

Clockhouse Primary School

Finance Policy and Procedures

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Introduction

This policy sets out the roles and responsibilities of school management and staff in relation to the Financial Arrangements within the school. The Finance Policy abides with financial standards as set by the DFE and the London Borough of Havering. The Governing Body controls this Finance Policy.

The Governing Body

An elected Governing Body manages the school. The Governing Body is responsible for delivery of an effective and efficient education for the pupils of the school. The responsibilities are wide ranging and cover all aspects of the curriculum, staffing, premises, health and safety, attendance, discipline and finance.

The governors currently serving on the Governing Board and the categories in which they serve are shown below:

Parent Governors	Authority Governors	Staff Governors	Co-opted Governors
Melanie Ferreira	Beverley Nicholls	Jodie Johns	Amanda Marshall
Surme Kaynak		Jo Savidge - Headteacher	Marcus Giddy
			Sandra Wood
			Sophie Kedgley
			Gavin Koten
			Jo Wright
			Zara Jones
			Catherine Neal

Further detail of the Governing Board is held by the Head Teacher and follows the relevant section of the Welcome to Governance issued by National Governors' Association.

In terms of the finance responsibilities, the role of the Governing Body is:

- To take responsibility to ensure the available resources are used effectively and efficiently
- To set controls for both the financial and operational aspects of the school that are consistent with best practice and statute as defined by the Financial Regulations for Schools
- To formulate the budget plans and oversee the use of this budget
- To evaluate financial reports from the Leadership and Management Committee and Headteacher / School Business Manager

- Review the delegated responsibilities annually.

The Chair of Governors is Mrs Melanie Ferreira

The Vice Chair of Governors is Mrs Beverley Nicholls

The Governing Body delegates some of its powers within a committee structure as well as to the Head Teacher.

The Committees follow a defined terms of reference but functions are covered within the committee structure below:

- **Leadership and Management**
- **Quality of Education**

The Governing Body meets termly.

- The **Leadership and Management** Committee

Terms of Reference are in **Appendix 2**.

The Role of the Head Teacher

The Head Teacher controls the day to day activities within the school and all staff report to the Head Teacher within a management structure.

The Head Teacher is responsible for the day to day activities of finance and administration.

The Head Teacher's role is:

- To advise the Leadership and Management Committee and/or the Governing Body on the position of the school budget, which is monitored on a monthly basis by the Head Teacher the School Business Manager.
- To ensure the Governing Body and/or the Leadership and Management Committee are provided with relevant and timely information for them to discharge their duties.
- To ensure the requirements of the Governing Body are carried out.
- To alert or inform the Governing Body of any matters considered relevant.
- To ensure all financial matters are undertaken in compliance with DFE guidelines and the Financial Regulations for Schools.
- Manage the day to day budget in line with the expectations of the Governing Body.
- To ensure all financial returns are completed and submitted within the required time scales.

The Head Teacher delegates appropriate responsibilities to the **School Business Manager**.

Financial Regulations

The school aims to always follow the guidelines as documented in the London Borough of Havering Financial Regulations for Schools as issued by the LA. In adopting these guidelines, it is assumed that the school operates within the financial guidelines of the London Borough of Havering and the DfE.

General Arrangements for Financial Control and Accounting Arrangements

The school follows the guidelines for financial control and accounting as shown in the London Borough of Havering Financial Regulations for Schools, sections 1 and 2.

Banking

The schools main bank account is held with Lloyds and the signatories on the bank mandate are those also listed within the Scheme of Delegation.

The schools private bank account(s) is/are held with Nat West Bank.

Reconciliation of bank statements to the financial records held in SIMS FMS is carried out at least monthly. Copies of the reconciliations are sent to the LA each month.

The Scheme of Delegation

The Scheme of Delegation lists the financial responsibilities of the staff and governors within the school. This delegation is the distribution of responsibilities of the Governing Body.

The Head Teacher and the Leadership and Management Committee review the scheme annually ensuring that the correct levels of delegated powers are given to individuals or committees. The full Governing Body endorses the review before any changes are exercised.

Delegated powers include both financial and non-financial functions

The scheme sets out the delegated powers that come with the responsibility of a particular role. It assumes that the delegated power transfers to the new post holder if the original post holder leaves the school. However, whenever such a change occurs the scheme is updated to include the name of the new responsible member of staff.

The scheme ensures that no one individual has the authority to perform an entire process where school delegated funds are involved.

All staff are made aware of the delegated powers that they have been given and are required to complete a declaration accepting the powers and responsibilities.

The full list of delegations can be found in **Appendix 3**; this is communicated to senior staff and governors annually.

Pecuniary Interests and Relationships

It is the responsibility of the Head Teacher and the Governing Body to ensure that staff and governors do not directly or indirectly benefit financially when spending public money.

To control this conflict of interest, the school has established a register of pecuniary interests and relationships of all staff and governors.

Annually, in September, a list of current suppliers is produced from the SIMS FMS system to show governors what suppliers are associated with the school.

All governors and staff are required to disclose any interest they have in any of the firms on this list. Additionally, they are asked to disclose any links they have with local firms (or national firms if relevant) that may provide services to schools. All staff and governors are required to disclose any interest as soon as they are aware of the link. At the start of every Governing Board and Committee meeting attendees are given the opportunity to declare any pecuniary interest.

The register is available for inspection in the school office.

The Declaration of Business Interest and Relationships can be found in **Appendix 4**.

School Improvement Plans and Budgets

The Leadership Team of the school produce, annually, a School Improvement Plan (SIP). The aim of this plan is to develop a strategy for improvement in all aspects of the school.

The SIP covers a medium term strategy but is linked to annual budgets.

The Governing Board reviews the SIP termly and records the resource requirements arising from the plan in the annual budget for the relevant financial year.

The annual budget process must be completed for submission to the LA by 1st May each year.

The school management and the Governing Board also abide by the processes and procedures within the LA's Scheme for Financing Schools. Reporting of the budget to the LA follows the required format of the LA.

The school always aims to produce a balanced budget with the approval of the Governing Board and plans for 3 financial years in advance to ensure that current spending decisions do not impact adversely on future budgets producing deficits or excessive carry forward balances.

Budget Monitoring and Adjustments

The Head Teacher and the School Business Manager monitor expenditure against the budget on a monthly basis and retain annotated monitoring reports as evidence of regular monitoring and for audit purposes. The Head Teacher will present a report on the budget position to the Leadership and Management Committee each term. The meetings of the Leadership and Management Committee are timed to support the planning process and are shown on the timetable in **Appendix 1**.

Any material variances in expenditure are reported to the Chair of the Leadership and Management Committee as soon as they are identified.

In the management of the budget, there is on occasion a need to transfer budgets with changing priorities. All such budget adjustments or virements are recorded and must be authorised before being processed.

The authority to make budget virements is detailed in the Scheme of Delegation in **Appendix 3**.

Virements between the capital budget and revenue budget are not allowed. Virements into and out of other ring-fenced budgets is also not permitted.

Internal Financial Control and Data Security

All duties and financial procedures are in line with the Local Authority regulations as documented in the Financial Regulations for Schools.

The LA conducts the programme of Internal Audit using LA and external audit services. These audits cover the use of public funds. Audits are conducted tri - annually. The school purchases an annual audit in the interim years.

School Private Funds are independently audited annually in the Autumn Term.

There are written descriptions of financial systems and procedures that are kept up to date and accord with any audit or other guidelines from the LA and its financial regulations of the Council.

Staff members are properly trained in the financial systems and procedures. **The Leadership and Management Committee** undertakes regular reviews of training needs.

There are cover arrangements in place for key financial staff and management. These arrangements include the performance of key tasks and the transfer of responsibility during the period of cover.

