



St. Luke's CEVA Primary School

Finance Policy 2024-25

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Developed by Finance Committee 2024	
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Introduction

This document sets out the financial arrangements within the school, including the roles and responsibilities of Management and Staff.

The aims of the policy are to ensure:

- The allocation of resources promotes the aims and values of the school;
- Resources are targeted on raising achievement and improving the quality of provision for students;
- Resources are used *to* support the educational needs of all students;
- The principles of 'Best Value' are applied in the allocation and management of resources.

The school follows the guidelines for financial control and accounting as shown in the London Borough of Newham's Financial Guidance to Schools, and it complies with financial standards as set by the DfE and the Audit Commission.

The Governing Board controls this Finance Policy and it is reviewed annually.

1. The Governing Board

The Governing Board has a strategic responsibility for setting the school's educational and financial priorities and for ensuring effective management of the budget. This includes a legal requirement to agree the school's annual budget plan. The educational and financial priorities for the school will be identified as part of the process of producing the School Development Plan.

The Governing Body shall establish proper financial management arrangements and accounting procedures and maintain sound systems of internal control including safeguards against fraud in compliance with the Financial Regulations contained in this document. These arrangements are reviewed on a regular basis to ensure they are adequate and are being complied with.

The Governing Body and school staff have a responsibility to avoid any conflict between their business and personal interests and the affairs and interests of the school.

In terms of financial responsibilities, the role of the Governing Body is to:

- Ensure the delegated budget is used effectively and efficiently for the education purposes of the school;
- Set controls for both the financial and operation aspects of the school that are consistent with Best Practice and Statute as defined by the Financial Regulations for Schools;
- Ensure roles and responsibilities of the Governing Body sub-committees, Headteacher and school staff are clearly defined and allocated;
- Receive and evaluate reports from the Finance Committee on finance matters;
- Review the delegated responsibilities annually.

The Governing Body delegates some of its powers within a committee structure as well as to the Headteacher. The Governing Body meets at least twice a term. Members and terms of reference of Governing Body Committees are reviewed annually.

3. The Finance Committee

In terms of financial responsibility, the role of the Finance Committee is to:

- Review drafts of the annual budget and recommend the annual budget to the Governing Body to endorse;
- Monitor the actual income and expenditure and forecasts against the agreed budget;
- Maintain the Scheme of Delegation, recommending any required changes to the Governing Body;
- Review reports from Internal Audit and other external officers.
- Monitor the inventory control process.

4. The Headteacher

In terms of financial responsibilities, the role of the Headteacher is to:

- Advise the Finance Committee and/or the Governing Body on the position of the school budget;
- Ensure the Finance Committee and/or the Governing Body are provided with relevant and timely information for them to discharge their duties;
- Ensure the requirements of the Finance Committee and/or the Governing Body are carried out;
- Alert or inform the Finance Committee and/or the Governing Body of any matters considered relevant;
- Ensure all financial matters are undertaken in compliance with DfE guidelines and the London Borough of Newham Financial Guidance to Schools;
- Manage the day to day budget in line with the expectations of the Finance Committee and/or the Governing Body;
- Ensure all financial returns to the Local Authority and/or DfE are completed and submitted within the required time scales.

The Headteacher delegates the day-to-day activities of financial management at both to the respective Finance Officer and Office Manager for the school. The Headteacher engages with Tridan Business Concepts LTD, regarding the duties relating to Budget Setting and monthly monitoring.

The Headteacher ensures that an effective segregation of duties is maintained in all financial processes in both schools.

5. The Scheme of Delegation

The Scheme of Delegation lists the financial responsibilities of the staff and governors of the school.

The Headteacher and the Finance Committee review the Scheme of Delegation for the school annually ensuring that the correct levels of delegated powers are given to individuals or committees. The Governing Body, via the Finance Committee, 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.

See Appendix A – Scheme of Delegation —

6. Pecuniary Interests

It is the responsibility of the Headteacher and the Governing Body to ensure 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 of governors and staff with financial responsibilities.

Governors and staff are required to disclose any interest they have in any of the firms on this register. Additionally, they are asked to disclose any links they have with local firms (or national firms if relevant) that provide services to schools. This is referenced back to the school's current Supplier listing. They sign this form at the beginning of each academic year.

Governors and staff are required to disclose any interest as soon as they are aware of the link.

The Finance & Admissions Officer holds the Register of Pecuniary Interests and individual declaration forms including the Local Authority's guidance to the scheme.

A blank copy of this form can be found in Appendix C for information.

7. School Improvement Plan (SIP) and Budgets

The Senior Leadership Team of the schools produce an annual School Improvement Plan (SIP). The aim of this plan is to develop a strategy for improvement in all aspects of each school.

The SIP covers a long and mid-term strategy but is linked to the annual budgets.

