

# Thomas Coram Centre and Nursery School

## Finance Policy



**Thomas Coram Centre  
and Nursery School  
49 Mecklenburgh Square  
London WC1N 2NY**



Reviewed and Approved: October 2021	Next review: September 2022
Reviewed annually	

# THE FINANCE

## POLICY OF THOMAS CORAM CENTRE AND NURSERY SCHOOL

This finance policy has been drafted to:

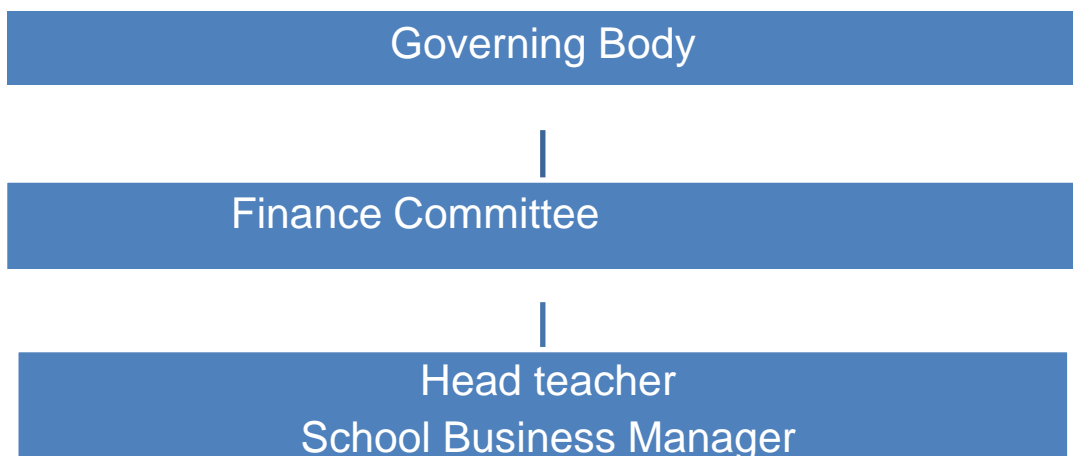
- a. Set out in writing the roles and responsibilities of the *Governing Body*, its committees, the *Head teacher* and other staff in relation to financial decision-making and administration. This allows the *Governing Body* to ensure adequate systems of financial control are in place and that it receives 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 *Head teacher* they have direct control over substantial amounts of funding 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 *Schools Financial Regulations* and the *Scheme for Financing Schools*.

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 requirements of the *Schools Financial Value Standard (SFVS)* will be met, and the principles of best value will be considered at all times.

#### 1.1 Financial Organisational Structure



The school will ensure that the responsibilities of the Governing Body, Resources Committee, Head teacher/Leadership Team and School Business Manager are aligned with those agreed at the school's Governing body meetings; if they do not, amendments will be made and re-approval sought, if necessary.

## 1.2 Governing Body

### *Role:*

The Schools Financial 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 the strategic framework in light of progress.

### *Responsibilities:*

- Ensuring the school meets all its statutory obligations and through the Head teacher complies with the Camden's Scheme for Financing Schools and 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 Resources 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.
- Establish the financial limits of delegated authority to the Head teacher and/or other members of staff (including virements). The level of delegation of financial powers to the Head teacher must be reviewed annually and recorded in the minutes of the Governing Body.
- Agree with the Head teacher 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 Head teacher and any other members of staff that influence financial decisions in accordance with the Schools Financial Regulations, and ensure it is maintained up to date.
- Adopt the whistleblowing policy detailed separately
- To approve the school's annual budget.
- Agree a policy for Gifts & Hospitality and decide whether to delegate approval of gifts and hospitality to the Head teacher.
- To approve the school's Finance Policy each year.

- To prepare, approve and submit the school's SFVS return and subsequently monitor the progress of any improvements actions.
- To adhere to the guidelines set out within within Camden's Scheme for Financing Schools: <https://opendata.camden.gov.uk/download/bdsx-jpg2/application/pdf>

### 1.3 Resource Committee

#### *Role:*

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

#### *Responsibilities*

- To set and approve the budget on behalf of 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 Head teacher.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Head teacher, 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 school's policy for balances in accordance with the SFVS, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Schools Financial Regulations and Scheme for Financing Schools, 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/private funds and ensure an annual audit is carried out in accordance with the section 16 of the 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 external 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 Head

teacher.

