

Stewart Headlam Primary School Financial Procedures

Autumn 2018



**Stewart Headlam
Primary School**

Signed..... Chair of Governors Date.....

Financial Procedures

Schools are responsible for significant amounts of public money. It is important, therefore, that schools have procedures in place in order for them to carry out their statutory responsibilities and meet audit requirements. This document outlines procedures to be followed to ensure that the school's money is spent effectively allowing accurate monitoring and planning and there are means of control.

The school's budget is set yearly from April – March. Approximately 80% of the school's budget is used for staffing. The rest (20%) is used for premises, utilities, curriculum expenditure, catering, bought in services and general running of the school. Each curriculum area has its own budget, the amount determined by the School's Improvement Plan and Finance sub-committee, taking into account the school's own vision, local and national government initiatives.

Budget Holders

Postholders are the budget holders for each curriculum area.

Orders may only be requested by the authorised delegated budget holder.

All orders must be agreed by the School Business Manager to ensure appropriate funds are available in the agreed budget.

Ordering

Request for goods:

- must be made using the school's requisition form available from the school office;
- will only be processed if approved by the budget holder;
- must be within budget limit.

Budget holders should ensure best value. Best value means that the price of the product is competitive and compares to goods of similar standard.

All orders must be approved by the Deputy Headteacher.

Telephone orders should not be made unless there is no other option is available. Where an order is made verbally/by phone, it will be confirmed in writing as soon as practicable.

Orders on the internet should be processed through the school office.

Orders will not be placed during the second half of the Spring term (end of February) to ensure reconciliation of the school accounts in March.

Once the order has been received, the budget holder should check the goods against the delivery note and report any discrepancies to the School Business Manager. Once the school receives the invoice this will be passed to the budget holder to be signed and authorised for payment.

Budget holders will receive termly reports which include budget allocation, commitments and expenditure for monitoring.

Use of School Charge Card

The charge card will be held by the deputy head only, this will be kept in the safe in the SLT room.

The charge card will only be available for emergency purchases. Staff have to get authorisation from the headteacher to be able to make an emergency purchase. A form must be filled in as proof of the

authorisation. The headteacher may advise that an invoice should be sought rather than a charge card purchase. This must be adhered to. The charge card is used for infrequent emergency purchases only.

The deputy headteacher will make the order and payment using the charge card. No other member of staff has authorisation to do this. Two members of the senior leadership team will sign the authorisation slip after the purchase has been made to acknowledge and accept that the card has been used. This cannot be the headteacher or either the deputy head teacher.

At the end of each month the headteacher will scrutinise and check the charge card transactions. This will be verified and signed for reconciliation. There will be an independent external check of the accounts at certain intervals during the year.

Best practice procurement must be used to purchase items using the charge card. It is excusable that in event of an emergency journey or trip or event that any cost will be paid. All receipts/ references and emails of proof of purchase should be attached and held for scrutiny.

Petty Cash

Staff making local purchases can claim amounts up to £25 from the schools petty cash. Claims must be supported by receipts and VAT receipts where applicable, please ask for this when making the purchase. Cash rolls from retailer tills that do not give details of the items purchased are not acceptable as receipts.

Local purchases made using charge cards can only be reimbursed by cheque.

Use of petty cash

Under no circumstances will petty cash be used for:

- Salaries and wages
- Subsistence or entertaining
- Personal purposes or borrowing
- Cashing of personal cheques
- Transactions over £25

To claim petty cash

- Receipts for petty cash to be given to the School Business Manager (in the month in which the goods are purchased) and a voucher will issued for recording the following information.
- Details of expenditure, including budget from which purchase is made.

Budget Holders Stock Management

Budget holders will ensure goods are kept safely and marked with security labelling by the Learning Resources Manager as appropriate.

Any items purchased over £100 excluding VAT should be entered in the schools Parago Inventory System by the Learning Resources Manager.

Budget holders will ensure that old stock to be disposed of has the agreement of the Finance Sub-Committee if the value of the individual item is over £2,000, otherwise the agreement of the Headteacher will be obtained.

Best Value

When deciding on purchases it is always necessary to ensure that you have got the best value and have compared prices and quality with other companies. Discounts should be obtained wherever necessary. Please remember to include costs for postage and packing as these vary from 0 - £10.00. For single item purchases over £2500 - £5,000 two quotes are required. Single items over £5,000 require three quotes.

