

THE FINANCE POLICY OF TOLL BAR PRIMARY SCHOOL

This finance policy has been drafted to:

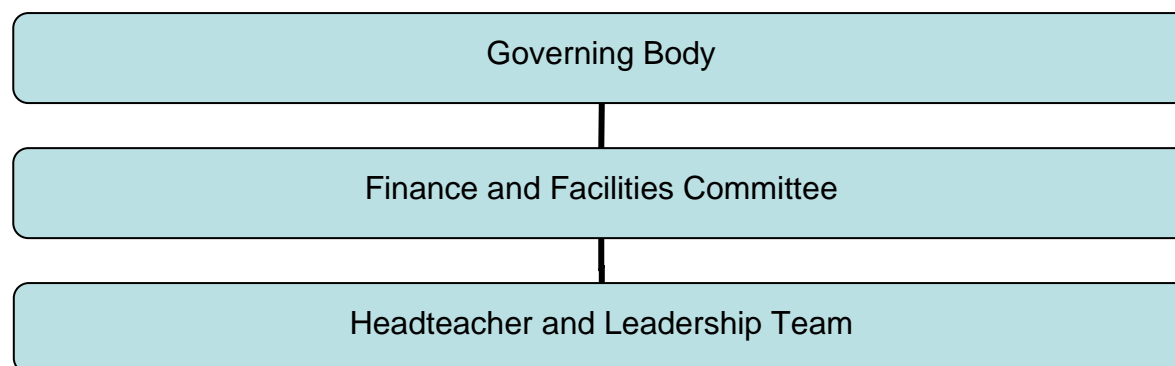
- a. Set out in writing the roles and responsibilities of the Governing Body, its committees, the headteacher and other staff in relation to financial decision-making and administration. This allows the Governing Body to ensure adequate systems of financial control are in place and that it receives the information it needs to carry out the role. Defining the responsibilities ensures that all essential duties and all requisite controls are exercised without unnecessary duplication of effort.
- b. Set out the policies of the school in terms of the financial systems and procedures.

1. Governance

The Governing Body has a strategic role in the financial management in schools; alongside the headteacher they have direct control over substantial amounts delegated to them and make key decisions about the allocation of financial resources. The Governing Body will be responsible for determining the guiding principles and for ensuring the school meets all its statutory obligations and complies with the Doncaster Schools Financial Regulations.

The aim of the Governing Body is to ensure that all resources made available to the school are used in an efficient and effective manner. The best value principles will be consistently applied and the requirements of the Financial Management Standard in Schools (FMSiS) will be met.

1.1 Financial Organisational Structure



The following committee structure is in place at Toll Bar Primary School:

- Finance and Facilities Committee
- Teaching and Learning Committee
- Human Resources Committee
- Partners Committee
- Welfare and Pupil Discipline Committee
- Staff Discipline Committee
- Staff Disciplinary Appeals Committee

The membership of the committees, meeting timetables and clerking arrangements are detailed in Appendix A.

1.2 Governing Body

Role:

The regulations state that the Governing Body are to carry out their functions with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting its aims and objectives, reviewing progress and reviewing the strategic framework in light of progress.

Responsibilities:

- Ensuring the school meets all its statutory obligations and through the Headteacher complies with the Doncaster Fair Funding Scheme for Financing and Doncaster Schools Financial Regulations.
- Setting the educational financial priorities through the School Improvement Plan (SIP), ensuring that the SIP provides sufficient financial information to construct the budget plans for the school.
- Ensure that a robust medium-term financial plan (3 year budget projection) and annual budget have been set, which reflects the educational priorities in the SIP.
- Set up a finance and facilities committee to consider strategic financial issues on behalf of the Governing Body, including defining the terms of reference, the extent of its delegated authority and ensuring it receives minutes of the committee meetings. Its remit and membership should be reviewed annually.
- Establish the financial limits of delegated authority to the Headteacher and/or other members of staff (including virements). The level of delegation of financial powers to the headteacher must be reviewed annually and recorded in the minutes of the Governing Body.
- Agree with the headteacher the minimum frequency, level of detail and general format of financial reporting to the Governing Body.
- Establish a register of business interests of governors, the headteacher and any other members of staff that influence financial decisions in accordance with the Doncaster Schools Financial Regulations, and ensure it is maintained up to date.
- Adopt the whistleblowing policy detailed in the 11.11 of the Fair Funding Scheme for Financing Schools.
- To approve the school's annual budget.

1.3 Finance and Facilities Committee

Role:

To undertake finance functions as set out in the terms of reference approved by the Governing Body.