Transactional control is supported by systems that include segregation of duties wherever possible:

- At least two people are involved in the ordering of goods and that one provides a check for the other.
- Where possible, the duty of calculating, checking and recording of money is separated from duty of collecting and paying out money.
- Any alterations to original documents (such as cheques, invoices and orders) are made in permanent form. The use of correcting fluid and the erasure of information is not acceptable. Any alterations are properly and clearly initialled and dated. Where alterations are made early in the cycle of duty, all authorisations after the alteration must confirm note of the alteration.
- All financial transactions are traceable from the original documentation to accounting records both at school and local authority level and vice versa with all checks being carried out on documents being recorded.
- Financial records are kept properly and securely in accordance with the requirements of the LA regulations.

BACS payments

The School Business Manager produces the BACS report to be signed by an official signatory (cheque signatory). The Business Manager produces an audit trail report to confirm there are no changes to the supplier details since the BACS report was run. The second official signatory (cheque signatory) signs the BACS report and audit trail, and authorises the BACS payment to be made. All reports are kept together for audit purposes. The two signatories then sign in and approve the BACS transactions using passwords and PINS.

Computer Systems

Control and security of data is maintained within the parameters of the Data Protection Act and legislation and DfE guidance on the safeguarding of children.

As such access to financial and operational systems is carefully controlled. The Access rights on the SIMS financial systems are shown in **Appendix 6**. These access rights also support the Scheme of Delegation.

The Head Teacher ensures adequate separation of duties between personnel entering and authorising data on the computer system is in place.

The Head Teacher ensures that only authorised software is used in order to prevent the importing of computer viruses. Virus checking software is also used.

Passwords are changed regularly and are “strong” passwords, known only to the password holders. The System Manager has access rights to reset passwords for staff. Main system passwords are kept in the school safe.

A differential/full backup is taken daily.

The school has an Emergency Plan in place that ensures data can be recovered. It is recognised that all data needs to be backed up and held off-site. The company which manages the stored data complies with the Data Protection Act 1998 has clear guidelines on how data should be stored and transmitted and adheres to the current European Economic Area (EEA) guidelines.

Arrangements for backup of data are through the following provider and are detailed within the service level agreement:

Education Computer Centre

Data is backed up and stored offsite as per the current EEA guidelines for seven years.

Purchasing

All school purchases made and contracts awarded comply with all relevant United Kingdom and European legislation and;

- ensure value for money is obtained
- maximise competition wherever possible
- are in accordance with best practice
- ensure a fair and transparent process
- demonstrate with evidence that there was a fair process and value for money was obtained for the audit trail

The school follows the LA’s purchasing guidelines as documented in the Financial Regulations for Schools, Section 8.

Any Capital expenditure also follows these guidelines as well those shown in Section 6, Financial Regulations for Schools.

Financial expenditure quotation limits set with the Financial Regulations are also shown in **Appendix 7**.

All new supplier details and current details are updated in the Accounts Payable System in SIMS FMS.

Approval of invoices is carried out in accordance to the authority granted within the Scheme of Delegation **Appendix 3**.

Orders are placed and approved in accordance with the scheme of delegation. Receipt of goods/services is authorised by Site Manager/ Resources Officer. Invoices are checked against the

order and goods received note. The invoices are approved and entered to the Accounts Payable system by the School Business Manager or the Admin Assistant.

Payment of invoices is made using cheques / cheques and BACS. Two authorised members of staff sign each cheque or approve the BACS payment. Ideally, the person authorising the invoice or the person who ordered the goods or services concerned, does not sign related cheque payment.

Leasing Arrangements

The school does not enter into Finance Leases as it is not permitted as per Schedule 1 of the Education Act 2002.

The school will only enter into an Operating Lease with express approval from the Education Finance Manager (LA)

The school submits annual returns detailing leases held, to the LA.

Income Management

In addition to income received from the local authority for the school's delegated budget, the school collects income from the following sources:

- Pupils / Parents for school trips and events
- Pupils as fund-raising donations
- Parents Associations and School Fund for specific funding of projects
- Customers for hire of school premises
- Funding from other Local Authorities for looked after children on role
- Teacher training agencies for student teachers

All income collection is accounted for within the school office.

A record is kept for each type of income and where required (e.g. lettings) an invoice is presented to the hirer.

Income relating to the school budget is banked in the school's main bank account. Private funds are banked in the School Fund Account.

Monies collected are banked promptly and, preferably, weekly. Whenever possible, two members of staff should take monies to the bank, but it is accepted that there will often be occasions when this is not possible.

Parents may also pay online via Parent Pay for school trips and events. Payments made by parents online are identified, and reconciled with payments from Parent Pay via BACS into the school's bank accounts. Cash book journals are made to record the payments on FMS.

Parents may also pay via Card Payment for school trips and events. Payments made by parents this way are identified, and reconciled with on the bank statements into the school's bank accounts. Cash book journals are made to record the payments on FMS.

Petty Cash

Small incidental expenses are paid in cash using Petty Cash held in the school safe.

A maximum limit of £100 per transaction is set by the Financial Regulations for Schools, however, the school has a limit of £55 per transaction. Any reimbursement above this value is made by cheque/ BACS.

In exceptional circumstances cash up to the value of £300 may be released to cover circumstances which may include:

- the purchasing of premises fittings;
- the purchasing of resources for charity, educational purposes, school parliament
- cash deposits for services / goods

The use of petty cash is in line with the Financial Regulations for Schools, Section 11.

Lettings

When appropriate the school lets out its facilities and related equipment to the public outside school hours.

A charging scheme is operated that also outlines the facilities available for hire and the terms and conditions of hire. See **Appendix 8**.

The Governing Body reviews scales of charge annually to ensure the schools assets are maximised.

The insurance and security arrangements are reviewed annually to ensure there is adequate protection for both the school and the hirer.

The school leases part of its premises to Extra Time @ Clockhouse, Pilates and invoices are raised on a termly / monthly basis.

Inventory & Assets

The school maintains an Inventory Register based on the Inventory Control Policy provided by the LA. The register is recorded in electronic format.

The Administrative Assistant is responsible for the maintenance of this register.

The Inventory is reviewed and checked annually (usually in the Autumn Term). The findings of this annual inventory check are reported to the Resources Committee highlighting the condition of assets and also missing items.

The Inventory Control Policy is shown in **Appendix 9**.

Voluntary & Private Funds

The school has a safe and efficient system for the custody and control of voluntary funds under control of the Governing Body.

The Admin Assistant acts as treasurer.

Voluntary funds and related records are kept separately from official school funds.

The accounting procedures reflect the standards for accounting for public money as with the Delegated School Budget above.

All controls described in the Finance Policy also apply to the Voluntary Funds.

The General Fund is used to fund activities and projects that are not supported by the main school budget or as determined by the Headteacher.

Other collections are earmarked for specific projects.

An independent auditor approved by the Leadership and Management Committee audits the fund accounts annually in the Autumn Term.

The accounts are submitted annually and a report is presented to the Leadership and Management Committee at the Spring Term meeting.

Any suspected irregularities are reported to the LA auditor immediately.

The school is insured under the LA scheme.

The Governing Body reviews the above procedures annually in the Autumn Term.

Personnel, Salaries & Wages

The school uses the London Borough of Havering Payroll Service.

All information regarding staffing is provided to the service to ensure the correct processing of individual pay. The Office Manager ensures that school's staffing data software is updated promptly for all contract changes.

The School Business Manager reconciles the payments from the Payroll Service to the payment records of individual members of staff on a monthly basis.

Authorisation of additional payments outside normal contractual payments are made in accordance with delegated powers.

Payment of mileage allowances are made through payroll but other expenses incurred such as travel expenses are reimbursed either through petty cash, BACS or by cheque. All claims should be submitted to the finance office within three months of the expenses being incurred. Claims received after three months are not processed.

Insurance

Insurance cover is provided through the LA.

The Headteacher ensures that insurance cover is commensurate with the risks associated with the school.

In the Spring Term of each year, the Leadership and Management Committee considers whether there are any additional risks (not covered by the LA) that should be insured.

The Headteacher is responsible for:

- Notifying the insurers/LA of any new risks (new property, equipment).
- Ensuring that the indemnity is not given to any third party without the written consent of the insurers.
- Informing the insurers immediately of all relevant matters (losses or other incidents).
- Ensuring that cover includes school property (such as musical instruments and computers) when off the premises.
- Maintaining a check to ensure that claims are processed within the required period.
- Ensuring that the police are informed of all claims where this is a requirement of the insurance.

