body and Headteacher by the 31st May
- be submitted promptly to the PAT, once it has been finally agreed and ratified
- be input and fixed on the school's accounting system as the Original Budget

3 Budget Monitoring

The School Business Manager will produce monthly budget monitoring report which will be reviewed by the Headteacher. This report will include sums committed but not yet paid and outturn forecasts, against the approved budget. These reports will be reconciled to the school's accounting records.

The Headteacher will provide budget monitoring reports to the finance sub-committee once a term. Again these should include summary reports direct from the schools accounting system. These will show any significant variances against the budget with explanatory notes and where necessary, remedial action plans including virements (budget movements).

The Headteacher and other Budget Holders will monitor expenditure on the initiatives set out in the SDP.

Where elements of the overall budget have been devolved, budget holders will receive and review regular monthly reports comparing the amount spent and committed to date against their budgets. Budget holders will manually record the commitments against their budget(s) in the agreed format. An example is included in Appendix 5.

Where agreed, the monthly reviews will be signed by the relevant budget holder and returned to the Business Manager. Any disputes will be rectified within the month, or taken up with the Headteacher where necessary. The Headteacher will monitor these reports periodically and take action as required.

The Headteacher will monitor overall expenditure throughout the year, to ensure that the school's bank account does not go overdrawn.

4 Purchasing

All purchases will be made in line with the current Purchasing Policy, Appendix 2.

All decisions on expenditure will be made using the Best Value principles, whether these are for goods or services.

All contracts entered into will have detailed specifications defining the service to be provided in terms of its nature, quality standards, information & monitoring requirements and contract review procedures.

Official, pre-numbered orders will be used for all goods and services except utilities and rates. Where urgency requires an oral order, this should be confirmed by an official order as soon as possible, i.e. within 24 hours.

School staff and Governors will not use official orders to obtain goods or services for their private use.

All orders will be signed by a member of staff as approved in the Terms of Reference, Appendix 1. Copies of all authorised signatory forms can be found in Appendix 9.

Invoices will be paid with the time limits specified in law for the payment of debts, and only once a proper invoice has been received, checked, coded and certified for payment.

All invoices will be signed by a member of staff approved in the Terms of Reference, Appendix 1. Copies of all authorised signatory forms can be found in Appendix 9.

5 Financial Controls

The Governing Body will ensure that all written Finance Procedures are kept up to date and all appropriate staff will be trained in their use.

The Headteacher will ensure where possible, that duties relating to financial administration are distributed so at least two people are involved. All checks/reviews carried out will be fully documented.

The Governing Body will ensure that proper accounting records are maintained and that all documents relating to financial transactions are retained for six financial years plus the current one.

The Headteacher will ensure that all expenditure from sources of earmarked grants is accounted for separately and that the funding is used for its intended purpose.

The Headteacher will ensure that all accounting records are securely retained when not in use and only accessed by authorised staff.

6 Income

The Governing Body will establish a charging policy for the supply of goods and services and review this on an annual basis, Appendix 10.

Official, pre-numbered receipts or other formal documentation will be issued for all income received.

Cash and cheques will, at all times, be securely locked away to safeguard against loss or theft.

An online payments system (School Gateway) has now been introduced (September 2014) and it is planned that by September 2015 all monies paid to the school with the exception of charitable donations will be paid through the School Gateway system.

Income will be paid into the correct cost centre in the school account promptly and in full. Income records will show clearly the split between cash and cheques and list each cheque individually and the paying in slip reference recorded against the child's name on the class list. The majority of monies will be paid from the School Gateway Merchant account directly into the school's Nat West Bank account and a Cash Book journal actioned to post the monies to the correct cost centre.

Income collections will not be used for the encashment of personal cheques or for other payments.

Music Purchase Scheme

Pupils who receive music tuition lessons will be made aware of the Music Purchase Scheme. This scheme allows for pupils musical instruments to be purchased from official Council funds, with the instrument cost, net of VAT, due for recovery from pupil.

Lettings & Music Tuition Fees

One-off lettings should be paid in advance of, or on the day of the respective letting. Music tuition fees & longer term lettings should be paid before, or at the start of each respective term.

Recovery of Supply Teachers Costs

Where possible, supply teachers costs will be recovered from outside agencies. Details will be passed to the Finance Support Staff, who will issue an invoice.

Where supply teachers are employed to cover lessons for teachers who are taking part in optional extra activities, the full cost should be included in the overall cost of the activity and recovered as part of the contribution from parents.