- 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.
- 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 Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- Evaluate the soundness and effectiveness of the schools financial management systems against SFVS.
- To ensure that accounts are properly finalised at year-end in accordance with the Schools Financial Regulations and other statutory legislation.
- To ensure that the financial procedures are documented and regularly reviewed.
- Consider and approve the authorised signatories.
- Ensure financial records are maintained and that they provide sufficient explanations.

#### **1.4 Head teacher**

*Role:*

The Head teacher 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 Head teacher 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 Head teacher 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 and approval by the resources committee, including assumptions underpinning the budget.
- To submit the approved budget to the Local Authority no later than 1 May each year.

- 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 Resource Committee for approval.
- To submit any approved budget revisions to the Local Authority at least on a quarterly basis.
- To ensure that the financial information provided to the Governing Body and Finance Committee meets their requirements; they are timely, accurate, understandable etc.
- To report to the Governing Body/Resource 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 Local Authority's risk management policy.
- Ensuring that the relevant Local Authority regulations or DfE requirements are implemented.
- Establishing sound internal financial controls, which are managed on a daily basis by the Head teacher, School Business Manager and Administrative Assistant.
- 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 School Business Manager**

### ***Responsibilities (refer to Job Description)***

- To assist the Head teacher 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 Head teacher 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 Head teacher and cost centre budget holders.
- 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 reports or equivalent to the Local Authority on a quarterly basis: fund review report, CFR report (showing the balances) and fund allocation audit trail.

## 1.6 Departmental Budget Holders

*Responsibilities:*

- To manage the budget delegated.
- To ensure that all goods and services are procured in accordance with the Schools Financial Regulations.
- To ensure that goods and services purchased are in line with the School's Policy.

## 1.7 Delegated Limits

Item	Finance Committee	Headteacher
Procurement - Ordering and Payment of Goods and Services	Above £10,000	Less than £10,000
Virements between budget heads	Above £10,000	Less than £10,000

In the absence of the Head teacher the Deputy Head teacher 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 Committee for ratification.

## 1.8 Authorised Signatories

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

Name	Job Title	Function	Finance Limit (if applicable)
P Holness J Stillaway	Head teacher Deputy Head	Authorising orders	Less than £10,000
P Holness J Stillaway	Head teacher Deputy Head	Authorising payment of	Less than £10,000

		invoices/credit notes	
P Holness J Stillaway	Head teacher Deputy Head	Cheque Signatory - School/School Fund Bank Account	If funds available - cannot be overdrawn
P Holness A Bloomer	Head teacher Business Manager	Payroll - overtime/extra hours	n/a
P Holness A Bloomer	Head teacher Business Manager	Payroll - Travel/subsistence claims	n/a
P Holness A Bloomer	Head teacher Business Manager	Insurance claims	n/a
P Holness A Bloomer	Head teacher Deputy Head	Remissions claims (school visits)	n/a
P Holness A Bloomer	Head teacher Business Manager	Catering reports	n/a

### 1.9 Nominated Departmental budget holders

Room leaders have been informed of the budget available to them. All resources need to be approved by the Head teacher before purchases may be made.

### 1.10 Procedures

All documentation for accounts and finances will be kept in accordance with Camden's Schools Scheme for Financing Schools.

### 1.11 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.

### 1.12 Register of Business Interests

A register is maintained to record Governors and staff (and their immediate family) business interests, details of any other educational establishments that they govern, and any relationships between school staff and members of the Governing Body. The register is accessible to all, including members of the public via the school's website.