Responsibilities

- Draw up the budget for approval by the Governing Body, ensuring that the budget reflects the school's priorities educational objectives outlined in the School Improvement Plan (SIP), in consultation with the Headteacher.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the SIP. This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in year budget revisions to the annual budget set.
- Consider the policy for balances in accordance with the FMSiS. Including regularly reviewing the level of the school balance and the spending plan for the balance, ensure the balance analysis form submitted to the local authority reflects these decisions.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Doncaster Schools Financial Regulations and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant committee.
- To monitor expenditure of all the school's voluntary funds and ensure an annual audit is carried out in accordance with the section 15 of the Doncaster Schools Financial Regulations.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher.
- To annually review fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school obtains value for money when purchasing goods and services from all suppliers including the Local Authority and outside contractors. This includes considering and approving the Local Authority traded services buy back decisions.
- Consider the evidence and approve the best value statement for submission to the Local Authority annually with the budget plan.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that the schools financial performance is compared at least annually to similar schools, reasons for differences examined and action taken where necessary (including local financial analysis pack and national benchmarking data).
- Consider the Controls Assurance Statement and evidence supplied, for the nominated representative to sign.
- Evaluate the soundness and effectiveness of the schools financial management systems against the Financial Management Standard in Schools (FMSiS).
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster Schools Financial Regulations and other statutory legislations.
- To ensure that the financial procedures are documented and regularly reviewed.
- Consider and approve the authorised signatories.

1.4 Headteacher/Leadership Team

Role:

The Headteacher is responsible for the internal organisation, management and control of the school; and for advising and implementing the Governing Body's strategic framework. In particular the Headteacher will formulate aims and objectives, policies and targets for the Governing Body to consider adopting; and report to the Governing Body at least once every school year. Where functions have been delegated to the Headteacher the Governing Body is able to give reasonable directions in relation to that function.

Responsibilities:

- Leading and managing the creation of a strategic plan, underpinned by sound resource planning and which identifies priorities for targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To prepare the annual budget, based on realistic estimates of expenditure and income, sufficiently in advance of the financial year for consideration by the finance and facilities committee and approval by the Governing Body, including assumptions underpinning the budget.
- To submit the approved budget to the Local Authority by the 1 May.
- To prepare regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To consider budget revisions required and present to the finance and facilities committee for approval.
- To submit any approved budget revisions to the Local Authority at not less than three monthly intervals.
- To ensure that the financial information provided to the Governing Body and Finance and facilities committee meets their requirements; they are timely, accurate, understandable etc.
- To report to the Governing Body/Finance and facilities committee any policy changes where the budget will be significantly affected.
- Identifying, evaluating and managing all significant operational risks to the school in accordance with the Council's risk management policy.
- Ensuring that the relevant Local Authority financial regulations/standing orders or DCSF requirements are implemented.
- Establishing sound internal financial controls, which are managed on a daily basis by the Headteacher and the Office Manager.
- Ensuring effective implementation of the financial systems and procedures described in the financial procedure manual (even in the absence of staff), and that they are followed.
- To ensure that arrangements are in place to monitor the effectiveness of internal/financial controls.
- Checking that the funds delegated are correct.
- To ensure that all expenditure from sources of earmarked funding is accounted for separately and that funding is used for its intended purpose.

1.5 Office Manager

Responsibilities

- To assist the Headteacher to prepare the annual budget based on realistic estimates of expenditure and income, including assumptions underpinning the budget. Maintain appropriate working papers.
- To assist the Headteacher in preparing regular reconciled monitoring reports, showing expenditure (including known commitments) and income against the approved budget. The report will include reasons for any significant variances; identify action to be taken/recommendations and progress on actions identified.
- To provide monthly budget monitoring information to the Headteacher.
- To ensure that there are sound internal financial controls for the reliability and accuracy of schools' financial transactions.
- To ensure that there are written descriptions of financial systems and procedures which are kept up to date; and all appropriate members of staff are trained in their use.
- To provide financial advice.
- To generate and monitor income for the school.
- To monitor expenditure charged to the school and correct any errors.
- To submit the required FMS report to the Local Authority on a quarterly basis: fund review report, CFR report (showing the balances) and fund allocation audit trail.

1.6 Delegated Limits

Item	Finance and facilities committee	Headteacher
Procurement - Ordering and Payment of Goods and Services	Above £5,000	Less than £5,000
Virements between budget heads	Above £5,000	Less than £5,000

In the absence of the Headteacher the Deputy Headteacher is able to exercise the powers of the above delegation.

In an emergency the Chair of Governors is able to authorise the procurement and payment of goods and services above the delegated limit; this will then go to the finance and facilities committee for ratification.

