

Heavers Farm Primary School

Finance Policies and Procedures

October 2025

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Governance

Governing Body

The Governing Body is collectively responsible for the overall direction and strategic management of Heavers Farm Primary School. It is responsible for ensuring that Heavers Farm Primary School meets all its statutory obligations and complies with any regulations arising from decisions of local and national government.

The financial responsibilities of the Governing Body, its committees, the head teacher and other staff are defined in this finance manual.

The full Governing Body meets termly and the Resources Committee meets termly. All meetings of the Governing Body and its committees are minuted and signed copies of the minutes are retained by the school. Full Governing Body minutes are on the school website.

The membership, responsibilities and terms of reference of the Governing Body and its committees are detailed in a separate document.

A1: Financial Roles and Responsibilities

This summary description forms part of the delegated framework.

The **Governing Body** will have overall responsibility for:

- reviewing and agreeing the Finance Policy and Procedures
- agreeing and setting the terms of reference for each committee¹
- setting spending priorities which reflect the school aims outlined in the School Development Plan
- considering and approving the budget
- regularly monitoring the budget against actual income and expenditure
- determining the levels of delegation of financial responsibility within the school including virement and expenditure thresholds
- evaluating the effectiveness of spending decisions
- awarding contracts by tender to a specific limit
- setting up a Resources Committee to consider strategic financial issues on behalf of the full Governing Body.

The **Headteacher** will:

- ensure that financial regulations are implemented
- ensure that effective systems of internal control are implemented
- manage operational and strategic financial issues including compiling draft budgets and supplying governors with budget monitoring information.

¹ The committees should not be setting and agreeing their own term of reference, this must rest with the Full Governing Body. (Audit recommendation March 2014)

The **Finance Staff** will:

- implement the procedures defined by the Governing Body and outlined in this document
- ensure that financial systems and information are effectively maintained in line with the requirements set out in this document.

The **Chair of the Resources Committee** will:

- take a specific interest in the day-to-day systems in place in the school
- report to the Governing Body.

The **Administration Officers and Administration Assistants** will:

- comply with Heavers Farm Primary School's financial regulations
- be responsible for any budget delegated to them in line with the requirements set out in this document.

Budget Managers will:

- comply with the School's financial regulations
- be responsible for any budget delegated to them in line with the requirements set out in this document.

A2: Resources Committee

The Resources Committee meets termly: it compiles reports for the main Governing Body on all areas within its remit. Membership and terms of reference are defined by the full Governing Body and reviewed annually.

A3: Financial limits of delegated authority

The Governing Body has considered the extent to which it wishes to delegate its powers to the Headteacher and other staff, including the power of virement between budget headings and has formally recorded its decision (and any revisions) in the minutes of the Governing Body meeting at which the decision was taken.

The table below sets out the latest position.

For purchases agreed under the following limits, the subsequent orders do not need to come back to governors for authorisation for payment as long as they are within the agreed tolerance of 10% of the agreed purchase order amount.²

² *Audit Recommendation – March 2014*

	Authorisation limit	Additional notes
Full Governing Body	Virements – unlimited Purchase Order Authorisation – unlimited Payments - unlimited Pay reviews – see Pay policy	Refer to p.14 for details of arrangements for purchases over £40,000 ³
Resources Committee	Virement - £30,000 Purchase Order Authorisation – £30,000 Payments - £30,000	
Headteacher	Virement – up to £10,000 Purchase Order Authorisation – up to £10,000 Payments – up to £10,000	

A4: Financial Information to Governors

The table below sets out details of the financial information to be provided to the Governing Body:

Document	Frequency	Level of Detail	Format	Responsible person
Initial budget information	Annually in October	Brief overview	Consistent Financial Reporting Framework	Headteacher
Budget	Annually by the end of March	Consistent Financial Reporting Categories	Consistent Financial Reporting Framework	Headteacher
Budget Monitoring	Monthly and Quarterly	Accounting system print out – cost centre summary or budget vs. actually committed CFR format showing % spent and forecast for year-end position	Cost centre/Budget Headings	Headteacher/ Finance Officer
Year End Accounts	Annually in May	Consistent Financial Reporting Categories Balance Sheet LA required schedules	Consistent Financial Reporting Framework LA format	Headteacher/ Finance Officer

A5: Minutes

Minutes are taken of all Governing Body and committee meetings recording details of decisions, by whom taken and action required. The minutes are circulated and

³ *Audit Recommendation – March 2014*

ratified at the next meeting of the relevant body/committee. The school retains copies of all minutes on the school premises.