The Governing Body, via the Finance Committee, reviews the SIP every term when necessary and then aims to produce the annual budget that supports this plan for the coming financial year.

The annual budget process is completed in time for the Summer Term Governing Body meeting, but it is the aim of the school to complete a final draft as near to the start of the new financial year as possible. However, the school is guided by the deadlines set by the Local Authority based on preparation of school budget share allocations in March of each year.

8. Budget Monitoring and Adjustments

St. Luke's CEVA Primary School buys into the Tridan Ltd SLA. A bursar is assigned to the school - Muhammad Hakim - that undertakes monthly monitors of expenditure against the budget. The Finance Officer presents a report on the budget position to the Headteacher each month. The Finance Officer, in conjunction with the Headteacher, prepares additional reports for the Finance Committee. The Finance Committee will then report to the full Governing Body on a termly basis.

Monthly reports are sent to the LBN finance section of the authority. On a regular basis, the school finance officer reconciles the school's ledger balances with information held by the LA.

Any material variances in expenditure are reported to the Chair of Governors, Governing Body and Headteacher as soon as they are noted.

In the management of the budget there is, on occasion, a need to transfer budgets with changing priorities. All such budget virements or adjustments are reported to the Finance Committee within the Finance Report and where the virement is above the Headteacher's delegated authority (£10,000), approval is sought at the Finance Committee meetings.

Further details of budget virements, adjustments and authorization are in the Scheme of Delegation.

9. Internal Financial Control and Data Security

All duties and financial procedures are in line with the LA regulations as documented in the Financial Guidance to Schools and any supplementary guidance provided.

Internal Controls are reviewed annually based on this Finance Policy. The results of this review and any recommendations are presented to the Finance Committee / Governing Body. Any decision to change is then reflected in the Finance Policy.

The school has also followed the principles of the School Financial Values Standard (SFVS) as adopted from the DFE, to monitor and enhance internal controls.

In addition, the LA runs an Internal Audit programme that follows a risk-based approach but aims to generally perform audits in schools on a rolling three year cycle

-St Luke's main account was last audited in March 2022.

-2 smaller accounts were audited in March 2023

Staff members are properly trained in the financial systems and procedures in accordance to the requirements of their role. The Headteacher undertakes regular reviews of financial training needs and ensures the appropriate resources are engaged to support this.

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

- At least 2 people are involved in the ordering of goods and 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.
- Where required, 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 prohibited. Any alterations are properly and clearly recorded.
- Where cheque payments are lost, the bank is contacted to cancel the cheque before a new replacement payment is produced.
- All financial transactions are traceable from 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.

10. Computer Systems

Control and security of data is maintained within the parameters of the General Data Protection Regulation (UK) and Freedom of Information legislation.

As such access to financial and operational systems is carefully controlled. The access rights on the SIMS FMS financial systems are shown in Appendix B.

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

The school has a Service Level Agreement with the **ICT Team at Adept Education** which ensures that only authorised software is used and includes security software that prevents unauthorised access and protects against computer viruses. The school has a school-based technician and this ensures that there is support on site should any issues arise relating to computer arise.

The ICT Team at Adept acts as the System and Network Manager for the school ensuring that data security is maintained through regular access password changes.

The school conducts a remote system backup process daily and all backups are securely stored by the service provider commissioned through Adept.

11. Purchasing

Staff will be in charge of budgets for their areas of responsibility which are approved by the Headteacher in line with priority needs of the schools and the schools' improvement plan.

Budget allocations from the schools' delegated budget will be notified to budget holders annually once the Governing Body has approved the budget.

The financial year for capitation allocations runs from 1st April to 31st March and allocations can only be spent in the year they are given. Any underspends will be absorbed back into the school budget.

Budget holders who are successful in any bid for funding are responsible for ensuring that the Headteacher and the Office Manager are aware of the terms of the funding.

The school budget is monitored constantly and reviews are carried out and reported to the Governing Body. Budget holders will be notified of their spending and remaining balances on a termly basis. Should a budget balance give cause for concern before the termly notification the Headteacher will contact the budget holder immediately to discuss the matter. If budget holders have any queries regarding their budget, they should see the Headteacher.

Staff with financial responsibility are authorised to complete orders, verify invoices and receipts for reimbursement. This does not exclude other staff from writing out orders or buying items for their subject area. However, where staff without financial responsibility carry out these tasks, staff with financial responsibility must countersign any request.

All purchases must be made using official order forms available from the main office.

11. Purchasing Continued...

Responsible staff members should complete the school's order form. This form needs to be signed by an appropriate member of the senior leadership team.

The budget holder should keep a copy of the purchase order for their own records. This should be used to check off items as they are delivered and also to check invoice details. Budget holders shall not submit any request for items the cost of which will exceed their agreed budget without prior consent from the Headteacher.