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Voluntary Contributions from Parents

Requests for voluntary contributions will be made to all parents whose children take part in any optional extra activity. All parents will be made aware of the purpose of each request and will be warned that insufficient contributions will result in the cancellation of the said activity.

Bad Debts

When income is overdue, a letter will be sent to the debtor requesting payment within 7 days.

The School Gateway system will automatically issue reminders to parents through the online scheme.

If the debt is outstanding after this 7 day period, the request for payment will be made to the debtor in person.

If the debt is still outstanding 7 days after the face to face request for payment, the matter will be passed onto the PAT's Legal Services Team.

Writing off Debts

Governors should set a policy for the collection of any debts due to the School. The policy should include the collection procedures from the initial invoice to the use of legal proceedings in the event of non-payment.

Governing bodies will be responsible for the writing off of debts. In this respect, there should be agreed procedures to follow, issued by the Governing Body, in the event of writing off a debt as irrecoverable. Accordingly, Governing bodies will recommend the write off of debts in line with the following procedures:

- Any sum due to the school shall only be discharged by payment in full or official write-off.
- All debts due will be identified in the accounts of the school. In particular, all debts over £50 should be recorded in the accounts through the raising of an invoice.
- All irrecoverable debts must be written off on the direct authority of the governors, through a resolution of the full Governing Body.
- Debts that are approved for write-off by the governing body shall be written back as irrecoverable in the school's accounts.
- The school shall maintain a record of all debts written off, showing clearly what attempted recovery action was taken, including any legal action, and the justification for non-recovery.
- At the end of each financial year, the school shall inform the PAT detailing the

debt written off during the year.

7 Banking

Finance Support staff account for, secure and bank all monies received.

The school will receive bank statements on a monthly basis and reconcile these with their accounting records. Any discrepancies will be investigated.

All bank reconciliations will be signed, named and dated by the person performing the reconciliation and then reviewed and countersigned, named and dated by the Headteacher.

The Finance Support Staff will ensure that all supporting vouchers are always made available to cheque signatories to safeguard against inappropriate expenditure.

The Headteacher will ensure that every cheque drawn against the delegated budget bank account bears the signatures of two signatories authorised by the Governing Body.

The Headteacher will ensure that all chequebooks (manual and pre-printed) will be held in a secure place at all times.

The Governing Body will ensure that school does not enter into any loan agreements, other than with the PAT, without the prior approval of the LA or the Secretary of State for Education and Skills.

The Headteacher will maintain a list of all bank and building society accounts held. Copies of both the bank mandates and authorised signatory forms will be held for each bank account. A list of bank & building society accounts can be found at Appendix 9.

8 Payroll

The Governing Body will maintain up-to-date procedures for the administration of personnel activities, including appointments, terminations and promotions.

The Headteacher will liaise with the Disciplinary Sub-Committee of the Governing Body the processes of completing, checking and authorising all documents and claims relating to appointments and terminations of employment.

All personnel documents will be signed by a member of staff approved by the Governing Body. Copies of all authorised signatory forms can be found in Appendix 9.

The Headteacher will ensure that only authorised staff have access to the personnel files and that arrangements are in place for staff to gain access to their own records.

The Headteacher will maintain a list of current staff employed, which will updated promptly to reflect new starters and leavers.

The Headteacher, in conjunction with the Business Manager, will review the payroll transactions for errors and/or omissions. The monthly payroll costs will be reconciled to the estimated commitments projected by the school's accounting system. Any discrepancies will be investigated.

9 Petty Cash

The Governing Body has agreed for the PAT to hold a petty cash float that does not exceed £250. This amount is intended to represent the balance between convenience and the risk of holding cash on the premises. The Governing Body may review the petty cash float in order to maintain this balance as and when required.

The Headteacher will ensure that the petty cash fund is held securely at all times and that only authorised staff may have access to it.

The Headteacher will ensure that payments from the petty cash fund are limited to minor items which have been approved in advance by the relevant budget holder.

The Headteacher, in conjunction with the Business Manager, will ensure that all expenditure from the petty cash fund is supported by receipts, identifying any VAT paid. It must be signed for by the recipient and countersigned by a relevant budget holder.

The Business Manager will reconcile the petty cash fund to the “cash in hand” balance shown in the accounting records on a monthly basis. This will be reviewed and evidenced by the Headteacher.

Personal cheques will not be encashed from the petty cash fund.