A6: Pecuniary Interest

The school holds a register of business interests. Any employee or governor or a close relative of either who could be considered to be a supplier of works, services or goods must register such an interest and ensure that the record is confirmed or updated on an individual basis at least annually. The register is maintained by the clerk to the Governing Body and is available for inspection at each Governing Body meeting. If a governor is present at a meeting that involves awarding a contract for works, goods or services, then if the governor has a pecuniary interest, he/she will disclose the fact at the meeting and will not take part in the consideration or vote on the matter.

No governor or member of staff will:

- accept gifts or hospitality from current or potential suppliers.
- obtain an interest in the disposal of school equipment or property or school materials surplus to requirements at the end of any contract between the LA (including persons acting on its behalf) and any third party.
- take or hold any interest in any equipment or property held or used for the school.

Governors' Expenses: Under Schedule 11 of the School Standards and Framework Act 1998, only allowances in respect of purposes specified in regulations may be paid to governors from a school's delegated budget share. The payment of any other allowances is prohibited.

Financial Planning

Financial planning is an essential part of good financial management. It provides the school with a clear view of how it intends to use its resources. There are two elements, the development plan and the budget

The School Development Plan is a major building block for constructing the budget. The plan identifies the educational priorities and has a strong focus on raising standards. For this reason, the School Development Plan must indicate the resource implications to guide decisions in the budget setting.

Budgeting is essential for good financial management. The budget sets out how resources are allocated and provides the means for monitoring expenditure throughout the year. It should be the concrete expression of the development plan. Clearly identified links are needed between the annual budget and the development plan.

Good budgeting means not running into deficit, but equally, it means not carrying forward a large surplus without good reason.

Supporting documents: Financial Planning

- School Development Plan
- Premises and Technology Development Plans
- Budget for current year
- Costings for new initiatives
- Financial planning timetable
- Budget working papers
- Resources committee minutes
- Cash flow forecast

B1: School Development Plan - Educational goals

The School Development Plan outlines the school's educational goals to guide the planning process.

B2: School Development Plan - Educational goals linked to resources

The plan includes the following elements showing how the use of resources is linked to the achievement of the school's goals

- A statement of school policy and objectives
- Spending priorities for the current financial year linked to the Premises and technology plans
- Spending priorities for the current financial year
- Budget for the current financial year
- Allocation of any delegated budgets to named budget holders.

B3: School Development Plan – One year detailed objectives

The objectives must have sufficient detail to form the basis for constructing budget plans for the next financial year.

B4: Appraisal of new initiatives

The Governing Body will appraise all new initiatives taking into account the following

- Identifying the need
- Evaluating the options
- Choosing the most cost effective option
- Financial sustainability

B5: School Development Plan - Continuing commitments

The plan should state intended expenditure on continuing commitments commenting on significant changes from the previous year.

B6: Financial Planning Timetable

The Headteacher is responsible to the Resources Committee for the preparation of the annual budget.

The budgeting process starts in October each year. The senior management team decides upon major expenditure by 1st November.

The leadership team discusses the budget and a draft budget is drawn up by the end of December.

The draft budget is presented to the Resources Committee by the end of March for review, discussion and amendment if appropriate. When passed by the Resources Committee, the budget is submitted to the full Governing Body for formal review and approval. A copy of the budget plan signed by both the Headteacher and chair of governors and is submitted to the LA by 1 May.

B7: School Development Plan - Budget Link

In the budget plan, it should be possible to locate the proposed expenditure for new initiatives and on-going commitments.

B8: Balanced Budget

Total planned expenditure for the financial year may not exceed the budget share, adjusted by amounts carried forward from the previous year, any additional income receivable and any in-year adjustments which may be made in accordance with the LA scheme.

The Governing Body may not plan for a deficit budget. If an unplanned deficit arises at the school, the Governing Body will notify the LA immediately and submit a plan to the LA showing how the school proposes to eliminate the deficit. Any deficit incurred will be the first charge on the school's budget share in the following financial year.

B9: Review of main budget headings

The Governing Body should annually review the main elements of the school's budget to ensure that historic spending patterns are still relevant.

B10: Cash Flow

The Headteacher is responsible for the profiling of the budget and the forecasting of cash flow taking into account likely spending patterns.

B11: Earmarking Surpluses

Surpluses should be earmarked for specific future needs of the pupils but should not deprive them of resources in any given year.

B12: Approval of Budget Plan

A Budget Plan approved by the Governing Body must be sent by the Headteacher to the LA by 1 May each year showing its intentions for expenditure in the current financial year and the assumptions underpinning the budget plan. The Governing Body also submits a statement setting out what steps they will be taking in the course of the year to ensure that their expenditure will follow the principles of best value.