When the goods arrive they need to be checked off and the member of staff receiving the goods should sign the delivery note. The Finance Officer/ Office Manager will check the invoice against the order and will enter the invoice details on FMS and print cheque/raise BACS.

The staff who receive the goods should ensure that they are delivered to whoever ordered them as soon as is practically possible and should ensure that they are checked against the original order for completeness and condition. It is the responsibility of budget holders to report shortages, faulty goods and errors.

In order to ensure value for money there should be a review of outcomes of major purchases for effectiveness.

The Finance Officer/Office Manager will enter the invoice details on to the FMS system to print the cheque/raise BACS. Invoices usually arrive after delivery of the goods but can sometimes arrive before the delivery. The relevant member of staff will sign the invoice to confirm receipt of the goods according to the delivery note details and authorise payment. It is assumed that all the items stated on the invoice have been received once verified by the budget holder. Once the invoice has been processed the cheque will be signed by two authorised signatories as per Appendix D - SIMS Access and Control.

Once signed, cheques must be posted immediately. Unused cheques will be kept in the school safe. Blank cheques must never be signed.

Most invoices allow 30 days credit terms, but this is not always the case. Budget holders must ensure that invoices are returned to the Finance Officer I Office Manager with sufficient time to process them within the credit terms. Failure to do so may result in a supplier freezing an account. If you are holding on to an invoice for any reason you must inform the Finance Officer I Office Manager of this and the reason you are doing so. If an invoice cannot be retrieved from a budget holder and the Finance Officer I Office Manager is unaware of the reason for non-payment, they may request a copy invoice and will verify it on behalf of the budget holder if it is deemed appropriate.

The school Purchase Card is in the name of Matt Hipperson & Shera Simpson. The purchase card must be retained in the possession of the person it has been assigned to (HT) like their own debit or credit card. There is a monthly limit of £1,500 expenditure using the Purchase Card and staff must complete a purchase order requisition in the same way as they would for any other order. Orders made for goods using the Purchase Card must be signed by the Purchase Card holder. The school adheres to the Purchase Card – Good Practice guidance provided by LBN and available on the MLE (Newham Finance).

Appendix E Shows the purchasing expenditure limits for the school

The Office Manager will sign the invoice to confirm receipt of the goods according to the delivery note details and authorise payment. The approved invoices should then be processed on FMS, a BACS Payment created, and a BACS Run Report produced. The BACS Run Report should be signed by two approved signatories.

The BACS file can then be uploaded to the online bank and approved by the school finance team.

12. Income Management and Banking

Other than the delegated budget, the schools collect income from the following sources:

Pupils - school trips

Pupils - fund raising/ donations

Pupils - breakfast club & after school clubs

All income collection is accounted for within the school office at school. A record is kept of each type of income.

13. Petty Cash

There is no Petty Cash paid out and staff have to complete the relevant form and will receive a cheque/Bacs within 2 working weeks. The request has to be signed by the relevant budget holder and the cheque/BACS will be drawn against the relevant cost code.

14. Inventory and Assets

The school has an Inventory Register based on an agreed **Inventory Control Policy**. The register is to be recorded in electronic format.

The Office manager, School ICT technician and the Headteacher are responsible for the maintenance of this register.

Valuable assets are security marked using Ultraviolet Pens, Security Etching and/or Smart Water. The security marking is noted on the Inventory Register.

The inventory is reviewed and checked annually. The findings of this annual inventory check are reported to the Finance Committee highlighting the condition of assets and also missing items. See Appendix F – Asset and Inventory Policy

15. Personnel, Salaries and Wages

The school uses the Newham Partnership Education payroll service.

All information regarding staffing is provided to the service to ensure the correct processing of individual pay.

Payments reconcile automatically where records held in the schools', **SIMS** personnel system correlate to the payments being made.

The appointed bursar for the school regularly reviews variances in monthly pay against estimates calculated by the **SIMS** personnel system.

Authorisation of additional payments outside normal contractual payments is made in accordance to *delegated* powers.

Payment of incidental expenses are made in line with the guidelines set by the LA and as

documented in the Financial Guidance to Schools.

Recruitment is controlled by the Headteacher who has the authority to recruit at all levels. However, all recruitment needs are discussed and agreed at Finance Committee and especially at the time of budget setting.

Recruitment of Senior Management is carried out by the Headteacher and members of the Governing Body. However, the Governing Body controls the process for Headteacher recruitment.

The Governing Body has accepted the Model Pay Policy as set by **LBN** which also follows national guidelines on pay structures. All recruitment and pay is in line with this policy.

16. Insurance

The Headteacher ensures that the Authority's insurance cover is commensurate with the risks associated with the schools and will notify the Finance Committee immediately if there are any material risks which are not covered by the Authority.