10 Tax

The Headteacher will ensure that the school complies with Value Added Tax (VAT) and other tax regulations.

The Headteacher will ensure that all relevant finance and administrative staff are aware of VAT and Income Tax regulations.

The Headteacher will ensure that only proper VAT invoices are paid.

The Headteacher will maintain up-to-date procedures setting out how VAT on business activities, school trips and other taxable activities should be accounted for, both within the delegated budget and in voluntary funds.

The Headteacher will ensure that all employee type payments (including expenses) are paid via the payroll system so that all income tax and national insurance deductions are properly made and accounted for. The Headteacher will ensure that payments made to anyone regarding themselves as self employed are fully in accordance with PAT guidelines.

The Headteacher will ensure that employee expenses are not made via petty cash.

11 Assets

The Headteacher should ensure that stocks of materials and other usable resources are maintained at reasonable levels and subject to a physical check once a year. This will help to ensure that educational work is not delayed because of unavailable resources and to guard against waste and loss.

The Headteacher will ensure that up-to-date inventories are maintained of all items of equipment. These items will be identified as school property with a visible security marking.

The Headteacher will arrange for inventories to be checked at least once a year against the physical items. All discrepancies will be investigated and any over the predetermined sum of £100 will be reported to the Governing Body.

The Governing Body will authorise all write-offs and disposals of surplus stocks and equipment in accordance with the PAT's financial regulations for schools.

The Headteacher, in conjunction with the Business Manager, will ensure that register is maintained to record when items of school property (i.e. laptops) are taken off the school site. A declaration detailing the property, terms & conditions of use and the person taking the property, should be signed by the person taking the property and the Headteacher. A copy should be retained by both the staff member and the Headteacher.

The Headteacher will ensure that all safes are kept locked, and the keys removed and held in a different location.

The Governing Body will maintain an on-going plan for the use, maintenance and development of the school's buildings.

12 Insurance

The Governing Body will review all risks annually, in conjunction with the PAT where appropriate, to ensure that the sums insured are commensurate with the risks.

The Governing Body will notify their insurers, the PAT or other agent as appropriate of all new risks, property, equipment and vehicles which require insurance, or of any other alteration affecting existing insurance.

The school will not give any indemnity to a third party without written consent of its insurers, the PAT or other agent as appropriate.

The school will immediately inform its insurers, the PAT or their agent of all accidents, losses and other incidents that may give rise to an insurance claim.

The Governing Body will ensure that insurance arrangements cover the use of school property (i.e. laptops or musical instruments) when off the premises.

13 Data Security

The Headteacher and Governing Body will ensure that computer systems used for school management are protected by password security and only accessed by authorised staff.

The Headteacher will ensure that data is backed up regularly and that all back-ups are securely held in a fireproof location, or ideally off-site.

The Headteacher will establish and maintain a recovery plan to ensure continuity of financial administration in the event of an emergency.

The Headteacher will ensure that systems are in place to safeguard school software and data against computer viruses. To prevent viruses being imported, only authorised software will be used.

The Governing Body will ensure 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 this legislation.

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Terms of Reference for Governors’ Finance Committee

In consultation with the Headteacher, to draft the first formal budget plan of the financial year

To establish and maintain an up to date 3 year financial plan

To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body

To ensure that the school operates within the Financial Regulations of the PAT

To monitor expenditure of all voluntary funds kept on behalf of the Governing Body

To annually review charges and remissions policies and expenses policies.

To make decisions in respect of service agreements

To make decisions on expenditure following recommendations from other committees

To determine whether sufficient funds are available for pay increments as recommended by the Headteacher

In the light of the Headteacher Performance Management Group’s recommendations, to determine whether sufficient funds are available for increments

To make recommendations premises-related expenditure

In consultation with the Headteacher, to oversee premises-related funding bids

Full Governing Body and School Staff

Terms of Reference for Financial Responsibilities

Appendix 1

Main Activity	Detailed Tasks	Responsibility of:
Planning the budget	Identifying priorities with reference to the School Development Plan (SDP)	Finance committee after input from Sub-committees following proposals from staff and Advisers
	Making recommendations and proposals	Finance committee
	Examining projections of spending	Finance committee
	Examining recommendations and proposals	Finance committee
Approving the budget	Deciding upon the annual allocations	Full Governing Body (FGB)