B13: Changes to Approved Budget Plan

The Headteacher will forward to the LA a revised budget plan if there are significant changes in income and/or expenditure. These changes will need to be agreed by the Headteacher, Resources Committee and/or the Governing Body depending on the size of the changes.

The Resources Committee monitors all financial aspects of the implementation of the school's budget plan although the Governing Body carries ultimate responsibility for monitoring the budget.

Budget Monitoring

Regular monitoring of income and expenditure against the agreed budget is central to effective financial management. It allows governors, the head and the finance staff to maintain financial control by reviewing the current position and taking any remedial action necessary. The original budget will need regular updating, following consultation with governors, to take account of in-year developments.

Budget monitoring involves producing monthly monitoring reports and drafting action plans to tackle any significant variances. Expenditure on individual initiatives is also tracked to enable the school development plan. Budget monitoring is an important guide when setting the budget for the following year.

All monitoring reports should be produced using the accruals principles.

Supporting documents: Budget monitoring

Monthly budget monitoring report plus explanation of variances
Plans to address significant budget variances
Papers showing monitoring of expenditure on particular initiatives
Any monitoring reports for delegated budget elements
Monthly cash flow report

C1: Monthly budget monitoring

The Finance Officer prepares a quarterly report supported by the schools computerised accounting system of the actual performance against budget with explanations of the main variances. The computerised report should be annotated where necessary, signed by the Headteacher and filed for audit purposes. The report is sent initially to the Headteacher and then to the Resources Committee.

C2: Regular monitoring reports to Governing Body / LA

The Headteacher, in conjunction with the Budget Advisor, should provide budget monitoring reports to the Resources Committee at least quarterly which when approved are presented to the whole Governing Body. These reports should highlight any significant variances against budget with explanatory notes and if necessary remedial action plans including virements.

A Statement of Income and Expenditure is submitted by the Finance Officer to the LA within six weeks of the end of each quarter. Quarter ends are the ends of the months of June, September, December and March.

A final statement is submitted to the LA by a date determined by the LA and normally by around mid-May. An electronic final statement (CFR) from the schools computerized system is required by the DFE by July and is initially submitted via the LA in May. These reports to be signed by the Headteacher and Chair of Governors.

C3: Monitoring of Initiatives

The Headteacher should monitor expenditure on the initiatives set out in the School Development Plan.

C4: Monitoring of devolved budget elements

The process of monitoring actual expenditure against budget is continuous. Day to day responsibility for monitoring and control lie with each budget holder who must obtain prior written approval of the Headteacher if they wish to exceed their budget allocation. The process is co-ordinated by the Administration Officer who issues a quarterly report detailing budgeted and actual expenditure.

C5: Monitoring of cash flow

The Finance Officer should provide monthly cash flow forecasts to ensure that the school's bank account does not go overdrawn.

Purchasing

As public funds are being used it is essential that we achieve best value for money from all purchases, whether they are goods or services. In this context, value for money is about getting the right quality at the best available price. It is important that contract specifications contain detailed service and quality provisions.

Many of the standards in this section are there to protect individuals and to ensure that public money is spent without any personal gain. Purchasing procedures are needed to prevent waste and fraud.

Schools are required to abide by Croydon Council's financial regulations and standing orders in purchasing, tendering and contracting matters. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking into account Croydon Council's policies and procedures.

Supporting documents: Purchasing

- Delegation framework (financial delegation limits)
- Policy on quotations and tendering – Minutes of Resources Committee
- Recent contract specifications – School order forms- Invoice / order file
- List of staff authorised to certify invoices

D1: Seek value for money when purchasing

The school always considers price, quality and fitness for purpose when purchasing goods or services.

D2: Expenditure limits – governor's authorisation

Prior approval from the Governing Body should be obtained for all expenditure above a predetermined limit. The Governing Body will approve a maximum amount and the Headteacher will be responsible for authorising the order, invoice and payment within this amount.

D3: Expenditure limits

- Three written quotations should be obtained **for goods over £10,000 up to £40,000.**
- Three written quotations should be obtained **for building works over £10,000 up to £40,000.**
- For all purchases **above £40,000** four tenders should be sought.
- For tenders expected **to exceed EU thresholds**, schools must comply with EU procurement requirements.
- There is no requirement to seek LA officer counter signature for any contract for goods or services.

The artificial disaggregation or aggregation of orders to avoid procurement requirements should be avoided at all times.

However, for school journey, finder's fees to agencies, catering contract payments, food contract payments, staff agency fees and emergency supplies this will not be applied.

If there is only one supplier available for particular goods or services then this should be taken to the Governing Body for approval.

D4: Reporting when quotation accepted is not the lowest.