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.
- The Authority acts as the Broker for insurance for all the schools in Newham.

17. Fraud, Corruption and Bribery

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

Fraud is a criminal offence. The Fraud Act 2006 defines 'fraud' as:

1. Deceit, the intention to deceive or secrecy: and
2. (a) an actual loss or gain;
(b) the intent to cause loss to another or expose them to the risk of it.
3. Dishonesty.

Offences of fraud can include abuse of position, making of a false statements, failure to disclose information, obtaining services dishonestly, deception, theft, misappropriation, embezzlement, forgery, corruption, extortion, false accounting, false representation, concealment of material facts, acts of conspiracy, collusion and

aiding and abetting any act of dishonesty.

Bribery is a criminal offence and the Bribery Act 2010 introduces a clearer regime for tackling bribery. A definition is – inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other advantages.

Internal Audit

Local Authority Internal Audit will report on the existence and effectiveness of control systems and as part of the audit process may advise on best practice. The findings and recommendations of reports will be implemented promptly.

Prevention

Prevention is the most desirable factor in dealing with any fraud. Unfortunately, not all systems are always fool proof in stopping the committed fraudster.

Governors, school management and staff will carry out their responsibilities as outlined above and implement specific action where necessary.

Detection

LBN Internal Audit carry out audits of all schools based on an assessment of the risk management. Internal Audit regularly liaises with External Audit and will refer any suspected fraud or irregularity to the LA Anti-Fraud Team.

All staff have an obligation to report concerns to school management. In addition, there is a Whistle-blowing Policy for cases where school staff feel it is necessary to report their suspicions in a confidential manner. A copy is available on the schools' website and available from the main office.

Investigation

Where any matter that might constitute fraud, theft, corruption or bribery comes to the attention of any governor, the Headteacher or member of the SLT it will be in the first instance investigated by the Headteacher to ascertain the basic facts.

Subject to the findings the matter must be referred to the LA Anti-Fraud Team/ and or chief finance officer.

18. Review Process

The Finance Committee will review the contents of this policy annually, usually in the Spring Term.

The review considers any changes to associated publications such as the Financial Guidance to Schools issued by the Authority 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.

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

The Finance Committee then recommends the adaptation of the revised policy to the full Governing Body.

School Voluntary Fund

The school operates a voluntary fund, which is a school account run by the SLT and is for the benefit of the of the school community.

The head teacher ensures that voluntary funds are accounted for separately from the schools delegated budget and are held in a separate bank account. The same standards of financial accounting, which apply to income and expenditure for the school's delegated budget, are applied to the voluntary funds.

The overall responsibility for the fund is held by SLT. Cheques should be signed by two of the three authorised signatories (HT, DHT & AHT) and the reason for the expenditure is validated by both signatories as per finance policy.

The fund is administered by the Office Manager at the school. The day to day running of the fund is the responsibility of the Office Manager, although overall responsibility for the fund is with the three signatories (Headteacher, Deputy Head & Assistant Head).

Expenditures is limited to £2,000 per single transaction, therefore this does not need to be registered with the Charity Commission.

The school fund is banked with Santander Bank. The fund has a year-end of 31st December and an annual summary of account of income and expenditure and a statement of balance will be prepared by an accountant who is an independent person with financial background.

Audited accounts will be presented to the Finance Committee each year for formal approval.

Income for voluntary fund would be generated from:

- Fund Raising Events - School Fete etc.
- Commission from photographs
- Collection and payment to charities
- Profit from uniform sales
- Donations from staff or companies

Expenditure would be for:

- Subsidising educational visits
- To purchase items for sale to students, e.g. uniform, tuck shop
 - Refreshments for children's parties
 - Fundraising activities (e.g. raffles)
 - Minor gifts/presents to staff or governors, e.g. flowers for sick or bereaved colleagues
 - Refreshments (food and/or drink) at a leaving function for staff or governors

Cash/cheques collected from the above, will be banked into the voluntary account by the office manager.

Governor's Fund

As this is a church school and supported by the Diocese of Chelmsford, the Governors operate a separate bank account.

The governing board ensure that these funds are accounted for separately from the schools delegated budget and are held in a separate bank account. The same standards of financial accounting, which apply to income and expenditure for the school's delegated budget, are applied to this account.

Cheques should be signed by two of the three authorised signatories (CoG, Chair of Finance Co. and one other member of the Finance Co.) and the reason for the expenditure is validated by both signatories as per finance policy.

The fund is administered by the Finance Committee via the Chair of Governors, and it is proposed that the day to day running is handled by the School Finance Officer, although overall responsibility for the fund remains with the Chair of Governors.

Expenditure is limited to £5,000 per single transaction, and anything above this needs to be consulted with the rest of the governing board.