## **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 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 Head teacher and Leadership team in the summer term. This projection should be updated in line with budget revisions throughout the financial year. The medium-term budget is submitted for approval by the Finance 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 either the premises plan or ICT development plan; staffing initiatives are represented and agreed by the resources 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 Head teacher and Leadership team and presented to the Finance 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 school fund contributions, so that planned expenditure does not exceed the available budget and takes account of all relevant conditions laid down by Camden's Scheme for financing schools.
- 2.1.5 The final budget is approved by the Resource Committee in April. The SBM then forwards the budget, including assumptions underpinning the budget and estimated balances brought forward, in the approved format. The Head teacher and Chair of Governors authorise the budget by submitting a signed form with the budget plan.

- 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 Head teacher and changes proposed presented to the Resources Committee. Any revisions to the budget are approved by the Resources Committee, entered onto the school's FMS system and submitted to the Local Authority at least on a quarterly basis.
- 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 Local Authority 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.

## **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 Head teacher regularly reviews the schools expenditure and income against the budget, to ensure that financial performance is on target. The School Business Manager co-ordinates the day to day monitoring of the budget.
- 2.2.3 The Head teacher produces budget monitoring reports for the Finance 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 Local 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 Room leaders are nominated by the Head teacher and Leadership team. The total curriculum budget is allocated to each department on an agreed formula. There should not be any overspends of the budget. Carry forwards of any unspent balances are agreed with the Head teacher. A copy of this Finance Policy is provided to all subject leaders.
- 2.2.5 Room Leaders can request a report detailing actual expenditure and commitments against budget for their area of responsibility, at any time. Room leaders can review the budget position and take remedial action where necessary. The review results are communicated to the Head teacher, who assesses the adequacy of the review and takes remedial action where necessary.
- 2.2.6 The Head teacher is authorised to vire between budget headings amounts up to £10,000, without seeking approval from the Finance Committee (as detailed in 1.7 delegated limits). The Resource Committee, before implementation, approves any virements above this limit. The virements are input onto the Schools FMS system and submitted to the Local Authority in the approved format.

### **2.3 Efficiency and Value for Money**

- 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.

### **2.4 Statement of Internal Control**

- 2.4.1 After the close of each financial year a Statement of Internal Control 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 Services.
- 2.4.2 In order to monitor the effectiveness of internal & financial controls, the Head teacher 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 Statement of Internal Control.
- 2.4.4 The Finance Committee prior to the approval and signing of the Statement of Internal Control considers the results of the self-assessments.

2.4.5 The Finance Committee monitors the implementation of improvement actions included in the Statement of Internal Control.

### **3 Purchasing**

#### **Supplier/Contract**

- 3.1 The school ensures that suppliers are decided upon in line with guidance from the DfE's Buying for Schools initiative and Camden's Scheme for Financing Schools.
- 3.2 The purchase of goods, services and works is undertaken in line with guidance from the DfE's Buying for Schools initiative and Camden's Scheme for Financing Schools.
- 3.3 The school always considers value for money, quality and fitness for purpose when purchasing goods and services.
- 3.4 Leasing arrangements are only entered into after seeking advice from the Local Authority's leasing advisory service. Only operating leases are permitted; finance leases are prohibited.
- 3.5 Any deferred or advance payment agreement requires prior approval from the Head teacher
- 3.6 The Head teacher ensures that there is adequate budgetary provision for charges arising from a leasing agreement for the duration of the agreement.
- 3.7 If it is not practical to meet the Contract Procedure Rules, the reasons for not doing so are reported to the Finance Committee and included in the minutes.
- 3.8 When a quotation other than the lowest is accepted, the reasons for the decision are reported to the Finance Committee and included in the minutes.

#### **Purchase Orders**

- 3.9 Official orders are issued for all purchases of goods and services that do not relate to a pre-existing goods or service contract. Where a Purchasing Card is used, orders are always raised before a purchase is made to ensure adequate levels of control and probity. Purchase Orders must be signed by the relevant authority before purchases are made.