Where a quotation other than the lowest is accepted, the reasons for this decision must be reported to the Governing Body and included in the minutes of the relevant meeting.

D5: Expenditure limits – tendering

All purchases estimated to exceed the council limit of £40,000 should be put out to tender. If purchases are over £100,000 then they must follow LA guidelines for sealed bids. ⁴

D6: Contract specification defines service

Contract specifications should define the service to be provided in terms of its nature, quality standards, information and monitoring requirements and contract review procedures.

A contract specification should contain the following elements:

- Contract duration
- Definitions
- Contract objectives
- Services to be provided
- Service quantity
- Service quality standards (including customer satisfaction surveys, number of user complaints, inspection checks)
- Contract value and payment arrangements
- Information and monitoring requirements
- Procedure for dealing with disputes
- Review and evaluation requirements.

D7: Entering into financial agreements

The school will not enter into any financial agreement with capital implications without ensuring that it complies with current LA Guidelines.

⁴ *Audit Recommendation – March 2014*

D8: Use of written pre-numbered order forms

Official, pre-numbered orders from the FMS6 system must be used for all goods and services except utilities, photocopies, rents, rates and petty cash payments. Where urgency requires an oral order these must be confirmed by a written order.

The exception is catering food provisions. Food orders will be placed as a provisional order by the Head Cook using the agreed online purchase system. This online order will be printed and passed on to the Finance Officer for processing and formal approval by the Headteacher.

D9: Orders only used for school purposes

Orders must only be used for goods and services provided to the school. Individuals must not use official orders to obtain goods and services for their personal use.

D10: All orders signed by authorised signatory

All orders must be signed by a member of staff approved by the Governing Body and the school should maintain a list of such staff.

D11: Responsibilities of signatories

The signatory of the order should be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotations or tenders have been obtained if necessary.

D12 Orders entered as commitments on budget

When an order is placed, the estimated cost must be committed against the appropriate budget allocation so that it features in subsequent budget monitoring.

D13: Check goods and services on receipt

One of the Administration Assistants or any of the people specified below (E3), must check goods and services on receipt match the order which should be annotated accordingly. This should not be undertaken by the person who signed the order.

Spot checks will be carried out by the Senior Administration Officer to monitor delivery against receipts.

D13: 1 Checking catering food provisions on receipt

Delivery of food provisions will be made directly to the kitchen. The deliveries will be received and checked by the Head Cook. The delivery note will be sent to the school office for reconciliation with the purchase order by the Finance Officer. Differences between the delivery and order should be communicated to the vendor

for invoice adjustments. Invoices for payment will be authorised for payment by the Finance Officer. The separation of duties will be maintained in line with this policy.

Spot checks will be carried out by the Senior Administration Officer to monitor delivery against receipts.

D14: Payment made promptly and only against actual invoices (G8 also)

These checks should confirm

- Receipt of goods or services, cross referenced to the order number
- Expenditure has been properly incurred and that payment has not already been made
- Prices agree with quotations, tenders, contracts or catalogue prices and the arithmetic is correct
- The invoice is correctly coded
- Discounts are taken where available

Payment should not be made only on the basis of a photocopied invoice or a statement from a supplier. Invoices received by email are acceptable.

D15: Approved staff should certify invoices for payment

A member of staff, **who did not sign the order or check receipt of goods**, approved by the Governing Body should certify invoices for payment.

D16: Certification of invoices for payment

The school maintains a list of staff authorised to certify invoices for payment. Where the payments are made by the LA on behalf of the school, the names of authorised staff, together with specimen signatures, should be forwarded to the LA.

D17: Cheque number and invoices

All invoices are stamped and initialled by the cheque signatories. The budget area and date the invoice is processed is initialled by the Finance Officer. The cheque number is automatically printed on the remittance advice. The documentations must be securely stored for easy access.

Internal Financial Controls

The accounting and financial records maintained by the school are subject to audit by the LA's external and internal auditors. The school builds in systems of financial control in order to protect the school's resources from loss or fraud and to ensure that accurate information is available to guide the governing body in decision making.

The system of internal controls extends to petty cash, purchasing, payroll, income collection and contracting services.

E1: Written descriptions of financial systems

The school uses SIMS Financial module for the day to day running of finance at the school. The HELP option of SIMS Finance provides an operating manual.

Descriptions of financial procedures are set out in this document or its various appendices which are regularly reviewed to reflect changes in working practice. The changes are ratified annually by the Governing Body.

It is the school's policy that all staff involved with financial administration receive appropriate training in appropriate skills.

The Headteacher should be able to access financial information and the Finance Officer be able to ensure finance information is accurately reflecting latest requirements.