Personal Purchases

We do not allow staff to purchase items for their personal use through the school system.

Reimbursement

Staff making local purchases over £25 will be reimbursed by cheque. You must complete a Reimbursement form available from the school office and attach appropriate receipts (see petty cash section).

This is given to the School Business Manager who will process the payment within one week.

However if possible, place orders through the school office. Reimbursement should be for local purchases only.

Budgets

At present the financial year runs from April to March and is not in line with the school's academic year. This gives us some difficulties in monitoring and planning.

Post holder budgets and class budgets will be allocated in April for spending throughout the year (until March). Any major changes identified by the SIP will be implemented in September. Any allocation not spent by the end of March will not be carried over into the summer.

School trips

Wherever possible these should be paid for by the pupils. Some trips are unavoidably expensive; however, costs can be kept down by:

- Applying for free transport tickets from Transport for London. These must be applied for at least 14 days prior to the trip and are for use on tube, buses, Tramlink, DLR, or National Rail. The tickets are for pupils and adults. (Please complete Trip Booking Form available from the School Trip Co-ordinator who will then pass onto the Learning Resource Manager so the tickets can be booked).
- Ensuring entry discounts are obtained for group bookings.

Income collection

Class teachers should refer pupils and parents to the school office for collection of money. Pupils should be sent down to the Learning Resource Manager immediately after registration so monies can be collected and recorded. A copy of the money collection form will then be sent to the class teacher.

Money should not be left in the classroom at any time.

Cheque Requisition Form

Stewart Headlam Primary School
Tapp Street
London
E1 5RE

Cheque Requisition Form

Please raise a cheque on the School Delegated/Bank Account as follows:

Date Required / /20

Payee

Address

Reason for Cheque Request

.....
.....
.....
.....
.....

Budget Code

Budget Holder Date / /20__

Certified for Payment Date / /20__

Notes:
This form is to be used when a supplier's invoice is not available or to reimburse employee expenses etc.
Wherever possible, a full VAT invoice should be obtained from the supplier and forwarded to the finance office following payment. Where this form is used to refund expenses, cash payments etc., please attach all receipts.
This form must not be certified for payment by the payee.

* As appropriate

Trip Booking Form

<u>Trip to:</u> _____ <u>Address:</u> _____ <u>Class:</u> _____ <u>Date:</u> _____ <u>No: of children:</u> _____ <u>From:</u> _____ <u>to</u> _____ <u>Time Leaving:</u> _____ <u>Purpose of Visit</u> _____ <u>Time Returning:</u> _____	
Adult Members of Staff Attending Trip: <u>Teachers:</u> _____ <u>Teaching Asst's</u> _____	
<u>No of Packed Lunches Required:</u> <u>Children:</u> _____ <u>Adult:</u> _____	<u>Travel by London Transport Y/N</u> <small>(delete as necessary)</small> <u>No of Tickets Required:</u> <u>Adult:</u> ____ <u>Children:</u> ____ ----- <u>Other form of Transport required:</u> _____
<u>Amount of contribution from parents required:</u> <u>£</u> _____ <small>(Please send children with payment to Kerry in the office immediately after registration)</small>	
Risk Assessment Completed; Y/N (Please hand to Cathy prior to taking the trip)	
<u>Further Information to be noted:</u> 	

Stewart Headlam Primary School Tapp London E1 5RE
CHARGE CARD EXPENDITURE VOUCHER

Expenditure Voucher No:			Date:		
Company Name and Address:				Order No:	
				Budget:	
Amount:	Vat:	Total:	Description of Goods ordered:	Goods rec'd ?	
Ordered by:		Debit card holder signature:		Authorised by:	
				1.	
				2.	

Stewart Headlam Primary School Tapp London E1 5RE
CHARGE CARD EXPENDITURE VOUCHER

Expenditure Voucher No:			Date:		
Company Name and Address:				Order No:	
				Budget:	
Amount:	Vat:	Total:	Description of Goods ordered:	Goods rec'd ?	
Ordered by:		Debit card holder signature:		Authorised by:	
				1.	
				2.	