1.7 Authorised Signatories

The following members of staff are authorised for the finance functions listed, this will be annually reviewed and approved by the finance and facilities committee:

Name	Job Title	Function	Finance Limit (if applicable)
Mrs Northwood Mrs Clarke Mrs Davies Mrs Newton	Headteacher Deputy Head Foundation Stage Manager Office Manager	Authorising orders	Up to £5,000 Up to £5,000 Up to £5,000 Up to £200
Mrs Northwood Mrs Clarke Mrs Davies	Headteacher Deputy Head Foundation Stage Manager	Authorising payment of invoices/credit notes	
Mrs Northwood Mrs Clarke Mrs Davies Mrs Newton	Headteacher Deputy Head Foundation Stage Manager Office Manager	Cheque Signatory - School/Private Fund Bank Account	
Mrs Northwood Mrs Clarke Mrs Davies	Headteacher Deputy Head Foundation Stage Manager	Petty Cash Claims	Up to £50
Mrs Northwood Mrs Clarke Mrs Davies Mrs Newton	Headteacher Deputy Head Foundation Stage Manager Office Manager	Pay sheets overtime/extra hours	
Mrs Northwood Mrs Clarke	Headteacher Deputy Head	Travel/subsistence claims	
Mrs Northwood Mrs Clarke Mrs Newton	Headteacher Deputy Head Office Manager	Insurance claims	
Mrs Northwood Mrs Clarke Mrs Newton	Headteacher Deputy Head Office Manager	Remissions claims (school visits)	
Mrs Northwood Mrs Clarke Mrs Davies Mrs Newton	Headteacher Deputy Head Foundation Stage Manager Office Manager	ET12 form	

1.8 Procedures

All documentation for accounts and finances will be kept in accordance with the Schools Financial Regulations. A procedure manual has been prepared for all financial systems and is regularly reviewed in accordance with the Doncaster Schools Financial Regulations. It is available to staff and stored in the school office.

1.9 Minutes

Minutes are taken at all Governing Body and Committee meetings, duly circulated and agreed. The minutes are accurate and include all the necessary information; clearly documenting issues discussed, items agreed and action to be taken.

Committee minutes are presented to the next Governing Body meeting, where they will be agreed as a true record and provide an update to the full Governing Body.

1.10 Register of Business Interests

A register is maintained to record governors and staff (and their immediate family) business interests.

2 Financial Systems and Processes

2.1 Financial Planning

- 2.1.1 The school has a school improvement plan (SIP), which includes a statement of its educational goals to guide the planning process. The SIP covers in outline the school's educational priorities and the budget plans for at least three years, showing how the use of resources is linked to the achievement of the school's goals.
- 2.1.2 A draft medium-term budget (budget projection) is prepared by the Headteacher and Leadership team for approval by the finance and facilities committee in the Autumn term. The medium-term financial plan covers the current year and next three financial years. The plan reflects all the growth and development issues included in the School Improvement Plan and demonstrates that the School Improvement Plan is sustainable, in financial terms. It shows how the school intends to use its resources to achieve the aims and objectives in the School Improvement Plan. New initiatives are detailed and fully costed in the either the premises plan or ICT development plan; staffing initiatives are represented and agreed by the staffing committee.
- 2.1.3 The medium term budget links the annual budget and the School Improvement Plan. The detailed annual budget is based on the first year of the medium-term budget.
- 2.1.4 A draft budget is prepared by the Headteacher and Leadership team and presented to the finance and facilities committee in the spring term. The annual budget is based on building up budgets from a zero budget. The assumptions and calculations to produce the annual budget are clearly documented and retained in the relevant file. The budget is based on realistic estimates of all expected expenditure and income, including grant income and the school fund, so that planned expenditure does not exceed the available

budget and takes account of all relevant conditions laid down by Section 3 in the Schools Financial Regulations.

- 2.1.5 The final budget is approved by the Governing Body in April. The Headteacher then forwards the budget, including assumptions underpinning the budget and estimated balances brought forward to the Corporate Director, Financial Services by 1st May, in the approved format. The Headteacher and Chair of Governors authorise the budget by submitting a signed form with the budget plan. A copy of the schools best value statement is submitted with the annual budget.
- 2.1.6 The budget is analysed over cost centres to ensure effective financial control.
- 2.1.7 A budget is regularly reviewed (including a thorough review in the Autumn term) by the Headteacher and changes proposed presented to the finance and facilities committee. Any revisions to the budget are approved by the finance and facilities committee, entered onto the school's FMS system and submitted to the LA on a timely basis at not less than three monthly intervals.
- 2.1.8 To aid in-year budget monitoring the annual budget is profiled over the year, estimating the amount of income/expenditure that will fall in each month. The budget is monitored using the percentage-spent reports and therefore the budget is profiled into equal twelfths.
- 2.1.9 Expenditure is only incurred where there is budget allocated.
- 2.1.10 If the school is intending to set a deficit budget this will be agreed by the LA and in accordance with the Schools Financial Regulations.
- 2.1.11 Any budget surpluses are earmarked for specific future needs to ensure that pupils' benefit from the planned approach to spending that does not deprive them of resources in a given year. In determining the planned level of balances consideration is given to the controls on surplus balances levels of 8% of the budget share for Primary/Special and 5% for Secondary as detailed in the Fair Funding Scheme for Financing Schools point 4.2.