E2: Financial control when staff absent

The Headteacher ensures that financial control is maintained in the absence of key personnel through staff training or arranging for temporary cover. Knowledge of the financial processes is shared between the Administration Officers.

E3: Separation of duties

The Headteacher ensures that duties related to financial administration are distributed so that at least two people are involved. The work of one should act as a check on the work of the other and all checks such as bank and cash reconciliation are documented. Duties are divided as follows:

Duties are divided as follows:

Individual	Current Post holder	Responsibility
Subject Leader	Various	<ul style="list-style-type: none"> Initial request for orders on school's requisition sheet
Finance Officer	Tina Marola	<ul style="list-style-type: none"> Complete and check budget details on school's requisition sheet Validation of new suppliers and establishing tax status
Headteacher	Robert Askey	<ul style="list-style-type: none"> Authorise request for orders
Finance Officer	Tina Marola	<ul style="list-style-type: none"> Input of orders and invoices onto SIMS Financial Management System (FMS)

Finance Policies and Procedures: Heavers Farm Primary School

Headteacher	Robert Askey	<ul style="list-style-type: none"> • Authorisation/signing of final order
Finance Officer	Tina Marola	<ul style="list-style-type: none"> • Send order to supplier • Validation of new suppliers and establishing tax status
Site Manager	Jeff Hull	<p>For <u>premises</u> related products and services</p> <ul style="list-style-type: none"> • Checking of deliveries against delivery note • Confirmation that these services have been satisfactorily delivered.
IT Technician	Jeannette Brackenbury	<p>For <u>IT, photocopier and telecoms</u> related products and services</p> <ul style="list-style-type: none"> • Checking of deliveries/services against delivery note • Confirmation that these services have been satisfactorily delivered.
Administration Staff	Sandra Patrick Stephanie Reid	<p>For all other <u>products and resources</u></p> <ul style="list-style-type: none"> • Checking of deliveries against delivery note
Deputy Executive Headteacher Headteacher Deputy Headteacher	Jo Read Robert Askey Rachel Evans	<p>For all other <u>services</u> provided</p> <ul style="list-style-type: none"> • Confirmation that these services have been satisfactorily delivered.
Finance Officer	Tina Marola	<ul style="list-style-type: none"> • Authorisation of invoices as correct and valid for payment • Paying income into the local bank account • Bank account reconciliation
Headteacher	Robert Askey	<ul style="list-style-type: none"> • Preparation of budgets • Quarterly review • Reports to Governing Body

E4: Maintaining proper accounting records

Heavers Farm Primary School aims to maintain proper accounting records. Only authorised staff are permitted access to the accounting records which are securely retained when not in use. Current documents are kept in the finance office.

Alterations to any original documents such as cheques, invoices, orders and other vouchers are made clearly in ink.

E5: Traceability of transactions

All financial transactions are traceable from original documentation to accounting records and vice versa.

E6: Rules of document alteration

Any alterations to original documents such as cheques, invoices and orders will be clearly made in ink or other permanent form initialled. The use of correcting fluid or the erasure of information is not acceptable. 'Copy Invoices' will be marked 'Copy Invoice', not 'Previously Passed for Payment'.

E7: Security of accounting records

All accounting records including invoices, delivery notes, bank statements etc. are retained in hard copy for six years, plus the current year, in a secure store on the school site. Other records are held in accordance with council guidelines and legislative requirements.

Income Control

Income is a valuable asset and is therefore vulnerable to fraud. It is vital that appropriate controls are in place to ensure security. It is also important that we do not exceed the insurance limits on cash on the premises. The amount currently is £3,000.

Income comes from a variety of sources, including grant funding, school dinner money and lettings.

This section covers general income controls to ensure that income is banked regularly and reconciled to the receipts. Frequent and regular checking against bank records is important to ensure that all income is secure.

Supporting documents: Income

- Charging, Remission and Debt policy
- Record of regular income
- Lettings policy – invoices (issued by school)
- Sample of bank paying-in slips
- Income reconciliations
- Procedures for chasing debt
- Records of transfers between staff

F1: Governor's Charging Policy

The Governing Body must have a charging policy for the supply of goods or services. This policy should be reviewed annually. The Governing Body has overall responsibility for ensuring that all income due to the school is properly accounted for.

F2: Records kept of all income due

All income should be recorded on the schools computerised system by the Administration Officer and invoices raised where appropriate.

F3: Lettings authorisation

All lettings must be authorised by Headteacher/Senior Administration Officer (Finance) within a framework determined by the Governing Body and should be recorded on FMS.

The responsibility for identifying sums due to the school should be separate from the responsibility for collecting and banking such sums.

