

# St Antony's Catholic Primary School



## FINANCE POLICY & PROTOCOLS

Learning together  
in  
God's love

Agreed by Governors: February 2017  
Review date: September 2018

# St. Antony's Catholic Primary School Finance Policy

## Our Mission Statement

At St. Antony's Catholic School we celebrate our special talents as children of God:

- We try to be like Jesus and always keep him in our hearts.
- We work together in our homes, school and parish to share our gifts and learn together.
- We understand that we are all different and we respect each other.
- We look after our world so that we may share it together in peace.

## Organisation of responsibility and accountability

### The Governing Body

- Approves the annual budget
- Decides areas of delegated responsibility
- Keeps the mandate of the Local Management Scheme (Finance) Committee under review
- Monitors expenditure and financial outcomes
- Approves the school development plan (presented to Governors by HT)
- Ensure the school adheres to SFVS

### Head Teacher

- Advises the Governors in budget planning
- Responsible for ensuring that LEA financial regulations are implemented as appropriate
- Regularly consults with senior management (Deputy Head and Business Manager) on the financial implications of the school development plan
- Monitors the effectiveness of accounting procedures and levels of expenditure each term
- Meets regularly with the Premises Manager
- Responds appropriately to the recommendations of auditory and/or DCFS Inspectors
- Is the only person in the school authorised to incur expenditure on behalf of the Governors.
- Is delegated to vire money to the limit agreed by the Virement Policy
- Meets regularly with the finance officer

### Business Manager

- Provides administrative support for Governors and HT
- Monitors and evaluates school admin, finance and health and safety procedures and identify risk areas
- Monitor school budgets and maintain accurate information
- Contribute to measurement, analysis and review of school performance including benchmarking information against other schools
- To undertake effective procurement procedures to ensure value for money i.e. obtaining 3 quotes for any project over £5,000 and 5 quotes for any project over £10,000.

### Finance Officer

- Implements LEA procedures for accounting
- Monitors expenditure of staff
- Implements school's internal financial policy
- Oversees accounting and banking of voluntary funds
- Vires money between accounts on the instruction of the Head Teacher

### **School Bursar**

- Attends school monthly to check items held on School Suspense Account
- Checks Budget Monitoring Report to ensure that cost centres are not overdrawn
- Check for any discrepancies in personnel payments
- Complete outturn report forecasting for end of year
- Completes CFR report at end of year (Consistent Financial Reporting) that reconciles school spending and income figures with those of the Local Authority

### **Premises Manager**

- Advises Head Teacher in financial requirements relating to the premises
- Obtains quotations/estimates agreed with the Head Teacher
- Carries out a quality audit of the work done and approves payment

### **School Development Plan**

This determines the allocation of relative findings in the school budget. The Governing Body approves the budget in March for the new financial year. Senior Management from the overall capitation budget determines the allocation of funding to individual departments, curriculum development needs, use of consumables, servicing requirements.

### **Internal Financial Control**

- The Sims system controls the school's financial procedures. The LEA monitors its operation. The school has an annual contract with the Sims Support personnel to enable it to function efficiently.
- The process of authorisation, certification and payment are assigned to separate members of staff
- All orders must be entered on SIMS and can only be authorised by the Head Teacher or the Finance Officer
- Premises staff informs the person responsible for deliveries. Delivery notes should be checked promptly against goods. The person concerned will be asked to certify invoices before payment is made.
- The Petty Cash reimbursements are kept to a minimum.

### **Insurance**

The school is insured for Fire, all risks and personal liability with AIG Europe.

### **Data Protection**

The LEA, who is responsible for its registration Under the Data Protection Act 1984 owns the ICL computer network in which the SIMS financial package is operated. Only authorised staff has access to the system.

### **Purchasing**

- The major suppliers for stationery, equipment and general needs are: GLS and Viking. Book orders are normally placed with Scholastic or the Book People
- Orders are entered on SIMS only by the Finance Officers
- All orders must be authorised by the Head Teacher or Business Manager

### **Personnel**

- All staff salaries are paid for by the Borough
- The Head Teacher is responsible for informing this department of all appointments, promotions, overtime, changes to contracts and terminations.
- An up to date list of all personnel employed at the school with their current grades is kept on file
- The Head checks the accuracy of personnel transactions and forecasts costings for each new financial year.
- Travel expenses are reimbursed for authorised staff journeys
- Fees for inset consultants and visiting speakers will be paid by cheque from the school.