- 3.10 Official orders are uniquely identifiable.
- 3.11 The order books are kept in a secure, within RM Finance. Printed orders are kept in a secure filing station.
- 3.12 The officer completing the order 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.
- 3.13 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.
- 3.14 An up to date record of the names of staff authorised to sign orders is maintained (1.8 Authorised Signatories). The Governing Body approves the list, and the names are recorded in the minutes.
- 3.15 Prior approval from the Governing Body is obtained for all expenditure above the limit determined; see 1.7 of this policy for the delegated limits.
- 3.16 There is always separation of responsibility between staff raising orders and staff responsible for authorising orders.
- 3.17 All orders are entered on the schools financial system by office staff to ensure that commitments against budgets can be monitored.
- 3.18 Orders are not used to purchase items for private and personal use.

### **Delivery of goods**

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

### **Payment of Invoices**

- 3.22 Invoices are matched to the appropriate copy order and delivery note by office staff; this is checked for accuracy of quality, price, calculations and VAT.

- 3.23 An appropriately completed coding slip is attached and the copy order marked with the details of the invoice and date passed for payment.
- 3.24 All invoices are authorised by the member(s) of staff approved by the Governing Body. The member(s) of staff are as listed in 1.8 of this policy.
- 3.25 The names of members of staff authorised to sign invoices are sent to the Accounts Payable Team together with specimen signatures
- 3.26 There is segregation of duties between the raising of orders and the authorising of payments.
- 3.27 Invoices are submitted to the Accounts Payable Team as soon as possible to meet the payment target of 30 days.
- 3.28 The payment details are entered into the financial record against the order commitment by the school office team. This is not the same person that signed the order, or the same person that checked the receipt of goods and services

### **Purchase Cards**

- 3.29 The Resource Committee will approve the use of any purchase cards used by members of staff, for the purposes of the school.
- 3.30 A maximum value for individual transactions and monthly expenditure limits will be agreed for any such card.
- 3.31 The purchase card for Thomas Coram Centre and Nursery School School, cardholder details and the associated limits are detailed in the table below.

Name	Job Title	Individual Transaction Limit	Monthly Limit
P Holness	Head teacher	£300	£1,000

- 3.32 Only the named cardholder will use a purchase card.
- 3.33 Orders relating to purchase cards are raised and authorised, transactions recorded on RM Finance and receipts/invoices retained for reference and checked to the card statements each month.

- 3.34 Duties will be appropriately segregated - transactions must not be reconciled and approved by the same individual. The designated person responsible for reconciling the card transactions is the School Business Manager; the authoriser is the Head teacher.
- 3.35 All purchase cards are kept securely in the school safe. Loss of any card will be reported to the bank immediately. Cards no longer in use will be destroyed.
- 3.36 The Head teacher will ensure no type of pay emolument or subsistence expense is made from a purchase card.
- 3.37 It is not permissible for a personal debit/credit card to be used to make school purchases. Staff will also refrain from using loyalty cards when making purchases for the school as there should be no personal benefit gained from such purchases.
- 3.38 The Chair of the Resource Committee will annually approve the expenditure of purchase cards used by members of staff, for the purposes of the school.

#### **4 V.A.T. requirements**

- 4.1 The guidelines on the accounting of V.A.T are followed in accordance with Camden's Scheme for Financing Schools.
- 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.
- 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 Camden's Scheme for Financing Schools.

#### **5 Petty Cash**

- 5.1 Petty cash is kept to a minimum and is managed as an imprest account in accordance with Camden's Scheme for Financing Schools.
- 5.2 Petty Cash is only to be used for emergency or essential educational resources, administrative materials or catering supplies, to a maximum value of £50.00.
- 5.3 Petty Cash claims can only be made by permanent employees.

- 5.4 Petty Cash should be 'topped up' when the balance reaches £50.00.
- 5.5 Petty cash vouchers should be signed by the claimant to confirm receipt of reimbursement.

## **6 Income**

- 6.1 The School Business Manager ensures that estimates for all income are included in the budget and that all income due to the school is collected.