F4: Separation of responsibilities

The responsibility for identifying monies due to the school should be separate from the responsibility for collecting and banking such sums.

F5: Invoices

Where invoices are required these should be issued within 30 days.

F6: Security of cash & cheques

All cash and cheque books are kept in the safe except when being processed. Keys for the safe are held by the Senior Administration Officer (Finance) and the Headteacher. Keys for the safe must not be kept on the premises overnight. The limit for cash in the safe is £3,000.

A record is maintained by the Administration Officer (Finance) of all items not recorded on the finance system and is updated every day.

F7: Paying into Bank

When needed an appropriate member of staff will take any cash that needs to be paid into the school's account to the bank.

F8: Income collection not used for payments

Income collections should not be used for the encashment of personal cheques or for other payments.

F9: Reconciliation of collections and deposits

Reconciliation of the bank statement compared to the income and expenditure on the computerised system should be completed monthly by the Finance Manager and checked by the Budget Advisor.

These reconciliations should be reviewed by the Headteacher on a monthly basis.

F10: Chasing invoices and writing off debts

The school has procedures in place for chasing monies which have not been paid within 30 days. Information about unpaid invoices is initially taken to the Resources Committee and they then recommend action to the Governing Body for the final decision.

Bad debts are only written off when the school has followed all possible procedures to ensure their recovery. Any debt under £50 can be written off by the Headteacher. All debts above £50 should be reported to the Governing Body before action is decided. At the end of the financial year the Finance Officer will notify the LA of the number of cases and total value of debts written off (if any). If the total cumulative debts of more than £500 need to be written off in any one year then the Headteacher will consult with the LA.

F11: Machine and cash handling by two people

All cash collected counted by one Administration Officer and banked by the other Administration Officer.

F12: Recording transfers of money between staff

The Headteacher ensures that transfers of school money between staff are recorded and signed for correctly.

Banking

The proper administration of bank accounts is the centre of financial control. Regular reconciliations are essential as they prove the balanced shown in the accounting records are correct and provide assurance the underlying accounts are accurate.

The standards in this section cover bank account and cheque controls. Failure to adhere to these standards has potential for error or fraud and indicates a possible breakdown in internal control systems.

Supporting documents: Banking

- Monthly bank reconciliations
- Document showing interest rate on savings account
- Correspondence with bank on overdraft prohibition
- List of banks and building society accounts held by school

G1: Bank Reconciliations

The school receives at least monthly bank statements and these should be reconciled with the computerised accounting system. Any discrepancies should be investigated immediately.

G2: Reconciliations reviewed and certified

All bank reconciliations are signed by the LA Advisor who undertakes the reconciliation. They are reviewed and countersigned by the Finance Officer and the Headteacher.

G3: Segregation of duties

The LA Advisor is responsible for the bank reconciliations and is not responsible for the processing of payments and receipts. The Headteacher will check and sign all reconciliations.

G4: Optimal investments of surpluses

All funds surplus to immediate requirements are in an interest bearing bank account approved by the LA.

G5: No use of private bank accounts

The school and members of the school will not make use of any private bank accounts for school business.

G6: Approval of non-Council loans

The school should not enter into any loan agreements, other than with the Council, without the prior approval of the Secretary of State for Education and Skills.

G7: Two signatories needed on all cheques

The school procedures require that all cheques are signed by two signatories approved by the Governing Body.

G8: Supporting documentation for cheque signatories

The school procedures ensure that supporting documents e.g. invoices are made available to cheque signatories to safeguard against inappropriate expenditure.

G9: All cheques crossed

The cheques supplied by the bank for the school are all crossed 'account payee only' to avoid the possibility of improper negotiation of the cheques.

G10: Cheque signatory requirements

The school procedures require that only manuscript signatures are used and cheques should not be pre-signed.

G11: Security of cheque books

Pre-printed cheque stationery is locked in a secure place prior when not in use.

A number of maintained schools have requested that the LA makes a process for undertaking online payments available to them (currently they undertake payments via cheque). The online banking facility will be made available to maintained schools who bank within the LA's banking arrangements (i.e. Schools within the Council's "Schools Group").

G12: Bankline - Online Payments

A bankline online payment account has been set up via the Local Authority. There are three types of bankline payments as outlined in the table below.

Type of Payment	Details
Faster / Standard	Same day or can select a later payment date within a 31 day cycle Max amount £100k
BACS	Once entered on the system and authorised, funds will transfer in three working days. Separate items can be batched up in a file and sent on the same day.
CHAPS	Same day telegraphic transfer for items over £100k

Currently schools are only permitted to make use of 'Faster / Standard' payments or CHAPS with permission from the Local Authority.