Conduct, Bribery and Corruption

All staff, governors, pupils and parents are encouraged to report any acts they consider to be improper and / or illegal.

The school has a “Whistle blowing” policy that has been approved by governors which sets out the process for reporting such acts or actions.

The school also has in place a “Hospitality and Gifts Register” which requires the recording of all hospitality and gifts received by members of staff. The Head Teacher records in the register his/her decision on whether or not the gift can be accepted.

Year End Accounting

The school will comply with the guidance and instruction provided from the Local Authority on closure of accounts.

The Head Teacher will ensure that all financial transactions for expenditure and income are posted to the correct financial year and within the 'accrual and pre-payment' de- minibus value of £1,000.

The Head Teacher will report to the Governing Board on the year-end position including proposed use of any balances carry forward and the recovery of any deficits.

Review Process

The Leadership and Management Committee reviews the contents of this policy annually and usually in the Autumn Term.

The review considers any changes to associated publications such as the Financial Regulations for Schools issued by the LA and ensures the policy complies with any such changes.

The review considers changes to the structure and members of the Governing Body and the School Staff.

Any changes in responsibilities are also recorded and updated in the policy or related procedures. This includes responsibilities that may change as a result of a move to BACS, electronic income collection and the use of charge cards.

Where elements of policy no longer apply, these are removed from the documentation.

The Leadership and Management Committee recommends the adoption of the revised policy to the full Governing Body.

This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.

Date Reviewed: **Autumn Term 2025**

Review Date: **Autumn Term 2026**

Signed: Headteacher Date:

Signed:Chair of Governors Date:

Appendices

Appendix 1 – Timetable of Events

September	October	November
Autumn Term Start September Pupil Count Review Lettings Policy Review of SFVS	Leadership and Management Committee Meeting Review of Finance Policy Review of Charging Policy Quality of Education Committee Meeting Census Return Inventory check Update Pecuniary Interest	Review of School Improvement /Development Plan School Workforce Census
December	January	February
Whole Governing Body Meeting Quality of Education Committee Meeting	Spring Term Start Census return	Leadership and Management Committee Meeting Quality of Education Committee Meeting
March	April	May
Whole Governing Body Meeting Quality of Education Committee Meeting School Improvement /Development Plan updated Budget Planning	Summer Term Start Finalise Budget – ratified by Governors	Census Return Quality of Education Committee Meeting
June	July	August
Leadership and Management Committee Meeting	Whole Governing Body Meeting Quality of Education Committee Meeting Statement of Internal Control verified by FGB Inventory check	

Appendix 2 – The Governing Body delegate the following responsibilities to the Leadership and Management Committee:

Terms of Reference:

- To consider for adoption policies / procedures related to school finance, personnel and HR issues.
- To establish an appropriate Pay Policy ensuring the proper treatment of statutory deductions and payments. To ensure this the policy is applied in a fair and equal way. To consider any appeal against a decision on pay grading or pay awards.
- To ensure all relevant financial and where appropriate Human Resource returns are produced for the Education Authority, DFE and other statutory bodies as required.
- To ensure all accounts for which the Governing Body is responsible are properly audited.
- To ensure accurate records of all financial transactions are kept in a manner allowing probity relatively easy.
- To be responsible for the preparation of a draft annual budget for the consideration of the Full Governing Body.
- To advise on investments of surplus funds ensuring interest earnings are maximised without risk.
- To process tenders, service level agreements and contracts. To approve quotations for goods or work to be carried out on behalf of the Governing Body in accordance with established procedures.
- To arrange the proper management and maintenance of the school's assets.
- To regularly review the staffing structure in consultation with the Headteacher.
- To receive reports of income and expenditure, monitoring expenditure patterns against budgetary assumptions.
- To review the salaries of teachers and notify them of the basis on which their pay progressing has or has not been awarded. o provide an annual report to the Governing Body summarising pay decisions and issues arising.
- To review annually the salaries of support staff using the relevant pay scales and recommendations from the Head teacher.
- To review annually the salaries of the Headteacher and Deputy Headteacher ensuring that targets set have been achieved. To review their overall performance with particular reference to the quality of leadership and management and the progress made by pupils at the school. To agree the performance objectives of the Head and Deputy in relation to these aspects of their work. The context of these objectives should be line with School Improvement priorities.

- To oversee the appointment process for all staff in line with safer recruitment procedure.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To implement any disciplinary procedure required with regards to school staff.
- Review annually the schools insurance cover and ensure any new conditions or assets are covered.
- To undertake a salary review at any other time the Governing Body directs that there is a need to do so.
- To ensure that recommendations from external audits are implemented and recorded.
- To review the schools inventory on an annual basis.
- To benchmark the schools income and expenditure against similar schools on an annual basis and discuss outcomes with the committee.

Any other additional items which the Governing Body may wish to include.

Review:

These Terms of Reference will be reviewed annually at the Autumn Term meeting.

Appendix 3 – Scheme of Delegation

The Governing Body delegates its responsibilities to the staff to manage the day to day operation of the school.

The scheme of Delegation covers the following areas:

- Bank / Cheques Payments
- Petty Cash
- Expenditure Limits – Ordering
- Receiving Goods and Services
- Expenditure Limits – Authorising payment
- Lease Agreements
- Virements and Budget adjustments
- Write off of Bad Debts
- Inventory Disposal
- Staff Expenses

Scheme of Delegation

Action	Responsibility	Financial Limit
Signing cheques	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	£60,000
Signing cheques	Emily Jarvis – Assistant Headteacher Sam Kearns – Middle Leader	£10,000
Signing cheques	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher subject to authorisation by Leadership and Management Committee	Above £60,000
Authorisation of orders	Governing Body	Above £60,000
Authorisation of orders	Leadership and Management Committee	Above £25,000
Authorisation orders	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	£25,000
Approving budget virements	Jo Savidge – Headteacher	£5,000

Approving budget virements	Governing Body	Above £5,000
Individual BACS Payments	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	£60,000 any single item on a BACS run
Individual BACS Payments	Emily Jarvis – Assistant Headteacher Sam Kearns – Middle Leader	£10,000 any single item on a BACS run
Individual BACS Payments	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher subject to authorisation by Leadership and Management Committee	Above £60,000
BACS Supplier Input and Amendments	Susan Everingham – Administrative Assistant	N/A
BACS Payment Audit Check	Wendy Lowe – School Business Manager	N/A
Online / Telephone Orders	Wendy Lowe – School Business Manager	£500
Communicating with bank	Wendy Lowe – School Business Manager Susan Everingham – Administrative Assistant	N/A
Receiving goods	Beverley Bowden – Resources Officer Dean Fox – Site Manager Bradley Dennington – School Keeper	N/A
Authorising payments	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	£60,000
Authorising of invoices	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher Emily Jarvis – Assistant Headteacher	N/A
Authorising new appointments, promotions and terminations	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	
Authorising time sheets	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	
Accounting system – system manager	Jo Savidge – Headteacher	
Holding of gifts and hospitality register	Pauline Mortimer – Headteacher’s PA	
Authorisation of system users	Jo Savidge – Headteacher	
Completion of bank reconciliation	Wendy Lowe – School Business Manager	
Authorisation of bank reconciliation	Jo Savidge – Headteacher	
Authorising issue of Purchasing Card	Leadership and Management Committee LA School Finance Team	N/A
Purchasing Card Expenditure	Wendy Lowe – School Business Manager	£2000

Authorisation of petty cash / staff expenses	Jo Savidge – Headteacher Rhian Abeledo– Deputy Headteacher	£400 Payments to HT to be authorised by Chair of Governors
Maintenance of inventory	Susan Everingham – Administrative Assistant	
Disposals of assets	Jo Savidge – Headteacher	£250
Disposal of assets	Leadership and Management Committee	Above £250
Authorisation of bad debt	Jo Savidge – Headteacher Leadership and Management Committee	

Bank/Cheque Signatories

The table below details the persons authorised to make payments using all the school bank accounts including Voluntary & Private Fund Accounts

Name	Position	Maximum payment limit
Mrs. Joanna Savidge	Headteacher	£60,000
Mrs. Rhian Abeledo	Deputy Headteacher	£60,000
Mrs. Joanna Savidge	Headteacher	Above £60,000 subject to authorisation by Leadership and Management Committee
Mrs. Rhian Abeledo	Deputy Headteacher	Above £60,000 subject to authorisation by Leadership and Management Committee
Miss. Emily Jarvis	Senior Teacher	£10,000
Miss. Samantha Kearns	Middle Leader (only main school account not private fund)	£10,000

Cheque Payments:

All cheques are signed by two signatories.