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Monitoring the budget	Regular reviews each month	School Business Manager & Head
	Collating information and presenting reports to the Full Governing Body or Finance Sub-committee	School Business Manager & Head
	Reviews of financial reports at least once a term	Finance committee
Budget transfers between accounts	Deciding upon major transfers between accounts in connection with annual allocations and in response to in-year budget variations	Approval of Finance committee for transfers over £1,000
	Deciding upon minor transfers between accounts in response to need during the course of the year	Head may approve transfers up to £1,000. FGB to approve transfers over £20,000
	All approved virements will be signed off by the relevant party, and held on file for evidence	
Reconciliation of the accounts	Checking the completeness and accuracy of the accounts as shown on the budgetary control sheets and the computerised accounting system	School Business Manager
	Seeking clarification and initiating enquiries	School Business Manager
Carry-forwards: policy on and use of retained balances	Monitoring and identifying areas of overspend/ underspend in the course of, and at the end of, the financial year	School Business Manager
	Considering the implications of overspends/ underspends for budget planning	Finance committee
Purchasing	Approving expenditure, including long term and lease contracts. Obtaining and receiving quotations and tenders. Ensuring the Council's Standing Orders relating to contracts for schools with delegated budgets are followed	As per purchasing policy – Appendix 2
Income Generation	Planning and initiating activities	School Business Manager & PTA

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	Incorporating projected income into budget planning	School Business Manager
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Agreed: Chair of Governors
 Chair of Finance Sub-Committee
 Headteacher

Dated:

Abbreviations:
FGB = Full Governing Body
SDP = School Development Plan
PTA = Parent & Teacher Association

Purchasing Policy

Appendix 2

Mechanism for Authorisation of Spending

The following proposals are intended to cover all spending on equipment, materials, and services for the School. However, particular care should be taken where items of expenditure have not been budgeted for, and are not included in the School Development Plan.

All orders will be given a sequential purchase order number and must contain an allocated budget code/cost centre number.

1) Authorisation

- a) Decisions on expenditure of up to £2,500 should be authorised by the Headteacher without the need for further consultation. However, if the purchases will result in an overspend in the respective budget area, this should be discussed and agreed with the Chair of the Finance Committee.
- b) Proposals for expenditure of over this amount should be referred by the Headteacher to the Finance Committee for approval.
- c) In an emergency, the Headteacher (with the agreement of the Chair of Vice Chair of the Full Governing Body may spend over £2,500 on any individual item or contract. Such expenditure must be reported by the Headteacher to the Full Governing body (by letter or special meeting) within 7 days.
- d) Proposals for items of expenditure in excess of £20K should be referred by the Finance Committee to the Full Governing Body for approval.
- e) The Headteacher and other Budget holders may sign order forms.

2) Tendering for Contracts and Equipment

- a) If the anticipated value of a contract or purchase is below £3K, the purchaser does not need to obtain a set number of bids or quotes but still must demonstrate value of money. Suppliers/contractors can be contacted directly either in person, over the phone or internet.
- b) If the anticipated value of a contract or purchase is between £3K and £25K, the purchaser needs to invite at least 3 written bids/quotation. If the difference between 3 quotes is greater than 100% of the lowest, then a fourth quote should be obtained.

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- c) If the anticipated value of a contract or purchase is between £25K and £75K, the purchaser needs to invite at least 4 written bids/quotations
- d) Contracts with a value of over £75K must be subject to at least 4 competitive sealed tenders, the administration of which will follow the requirements in the PAT's Standing Orders relating to Contracts for Schools.

Supporting Guidance Notes:

- i. Quotation and tender financial limits are based on the whole life cost of a contract or lease. Therefore if a lease is entered into for 5 years at £750 per quarter the whole life cost is £15,000 and would require a minimum of 2 quotes (see 2b above) and would need to be approved by the Governing Body (see 1c above).
- ii. Records Retention 1 – the School must retain on a Contracts & Leases file details (e.g. agreements or specific contracts) of all contracts and leases in operation including those with specific PAT services. The appropriate approval details should also be retained with each agreement i.e. the specific minute of a Governors meeting where this was approved.
- iii. Records Retention 2 – unsuccessful quotations and tenders should be retained for at least 2 years plus the current year.

Purchasing Policy Agreed: Chair of Governors
..... Chair of Finance Committee
..... Headteacher

Dated:

GUIDELINES FOR USE OF EBAY IN SCHOOLS

APPENDIX 3

More schools are using Ebay to purchase or sell items and frequently contact Internal Audit to request if there is any guidance or procedures that we can provide them with.