Bankline Access

Four members of staff (see Appendix 2) are set up for authoriser access. They will only be able to authorise transactions input by others. The bankline system will be set up to ensure they are not able to input and authorise a particular transaction.

Bankline Payment Process

1. Invoices requiring online payment will be input into bankline by a staff member with input access.
2. A staff member with authorisation access will then authorise the payments by checking that the backing paperwork agrees with the information entered on the bankline system and entering their approval into the system. *(The authoriser is ultimately responsible for the payments that they authorise.)*
3. Those with ability to authorise will each have a Smart Card, unique to them, and card reader. A PIN will be sent separately. Using that PIN they can then select their own passwords.

Smart cards, readers and PINs will be ordered by an administrator for Bankline. The smart cards will be handed out during training provided by the Treasury Team; however, the respective PINs will be sent directly to smart cards users.

4. A report summarising all payments input onto the bankline system will be run. This is checked against the backing invoices by a third member of the four identified individuals at each school. The report should be signed by the person undertaking the check to confirm that it is correct and it should be filed with the batch of paid invoices.
5. Schools will be expected to build a template on Bankline for regular suppliers to standardise processes and minimise errors. The use of templates will also speed up the payment process once they are created. These can be edited by adding or deleting beneficiaries.
6. Import directly from a school's ledger system into bankline is not permitted as such imports can be manipulated, undertaking such activity would increase the school's risk of fraud to an unacceptable level.
7. Bankline will not accept an invalid bank account, therefore invalid bank account details can not be processed.
8. Where a payment is processed but later rejected, this will be credited back to the schools bank account and will appear on their bank statement. This should be dealt with as follows:
 - This should be captured as part of the bank reconciliation as an outstanding item - the bank balance will differ to that of to the bank balance on the ledger
 - The payment should be reversed through the ledger to bring the bank and ledger into balance, and re-instating the creditor
 - The bank should be contacted to find out why the payment was rejected
 - The Supplier should be contacted
 - A new payment should be processed, with details updated from discussions and confirmation of changes by both the bank and the supplier.

Bankline Records

School will keep a full audit trail of documents relating to each transaction.

School will perform a regular bank reconciliation (monthly as a minimum), which should be signed in accordance with the scheme for finance.

Bankline Training

Training will be provided through the RBS website .

The Bankline helpdesk can be accessed during working hours, contact details will be provided in the training sessions.

G13: List of bank accounts and signatories

Main school account – NatWest

The following table shows signatories for the school bank and building society accounts:

Role	Name	LA Account
Deputy Executive Headteacher	Jo Read	✓
Headteacher	Robert Askey	✓
Deputy Headteacher	Rachel Evans	✓
Finance Officer	Tina Marola	✓

Payroll

The school is aware of a number of areas where Inland Revenue regulations affect or determine the way payments are made. For example, there are strict rules about payments to individuals who claim to be self-employed. The school follows the LA guidelines in these circumstances which includes a careful review of the contract and the use of the HMRC status indicator tool to determine whether individuals engaged by the school are employees or not, so that they are paid appropriately.

Supporting documents: Payroll

- Personnel procedures
- Up to date list of staff employed
- Payroll transaction report

H1: Procedures for personnel/payroll matters

The school follow established Council procedures for the administration of personnel activities. All appointments, terminations and salary levels are formally reported to the Governing Body.

The school uses the Council Payroll and Personnel Services.

H2: Segregation of duties - decisions

The Headteacher ensures that, where practicable, the duties of appointments, making changes to individuals' conditions or terminating the employment of staff are separated from the duties of processing claims.

H3: Segregation of duties - process

The Headteacher ensures that at least two people are involved in the process of completing, checking and authorising all documents and claims relating to appointments, termination of employment and expenses.

H4: Authorised access to personal files

The Headteacher ensures that only authorised staff have access to personal files and that arrangements for staff to gain access to their own records are in place.

H5: Proper payroll transactions

All payroll transactions are processed ONLY through the payroll system.

H6: Regular updating of staff employed

The Administration Officer maintains a list of staff employed by the school which is updated promptly to reflect starters and leavers.

H7: Payroll checks

The Finance Officer undertakes monthly checks between payroll reports and the school documentation (Budget plan Staffing sheets) to ensure

- There are no ghost employees
- Staff are being paid the correct rates and allowances
- Old employees have been removed from the payroll

Petty Cash

There is no Petty Cash system in use at the school

Repaying Staff

There is no Petty Cash system. Any payments made by staff on behalf of the school will be authorised according the systems detailed in this policy and will be repaid via payroll wherever possible.

Tax

K1: Relevant staff aware of tax regulations

The Headteacher ensures that all relevant finance and administrative staff are aware of Value Added Tax (VAT), Income Tax and the Construction Industry Scheme (CIS) regulations.