2.2 Budget Monitoring

- 2.2.1 The budget is closely monitored, comparing actual income and expenditure to the budget on a regular basis throughout the financial year. Variances are reviewed to highlight any problems and identify if remedial action is required.
- 2.2.2 The Headteacher regularly reviews the schools expenditure and income against the budget, to ensure that financial performance is on target. The Office Manager co-ordinates the day to day monitoring of the budget.
- 2.2.3 The Headteacher produces budget-monitoring reports for the finance and facilities committee termly, showing income and expenditure against budget. In accordance with point 2.1.7 of the Finance Policy the budget is updated and reflects the anticipated year-end balance. The report is reconciled to the school's financial records, which are fully reconciled to the authority's financial records. The reports include all known commitments and creditors. The monitoring report identifies significant variances

between the actual income/expenditure and budget. The reasons behind these variances are investigated and documented; corrective action is taken as appropriate and recorded.

- 2.2.4 The Headteacher is authorised to vire between budget headings amounts up to £5,000, without seeking approval from the finance and facilities committee (as detailed in 1.6 delegated limits). The finance and facilities committee before implementation approves any virements above this limit. The virements are input onto the Schools FMS system and submitted to the LA in the approved format.

2.3 Best Value

- 2.3.1 The Governing Body has regard to the principles of best value when making decisions about how the available resources to the school are to be utilised.
- 2.3.2 The best value statement is considered annually by the Finance and facilities committee, including actions to be taken and best value proposals.

2.4 Controls Assurance Statement

- 2.4.1 After the close of each financial year a Controls Assurance Statement is prepared covering the preceding 12 months. Once approved and signed a copy of the statement is sent to the Local Authority, Head of Internal Audit.
- 2.4.2 In order to monitor the effectiveness of internal & financial controls, the Headteacher has implemented a self-assessment framework.
- 2.4.3 In the absence of an internal audit report, the results of self-assessments are the primary source of evidence used to support the conclusions contained in the Controls Assurance Statement.
- 2.4.4 The finance and facilities committee prior to the approval and signing of the Controls Assurance Statement considers the results of the self-assessments.
- 2.4.5 The finance and facilities committee monitors the implementation of improvement actions included in the Controls Assurance Statement.

3 Purchasing

Suppliers/Contracts

- 3.1 The school ensures that suppliers are decided upon in line with guidance from the LA Corporate Procurement Team, Best Value principles (detailed in Annex C of the Fair Funding Scheme for Financing Schools) and the Contract Procedure Rules in the Doncaster Schools Financial Regulations.
- 3.2 The purchase of goods, services and works is undertaken in line with the Council's Contract Procedure Rules and Financial Regulations as detailed in the section Compliance with Standing orders in the Doncaster Schools Financial Regulations.

- 3.3 The school always considers price, quality and fitness for purpose when purchasing goods and services.
- 3.4 If required the school publishes a Procurement plan in accordance with the Doncaster Schools Financial Regulations. (Sections 16.13-16.17)
- 3.5 Leasing arrangements are only entered into after seeking advice from the LA.
- 3.6 For all forms of extended finance and any deferred or advance payment approval is firstly sought from the Corporate Director of Financial services.
- 3.7 The Headteacher ensures that there is adequate budgetary provision for charges arising from an extended finance agreement.
- 3.8 Any payment agreement or disposal of assets is in line with Doncaster Schools Financial Regulations.
- 3.9 The school follows the financial thresholds as detailed in the Doncaster Schools Financial Regulations section Procedures for Contracts.

The authorised officer procuring the goods/services ensures the following are obtained:

Contracts under £10,000	Best value in terms of economy, efficiency and effectiveness. At least two verbal or written quotations.
Contracts £10,000 to £50,000	At least three written (faxed or e-mailed) from contractors believed to be suitably experienced in the subject matter of the contract.
Contracts £50,000 to £144,371	Authorisation sought from the Corporate Director, Legal Services. Formal written tender process in line with Doncaster Schools Financial Regulations 16.22-16.45.
Contracts £144,371 and above	EU rules followed and advice sought from the Authority, Corporate Procurement Team.

- 3.11 The authorising officer determines whether conditions detailed in section 16.20.1 of the Doncaster Schools Financial Regulations would mean that the previous requirements do not apply to contracts below £50,000.
- 3.12 If it is not practical to meet the contract procedure rules, the reasons for not doing so are reported to the Finance and facilities committee and included in the minutes.
- 3.13 When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance and facilities committee and included in the minutes.

Purchase Orders

- 3.14 Official orders are issued for all goods and services except utilities, post office, telephone accounts, rent, council tax, business rates and petty cash purchases, or if the purchase is made using an officially authorised Purchasing Card. This includes telephoned and faxed orders as detailed in the Doncaster Schools Financial Regulations, Ordering Section (16.46-16.54). Where a Purchasing Card is used, procedures detailed in the Purchasing Card Procedures Guide and the D.Cal

Cardholder and Approver Guides are adhered to in order to ensure adequate levels of control and probity.