**Security of Stock**

- An inventory list is maintained by the school and a general check is taken every June/ July.
- Where school property becomes obsolete or surplus to requirements the Head will authorise its disposal and inform the LEA.
- Only the Head, Business Manager and Finance Officers have access to the school safe.

**Banking**

- School funds are banked with Lloyds Bank.
- Two signatures are needed for a valid cheque. The authorised signatories are: Head, Assistant Head / SLT, Business Manager.
- Cash received by the school is banked by the finance officer/assistants
- Funds surplus to requirements are placed on deposit.

**Additional Funds**

School trips and all other payments should be placed in a sealed envelope and appropriately marked give not them by the Admin Assistant. This is handed to the Class teacher who ensures it is passed to the Admin Assistant.

# St. Antony's Catholic Primary School

## Finance Protocols

### Background

The Governing Body, the Head Teacher and the Senior Leadership Team believe that a clearly outlined system of policies will guarantee that each member of staff is aware of their role and responsibilities, is empowered by the high level of professionalism that is expected by them and is accountable for their decisions and actions.

### Scheme of Delegation

The Governing Body delegates its responsibilities to the staff to manage the day to day financial activities of the School.

The scheme of delegation covers the following areas:

- Bank Cards, Cheque Signatories and Payments
- Staff Expenses and Petty Cash
- Ordering and Receiving of Goods & Services
- Tendering Process
- Invoices
- Budget Virements and Adjustments
- Movement and Disposal of Assets

### Bank Cards, Cheque Signatories and Payments

#### Cards:

- School bank cards should be held by the Head Teacher and by the 2 Assistant Head Teachers.
- The cards should bear the name of the card holders.
- The cards are the property of the school.
- A maximum purchase of £500 should be set up by the bank to monitor purchases per day
- Only the Head Teacher's card should be allowed for one time purchase of up to £2000 per transaction or per day
- No personal expenditure should be made from these cards and approval should be made before payment except on emergency cases
- The Finance Officer is responsible for providing the Head Teacher and the Finance & Premises Committee with the Card statements at the end of each term alongside a copy of the relevant Requisition Forms provided by the person requesting the payment and authorised by the Head Teacher.

#### Cheques:

In order to be processed, every payment, either by card or by cheque, requires the following documents:

- Requisition form prepared by the person requesting the purchase and approved by the Head Teacher;
- A copy of the invoice of the purchase.

Following the payment, the signatories of the cheque shall keep for future records a (photo) copy of the actual cheque and, in case of an online order, a copy of the online confirmation/receipt.

- All cheques issued for payments should be signed by at least two signatories. Either the Head Teacher/Assistant and/or finance staff. Preferable three signatories.
- There should be Levels of Authorisation for payments:
  - Any amount up to £1,000 could be signed by an assistant Head Teacher and the finance assistant for payment.
  - Any amount above £1,000 but not more than £2,000 should need the signature of the 2 Assistant Head Teachers.

- Any amount above £2,000 must be endorsed by the Head Teacher and any other signatory.
- Under no circumstance should a cheque be issued for payment without the signature of the Head Teacher or any of the assistants.
- Likewise, under no circumstance should a BAC payment be authorised without the initial authorisation of the Head Teacher or the assistants if they are above the authorised levels.
- With the coming in of Bank Account Credit (BAC) the school should consider the use of such effective and easier method of payment. But the levels of authorisation should be observed.

### **Staff Expenses and Petty Cash**

The School has currently available a fund of £500 for small expenditures. This amount is split between a petty cash float of £150 and bank liquidity of £350 and it's controlled by the Finance Officer.

Petty Cash payments are restricted to incidental expenses of low value. The maximum sum paid in cash is £19.99.

Payments above this value are made by cheque.

#### Protocol:

- The School currently has an imprest of £500 in cash for small expenditures.
- This amount of £500 is kept by the school and should be replenished on monthly basis
- The imprest is kept and keys held by three staff members including the Head Teacher or an assistant Head Teacher
- The imprest is kept by the assistant finance office (least officer in the finance department)
- A petty cash voucher for petty cash claims should be filled and signed by claimants and approved by their phase leaders (if the total amount is less than £20) or by the Head Teacher (for any amount above £20)
- All expenses claims require a Requisition Form to be completed by the Claimant and approved by the Head Teacher in order to be paid.
- Whenever possible, it is advised that staff secures approval from the Head Teacher prior to incur in a cost. In this way the Finance Officer can guarantee that enough liquidity is available at any time and avoid delay in payments.
- However in the event a member of staff incurs into an inevitable cost which hasn't been approved in advance, the Head Teacher will be able to approve it retrospectively, upon receipt of a Requisition Form, at her discretion.
- At the end of every month, the petty cash holder would render account of the money held over the period to the finance officer and the Head Teacher
- When reimbursed, the vouchers and invoices are given to the finance officer for entry into the school accounts
- On the First day of every month, the total amount spent during the previous month should be reimbursed to the petty cash to come back to £500
- If at any time the imprest/petty cash falls to below £100 an arrangement should be made for petty cash account to be rendered to the finance officer and the Head Teacher for cash replenishment
- On the last day of the school session before vacation, any cash balance in the petty cash should be deposited at the bank and the deposit slip entered into record as "cash to bank"
- Before the petty cash balance is deposited on the last day of any school session, the last petty cash account should be rendered and any cash balance checked before the bank deposit made
- On the first day of school re-opening, the imprest is filled to its value of £500