## **7 Charging Policy**

- 7.1 The charging and remissions policy for goods and services supplied by the school is available on the school website.
- 7.2 The arrangements for the control and accounting of income are in accordance with Camden's Scheme for Financing Schools.
- 7.3 The admin assistant identifies income due to the school; full details of all expected income are kept in the income and expenses file located in the office. The School Business Manager is responsible for collecting and banking income.
- 7.4 Where invoices are required they are issued within 30 days and in accordance with V.A.T requirements.
- 7.5 For income received an official pre-numbered receipt is issued with a signature, other records are maintained for small amounts of income.
- 7.6 Receipts are securely stored, in the office, and spoiled cheques are cancelled and retained for complete records.
- 7.7 Cash and cheques are locked in the office safe and banked as soon as possible. Most transactions are completed via bank transfer.
- 7.8 All money received is reconciled to the accounting records.
- 7.9 No personal cheques or postal orders are cashed out of money collected.
- 7.10 The debt recovery policy for the school is in place, as per the charging and remissions policy.



## **8 Insurance**

- 8.1 Insurance cover is at least as good as the minimum cover arranged by the Local Authority and that the sums insured are commensurate with the risk.
- 8.2 The adequacy of insurances is reviewed every year to ensure that an appropriate level of cover is maintained.
- 8.3 The Head teacher notifies the insurers or the Local Authority of all new risks, property, equipment and vehicles that require insurance, or of any other alteration affecting insurance
- 8.4 The Head teacher immediately informs the insurers or the Local Authority of all accidents, losses and other incidents that may give rise to an insurance claim within twenty four hours of the occurrence.

## **9 School Assets - Inventory**

- 9.1 The School Business Manager maintains an up to date inventory of furniture, fittings and equipment, plant and machinery, vehicles and computer hardware and software. This will be known as the 'Asset Register'. 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 Asset Register.
- 9.2 All attractive and portable assets e.g. computer and electrical equipment, are security marked by SITTs to show as belonging to the school.
- 9.3 The School Business Manager carries out an annual check of inventory items, in the spring term. Any discrepancies between the asset register and actual items are investigated and a report presented to the Resource Committee.
- 9.4 All items taken off premises are signed for and recorded in the equipment taken off site file and insurance requirements are complied with.
- 9.5 Leased inventory items are identified, and any proposal to dispose of leased items, or loss of leased items, are referred to the Chief Financial Officer.
- 9.6 Surplus or redundant items are disposed of in accordance with regulations.

## **10 Payroll**

- 10.1 Appointments are made in accordance with the regulations of the Local Authority, and approved establishments grades and scale of pay.
- 10.2 A valid National Insurance Number is received at the time of new employee's selection.
- 10.3 The Head teacher notifies the School Business Manager and Camden HR as soon as possible of all matters affecting payments.
- 10.4 More than one person carries out checking and authorising documents and claims relating to appointments, terminations of employment and expenses.
- 10.5 Pay documents are completed and certified in accordance with Camden's Scheme for Financing Schools.
- 10.6 Only authorised members of staff have access to personnel files.
- 10.7 Only authorised members are able to sign time records. All changes to this list will also be notified.
- 10.8 Careful consideration is given to the employment status of individuals employed on a self-employed consultant or subcontract basis and advice is sought Camden HR as necessary.
- 10.9 An up to date list of staff employed is maintained by the School Business Manager and is available from the school office.
- 10.10 Termly checks are made on the monthly RM Integris reports to ensure that employees listed are actually employed by the school by the School Business Manager, including that old employees have been removed and that staff are being paid the correct rates and allowances.

## **11 Security**

### **Assets**

- 10.11 Proper security is maintained at all times for all buildings, stocks, stores, furniture, plant, vehicles, equipment, cash, etc.
- 10.12 Where security is thought to be defective or where it is considered that special

security arrangements may be needed, the landlord (Coram) and lead tenant (Camden) will be consulted.

10.13 Access to the key safe is limited to key personnel only. The loss of any keys will be reported to the Head teacher and Coram.

10.14 The maximum limit for cash holdings will be agreed with the Head teacher and this limit will not be exceeded without the express agreement of the Head teacher. Currently the maximum limit stands at £1,000.

## **Data Security**

10.15 The Governing Body and the Head teacher are responsible for the safe management of 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.

10.16 The Head teacher and Governing Body are responsible for making arrangements to ensure Thomas Coram Centre and Nursery School is compliant with the Local Authority's Information Security Policy.