There are currently no specific guidance notes or policies as such on the use of Ebay and so it is for the schools to decide on their own procedures for use and to be aware of the potential risks involved.

However Internal Audit can now provide the following as useful checks and controls over this internet tool:

- It is recommended that the school obtains approval from its Governing Body before using Ebay and other e-auction sites
- You should provide the Governing Body with procedures to control its use and to minimise risk.
- Any accounts set up will need to be set up as business accounts in the name of the school as opposed to personal accounts;
- There should be no personal sales or purchases through the School's Ebay account;
- PayPal accounts will need to be linked to the School Payment Card - and then journalled into FMS SIMS.
- Ensure there are prompt reconciliation procedures in place for your purchase card to identify any possible fraudulent transactions at an early stage.

Ebay can be used to sell surplus goods but the school will need to be aware of the following risks before entering such an arrangement

- Consider any commission that needs to be paid on any sales from the use of PayPal when determining if this is an appropriate avenue to sell items through.
- There will be costs associated with postage and packaging, staff time taking items to the Post Office, collection charges etc which need to be considered;
- Any items sold through Ebay should be advertised as 'sold as seen' to avoid any comeback on the School should items later become faulty. Consider what you would do if buyers wanted to return goods that they felt were not of merchantable quality and what the School's legal obligations might be under the Sale of Goods Act;
- Consider also what would happen should goods you have sold not be received by the buyer – do you need to take out insurance to cover this?;
- When selling ICT equipment ensure that all data and software has been completely removed by competent IT professionals. The serious implications should personal data be mislaid and then made public have been widely publicised;
- VAT will also need to be accounted for on sales of standard-rated products.

School Meals Arrears Income Policy

Appendix 4

Introduction

These notes have been prepared for the guidance of Schools following a number of recent cases, where significant debts had arisen with the failure by parents/guardians to pay for School meals. At the same time, the children had continued to receive a School meal. Such situations need to be dealt with on a timely basis, in view of the vast majority of parents/guardians who pay for their meals in advance each week and do not knowingly accumulate arrears.

General Principle

- 1.1 All School meals should be paid for in advance using the School gateway online payments scheme.

Free School Meals

- 1.2 Please refer to the Free School Meal Entitlement Guide issued by Student Support, Education Department. Only those children officially approved by the LEA should receive free school meals.

Arrears Collection Procedure

- 1.2 Where payments are not being received in advance, and arrears accumulate, the following procedures apply.
- 1.3 Up to 5 (School) days of non-payment.

The School should contact the responsible parent/guardian at the end of the week requesting payment for outstanding arrears either by telephone or by a letter/note sent home with the pupil.

- 1.4 Within 5-10 (School) days of non-payment.

A final letter should be sent to the responsible parent / guardian requesting payment for arrears. This should reiterate that from 16 days from non-payment the pupil(s) are required to bring in sandwiches for lunch until any arrears are paid. School Meals can continue, however, if payment for current meals taken is received, while the arrears are being paid off.

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- 1.5 In addition, the final letter should state that if payment is not received or suitable repayment arrangements made with the School within 21 days the debt will be passed to the Local Authority to recover.
- 1.6 The School should also remind the family that application for free School meals can be made if thought appropriate.
- 1.7 **No further School meals should be provided to pupil(s) that have had outstanding arrears for recovery unless paid for in advance.**

2 Administration

- 2.1 Once the final letter deadline has expired and the intention is to pass the arrears to the FGB to recover, a letter should be forwarded to Finance Lead Governance, detailing:
- School Name
 - Pupil name (in full)
 - Parents/Guardian name and address
 - Arrears to be recovered
 - Specific period (dates) to which the arrears relate.
- 2.2 Governor Finance Lead will forward an acknowledgement that the FGB is dealing with the recovery of the debt to the School. These amounts can then be removed from the School Meal Return arrears outstanding and no further collection attempts should be made by the School in respect of these debts.
- 2.3 Where a pupil(s) transfers to another School with the Local Authority area, the School should contact the new School to advise them that outstanding unpaid arrears have been forwarded to the FGB for collection.
- 2.4 Where the above procedure has been followed and parents/guardian still refuse to pay for outstanding meals, but still continue to send their children to School without sandwiches/dinner money, or making other suitable arrangements, the family concerned should be referred to the Education Welfare Officer.