The school fund is banked with Co-Op Bank. The fund has a year end of 31st December and an annual summary of account of income and expenditure and a statement of balance will be prepared by an accountant who is an independent person with financial background. Audited accounts will be presented to the Finance Committee each year for formal approval.

Income would be generated from:

- School House Rent
- Donations from parents/other companies

Expenditure would be for:

- 10% contributions for Diocesan Capital projects
 - Contribution to School House Repairs/Expense
 - Contributions to other repairs/maintenance in the school
 - Special projects (SEN Cabin)

Cash/cheques collected from the above, will be banked into the account by the office manager.

APPENDIX A- SCHEME OF DELEGATION

St. Luke's CEVA Primary School

Scheme of Financial Delegation

2023-2024

The Governing Body delegates its responsibilities to the staff to manage the day-day financial activities of the school:

- Cheque/BACS signatories & Payments
- Procurement
- Ordering Goods & Services
- Receiving Goods & Services
- Invoices
- Lease Agreements
- Budget virements & adjustments
- Write off of Bad Debts
- Disposal of Assets
- Staff Expenses

Cheque/BACs Signatories & Payments

The school undertakes to use BACs transfers where at all possible. If the goods have been ordered by one of the HT, DHT or AHT they shouldn't sign the cheque. Direct debits and standing orders may only be used where they enhance the effectiveness and efficiency of the school and must be sanctioned by the HT.

Ordering Goods & Services

Cost centre managers can only order goods and services from their own budget. The HT, DHT or AHT can order goods and services from any budget.

Receipt of Goods & Services

Only the HT, DHT, AHT or Office manager can sign or approve timesheets for supply staff.

The payment of invoices is in accordance with authorised limits of signatory.

All goods are checked for correct quantity and condition on arrival/before they are handed on.

Budget Virements

The HT approves all budget virements up to a limit of £15,000 and must inform the Finance Co. asap. All virements above this level must be approved by the Finance Co.

Bad Debts

The HT can approve the write off of bad debts to the value of £100.00 – the Finance Co. will approve write offs in excess of this figure.

Headteacher

The Financial Responsibilities of the Headteacher are:

1. implementing the budget agreed by the governing body and establishing profiles against which agreed expenditure can be monitored;
2. day to day management of the budget, and for delegating budgetary responsibilities to his/her staff. In undertaking this responsibility, the head will ensure that the relevant staff are adequately trained and supported to carry out their allotted tasks;
3. ensuring that the governing body's financial regulations are implemented;
4. ensuring that the Authority's arrangements for managing the local cheque book scheme are properly implemented;
5. ensuring that systems of internal control are implemented to enable the proper processing of the school's transactions;
6. authorising virements of **up to the value of £10,000**. For the purpose of virements, the teaching staff and the long-term cover budget accounts are treated as one account;
7. ensuring that adequate arrangements are in place for the safe custody and control of cash and other property belonging to the school;
8. maintaining an inventory of the school's equipment and reporting discrepancies above a value of £500 to the governing body;
9. authorising write-offs and disposals of surplus stocks and equipment up to the value of £500;
10. ensuring that adequate arrangements are made for the safe and secure storage of the school's computerised information;
11. presenting budget monitoring reports to the governing body each term, in a format agreed by the governing body, which provides details of expenditure and commitments against the approved budgets, and any virements made since the last meeting of the governing body;
12. to ensure that 3 formal quotations are sought for work **above £10,000 and up to £50,000**;
13. with the **Finance Committee** to select the contractor from 3 quotations sought for work between **£50,000 and £100,000**;
14. **with the Chair of the governing body and 2 other governors**, approving tenders above the value of **£100k and below the value of £500k for governing body approved projects**;
15. to review the financial implications of the school's aims and objectives in the school development plan and to make recommendations to the governing body;
16. to establish a timetable and procedures for planning the budget;

17. to receive estimates of income and expenditure and to prepare a draft budget at the start of each financial year, for approval by the governing body, which enables the school's aims and objectives to be met;
18. to ensure that the school's/Authority's/governing body's financial regulations for managing the school's budget share and the local cheque book scheme are properly implemented;
19. to monitor the school budget in between governing body meetings to ensure that monies are being spent in line with the school's aims and objects and budget accounts remain in balance;
20. to arrange for the preparation of reports to the governing body on budget monitoring;

21. to be responsible for the school's/governing body's insurance arrangements;
22. to sign school cheques and authorize BACs payments.
23. to report all bad debts to the governing body.