Deadline of Petty cash payment

- First deadline - 7th of every month
- Second deadline - 25th of every month

Staff claiming expenses genuinely made in the interest of the school should be reimbursed within one week from the deadlines set. Claims should not exceed one week unless an unforeseen circumstance arises

Any amount exceeding £50 must be paid by issuing cheque or with BAC

#### Business travel

- If the expense is related to travel undertaken for job related purposes, members of staff are encouraged to use the school oysters when possible.
- All transport related expenses (such as travelling by public transport, cab/taxi, or similar) will be recorded in a spreadsheet by the finance officer / admin support staff.
- Such database shall be kept up to date for tax audit purposes.

### **Ordering and Receiving of Goods & Services**

#### Ordering:

- Ordering of any asset or major item or services should be requested by either a teacher/ department through the requisition process
- Written authorisation by the head of the Department / Phase Leader
- All orders should be sent to the admin for procurement
- The admin staff in charge of orders should invite quotations from at least three (3) suppliers and compare the best three (3) of them for value for money (quality and price)
- Orders should be placed for the best interest of the school and must be signed off by the Head Teacher prior to the purchase and then passed onto the Finance Officer to order.

The table below shows the Phase Leaders and Head of Departments who are able to approve the orders (Subject to Head Teacher's final approval)

NAME	POSITION	DEPARTMENT	BUDGET
Mrs Moore	Head Teacher	All	
Mrs Moore	Head Teacher	Assessment	£3,000
Ms Estepa	Design & Art Lead	Display & Arts	£3,500
Mr Chan	Performing Arts Lead	Performing Arts	£2,000
Mrs Wade	Maths Lead	Maths	£5,000
Ms. Baptiste	Inclusion Lead	SEN	£5,000
Mrs Baptiste	Literacy	English	£9,000
Mrs Seshie	Science	Science	£5,000
Mr. Chan	Performing Arts Lead	Music	£10,000
Mr. Khan	PE Lead	P.E.	£6,000
Mrs Moore	RE Lead	R.E.	£6,000
Mr. Curran	ICT Lead	ICT	£42,000
Ms Choudori	Phonics Lead	Foundation Stage	£4,000
Ms Weir	Humanities Lead	History	£2,000
Ms Wade	Humanities Lead	SMSC	£2,000
Ms Carrascosa	Languages Lead	MFL	£1,000
Mr. Curran	Humanities Lead	Geography	£2,000

#### Receiving Goods:

- A designated staff, the school's Receptionist, should receive and sign
- In her absence, the Assistant Finance Officer should sign
- Check the delivery note with the items before signing
- Within 24 hours, the responsible staff should check the quality of the goods or asset
- Note any discrepancies and defects
- Signs it if satisfied
- Ensures the goods or order are sent to the right place in the school
- Be recorded, if any, for receipt

### **Building work**

### The Approval Process

Any major maintenance or improvement job should be approved by the Governing Body according to the following criteria:

- It shows a clear improvement in pupils' wellbeing or prevent (fix) a safeguarding issue; and/or
- It contributes to a better quality of teaching and improve pupils' learning experience; and/or
- It is a cost efficient work and will save money for the school in the long term; AND
- It follows the vision that the Head Teacher and Governors have outlined in the School Development Plan.

The Head Teacher submits the proposed building work firstly to the Premises Committee, to approve the project and the timeline.

Secondly, the proposed building work is passed to the Finance Committee, to approve the cost within the constraint of the school budget.

As the finale stage, the whole Governing Body approve the proposed building work, the project, the costs and the timeline.

### The Tendering Process

The school administers the tendering process through an SLA with Munday & Cramer.