The following conditions are also followed:

It is common practice for the more senior signatory to sign the cheque last.

Generally, the Head Teacher or in their absence the Deputy Head Teacher will always be the second signatory.

BACS Payments

Two signatories will check and sign the BACS report and then using online passwords and PINS authorise the BACS payment. The most senior signatory should be the final authoriser.

Payment Authorisation

Any payment in excess of £25,000 is recorded at the meetings of the Full Governing Board.

Direct Debits

The use of direct debits is restricted to payments to the London Borough of Havering, Lease payments and to companies authorised by the LA' s School Finance Team.

Either the Chair of Governors or the Chair of the Leadership and Management Committee approves the set-up of direct debits.

The School Business Manager presents a list of all current direct debits to the Leadership and Management Committee each term.

Standing Orders

The use of Standing Orders follows the same rules as Direct Debits. However, it is current policy not to make payment by standing orders.

Charge Cards

Permission has been obtained from the Leadership and Management Committee and the LA' s School Finance Team before applying to the schools bank for a charge card. The school follows the procedures laid out in the Charge Cards and Credit Cards in Schools procedures and user guide. Permission is sought from the budget holder before expenditure is incurred on the card. See **Appendix 10**

Petty Cash

The school holds a petty cash float of £400 and is controlled by the School Business Manager; the cash balance will be checked monthly by the Administrative Assistant.

The Petty Cash payments are restricted to incidental expenses of low value. The maximum sum paid in cash is £55. Payments above this value are made by cheque or BACS.

The Head Teacher or, in her absence the Deputy Headteacher, approves all petty cash payments.

If the payment is for the Head Teacher, either the Chair of Governors or the Chair of the Leadership and Management Committee approves the payment. The Head Teacher, Chair of Governors or Chair of Leadership and Management Committee will approve the payment if it is for the Deputy Head Teacher or School Business Manager.

In exceptional circumstances cash up to the value of £300 may be released to cover circumstances which may include:

- the purchasing of premises fittings;
- the purchasing of resources for charity, educational purposes, school parliament
- cash deposits for services / goods

Expenditure Limits – Ordering of Goods and Services

Only the Head Teacher and Deputy Head can order the employment of temporary or supply staff.

Staff, other than the Head Teacher, can only order goods and services for their own departments.

All goods and service orders must be raised on the schools finance software prior to dispatch to supplier. Where an online or telephone order is placed, the finance software is updated on the same day.

The table below shows the staff able to order goods and services.

Name	Position	Department / Cost Centre	Financial Limit
Mrs Joanna Savidge	Headteacher	All	£60,000
Mrs Rhian Abeledo	Deputy Headteacher	All	£60,000

Expenditure Limits – Receipt Of Goods and Services

All goods delivered to the school are checked on receipt. The Administrative Assistant checks for damage and quantity before signing the delivery note and sending it to the School Business Manager for processing.

It is the responsibility of the person who ordered the goods to confirm this check and report any discrepancies to the School Business Manager immediately.

In terms of Services of Supply and Temporary staff, timesheet is signed by the Headteacher to confirm the hours or in her absence by the Deputy Headteacher.

Expenditure Limits - Approval of Invoices

Approval of Invoices is subject to the limits set in the table below.

No one person can order goods / services and authorise the related invoice

No one person can order goods / services and sign the cheque for the payment of that order.

Name	Position	Maximum Payment Limit
Mrs Joanna Savidge	Headteacher	£60,000
Mrs Rhian Abeledo	Deputy Headteacher	£60,000

The payment of the invoices is in accordance with the bank mandate signatory limits.

Expenditure Limits – Tendering Process

All purchasing arising from a tender process should be made in accordance with the Scheme of Delegation within this Finance Policy. See **Appendix 7** for tendering limits.

Budget Virements and Adjustments

A virement is deemed as any transfer of budget allocation where the budget will be used for a different purpose. This is effectively a change to the budget allocations that were agreed by the Governing Board at the start of the financial year and therefore alters the budget available under any particular heading. The Governing Board has set a limit to the level of virement that can be agreed by the Head Teacher and/or the Resources Committee as below.

Head Teacher: £5,000.

All other virements should be approved in advance by the Leadership and Management Committee.

All virements and budget adjustments should be reported to the Governing Board showing how the overall budget has moved. A written record of the agreed virements must be kept e.g. minutes of the governing body / Leadership and Management Committee meeting and the schools financial accounts should be updated promptly.

Lease Agreements

Any equipment to be acquired under a leasing arrangement is be approved by the Leadership and Management Committee as well as the Education Finance Manager at the Education Authority.

The school does not enter into any Financing Leases.

System Processing

It is the aim of the school to ensure that staff that process financial transactions are not involved in the approval process.

Bad Debts

The Head Teacher can approve write off of Bad Debts up to the value of £100.

The Leadership and Management Committee can approve write-offs of up to £500.

The Governing Body approves write off above this value with consultation with the Education Finance Manager of the LA.

Declaration of Pecuniary or Related Business Interests

Name of Governor or Member of Staff

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

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

Signed Date.....

Appendix 5 – Budget Virements Monitoring & Authority Schedule

The school maintains a record of all budget virements.

These are recorded in a schedule in one of two ways:

- Virements made between budget lines of income / expenditure
- Virements made between cost centres
- Virements made following a change in funding

A hard copy of the schedule is signed by the authorising manager and held with any supporting documentation in the Budget Adjustment Folder in the Finance Office.

Appendix 6 – SIMS Access & Control (Finance Modules Only)

Access rights are divided into categories that follow the tasks performed on the system. These categories are:

- Supervisor
- Supervisor Defined
- Enter and Authorise
- Authorise Only
- Enter Only
- Read Only
- No Access

(Used for people no longer allowed access to the system e.g. past employees)

The level of access to the system granted to staff is based on the tasks each of them needs to perform.

The school aims to segregate system duties so as to prevent a single person performing entries and authorising and initiating payments. However, there are some occasions where this is not possible.

The school is using E-Ordering. The person who processes orders cannot also authorise those orders. To ensure that this cannot happen a Supervisor Defined level of access has been created with the ability to authorise orders removed.

The Table below shows the access rights of all members of staff that use SIMS FMS (Finance)

The Head Teacher controls the System Manager Access and delegates levels of access to School Business Manager.

Level of Access	Name	Position
Supervisor	Joanna Savidge Wendy Lowe Susan Everingham SIMS System	Headteacher School Business Manager Administrative Assistant System Manager
Equipment Register Manager	Susan Everingham SIMS System	Administrative Assistant

Appendix 7 – Contracts and Tendering

London Borough of Havering Corporate Procurement Framework

The table below is an extract of the Council’s Procurement Framework which will be updated periodically.

The Framework highlights the need for schools to conform to the Council’s, National and European Procurement legislation as well as the application of best practice.