- 3.15 Official orders are uniquely identifiable
- 3.16 The Office Manager ensures that the order specifies the nature and quantity of the works, goods or services required and any relevant contract or agreed prices to facilitate accurate checking of deliveries, invoices and entering payment on the financial management system.
- 3.17 The authorised members of staff check that the goods ordered are appropriate and needed, and that there is adequate budget provision before signing the order.
- 3.18 An up to date record of the names of staff authorised to sign orders is maintained (1.7 Authorised Signatories). The Governing Body approves the list, and the names are recorded in the minutes.
- 3.19 Prior approval from the Governing Body is obtained for all expenditure above the limit determined; see 1.6 of this policy for the delegated limits.
- 3.20 There is always separation of responsibility between staff raising orders and staff responsible for authorising orders.
- 3.21 All orders are entered on the schools financial system by the Office Manager to ensure that commitments against budgets can be monitored.
- 3.22 Orders are not used to purchase items for private and personal use.
- 3.23 Where contracts are required they are drawn up in line with the specifications in the Doncaster Schools Financial Regulations, Form of Contract, Sections 16.56-16.62.

Delivery of goods

- 3.24 All goods and services are checked on receipt, against the copy order and goods received note for quantity and quality.
- 3.25 The checking officer is different from the officer who signed the order.
- 3.26 The copy order is signed to record receipt and the goods received note attached to the order.

Payment of Invoices

- 3.27 Invoices are matched to the appropriate copy order and delivery note by the Office Manager; this is checked for accuracy of quality, price, calculations and VAT.
- 3.28 An appropriately completed coding slip is attached and the copy order marked with the details of the invoice and date passed for payment.
- 3.29 The processing of invoices, completion of coding slip and batching is carried out in accordance with the Section 9 of the schools financial regulations.

- 3.30 All invoices are authorised by the member(s) of staff approved by the Governing Body. The member(s) of staff are as listed in 1.7 of this finance policy.
- 3.31 The names of members of staff authorised to sign invoices are sent to the Creditors Team together with specimen signatures.
- 3.32 There is segregation of duties between the raising of orders and the authorising of payments.
- 3.33 Invoices are submitted to the Creditor Payments section as soon as possible to meet the payment target of 30 days.
- 3.34 The payment details are entered into the financial record against the order commitment by the Office Manager. This is not the same person that signed the order, or the same person that checked the receipt of goods and services.
- 3.35 School funded purchases are dealt with as detailed in the Doncaster Schools Financial Regulations, Payment of Accounts Section 9.21.

4 V.A.T. requirements

- 4.1 The guidelines on the accounting of V.A.T. as detailed in section 10 of the Doncaster Schools Financial Procedures are followed for all income and expenditure.
- 4.2 V.A.T. is only reclaimed on tax invoices for supplies direct to the school for which the school retains ownership.
- 4.3 V.A.T. is only reclaimed where a properly constituted V.A.T. invoice is received, in accordance with Section 10.6 of the Doncaster Schools Financial Regulations.
- 4.4 All finance and administrative staff are made aware of the requirements for V.A.T.
- 4.5 Where advance payments are required the procedure for V.A.T. is followed in accordance with Section 10.17 of the Doncaster Schools Financial Regulations.

5 Petty Cash

- 5.1 The Office Manager is responsible for the petty cash; acceptance is evidenced by signature. Only authorised members of staff have access to petty cash.
- 5.2 The Headteacher gives the Corporate Director, Financial Services a signed certificate confirming the amount of the petty cash.
- 5.3 The Office Manager who operates the account, does not authorise expenditure.
- 5.4 Payments from petty cash are made for minor items and records kept as detailed in the Doncaster Schools Financial regulations.

- 5.5 Personal cheques are not cashed from the petty cash.
- 5.6 VAT receipts support all payments and vouchers, are signed for by the recipient and counter signed by the authorised member of staff.
- 5.7 VAT invoices/receipts are requested where required to enable the LA to reclaim the VAT.
- 5.8 The cash float is held in locked cash tin in the safe and restricted to the authorised members of staff.
- 5.9 No payroll or expense claims are paid from the petty cash.
- 5.10 The use of personal credit or debit cards by members of staff to make purchases is not permitted.
- 5.11 Personal loyalty cards are not be used under any circumstances.
- 5.12 The Office Manager ensures that no income received on behalf of the school is paid into an imprest account.
- 5.13 When a claim for reimbursement is submitted, details of expenditure, coding and VAT are entered onto the claim form.
- 5.14 The petty cash float is reconciled by the Office Manager at the time of the claim. The total claim plus balance of cash in hand (plus any receipts paid but not on the claim) is checked to the petty cash float.
- 5.15 The completed claim form is authorised by a senior member of staff who is not the member of staff responsible for the imprest account/petty cash (see 1.7 for a list of Authorised signatories).
- 5.16 The Headteacher ensures that, whenever there is a change of responsible member of staff, the petty cash is balanced and the cash holding agreed before being passed on to the new responsible member of staff whose acceptance is evidenced by their signatures.