Finance Officer -The Headteacher shall delegate to the Finance Officer the following powers:

1. To assist and advise the Headteacher in the preparation of the budget;
2. To monitor progress on the school budget and to advise the Headteacher accordingly;
3. To draft budget monitoring reports that enables the Governing Body to oversee the school budget;
4. To carry out financial procedures for the operational of the main school bank account reconciliations;
5. To liaise with the Headteacher and oversee cost centre budget spend;
6. To process 'Actuals' consulting other members of school staff and or other council staff as appropriate;
7. To oversee information recorded on the SIMS Personnel module up to date;
8. To prepare responses to requests for financial information and to keep the Headteacher updated on progress with all matters;
9. To oversee transparent systems of record keeping to assist the audit trail;
10. To liaise with external auditors to ensure the school has efficient and prudent financial systems in place;
11. To support the staff and the governing body understand the principles of Best Value;

Office Manager

The Headteacher shall delegate to the Office Manager the following tasks:

1. To process all invoices into the school's accounts;
2. To check the description, quantity and prices against those ordered, setting queries, raising cheques ready for signature and dispatching signed cheques;
3. To manage the school's fund account, to include keeping accurate records of all transactions, regular processing and reimbursements as necessary from the bank.

Office Staff

The Headteacher shall delegate to the office staff the following tasks:

1. To ensure the delivery note is signed.
2. To ensure that the goods are checked by the person who ordered the goods.

**Register of interests for
Newham school governors, senior school staff
and staff involved in procurement**

To be completed annually (or sooner if circumstances change) by all governors, senior school staff and staff involved in procurement

For each business interest you must declare the name and nature of the business, the nature of the interest and the date the interest began

Personal Details

Your name:

Your school/governing body:

Employment, office, trade, profession or vocation

Please complete this section if you are in paid employment, or you are self employed.

Are you self employed Yes/No*

My employer is:

Their/ my business is:

My job is:

If you are employed as the headteacher, deputy headteacher or assistant headteacher at the school, and have other interests for which you personally receive remuneration please detail these interests below:

Contracts

Is there a contract, either existing or proposed, between you or your relatives (defined on the final page) or spouse (or someone living with you as if he or she were your spouse), an organisation/ society/club of which you are a member, or your employer, and the school where you are a governor or an employee?

Yes/No*

Are you a partner or director in a company or a body corporate or do you hold substantial (see footnote) securities?

Yes/No*

Interest in securities

Do you hold any substantial ¹ securities in any company or body corporate?

Yes/No*

If you have answered “yes” to any question you must declare the name and nature of the business, the nature of the interest and the date the interest began.

(Please continue overleaf if necessary)

Membership of governing bodies or academy trusts

Please record the details of governorships or trusteeships you hold on other schools. For each membership please record the name of the school, the office held and the date your membership began. If you do not hold any other governorships or trusteeships please write “not applicable” below.

(Please continue overleaf if necessary)

¹You have a substantial interest if you own shares or other securities in the company with a nominal value of more than £25,000 or more than 1/100th of the issued shares or securities. The notional value is normally the face value on the share certificate and is not the market value. If in doubt contact your broker. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.

Relationships between governors and members of the school staff including spouses, partners and relatives and relationships between school staff, including consultants.

- Please declare below any relationship with a member of the school staff including spouses, partners and relatives. This includes spouse, partner, parent, parents-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece.

None

5. Declaration

I declare that to the best of my knowledge the foregoing is accurate, and I am aware that the above information is open to inspection. If my circumstances change, I will immediately inform the governing body and make an appropriate declaration.

Signature **Date**

Once you have completed this form please return it to the school where you are a governor or an employee.

Please remember you need to declare an interest if your relative or spouse (or someone living with you as if he or she were your spouse) would be considered to have an interest in any item discussed at a meeting. The definition of a relative includes spouse, partner, parent, parents-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece.

Appendix C - SIMS Access and Control {Finance Modules Only}

Access rights are divided into categories that follow the tasks performed on the system. The level of access to the system granted to staff is based on the tasks each of them need to perform.

The schools aim 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 tables below show the access rights of all members of staff that use SIMS FMS.

Level of Access	Name Position	Position
System Manager Level	LA Systems	Capita System Support
Manager Level		Office Manager
Manager Level		Finance Officer
User Level		Admin Officer

Appendix D - Purchasing Expenditure Limits

The following framework follows the guidance provided by the LBN Internal Audit Service to schools in Newham. In general, the school will seek advice on the tendering process for all projects in excess of £50,000.