Schools should adapt the approval levels in accordance with their scheme of delegation. Guidance is shown within the table

Financial Thresholds Summary – Latest financial thresholds

Summary of Financial Thresholds

Value	Procedure	Decision By
Less than £4999	On quote (record in writing)	Staff member with appropriate authority
£5,000 - £24,999	Two quotes (record in writing)	Staff member with appropriate authority
£25,000 - £99,999	Three written quotes	Two post holders with appropriate authority, one being at least the Headteacher. Amount over £60,000 presented to Full Governing Body.
£100,000 - £174,000	Mini Tender – 1-Stage competitive tender without prior advert against written specification of requirements 3 Tenders	Two post holders with appropriate authority, eg. Headteacher and Chair of Governors.
Above £174,000 and EU rules apply	Full EU advertised competitive tender process 3 Tenders	A Project team reporting to the Chair of Governors and including appropriate specialists eg. legal, finance, procurement, health and safety.
Above £174,000 and EU rules do not apply	Full advertised 2-Stage competitive process 3 Tenders	A Project team reporting to the Chair of Governors and including appropriate specialists eg. legal, finance, procurement, health and safety.

1. Thresholds are compulsory.
2. Values exclude VAT.

3. Values are TOTAL values (NOT annual values eg. 2 years at £10,000 per annum is £20,000, which requires 2 written quotations).
4. Contracts over £100,000 must be executed under seal.
5. Requirements are MINIMUM requirements eg. to obtain three written quotes, you may need to seek 5 or 6. In appropriate cases to demonstrate value for money you may consider following the procedure for a higher value contract.
6. Values are to be aggregated eg. if you have a recurring need on an annual basis for supplies.
7. It is a breach of Contract Procedure Rules to deliberately divide up contracts to avoid these rules.
8. Make a reasonably accurate estimate of the total purchasing requirement/whole life costing/financial implications, eg. including ongoing maintenance and support costs. If variable factors are such that an accurate estimate cannot be made then further information should be acquired before starting the procurement process.
9. The valuation should include the value of possible contract extensions and possible additional options.
10. You must have adequate budget provision.
11. The valuation should include the value of possible contract extensions and possible additional options.

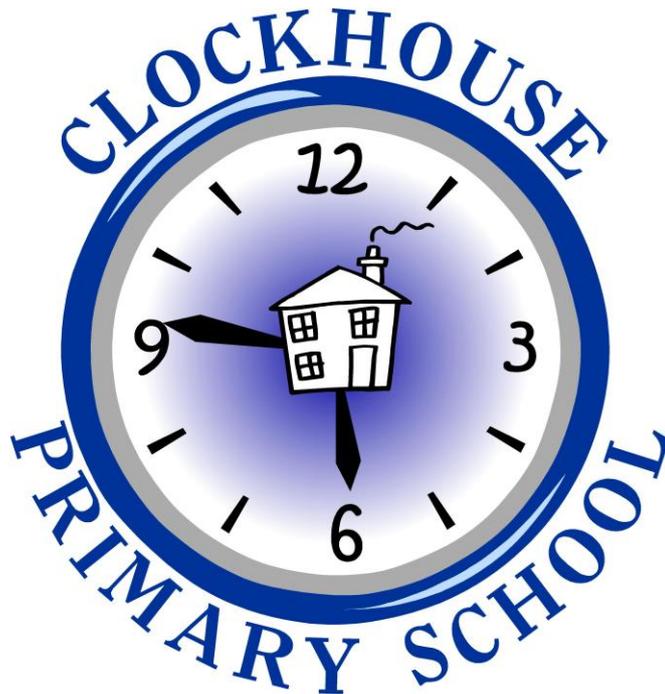
Articles 4(a) to 4(d) of the Public Contracts Directive set out the sum(s) of the thresholds.

These thresholds are given below.

Thresholds are net of VAT.

	Supply and service and design contracts	Works Contracts	Social and Other Specific Services
Central Government	€140,000 (£138,760)	€5382,000 (£5,336,937)	€750,000 (£663,540)
Other contracting authorities	€215,000 (£213,477)	€5382,000 (£5,336,937)	€750,000 (£663, 540)
Small Lots	€80,000 (£70,778)	€1,000,000 (£884,720)	n/a

Clockhouse Primary School



Lettings Policy

Appendix 8

Terms and Conditions for the Hire of the School Premises

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

If a particular letting involves contact with the school’s pupils then:

- Any organisation submitting a lettings request involving working with children must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of criminal record check relating to all staff and others working closely with children. The Headteacher will ensure that there are arrangements in place to liaise with the school on these matters.
- The Governing Body will require Disclosing and Barring Service Check (DBS) relating to staff and other adults using school premises at a time when school pupils may be on site.
- The Governing Body may agree to obtain DBS clearances on behalf of a hirer through Human Resources Services.
- The Governing Body will require evidence of appropriate qualifications for hirers using facilities for specific activities.

Priority of Use

The Headteacher or person with designated responsibility will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Attendance

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made and approval given.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

In the event of an emergency, all occupants must leave the school by the nearest exit and assemble at the venue area as advised to them by the hirer. The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency

evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participants may be on site, have immediate access to participants' emergency contact details, and have access at all times to a mobile phone.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Damage, Loss or Injury

The Hirer is requested to demonstrate to the Headteacher that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting.

Neither the school, or the Local Authority, will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

Schools will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

School Equipment

This can only be used if requested and if its use is approved by the Headteacher (*or other person with delegated responsibility*). Responsible adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of the schools resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting and it is recommended that the hirer has access to a mobile phone to cover the event of an emergency.

Hirer's Equipment

The hirer should bring to the attention of the Headteacher any equipment he/she intends to bring into school. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Local Authority Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer or be inspected by, or on behalf of, the Local Authority. The intention to use any electrical equipment must also be notified on the application.

Any of the hirer's own equipment should be brought into / removed from school within the time booked.

Car Parking Facilities

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. Neither the school or the Local Authority will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided – with due regard being given to school recycling facilities.

Intoxicating Liquor/Drugs

No intoxicants/drugs shall be brought on to or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.

Suitable footwear

Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Charges

Hire charges are reviewed annually and will be discussed with the hirer.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled,

provided that in each circumstance at least 28 days notice is given by either party to the hire arrangement. The hirer may be charged for the letting if insufficient notice (i.e. less than 28 days) is given to cancel the hire agreement. It is the hirer's responsibility to notify participants (parents where participants are of school age), preferably in writing, of any changes in dates or venues at least one week in advance.

Payment for letting

The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the Governing Body's current scale of charges. Payment must be received by the school either prior to or on the date of the letting taking place. The hirer will be subject to an administration fee for late payment, again, in accordance with the Governing Body's current scale of charges.

Security

The Site Manager/School Keeper is responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the Governing Body of the school.

Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher (or delegated officer) or members of the Governing Body or appropriate Delegated Committee, may attend to monitor activities from time to time.

Conclusion of the Letting

The hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge may be made.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

Promotional Literature/Newsletters

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher (or delegated officer) at least one week prior to proposed distribution by the hirer.

On behalf of

I agree to abide by the terms and conditions as set out by Clockhouse Primary School.

Signed: Date:

Public Liability provided to school

Signed Date:

On behalf of the Hirer

Signed Date:

On behalf of Clockhouse Primary School

CRB required seen by Headteacher/designated person

Signed Role:

Date:

Scale of Charges

Facility	Charge Rate	Surcharges	Capacity
Main Hall			
Morning			
Afternoon			
Evening	Pilates – Michelle Slater £37.00 per session 6.45pm – 8.00		
Dining Hall			
Morning	Extratime £216.00 per month		
Afternoon			
Dining Hall & Kitchen			
Morning (Weekends Only)			
Afternoon (Weekends Only)			
Evening			

Morning Session 7.30 to 9.00
 Afternoon Session 3.30 to 6.00
 Evening Session 5.30 to 9.00

(See Lettings Policy)

Example - Hire of School Accommodation Form

Name of Hirer:	Date:
Address:	
Telephone no:	

Accommodation Requested

Main Hall	Dining Hall	Dining Hall & Kitchen	Swimming Pool
Room 101	Room 102	Room 103	Room 104

Purpose of Hire:

Additional Requirements (If available)