10.17 Computer systems used for financial management are protected by password security to ensure that only authorised members of staff have access. Passwords are changed on a regular basis.

10.18 Passwords are cancelled or changed when a member of staff leaves.

10.19 The School Business Manager will establish a recovery plan to ensure continuity of financial administration in case of emergency.

10.20 To protect against viruses only authorised software is used and anti-virus software is up to date.

10.21 All software used is correctly licensed and all copyright laws observed.

10.22 Computer facilities are only used for authorised purposes.

## **11 School Voluntary & Private Funds and Cash/Cheque banking**

11.1 The systems and procedures are in accordance with Camden's Scheme for Financing Schools.

- 11.2 Regular reports on the balance and use of all Funds will be presented to the Resources Committee.
- 11.3 Annual accounts and balance sheet are produced for independent audit.
- 11.4 All Cheques are signed by two authorised cheque signatories
- 11.5 Proper income and expenditure records are kept, which are clearly separated, and no income due to the delegated budget is ever paid into the Fund.
- 11.6 Numbered receipts are issued for all income to provide audit evidence and to reduce the possibility of theft and copies kept. All voided receipts and refunds are to be authorised by a second signatory.
- 11.7 Income is to be banked 'intact' in the format in which it was received. Supporting documentation for bankings is to be retained which details the value of cash and cheques banked and which is referenced to the paying-in slip.
- 11.8 Two signatories are to be involved in the preparation of bankings, who should sign the supporting documentation to confirm that receipts for each income stream were reconciled to the cash and/or cheques in the safe.
- 11.9 There is separation of duties between the collecting, recording and banking of School Funds. Duties are assigned as follows:
- The School Business Manager regularly banks income  
The Head teacher maintains fund records  
The Head teacher reconciles the bank statements every month.  
The School Business Manager checks the records are correct every month.
- 11.10 The audited accounts and the auditor's certificate are presented to the Governing Body as soon as possible after the accounting year for the fund, and an audit certificate, signed by the Head teacher and the Auditor, are forwarded to the Local Authority within 4 months of the year-end.

## **12 Lost Property**

- 12.1 All arrangements for the administration of lost property found on the school premises will be made by the administrative assistance.
- 12.2 The school office is responsible for storing all lost property.

12.3 Where the owner of an item is known, communication will continue until a time when the Head teacher deems the storage of the item to be impractical. Where the owner is not known, the item will be kept for at least one month (perhaps longer for valuable items) whilst attempts are made to ascertain the owner.

## Appendix A

### Committee Membership Details

#### *Governing Body*

Position	Name
Chair	L Razzall
Parent Governor	N Attwood
Parent Governor	J Fisher
LA Appointed Governor	S Parry Davies
Associate Governor	J Tucker
Co-opted Governor	E Sinclair
Co-opted Governor	C Homden
Co-opted Governor	B Riddell
Staff Governor	L Rawlings
Head teacher	P Holness

#### *Finance Committee*

Position	Name
Chair	L Razzall
Member	S Parry Davies
Member	J Fisher
Member	C Homden
Head teacher	P Holness

### Timetable of Governing Body and Finance Committee Meetings

Meeting	Timetable
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Governing Body	Termly/Additional meetings when required
Finance Committee	Termly/Additional meetings when required

### Clerking Arrangements

The Governing Body is clerked by the Local Authority Governors Support Service.

The Resources Committee is also clerked by Local Authority Governors Support Service.

### Appendix B

#### Frequency of financial information presented:

Financial Information	Governing Body	Finance 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)
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
Consistent Financial Report (CFR)		Annually
Charging (lettings etc.) and remissions policy		Annually
Statement of Internal Control		Annually
Financial Risk Assessment		Annually
Report on the School Assets		Annually
School Financial Value Standard (SFVS) approval	Annually	Annually

#### Finance Committee Financial Management Timetable

##### Spring Term:

- Consider and approve the annual budget and spending plan.
- Consider the charging and remissions policy for the next financial year
- Review the Local Authority traded services in terms of cost and quality.
- Annual review and approval of staff signatures.
- Consider the procurement plan for goods above £5,000.
- Complete SFVS return, present and report to full Governing Body, Chair of Governing Body to sign the return.