Expenditure Limits (Excluding VAT)	Procurement Process	Approvals
Up to £9,999	No formal quotes required but Value for Money must be demonstrated	Headteacher
£10,000 to £49,999	3 formal quotes required	Headteacher
£50, 000 to £99,999	Mini Tender process where at least five suppliers / contractors invited and three tenders received	Headteacher and Finance Committee
£ 100 ,000 to £499,999	Full tender process where at least seven suppliers / contractors invited, and five tenders received OR Procurement via LBN Procurement Teams	Headteacher and Chair of Governing Body
£500,000	To be conducted in accordance with EU rules of procurement via LBN Procurement Teams	Full Governing Body

Procurement thresholds as of Jan 2023 (supplied by LA Auditor – Dec 2022)

Contract Type	Current threshold Net of VAT	New threshold Inclusive of VAT	New threshold Before VAT
Supplies/ Services (Central Government)	£122,976	£138,760	£115,633
Supplies/ Services (Sub-Central CAs)	£189,330	£213,477	£177,898
Works	£4,733,252	£5,336,937	£4,447,448

Appendix E Staff Structures @ St Lukes CEVA Primary School

Authorised Signatories

Matt Hipperson – Headteacher

Fiona Norcross – DHT

Helen Tarbuck - AHT

Admin Staff

Mr Muhammad Hakim - Finance Officer

Ms Sharon Joslyn – Office Manager

Appendix F - Asset and Inventory Policy

Purpose of an inventory

An inventory must be maintained to ensure that the school has a detailed record of all the equipment it has custody of.

The reason for maintaining such 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 I or police investigation.

Responsibility of keeping inventories

The Governing Body maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the Learning Resource Manager for both schools. The Learning Resource Manager is to ensure the policy and procedures are followed and will report to the Governing Body or its Finance Committee via the Headteacher on a regular basis as detailed within this policy. The Governing Body must approve any further delegation of the duties covered in this policy.

Responsibilities within the school is shown under each part of the control process detailed in the following sections. Where there is a gap in recruitment, the Headteacher will nominate a temporary responsible officer. If the person is not being replaced, the Headteacher will ensure that the responsibilities are transferred to another member of staff without delay.

Process - Purpose of Inventory

All purchases of inventory must follow the process as documented in the schools Finance Policy and be consistent with purchasing guidelines in the Financial Guidance to Schools.

Additional approvals if required must be sought in writing before purchase of such items.

Where the purchase of upgraded equipment or replacement items makes existing assets redundant or obsolete, the disposal of the old assets must follow the guidelines set out in the Disposal of Assets policy. The Headteacher holds the responsibility of ensuring the correct process is followed.

Items to be recorded

Generally, items of equipment, tools and furniture with a value over £500 are recorded on the Inventory Register. However, the register contains items below this value that are considered 'desirable' and may be open to theft or damage.

Furniture included in the register must have an individual value in excess of £500.

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.

The responsibility of determining which items should be recorded on the Inventory Register lies with the Headteacher.

Details to be recorded

The inventory may be held as a computer record or manual document. If a manual document is held all entries must be in ink. In either case the record should be retained in an appropriate place with one copy off-site or retrievable by computer from another site.

The following information be recorded, however not all assets require every piece of information.

Details	Costs	Disposal Details	Inventory Checks
Equipment no.	Supplier	Date of disposal	Date of check
Description	Unit cost	Method of disposal	Condition of asset
Serial no.	Quantity	Reason for disposal	Location of asset
Model	Invoice no.	Authority given	
Category	Invoice date		
Holder	Gross value		
Location	VAT		
Security marking	Net value		
Support contract			
Insurance policy details			
Anticipated replacement date			

Inventory Checks

At least annually and usually in the summer term a physical check on inventory is conducted.

All items recorded in the register are checked for location and condition.

The check is also used to identify any items that may have been missed off the original register.

Where the condition of assets has deteriorated this is noted for repair, replacement or disposal.

Where assets are no longer used and are considered to be obsolete, this is reported to the Headteacher.

Security of Assets

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 deter theft. However, care is taken not to reduce any resale value of the assets. Sticky labels are not sufficient as these can be removed.

All easily removable items e.g. laptops and audio-visual equipment are locked away securely when not in use.

The School Based Technician maintain a log on the Google Drive of all equipment loaned out to staff & parents. Staff & parents using the loan facility sign a document to agree to ensure the security and safe usage of the equipment whilst in their possession.

Any equipment loaned out for personal use is not covered by the schools' insurance policies and as such will not be loaned unless adequate insurance cover is provided.

Any leased equipment is not marked without first referring to the leasing contract/company.

All *staff* are responsible for ensuring equipment used by them is correctly and securely stored when not in use.

Disposal Policy

Assets are disposed of only if they no longer have any use to the school. Inventory is not generally used to generate a profit by sale. However, sale of redundant assets can be carried out.

The table below shows the reasons for disposal and the methods of disposal used by the schools:

Reasons for Disposal	Method of Disposal
Obsolete - no longer used	Destroyed
Damaged beyond repair	Donation
Upgraded equipment purchased	Offers for sale
Faulty and uneconomical to repair	Confidential disposal
Theft	
Fire damage	Scrap
Missing (presumed lost/stolen)	

When items are disposed of, authority to dispose of these items is sought from SLT. This is in line with the original purchase price of the asset or its' replacement value.