Payment

Hire Fees:	Deposit:
Full / Part fees	

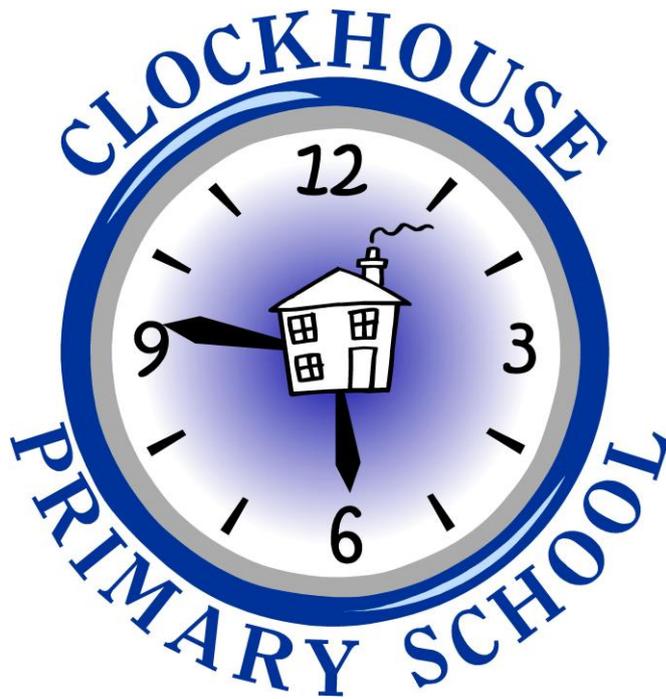
Declaration

I/We agree to hire the above accommodation and confirm that it is to be used for the purpose described above.
 I have read the Terms & Conditions of Hire and agree to abide by these conditions

Name: **Signed:**

Date:

Clockhouse Primary School



Inventory Control Policy

Appendix 9

Purpose of the Inventory

- 1.1 The inventory is maintained to ensure that the school has a detailed record of all the equipment of which it has custody.
- 1.2 The reason for maintaining the a register is to correctly record all items of value held. Also, in the case of fire or theft, there would be a record showing exactly what has been “lost” together with its cost, identifying serial numbers etc. This would assist in either an insurance claim and/or a Police investigation.

2.0 Responsibility for keeping inventories.

- 2.1 The Governing Body maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the Headteacher and the Administrative Assistant (Responsible Officer). The responsible officer ensures the policy and procedures are followed and reports to the Governing Body or its Leadership and Management Committee on a regular basis as detailed within this policy. The Governing Body must approve any further delegation of the duties covered in this policy.
- 2.2 Responsibilities within our school are shown under each part of the control process detailed in the following sections.
- 2.3 When a responsible officer leaves the school, the responsibilities will automatically transfer to the new post holder. Where there is a gap in recruitment, the Head Teacher will nominate a temporary responsible officer. If the person is not being replaced, the head teacher will ensure that the responsibilities are transferred to another member of staff without delay.

3.0 Process – Purchase of Inventory

- 3.1 All purchases of inventory follow the Procurement process and rules as documented in the School’s Finance Policy and are consistent with purchasing guidelines in the London Borough of Havering Financial Regulations for Schools.
- 3.2 Additional approvals if required are sought in writing before purchase of such items.
- 3.3 Where purchase of upgraded equipment or replacement items make existing assets redundant or obsolete, disposing of the asset follows the guidelines set out within this policy.
- 3.4 The Administrative Assistant holds the responsibility of ensuring the correct process is followed.
- 3.5 The Administrative Assistant will ensure that all schedules are kept up to date.

4.0 Items to be recorded

- 4.1 Generally, items of equipment, tools and furniture with a value over £250 are recorded on the Inventory Register. However, the register may contain items below this value that are considered “desirable” and may be open for theft or damage.

- 4.2 Furniture included in the register has an individual value in excess of £250.
- 4.3 Detailed recording of tables, desks and chairs are not kept however, a separate record is maintained for the average number of tables, desks, chairs that are in each room for the purposes of insurance.
- 4.4 Items recorded can be found in the School's Inventory Register. The list is regularly amended to include any items purchased and inclusion on the inventory register is deemed necessary.
- 4.5 The responsibility of determining which items should be recorded on the Inventory Register lies with the Headteacher.

5.0 Details to be recorded

- 5.1 The inventory is held as a computer file within SIMS which is backed up remotely on a daily basis.
- 5.2 The inventory contains information that is as comprehensive as possible.
- 5.3 Where available a unique identifier or serial number is recorded in the relevant box.
- 5.4 When new items are purchased all details of description, identification and purchase are recorded as appropriate.
- 5.5 When items are disposed, lost, stolen, these details are recorded in the Disposals section (Disposal & Write Off).
- 5.6 The current register is updated when required.
- 5.7 The responsibility of adding all new purchases on the register rests with the Administrative Assistant.

6.0 Inventory Checks

- 6.1 At least annually, and usually in the month of October, a physical check on inventory is conducted.
- 6.2 All items recorded in the register are checked for location and condition.
- 6.3 The check is also used to identify items that may have been missed off the original register.
- 6.4 Where the condition of assets has deteriorated, it is noted for repair, disposal and/or replacement.
- 6.5 Where assets are no longer used and are considered to be obsolete, this is reported to the Headteacher and decisions made for disposal.

- 6.6 The Administrative Assistant controls the process of Inventory Checks. The current inventory list is sub-divided and given to staff responsible for conducting as the checklist of inventory items.
- 6.7 Class teachers conduct checks for Classroom inventory.
- 6.8 The Administrative Assistant conducts the checks for all General Inventory.
- 6.9 The Administrative Assistants conduct the checks for all office equipment.
- 6.10 The Subject leader conducts the checks for all computer equipment.
- 6.11 The individual that conducts the check signs inventory Check Schedules, these are attached to the signed **Declaration of Inventory Check**.
- 6.12 The Headteacher is responsible for consolidating the various inventory checks.
- 6.13 The Headteacher will report on the findings of the inventory checks and present this to the Leadership and Management Committee.
- 6.14 The Leadership and Management Committee will use the information to make decisions on disposals, replacements, security of assets.

7.0 Security of Assets

- 7.1 All valuable equipment (attractive to thieves or easy to remove) is security marked with the name of the school and postcode, wherever possible in a highly visible manner to detect theft. However, care is taken not to reduce any resale value of the assets.
- 7.2 All easily removable items, e.g. laptops and audio-visual equipment, are locked away securely when not in use.
- 7.3 A log of all equipment loaned out to staff, is kept in the office and staff are asked to record their loan on this log, especially if the equipment is to be taken off site. Staff using the loan facility agree to ensure the security and safe usage of the equipment whilst in their possession.
- 7.4 Staff with school equipment on loan must ensure the security and safekeeping of the equipment whilst in their possession and as such accept the responsibility at the time of the loan.
- 7.5 Any equipment loaned out for personal use is not covered by the school's Insurance policy and as such will not be loaned unless adequate insurance cover is provided.
- 7.6 Any leased equipment is not marked without first referring to the leasing contract/company.
- 7.7 The Administrative Assistants are responsible for ensuring all Premises related equipment is security marked.

- 7.8 The Administrative Assistants are responsible for ensuring office related assets are security marked and stored securely.
- 7.9 All Classroom equipment where appropriate is security marked/stamped by the Administrative Assistants on receipt of goods.
- 7.10 All teachers and staff are responsible for ensuring equipment used by them is correctly and securely stored when not in use.

8.0 Disposal Policy

- 8.1 Assets are disposed only if they no longer have any use to the school.
- 8.2 The table below shows the reasons for disposal and the methods of disposal used by the school:

Reasons For Disposal	Method of Disposal
Obsolete – No longer used	Destroyed
Damaged Beyond Repair	Donation
Upgraded Equipment Purchased	Offered for Sale
Faulty & Uneconomical to repair	Confidential Disposal
Theft	Stolen
Fire Damage	Scrap
Missing (Presumed Lost/Stolen)	Lost / Missing

- 8.3 Before Items are disposed, authority to dispose them is sought from the Headteacher. This is in line with the original purchase price of the asset or its replacement value. **The Authority to Dispose / Write Off Inventory Form** is used (See Attached).
- 8.4 The Headteacher checks that the asset is disposed in the most appropriate method.
- 8.5 In the case of disposal of computer equipment that may contain confidential school information, disposal involves the security deletion of data from the memory. This is done prior to disposal by sale or donation. Ideally, such assets are destroyed.
- 8.6 Items sold are be supported by a Sales VAT Invoice.
- 8.7 When items are either sold or donated to staff members, the Governing Body’s Leadership and Management Committee is consulted prior to the transaction.
- 8.8 When items of inventory are disposed, the disposal is recorded on the Current Inventory list.
- 8.9 All items disposed are removed from the current list and recorded on the Disposals list.
- 8.10 The Headteacher controls the process of disposal and reports all disposals to the Leadership and Management Committee when required.