They are responsible from procuring and vetting the minimum required numbers of tenders or quotations (as outlined below) from appropriate contractors, before they are submitted to the Governing Body for the final evaluation based on criteria of quality and cost efficiency.

The minimum required numbers of tenders are:

- Below £5,000, at least 3 written quotations should be obtained for all orders to identify the best sources of the service(s).
- Above £5,000 and up to £100,000, three written quotations should be submitted in writing by a specified date and based on a written specification and evaluation criteria;
- Over £100,000, five written quotations should be submitted in writing by a specified date and baed on a written specification and evaluation criteria.

### **Invoices**

- The Business Manager shall provide a list of the School's suppliers to the Head Teacher and the Finance & Premises Committee, so that all payments can be planned in advance and included in the annual Budget.
- Furthermore, this practice will avoid redundancy in the services the School receives by multiple companies and ultimately will reduce the overall number of providers and the admin staff's workload.
- All suppliers' invoices to the school must be accompanied by purchases order authorised by the school's Procurement Officer and Delivery Note from the supplier indicating that the goods or assets have been received by the school with a staff signature and name on the delivery note.
- Invoices should be submitted to the Head Teacher or the assistant Head Teacher in the absence of the head teacher for approval before payment
- BAC is to be used, it should be approved first by the Head Teacher or the assistant head before the BAC is carried out
- No supplier invoice should be input into school accounts without the authorisation of either the Head Teacher or the assistant in the absence of the head teacher.
- No one person can order Good / Services and sign the cheque for the payment of that order.
- The payment of the invoices is in accordance with the cheque signatory limits.

### **Budget Virements and Adjustments**

- Budgets are made according to our previous expenditure and an additional adjustments for inflation
- If any virement is needed, the Finance and Premises Committee should be consulted and meeting be arranged for that purpose

- Any virement considered by the Finance and Premises Committee should be approved by the full governing body before implementation.
- Special cases can be granted if the finance and premises committee approves a virement and there is not possibility for the full governors meeting to be held but the expenditure needs to be made urgently, especially during vacations

## **Budget Deficit And Profit**

### **Usage of School's Property outside the School's Premises and Returning of it and use of School's premises**

The School is an active part of the Community and as such some of its assets or its premises may be used for activities outside of the School's premises. Some of these activities may be organised by the Church or by members of staff.

#### Usage of Property

Members of staff moving the School's Assets may be asked for a deposit against breakage for certain items. The Church will be exempt from paying a deposit.

Members of staff are allowed to use school property outside the school as usual; however, care must be taken to ensure their security and proper use.

The Head Teacher must be informed and must approve each time any asset is moved outside the school.

A member of staff must be available to log in the Assets Register what items are moved from the premises and log out when they are returned.

Staff must return all school property in their care when leaving the school, i.e., upon resigning or transfer or on long leave.

All school properties must be returned on the last day of the school before holidays

#### Use of Premises

Members of staff or of the Community can hire the hall or other rooms (i.e. to teach lessons (one to one, small group or whole class/Bible study/First Communion or Confirmation celebrations), provided that this doesn't have a detrimental impact to the day-to-day activities of the school.

The person(s) hiring the location must obtain written approval by the Head Teacher, upon providing detailed information of the reason of hiring, time of hiring and people attending the event (within reason), and must follow the dedicated Policy for hiring the premises.

#### Disposal of Assets

If school property becomes obsolete it should be disposed of as follows:

- Phase/Curriculum Area Leader should inform the Head Teacher or the Assistant Head Teacher in the absence of the head teacher of the asset in question.
- The Head Teacher and the phase/curriculum leader(s) responsible for the item should decide if the asset is no longer needed/obsolete and instruct the appointed Disposal Officer (Mary Marson or designate) to dispose of the item safely.
- When disposing of assets, every effort should be made to seek a residual value for the items and or to 'up-cycle'/donate to needy causes as well as be mindful of preserving the environment with the disposals.
- In regards to the disposal of ICT equipment which is deemed unusable in a safe and satisfactory way, the ICT coordinator is responsible for recording the disposal in the asset register, to remove all software (and if possible to re-assign the licensed software to another terminal), to delete all personal data, to ensure that the school receives an end of life certificate.
- The school will use a third party organisation recognised by the Borough which will guarantee that all data is completely wiped out and deleted from the item and will provide a certification of the disposal clearly outlining the item disposed, the date/time, the way of the disposal (i.e. waste or transfer).

## **Supporting Documents.**

- A. Charging and Remissions Policy
- B. Virement Policy
- C. Pay Policy
- D. Letting Policy