The authorising member of SLT must be a higher delegated power than the person who has decided to dispose of an asset. The authorising manager checks that the asset is disposed of in the most appropriate method. In the case of the disposal of computer equipment that may contain confidential school information, disposal involves the secure deletion of data from the memory. This is done prior to the disposal by sale or donation but ideally, such assets are destroyed.

Items sold are to be supported by a Sales VAT Invoice. When items are either sold or donated to staff members, the Finance Committee is consulted prior to the transaction. When items of inventory are disposed of, the disposal is recorded on the current Inventory list. At least termly, all items disposed of are removed from the current list and recorded on the Disposals List. The HT controls the process of disposal and reports all disposals to the Finance Committee at least annually.

Inspection

The inventory must be made available for inspection as required by the Internal Audit Service to Schools.

Reporting

A report is made annually to the Governing Body, after the summer inventory check. The report is structured to 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

The Headteacher reviews and signs the report before it is presented to the Governing Body. The Governing Body will use the report to plan future inventory control. If assets are damaged, involved in accidents, lost or stolen and are essential for the running of the school, the Headteacher will contact the Chair of Governors and advise what action is to be taken. Decisions made in these situations are documented and countersigned by the staff making the decision and the Chair of Governors.

Authority to Dispose / Write Off Inventory

Requested By

Name	Position	Date	Signed
Matt Hipperson	HT	May 2022	

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? (YIN)		Is this covered by insurance? (YIN)
Is replacement budgeted? (YIN)		If yes, has a claim been lodged? (YIN)
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.

Appendix G

Responsibilities & Conduct

The Governing Body

The governing body has a legal responsibility for the school budget and will ensure a sound system of internal control is in place in the use of delegated and other funds given to the school.

Headteacher and senior staff

The Headteacher and senior members of staff are expected to set high examples of conduct in their day to day work, which are beyond reproach.

The Headteacher, with assistance from the school's office manager and or finance officer, bears overall responsibility for systems of financial control.

However, all senior staff and other managers are responsible for ensuring an effective system of risk management and internal control exists within their areas of responsibility and that those controls operate effectively. Managers must take a lead in terms of fraud prevention and will be held accountable for not undertaking this as part of their position of trust and area of responsibility.

The Headteacher is responsible for ensuring the school's policy in relation to fraud is communicated to all staff.

All staff

This policy applies to all employees of the school. It also applies to consultants, temporary staff, contractors and vendors and any other parties with a business relationship with the school

All members of staff are expected to share this commitment to help the school protect the public funds to which it has been entrusted. All staff have a duty to assist the school in the prevention of fraud and are expected to alert their line manager where they believe the opportunity for fraud exists because of poor procedures or lack of appropriate supervision. All employees are expected to report any cases of suspected fraud, no matter how trivial they may seem.

All staff are expected to be fully accountable during their employment with the school, to follow the school's policies, financial procedures and any relevant professional code and to comply with all laws and regulations applicable to the school's business.

As stewards of public funds, staff must have, and be seen to have, high standards of personal integrity. Staff should not accept personal gifts, hospitality, or benefits of any kind from a third party that may be seen to compromise that integrity.

Appendix H

Terms of Reference for the Finance, Resource and Staffing Committee

The role of the Finance, Resource and Staffing Committee is to support the Governing Body in all aspects of financial decision making and strategic development of the school.

As such the Finance, Resource and staffing committee's responsibilities are as follows:

- To review the financial implications of the school's aims and objectives and make recommendations to the Governing Body.
- To review the implications of the school's finance policy and make recommendations to the Governing Body.
- To review the implications of the school's development plan and make recommendations to the Governing Body.
- To receive estimates of income and expenditure and to receive a draft budget and three year plan at the start of each financial year for approval by the Governing Body.
- To monitor the school's budget projections in terms of funded pupil numbers and to develop risk management strategies and financial modelling for increases and decreases in numbers.
- To monitor the school's budget termly to ensure that monies are spent in line with the budget and to support the aims and objectives of the school.
- To monitor the fabric and condition of the school sit and to make recommendations to the Governing Body for the priorities for maintenance and improvement works.
- To seek opportunities for attracting sources of material and financial sponsorship/ funding to the school.
- To review any proposals from the school to seek external funding and to monitor financial risks associated with the funding.
- To monitor health and safety arrangements and report to the Governing Body.
- To review the school's staffing structure and complement and make recommendations to the Governing Body.
- To review the school's performance management arrangements and implementation.
- To review the school's pay policy and make recommendations to the Governing Body.
- To monitor levels of staff turnover and retention.
- To receive reports on staff leaving the school and agree new recruitment within budget.

Signed by: _____ **Date** _____

Chair of Governors _____

Chair of Finance Co. _____

Head teacher _____