9.0 Inspection

9.1 The inventory is available for inspection as required by the Internal Audit Service to Schools or by any other employee authorised to do so by the Borough's Section 151 Officer, The Executive Director, Finance & Planning.

10.0 Reporting

10.1 The Headteacher reports at least annually to the Governing Body's Leadership and Management Committee. The reporting process, when required will include the following:

- Missing Inventory
- Condition of Assets and damaged items
- Security of Assets
- Items considered obsolete
- Items for disposal
- Assessment of when items will need replacing

10.2 The Headteacher signs the **Annual Inventory Check Process Declaration**, before reporting to the Governing Body's Leadership and Management Committee.

10.3 The Governing Body's Leadership and Management Committee will use the report to plan future Inventory Control.

10.4 If assets are damaged, involved in accidents, lost or stolen and are essential for running of the school, the Head Teacher will contact the Chair of Governors and advise what action is to be taken.

10.5 Decisions made in these situations are documented and countersigned by the staff making the decision and the Chair of Governors.

Clockhouse Primary School

Authority to Dispose / Write Off Inventory

Reference No:

Requester

Name	Position	Date	Signed

Asset Details

Equipment No	Description	Serial Number
Purchase Value		Location

Reason For Disposal

Obsolete	Damaged beyond Repair	Upgraded	Uneconomical to Repair
Theft	Fire Damage	Missing (Lost)	Other (Specify)

Replacement	Insurance
Is this item to be replaced (Y/N)	Is this covered by Insurance (Y/N)
Is Replacement budgeted (Y/N)	If yes, has a claim been lodged (Y.N)
If not Budget how is it being financed?	Claim Reference

Authority

Name	Position	Date	Signed

The Authoriser must have delegated powers in excess of the value of the asset being disposed.

The Authoriser must hold a more senior position to the requester.

Once authorised, the disposal must be recorded on the Inventory Register

Clockhouse Primary School

Declaration of Inventory Check

I certify that I have carried out a check and count of inventory as requested by

I have used the inventory list given to me and have reported all discrepancies as requested.

Name: _____

Signed: _____

Date: _____

Inventory Sheets are attached

Clockhouse Primary School

Annual Inventory Check Process

Management Declaration

I certify that the school's inventory has been checked by _____

All check lists are attached and I am satisfied that all discrepancies have been investigated.

A report has been presented to the Governing Body / Leadership and Management Committee for formal approval.

Name: _____ (Head Teacher)

Signed: _____

Date: _____

Certified By

Name: _____ (Governor)

Signed: _____

Date: _____

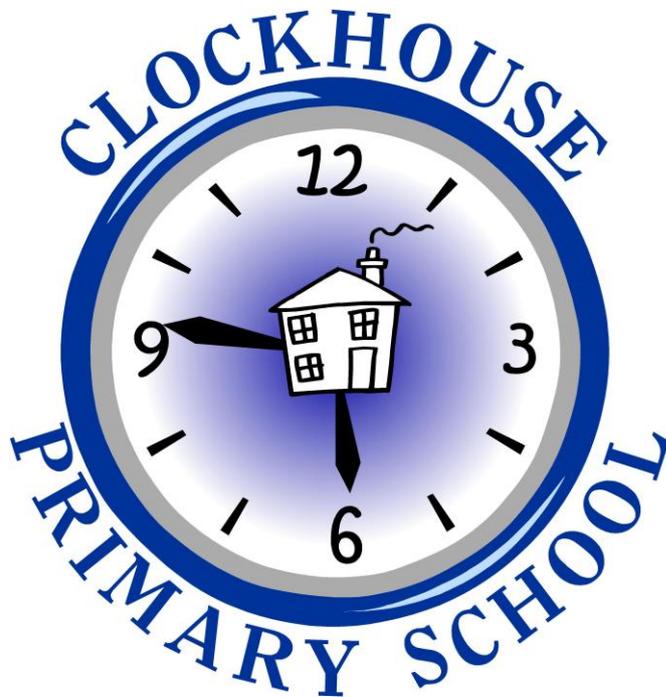
Clockhouse Primary School

Equipment on Loan to Staff

Type of Equipment: _____	
Make & Model: _____	
Serial Number: _____	
Equipment No on SIMS: _____	
Allocated to (print name): _____	
Signed: _____	Date: _____
Returned Signed: _____	Date: _____

Terms and Conditions: I have read and comply with both the Data Protection and ICT/Computing Policies. I will ensure a) the equipment is kept as secure as possible during use b) the equipment will not be used to perform or support any inappropriate activity that may bring the school and the LEA's name into disrepute c) any damage to the equipment is reported to the headteacher as soon as possible. If the damage is considered to be as a result of negligence, I may be required to compensate the school. I note that I will be required to return the equipment to school for a visual check and on audit day.

Clockhouse Primary School



Charge Cards and Credit Card in Schools

Appendix 10

1. Overview

Following the withdrawal of the LBH Purchasing Card, schools are permitted to operate charge cards or credit cards taken out with their own banks. Banks will use different names for the various cards available - the term 'charge card' will be used throughout this document to refer to all cards taken out by schools. Advice should be sought from the School Finance Section on whether a card is appropriate for school use before any application is made.

A copy of this manual should be given to all cardholders in the school.

All cardholders will be required to sign the Cardholder Agreement – Form C

2. General Conditions

2.1 The following conditions will apply to all cards used by schools:

- The card must be held on the school's main bank account - the one used to administer the school's delegated budget
- A monthly expenditure limit must be set for each cardholder which is determined and amended only with the authorisation of two signatories to the bank account
- Payment of card balances must be made in full each month by direct debit

Additionally where possible under the terms of the charge card

- An individual transaction limit should be set
- The ability to withdraw cash should be disabled. (The withdrawal of cash will not be permitted in all cases)

2.2 All schools will be permitted to use charge cards unless otherwise advised by the Group Director Finance and Commerce, Group Director Social Care and Learning or their representatives.

2.3 Cardholders must be permanent employees of the Council (or the school for V/A and Foundation schools) working at the school.

2.4 The monthly limit for each card holder should be set at the lowest level practicable. Use of the card should be reviewed annually to ensure that it is still required and that the monthly limit is still appropriate.

2.5 Schools should consider carefully whether finance staff should be cardholders. If the school determines that it is essential finance staff may be cardholders. Where this is the case an additional check will be required when the monthly bank reconciliation is completed. (See paragraph 3.5)

- 2.6 Payment should only be made by charge card only where the usual order/invoice/cheque system via FMS is not possible.

3. Procedures for Schools

3.1 Governor Authority

- Schools that previously operated the LBH Purchasing Card must obtain the approval of the Chair of Governors or Chair of Finance to apply for and operate charge cards. This should be recorded / documented. The Chair of Governors or Chair of Finance must also approve the list of proposed card holders and monthly limits. The authorised schedule of cardholders and limits (Form A) should be returned to the Schools' Finance Section and a copy retained at the school.
- Schools that did not previously operate the LBH Purchasing Card must inform the School Finance Section before applying for a card. They must obtain the permission of the Governing Body to operate charge cards. The Governing Body must also approve the list of proposed card holders and monthly limits. The authorised schedule of cardholders and limits (Form A) should be returned to the Schools' Finance Section and a copy retained at the school.