### **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 Statement of Internal Control and agreement given to the representative to sign (signature provided following receipt of audit report).

### **Autumn Term**

- Consider the scheme for financing schools 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 comparing expenditure and income (including sums committed) to the approved budget. Consider if any budget revisions are required and obtain Governing Body 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 dependent 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. The mission statement should also be reviewed annually.
- 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 Scheme for Financing Schools:

Annual budget plan, including assumptions	1 May
Consistent Financial Reporting Return	Mid June (as advised each year)
Budget revisions	At least every three months
School Fund Audit	Within 4 months after the year end
Quarterly Financial Reports	3 weeks after receipt of the end of quarter central fund statements
Final Accounts information	In accordance with final accounts timetable
Statement of Internal Control (SIC) School Financial Value Standard (SFVS)	In accordance with final accounts timetable Before the end of the Summer term By 31 <sup>st</sup> March.



Appendix D

Total Contract Value (£)		Type of Contract	Procurement Process	Procurement Route Options	Min. No. Suppliers required to bid	Advertising Requirements Contract Opportunity	Advertising Contract Award	Restricted market testing permitted	Reg 84 Report
From	To								
£ 0	£25,000	ALL	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd - Direct Award or Informal Quotation (Doncaster company preferable ensuring best value)	Direct Award or Informal Quotation	1	NO	NO	YES	NO
£25,000	£181,302	Goods Services Works Social & Other Specified Services (Light Touch Regime)	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd - Third Party Framework Agreement or Procurement Exercise (ITQ or RFQ)	Third Party Framework Open Quotation: (RFQ) Low Risk Contractor (ITQ) High Risk Contract Restricted Formal Quotation: (RFQ) Low Risk Contractor (ITQ) High Risk Contract	3	NO ProContract Contracts Finder(open quotation only)	Contracts Finder Contracts Finder	YES	NO
			1st - IHS (In-house Supplier) 2nd - Corporate	Third Party Framework		NO	Contracts		

£181,302	£615,278	Social & Other Specified Services (Light Touch Regime)	Contract or Framework Agreement				Finder	YES	NO
			3rd - Third Party Framework Agreement or Invitation to Tender (ITT) (at least one from a Doncaster company)	Open or Restricted Invitation to Tender (ITT)	3	ProContract Contracts Finder (open tender only)	Contracts Finder		
		Works	1st - IHS (In-house Supplier) 2nd - Corporate Contract or framework	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES

£181,302	£4,551,413		3rd - Third Party Framework Agreement or Invitation to Tender (ITT) (at least one from a Doncaster company)	Open or Restricted Invitation to Tender (ITT)	3	ProContract Contracts Finder (open tender only)	Contracts Finder	NO	
£615,278	+	Social & Other Specified Services (Light Touch Regime)	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd - Third Party Framework Agreement or Invitation to Tender (ITT)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES
				Open Restricted DPS Competitive Dialogue Competitive Procedure with Negotiation Innovation Partnership		ProContract OJEU Contracts Finder	OJEU Contracts Finder	NO	
£181,302	+	Goods Services	1st - IHS (In-house Supplier) 2nd - Corporate Contract or Framework Agreement 3rd - Third Party Framework Agreement or Invitation to Tender (ITT)	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	YES
				Open Restricted DPS Competitive Dialogue Competitive Procedure with Negotiation Innovation Partnership		ProContract OJEU Contracts Finder	OJEU Contracts Finder	NO	
£4,551,4	+		1st - IHS (In-house	Third Party Framework		NO	Contracts Finder	YES (Framework Suppliers)	

13		Works	Supplier)2nd - Corporate Contract or Framework Agreement 3rd - Third Party Framework Agreement or Invitation to Tender (ITT)	Open Restrict edDPS Competitive Dialogue Competitive Procedurewith Negotiation Innovation Partnership		ProContra ctOJEU Contracts Finder	OJEU Contrac ts Finder	NO	YES
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