6 Income

- 6.01 The Office Manager ensures that estimates for all income are included in the budget and that all income due to the school is collected.
- 6.02 The charging policy for goods and services supplied by the school is shown in Appendix C, which takes into account the guidance in section 6.4 of the Doncaster Schools Financial Regulations and Annex F of the Scheme for Financing Schools.
- 6.03 All lettings are authorised by Headteacher in accordance with the policy determined by the Governing Body, and recorded in a diary, which is stored in the school office.
- 6.04 Lettings are only available via a formal hire agreement, signed by the hirer.

- 6.05 Wherever possible income is collected in advance of the letting.
- 6.06 The arrangements for the control and accounting of income are in accordance with the Income section (6.6-6.7) Doncaster Schools Financial Regulations.
- 6.07 Headteacher identifies income due to the school; full details of all expected income are kept in the income file located in the finance office. The Office Manager is responsible for collecting and banking income.
- 6.08 Where invoices are required they are issued within 30 days and in accordance with V.A.T requirements.
- 6.09 For income received an official pre-numbered receipt is issued with a signature, other records are maintained for small amounts of income.
- 6.10 Receipts are securely stored, in the school office , and spoiled cheques are cancelled and retained for complete records.
- 6.11 Cash and cheques are locked in the safe and do not exceed the agreed insurance limits.
- 6.12 All money received is reconciled to the accounting records and collected by Securicor every Monday by the Admin Assistant in accordance with the Income section (6.10-6.17) of the Doncaster Schools Financial regulations.
- 6.13 No personal cheques or postal orders are cashed out of money collected.
- 6.14 The debt recovery policy for the school is followed, in accordance with writing off bad debts (6.18-6.22) in the Schools Financial regulations.

7 Insurance

- 7.1 Insurance cover is at least as good as the minimum cover arranged by the Authority.
- 7.2 The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.
- 7.3 All employees of the school are included in suitable fidelity guarantee insurance.
- 7.4 The Office Manager notifies the insurers or the authority of all new risks, property, equipment and vehicles that require insurance, or of any other alteration affecting insurance
- 7.5 The Office Manager immediately informs the insurers or the authority of all accidents, losses and other incidents that may give rise to an insurance claim.

8 School Assets - Inventory

- 8.1 The Admin Assistant maintains an up to date inventory of furniture, fittings and equipment, plant and machinery, vehicles and computer hardware and software in accordance with Schools Financial Regulations Section 8. All new additions/purchases of, or collection of similar items valued at more than £200 and items of a lesser value that are attractive and portable are recorded in the inventory system on FMS equipment register.
- 8.2 All attractive and portable assets e.g. computer and electrical equipment, are security marked by the caretaker
- 8.3 The caretaker carries out an annual check of inventory items, in March. Any discrepancies between the asset register and actual items are investigated and a report presented to the Finance and facilities committee.
- 8.4 A report will be prepared by the Headteacher and presented to the Governing Body annually on school assets in accordance with Doncaster Schools Financial Regulations (Section 8.4).
- 8.5 All items taken off premises are signed for and recorded in the equipment taken off site file in the office and insurance requirements are complied with.
- 8.6 Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Corporate Director, Financial Services.
- 8.7 Surplus or redundant items are disposed of in accordance with the Schools Financial Regulations. (Sections 8.8 & 8.10)
- 8.8 Stocks of consumables will be kept securely with access limited to the member of staff responsible for issues, and it will be ensured that levels of stock are not in excess of normal requirements.

9 Payroll

- 9.1 Appointments are made in accordance with the regulations of the authority (Schools Financial Regulations Section 11), grades and scale of pay.
- 9.2 A valid National Insurance Number is received at the time of new employee's selection.
- 9.3 The Headteacher notifies the Corporate Director for Human Resources and Organisational Development as soon as possible of all matters affecting payments. In particular those detailed in the Doncaster Schools Financial Regulations, Payroll Section (11.2)
- 9.4 The Headteacher and the Office Manager carry out checks to authorise documents and claims relating to appointments, terminations of employment and expenses.

- 9.5 Pay documents are completed and certified as detailed in the Doncaster Schools Financial Regulations section 11.
- 9.6 Only authorised members of staff have access to personnel files.
- 9.7 The names of members of staff authorised to sign time records and other pay documents are sent to the Head of Pay and Employment together with specimen signatures.
- 9.8 All payments of travel and subsistence allowances are made through the payroll system and not through petty cash or imprest accounts.
- 9.9 Careful consideration is given to the employment status of individuals employed on a self-employed consultant or subcontract basis and advice is sought from the Head of Pay and Employment as necessary.
- 9.10 An up to date list of staff employed is maintained by the Office Manager and is available from the office.
- 9.11 Checks are made on the monthly OneWorld reports to ensure that employees listed are actually employed by the school by the Office Manager, including that old employees have been removed and that staff are being paid the correct rates and allowances.