The Governing Body may wish to delegate these responsibilities to the Finance Committee. If this is the case the decision to delegate responsibility should be minuted and the terms of reference for the Finance Committee should be amended to include reference to responsibilities for charge cards.

3.2 Amendment to School's Finance Policy

The school should include a notation in their financial policy stating that charge cards are being used. The cardholders should be listed in the Scheme of Delegation together with the expenditure limits and other limits imposed on the cards.

3.3 Cardholder Agreement

All cardholders must be given a copy of this document and are required to sign the Cardholder Agreement (Form C). A copy of the each Cardholder Agreement should be sent to the School Finance Section and a copy retained at the school.

3.4 Monthly Transactions Log

A monthly transactions log (Form B) must be maintained for each card. This can be completed manually or in spread sheet format. These logs will usually be maintained by the finance officer.

Completing the Monthly Transactions Log

- 1 As soon as possible after a purchase is made details of the purchase and any documentation should be passed to the finance officer. The details should then be entered onto the Transactions Log. This includes:

Date of purchase
Supplier
Purchase method – e.g. telephone, internet, shop
Description of goods or service
Date goods received or service delivered
Cost – total cost, net cost and VAT
Cost centre and ledger code to be charged

- 2 When the monthly charge card statement is received this should be reconciled to the transactions log for that month.
- 3 If an item appears on the charge card statement that is not recorded on the log, the cardholder should be asked to supply the relevant documentation relating to that purchase and the details entered.
- 4 If an item appears on the statement that is not recognised the card issuer (the bank) should be contacted straight away. In the event of fraudulent use being identified the school must inform the School Finance Section.
- 5 If an item has been entered onto the log but does not appear on the card statement the reason should be investigated. If the statement was produced before the transaction was processed the transaction should be removed from the transaction log for that month and entered immediately on the log for the following month. If the transaction does not appear on the following statement the school should contact the supplier.
- 6 When the transaction log has been reconciled to the card statement it must be signed by the cardholder and authorised by two bank signatories. The cardholder cannot be one of the signatories.
- 7 Once the transactions log has been authorised a cash book journal should be processed in FMS debiting the expenditure codes detailed on the log and recording VAT as necessary. The total value of the cash book journal must match the total amount shown on the charge card statement. The date that the cash book journal is processed and the name of the person making the entry should be entered on the Transactions Log.

3.5 Bank Reconciliation - Additional requirements for schools where finance staff are cardholders.

If the finance officers, or other staff processing entries in FMS, are cardholders an additional check is required when completing the monthly bank reconciliation.

- 1 The direct debit entry on the bank statement relating to payment of the charge card balance should be identified and highlighted.
- 2 The person completing the bank reconciliation and the person authorising the bank reconciliation should have sight of the relevant authorised Transactions Log.

- 3 They must verify that the total shown on the bank statement matches the total on the Transactions Log and initial the relevant line on the bank statement to confirm this.

4 Cardholder Rules

- 1 You must abide by the terms and conditions applied by the card issuer (the bank).
- 2 You must abide by the procedures laid out in this document (Charge Cards and Credit Cards in Schools - Procedures and User Guide).
- 3 You must be a permanent employee of the London Borough of Havering or the school in the case of Voluntary Aided and Foundation schools.
- 4 You must take good care of the card. If your card is lost or stolen you must notify the card issuer and the school's card administrator immediately.
- 5 On request or on termination of employment the card should be cut in half across the magnetic strip and through the chip and returned to the card administrator.
- 6 The card must be used for appropriate school business purchases only.
- 7 The card must not be used for personal purchases.
- 8 The card must not be used for cash withdrawal.
- 9 The card must not be used to pay for any building work.
- 10 The card can only be used to purchase fuel for vehicles registered in the school's name and for which a 'fuel log' is maintained.
- 11 Recurring payments, such as annual subscriptions, must not be set up on the card.
- 12 Purchases must be made by you in person. The card must not be given to anyone else to make a purchase on your behalf.
- 13 Before making a purchase you must obtain authorisation from the relevant budget holder who should ensure that the sufficient funds are available.

- 14 Before making a purchase you must ensure that it will not cause your monthly transaction limit to be exceeded.
- 15 All purchases made using the charge card must comply with Schools Financial Regulations and the school's own Finance Policy. You should ensure that the appropriate number of quotes for goods and services have been obtained before making a purchase.
- 16 Payment must not be made to an individual for a service provided unless an Employment Status Evaluation has been completed.
- 17 Delivery of goods must be to the school address only.
- 18 Details of all purchases made together with appropriate invoices and receipts should be passed to the school's finance officer who will keep a log of transactions.

The use of the card will be subject to audit.

Failure to comply with the cardholder rules may result in withdrawal of the card and / or further disciplinary action.

5. Using the Charge card

Purchases can be made by telephone, in person or over the internet in all cases before making a purchase:

- 1 Obtain authorisation from the relevant budget holder who should ensure that the sufficient funds are available.
- 2 Ensure that the purchase will not cause the monthly expenditure limit to be breached.

Delivery of goods must be to the school address only.

5.1 Placing Orders by Telephone

- 1 Orders should be placed by telephone only in emergencies when goods are needed urgently and when an order cannot be sent to the supplier in the usual way.
- 2 Telephone the Supplier confirming the price and delivery details. Give your card number, quantity and details of goods, ensuring you remain within your personal limits.
- 3 If the Supplier asks for your billing address give the school address
- 4 If the Supplier requires an order number this will need to be generated from SIMS FMS. On receipt of the monthly card statement the SIMS order should be cancelled with the narrative 'Charge card purchase' provided as an explanation. You should ask the

supplier to mark any documentation “VISA PAID”. Cancelled orders should be retained with the card documentation.

- 5 The Supplier will confirm the Net, VAT & Gross price prior to processing the Order.
- 6 Confirm with the Supplier that a VAT Invoice will be forwarded to you upon delivery of the goods. The invoice should be marked “Paid by Visa” to ensure that the invoice is not paid again.
- 7 Details should be passed to the person completing the Transactions Log immediately. Once your goods and invoice are received – check the information from your invoice against the details on the transactions log. Any discrepancies should be resolved as soon as possible.

5.2 Purchasing Goods Direct

On occasions you will purchase goods direct from the supplier outlets, for example at a bookshop or supermarket.

The procedures for direct purchases are handled in a similar manner to telephone orders, with the exception that you must ensure the paperwork you receive is VAT compliant (i.e. a VAT stated invoice)

- 1 Purchase your goods from the Supplier.
- 2 You will need to enter your PIN number, if the paperwork received does not give VAT breakdown and VAT number, you must obtain a VAT invoice from the supplier. It is advisable to inform the cashier that you require a VAT invoice before payment is made.
- 3 Purchase information should be passed to the person completing the transactions log once you return to school.
- 4 Itemised receipts must be kept for audit purposes.

5.3 Internet Purchasing

- 1 Internet purchases can only be made when the usual purchasing arrangements are not available.
- 2 Purchases must be made by the cardholder in person.
- 3 Ensure that the website you are using displays the secure site padlock symbol and that the web address starts with https and not http.

- 4 Only use companies that are known to you. Payments cannot be made to individuals unless the appropriate Employment Status Evaluation has been completed.
- 5 Card details must not be stored on-line.
- 6 Once the purchase is complete ensure that all order and invoice details displayed or e-mailed to you are printed out and passed to the person completing the Transactions Log.

Charge Cards and Credit Cards in Schools
 Schedule of Charge Card Holders and Limits

Form A

Name	Position held	Monthly limit £

Approval by Chair of Governors / Chair of Finance Committee (delete as applicable)

Signature _____ Date _____

School _____

Cardholder Agreement

School _____

Cardholder _____

Position / Job title _____

Monthly transaction limit _____

As a charge card / credit card holder at the above school I confirm:

- I have been given a copy of the Procedures and User Guide for Charge Cards and Credit Cards in Schools
- That I agree to follow the procedures described in this document and abide by the Cardholder rules detailed in Section 4

Signed _____

Date _____

A copy of this agreement should be sent to:

Schools Finance Section
London Borough of Havering