

FINANCE

Bursar – Nicola Buckland x 220

Finance Manager – Julie Woodley x 218

Finance/Admin Assistant – Yanina Sillence x 246

Finance Assistant – Sarah Spalding x 247

The Financial Administration Policy can be found on Ariadne

Esher High School, in line with most schools, has both delegated funds (public money) and unofficial funds.

Expenditure related to the running of the school and resourcing the curriculum comes from the delegated budget. Income and expenditure for extra curricular activities e.g. school trips goes through the unofficial fund (see separate guidance for unofficial fund in this section of the handbook)

Capitation allocations and budget holders

Capitation is part of delegated funding, the Finance Manager keeps a computer record of committed and actual expenditure to date, which is sent to the Head of Department (Budget Holder) on a half termly basis. This record lists all transactions, including photocopying and recharges. Copies of orders and monthly committed expenditure should be retained and used when assessing departmental budgets and pattern of spend.

As a budget holder you will be given an allocation of funds to be spent for your department. You must ensure that you check any requisitions for goods and services before you authorise. They must be relevant for your department and within your budget.

Please ensure that wherever possible goods/services are purchased by an official school order (requisition) - Forms can be obtained from the staffroom or Finance Assistant (Sarah Spalding) or on the staff intranet.

Most budget holders have authority to requisition up to either £250 or £2,000 (See table below)

Orders between £3,000 and £25,000 (£5,000-£50,000 for works) must have at least 3 written quotations. A full tender procedure is required for orders above these values

The principles of best value should be applied when placing an order; this means that we should question whether a service or order of goods is still needed, are we getting value for money – could we buy resource in a more efficient way. Please discuss any issues/ideas you have with the Finance Manager

BEWARE! – Please do not accept trial subscriptions/inspection copies in writing/verbally or over the internet – in some cases this constitutes an order which can sometimes be very difficult to get out of – ask the finance dept for advice.

Orders

Member of staff fills in requisition form – this should include:

- Supplier details – including name, address, fax and telephone number.
- Goods including quantity and price (Exc. VAT)
- Catalogue numbers if appropriate
- Cost centre to be charged
- Signature of budget holder (person authorised to make requisition)
- Details for delivery – e.g. Staff name
- Form should be completed in pen

Deliveries

When orders are delivered they must be checked against the delivery note by the department immediately upon receipt. Any discrepancies must then be reported to the Finance Assistant. Many firms only have a short time limit for reporting missing/damaged goods. If the order agrees to the delivery note, the member of staff checking should mark the delivery note “Received in full” and date and sign it, print their name in full, then pass to the Finance Assistant.

Invoices

Invoices are usually sent directly to the Finance Assistant. When logged on to the SIMS FMS these will be sent to staff for verification and content, before processing for payment. Invoices received directly by staff must be sent to the Finance Assistant immediately, especially those for unsolicited inspection copies. (Inspection copy requests should be treated as official orders see note above.)

Expense Claims

Please agree with the budget holder before making the purchase

All goods should be purchased via an official order and invoiced accordingly where possible, but cash claims can be used for small items below £25 that need to be purchased personally. A Petty Cash Claim (pink) should be completed with the corresponding receipt/invoice stapled to the form and authorised by the budget holder.

Expenditure to be reclaimed in excess of £50 should be agreed by the Finance Manager before the purchase is made. To claim a reimbursement a Cheque Claim form (green) should be used. This form must be authorised by the budget holder and the corresponding receipt must be attached to the form. Please indicate clearly the name to whom the cheque should be made payable.

The authorised forms will be processed within 2 weeks and will be available for you to collect from the Finance Assistant. You will be advised by e-mail when your cash or cheque is ready.

NO PERSONAL CHEQUES ARE ALLOWED TO BE CASHED BY THE SCHOOL

VAT

For all claims, please ensure that the VAT number on the receipt is clear otherwise it is not possible to reclaim the VAT element of the purchase and it will be charged to your budget.

A tax invoice must be obtained where the value of the goods is £250 or more (including VAT)

The invoice must show the customer as **Esher High School**. If you are paying by credit card etc. you will need to request a VAT invoice made out to Esher High School – without this the goods will cost the school 20% more as we will not be able to reclaim the VAT.

Authorisation Limits (Purchases)

	Up to £250	£250 - £2,000	£2,000-£5,000	Over £5,000
All staff	X	X	X	X
Office Manager	√	X	X	X
Premises Manager	√	√	X	X
Personnel Manager	√	√	X	X
Network Manager	√	√	√	X
Co-ordinators	√	X	X	X
HoD/HoS	√	√	X	X
AHT, Bus Dev Mgr, Finance Mgr	√	√	√	X
DHT, Bursar	√	√	√	√
HT	√	√	√	√

- Requisitions may only be signed by the budget holder or in their absence a member of the Leadership Team
- The member of staff authorising an order must not be the same as the member of staff signing the requisition.
- Orders in excess of £100,000 must be countersigned by either the Chair of Governors or the Chairman of the Services to Teaching & Learning Committee