10 Security

Assets

- 10.1 Proper security is maintained at all times for all buildings, stocks, stores, furniture, plant, vehicles, equipment, cash, etc in accordance with the Schools Financial Regulations section 12.
- 10.2 Where security is thought to be defective or where it is considered that special security arrangements may be needed, the Strategic Director, Neighbourhood, Communities and Children's Services is consulted.
- 10.3 Keys to the locked cupboards are kept in the key safe.

Data Security

- 10.4 The Governing Body and the Headteacher is registered with the Data Protection Registrar, the details of the personal information kept, the purposes to which it is applied and to whom it may be disclosed in respect of information stored manually or electronically, to which the Data Protection Act applies.
- 10.5 Computer systems used for financial management are protected by password security to ensure that only authorised members of staff have access.
- 10.6 Passwords are cancelled or changed when a member of staff leaves.

- 10.7 The Office Manager will ensure that data is backed up on a regular basis, and that back up devices are clearly labelled and kept securely offsite.
- 10.8 Back up devices are not kept near the server in case of fire.
- 10.9 The Office Manager will establish a recovery plan to ensure continuity of financial administration in case of emergency.
- 10.10 To protect against viruses only authorised software is used and anti-virus software is up to date.
- 10.11 All software used is correctly licensed and all copyright laws observed.
- 10.12 Computer facilities are only used for authorised purposes.

11 School Voluntary & Private Funds

- 11.1 The systems and procedures are in accordance with Fair Funding Scheme 2.8 and Section 15 of the Schools Financial Regulations.
- 11.2 The Office Manager is the treasurer. The accounting procedures mirror those for the schools delegated budget.
- 11.3 The independent auditor of the operation of the funds is Mr Davison. Annual accounts and balance sheet are produced for the audit.
- 11.4 All Cheques are signed by two authorised cheque signatories (see 1.7 for list of authorised signatories).
- 11.5 Proper income and expenditure records are kept, which are clearly separated from delegated budget records, and no income due to the delegated budget is paid into the fund.
- 11.6 Numbered receipts are issued for any donations or income entering voluntary funds to provide audit evidence and to reduce the possibility of theft and copies kept.
- 11.7 There is separation of duties between the collecting, recording and banking of school funds. Duties are assigned as follows:
 - The Admin Assistant collects and records income received
 - The Office Manager or the Admin Assistant regularly banks income weekly
 - The Office Manager maintains fund records
 - The Office Manager reconciles the bank statements, monthly
- 11.8 The audited accounts and the auditors certificate are presented to the Governing Body as soon as possible after the accounting year for the fund, and an audit certificate forwarded to the LA within 5 months of the period-end.
- 11.9 There is adequate insurance cover for voluntary fund losses
The cover is arranged by DMBC general insurance scheme

Committee Membership Details*Governing Body*

Position	Name
Chair	Mr Robinson
Vice Chair	Mr Jackson
Parent Governor	Miss Mellor
Parent Governor	Mrs Crosby
Parent Governor	Mrs Smyth
Parent Governor	Mr Thompson
Parent Governor	Miss Hickman
LA Appointed Governor	Mr Parks
LA Appointed Governor	Mrs Wilburn
Teacher/Staff Governor	Mrs Clarke
Teacher/Staff Governor	Mrs Davies
Teacher/Staff Governor	Mr Draper
Co-opted Governor	Mrs Sutton
Co-opted Governor	Mrs Walker
Headteacher	Mrs Northwood
Associate Member	Mrs Newton

Finance and Facilities Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mr Jackson
Member	Mrs Wilburn
Member	Mr Draper
Member	Mrs Clarke
Member	Mrs Walker
Member	Mrs Northwood
Member	Mr Thompson
Member	Mrs Sutton
Member	Miss Hickman
Member	Mr Parks
Member	Mrs Newton
Member	Mrs Davies

Teaching and Learning Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mr Jackson
Member	Mrs Wilburn
Member	Mrs Crosby
Member	Mrs Clarke
Member	Mrs Walker
Member	Mrs Northwood
Member	Mr Thompson
Member	Mrs Sutton
Member	Mr Parks
Member	Mrs Davies

Human Resources Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mr Jackson
Member	Mrs Wilburn
Member	Mrs Crosby
Member	Mrs Clarke
Member	Mrs Walker
Member	Mrs Northwood
Member	Mrs Davies
Member	Mrs Sutton
Member	Miss Hickman
Member	Ms Mellor
Member	Mr Draper

Partners Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mr Jackson
Member	Mrs Wilburn
Member	Mrs Crosby
Member	Mrs Clarke
Member	Mr Parks
Member	Mrs Northwood
Member	Ms Mellor
Member	Mrs Sutton
Member	Miss Hickman

Welfare & Pupil Discipline Committee

Position	Name
Chair	Mr Robinson
Member	Mr Parks
Member	Mr Draper
Member	Mrs Walker
Member	Mrs Northwood

Staff Discipline Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mrs Northwood