**PROCEDURES FOR BACS PAYMENTS
(Bank Automated Clearing System)**

Appendix 5

The Governing body will ensure the following:

- The school has three authorized signatories. These are the Headteacher, School Business Manager and the Deputy Headteacher.
- Any changes/amendments to the online banking require confirmation from a second administrator. Dual Administration must be set to £0.01 to ensure that all payments are authorised by two members of staff.
- Invoices need to be checked, coded and certified for payment.
- Files are created, uploaded and authorized by the School business Manager.
- The PAT will receive the invoices and BACS run report.
- Both invoices and the BACS report are checked by the PAT

Preventing Fraud

- Any notification of change of bank details from an existing supplier should be confirmed with the PAT

Register of Business Interests

Appendix 6

Name of Governor or Member of Staff: _____

Name of Business	Nature of Business	Nature of Interest Direct or Indirect (Indirect - if you know someone with an interest in a business please state whether they are a family relation, friend or a business associate)	Direct Interest Date of appointment or acquisition	Direct Interest Date of Cessation of Interest

I certify that I have declared all beneficial interests which I, or any person closely connected with me, have with businesses or other organisations which may have dealings with the school.

Signed:

Date:

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Appendix 7

TIMETABLE FOR CONSTRUCTING THE SCHOOL DEVELOPMENT PLAN (SDP) AND BUDGET

Activity	Responsibility	Due date
Prepare SDP, i.e. detail the school's educational priorities for next 3 years	Head & FGB	End of Term 1 (presented at Term 2 meeting of FGB)
Cost the expenditure on continuing commitments for the 3 years for educational needs	School Business Manager & Chair of F&BC	End of Term 1 (presented at Term 2 meeting of FGB)
Complete a Health & Safety review of building	F&BC	End of Term 1 (presented at Term 2 meeting of FGB)
Include an estimate of cost the expenditure on Health and safety renovations	School Business Manager & F&BC	End of Term 1 (presented at Term 2 meeting of FGB)
Review the long term environmental and other building enhancements, identify priorities	F&BC	End of Term 1 (presented at Term 2 meeting of FGB)
Prepare forecast budget expenditure	School Business Manager	Term 2
Update & present 3 year budget expenditure alongside (revised) SDP to full governing body	Chair of F&BC	Term 3 meeting
Update forecast budget expenditure when income allocation received from BANES	School Business Manager	Term 3 or 4
Present budget prepared for submission to BANES to FGB	Chair of F&BC	Term 4
Review planned enhancements against any surplus or deficit arising, obtain requisite quotes	School Business Manager and Head (and committees as necessary)	On-going

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Agreed: Chair of Governors

..... Headteacher

Date:

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MANUAL COMMITMENT ACCOUNTING RECORD

Appendix 8

Cost Centre (including code)	B0300 ENGLISH	Budget Holder	R PEPPER LITERACY CO-ORDINATOR
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A	B	C	D	E	F	G
Date	Order Number EXXX...	Supplier	Amount (excl. VAT) £	Uncommit ted Balance £	Invoice Receive d (Y/N)	Notes

Appendix 9

BANK ACCOUNTS and AUTHORISED SIGNATORY FORMS (not for publication)

The Bank Mandates and Authorised Signatory Forms included in this Appendix relate to both the schools official bank account and the School Fund account.

Need to attach a copy of each of the authorised signatory forms

Lloyds Bank

Account Name

Palladian Academy Trust : Oldfield Park Junior School

Authorised signatories:

Head Teacher:	D L Goucher
Deputy Head Teacher	J Butler
Business Manager:	M L Chapman

Copies of all authorised signatory forms will be held for:

- *Cashiering transactions*
- *Personnel & Payroll transactions*
- *Debtor transactions*
- *Creditor transactions*

PAT: Lloyds (corporate credit cards)

Account Name

D L Goucher
M L Chapman

Appendix 10

Oldfield Park Junior School – FINANCE POLICY
Final

CHARGING POLICY FOR THE SUPPLY OF GOODS AND SERVICES

Music Tuition Fees

Cost per term for X lessons	£
Individual XX minute lessons	xxx.xx
Individual XX minute lessons	xx.xx
Group lessons – maximum X pupils	xx.xx

Supply Teachers – Recovery Costs

Based on Teachers Main Scale MPS6 plus full on-costs
@ September 2019 prices

	£
Cost per hour	
Cost per day	

Lettings Charges

Stagecoach – special written agreement between Full Governing Body of the school for charging based on 5 discounted places for scholarships and one ‘free’ scholarship place