Plus 2 governors nominated by the chair

Staff Discipline and Chair Pay Appeals Committee

Position	Name
Chair	Mr Robinson
Vice Chair	Mrs Northwood

Plus 3 governors nominated by the chair

Timetable of Governing Body and sub-committee Meetings

Meeting	Timetable
Governing Body	Termly with additional meetings when required
Finance and facilities committee	Termly with additional meetings when required
Teaching and Learning Committee	Annually or as required
Human Resources	Annually in the Autumn Term and as required
Partners	Annually or as required
Staff Discipline	As required
Staff discipline and chair pay appeals	As required
Welfare and pupil discipline	Annually or as required

Clerking Arrangements

The Governing Body is clerked by the LA Governors Support Service. The finance and facilities committee is clerked by Mrs Newton or Mrs Wilburn.

Frequency of financial information presented:

Financial Information	Governing Body	Finance and facilities committee
Medium-term Budget; including assumptions used to calculate (forecast pupil numbers, expected income etc.)	Annually	Annually (reviewed when required)
Annual Budget Report; including assumptions underpinning the budget.	Annually	Annually (reviewed when required)
Best Value Statement; including evidence to complete.		Annually
Budget Monitoring Report; showing expenditure (including commitments) and income compared to the approved budget; explanation of significant variances and actions to be taken.	Termly	At least termly
Benchmarking Information (Financial Analysis Pack); including a summary of the differences and action to be taken.		Annually
Traded Services Buy Back Information; including a review of the costs and quality.		Annually
Consistent Financial Report (CFR)		Annually
Charging (lettings etc) and remissions policy		Annually
Controls Assurance Statement		Annually

Finance and facilities committee Financial Management Timetable

Spring Term:

- Consider and approve the annual budget and spending plan (in preparation for the completion of the balance analysis form)/recovery of the expected balance.
- Review and approve the best value statement
- Consider the charging (including lettings) and remissions policy for the next financial year
- Review the Local Authority traded services in terms of cost and quality; approve the buy back form for submission to the Local Authority.
- Annual review and approval of staff signatures.
- Consider the procurement plan for goods above £10,000.

Summer Term

- Consider outturn statement (Consistent Financial Report) and evaluate last year's performance.
- Carry out a financial risk assessment; including identification of issues and actions to be taken.
- Annual review of the Controls Assurance Statement and agreement given to the representative to sign (signature will be following receipt of the audit report).
- Report presented on the schools assets in accordance with Doncaster Schools Financial Regulations (Section 8.4).

Autumn Term

- Consider the financial analysis pack supplied by the Local Authority and national benchmarking data.
- Consider the medium-term budget for the forthcoming year and next two financial years. The plan should show that in terms of finance the School Improvement Plan is affordable.
- Update the annual budget to reflect any known changes e.g. staffing changes.
- Annual review and approval of the finance policy.

Through the Year

- At least termly consider the budget monitoring report (reconciled to the LA's reports), comparing expenditure and income (including sums committed) to the approved budget. Consider if any budget revisions are required and obtain finance and facilities committee approval where required.
- Medium-term budget can be set and reviewed throughout the financial year as a result of budget monitoring, School Improvement Plan update, change in forecast pupil numbers etc.
- Consider the financial effect of decisions.
- Approval of orders and payments above the delegated limit.

Annual Tasks where timing is dependant on other factors

- Audit and accounts of the school fund; timing will be determined by the year-end date. The school fund should be monitored regularly over the financial year.
- Discuss audit recommendations and identify actions to be taken.

Information supplied to the Local Authority

The following information is supplied to the Local Authority in accordance with the Fair Funding Scheme for Financing Schools and the Schools Financial Regulations:

Annual budget plan, including assumptions	1 May
Best Value Statement	1 May
School Balance Analysis Form	End of May
Consistent Financial Reporting Return	Mid June
Budget revisions	Not less than 3 monthly intervals
Traded Services Buy Back Form	Mid February
School Fund Audit	Within 5 months after the period end
Quarterly Financial Reports per 3.27 of the Schools Financial Regulations	3 weeks after receipt of the quarter OneWorld reports
Final Accounts information	In accordance with final accounts timetable
Imprest/Petty Cash Claim Forms	As and when required
Imprest/Petty Cash Reconciliation Forms	In accordance with final accounts timetable

CHARGING POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Examination Fees

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Head and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary, but if not enough parents contribute the trip may well not go ahead.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance or income related employment and support allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (provided the claimant does not also receive Working Tax Credit, AND whose annual income as assessed by the Inland Revenue does not exceed £16,040 for the year 2008/09)
- Guarantee element of State Pension Credit

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the LA policies on charging or remissions.

Where visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the LA, for approval.

Community Room Charges

Occasionally, other groups may wish to hire the community room either during or after the school day. Hirers must sign a hire agreement before any group can meet, this states all the rules and regulations required. The charges for using the room are £10 per hour, however this charge may be waived for voluntary groups.