K2: Payments only on VAT Invoices

A proper VAT invoice is the only basis on which VAT can be reclaimed. It contains the following elements:

- The suppliers name and address
- The date goods / services were supplied
- The name and address of the school
- The goods or service supplied
- Amount payable excluding VAT
- Amount of VAT
- VAT rate

If the total cost, inclusive of VAT, is less than £100, less detail is required.

K3: Procedures for VAT on business activities etc

This following section sets out the main areas of activities, which generate income and the applicable VAT rate associated with each one.

It is vitally important to get the VAT rate right otherwise the LA will be liable to severe penalties from HMR&C.

	Standard	Zero	Exempt	Non-business
Sports Development courses			✓	
Private telephone calls	✓			
Payphones	✓			
Book sales		✓		
Children's clothing (Note 1)		✓		
Adults clothing	✓			
School uniform (Note 1)		✓		
Exam/enrolment fees				✓
Sale of work from classes to pupils				✓

	Standard	Zero	Exempt	Non-business
School trips - curriculum based				✓
Training/retraining courses			✓	
Equipment (Note 2)				✓
Meals supplied to pupils at Council schools by the Council				✓
Vending machine supplies at schools within canteen				✓
Vending machine supplies at Schools outside canteen	✓			
Printed Matter	✓	✓		
Games	✓			
Meals supplied to adults at Council schools	✓			
Lettings				
- room only			✓	
- use of equipment only	✓			
-sporting (Note3)		✓		
- sporting < 10 lets		✓		
- non sporting	✓			
- mixed	✓			
- catering	✓			
OfSTED - inspections			✓	

School uniform 34 inches and above with school logo supplied to children at juniors and below is zero-rated. All sizes below 34 inches are zero-rated. All sizes 34 inches and above, with the aforementioned exception, are standard-rated.

Provided that equipment is mobile, is brought to school at least once a week, and the item is sold at cost or below, the sale to pupils is non-business and VAT can be recovered on the purchase.

The letting of sporting facilities is exempt where 10 lets are booked at one time for the same facility with a gap of not more than 2 weeks between each let. Payment can be made in stages provided the series of lets are for more than 10 weeks. If the rules do not apply, the lets will be standard-rated.

Full details of the Council VAT Guidance Manual should be obtained from the LA.

K4: Payments according to CIS

The school will only make payments to contractors and subcontractors in accordance with the Construction Industry Scheme (CIS). The Council's Financial Regulations detail requirements for payment.

Voluntary Funds

Voluntary funds provide schools with a substantial additional source of income. Although such funds are not public money. The standard of accounting must be of the same standard as the main public account.

Voluntary fund accounts must be certified by an external and a copy of the 'Management letter for the year ended' sent to the LA.

This section only applies to voluntary funds which belong to the school and not, for example, to funds held by other organisations, which have a connection with the school such as PTA.

L1: Separate accounting from the school budget

Headteacher ensures that voluntary funds are recorded for separately from the school's delegated budget and are held in a separate bank account.

L2: Registered with Charity Commission

The Governing Body ensures that the voluntary funds have been registered with the Charity Commission.

Assets

The school has a range of material and equipment for example, iPads and computers. These assets are kept securely and recorded on the asset register on the school's computerised finance system. The asset register is continuously reviewed and updated. The Governing Body sets a monetary value below which inclusion on the inventory is not required. The Headteacher ensures such items of school property are identified as to their location and need for on-site and/or off-site insurance.

The delegation of funding for structural maintenance means that the school is now responsible for their buildings and other parts of their premises. The school needs to plan the use, maintenance and development of the buildings and take into account the LA's asset management plan.

M1: Maintenance of stock

The Administration Officer ensures stocks are maintained at reasonable levels and subjected to a physical check at least annually.

M2: Security Marking

Up to date inventories must be maintained of all equipment. These items must be identified as school property by security marking.

M3: Asset Register check

The IT Manager arranges at least annually for the inventories to be checked against the physical items. All discrepancies are investigated and anything over £100 reported to the Governing Body.

M4: Property taken off site

All assets removed from the school site are recorded in a register held by the IT Technician and signed back on their return.

M5: Authorisation of write-offs and disposals

The Governing Body authorises all write-offs and disposals of surplus stocks and equipment in accordance with the LA's regulations.

M6: Security of Safes and keys

The school safe is kept locked and the keys removed and held in a different location.

M7: Plan for use, maintenance and development of buildings

The Governing Body has a plan for the use, maintenance and development of the schools buildings as outlined in the school's 5 Year Premises Development Plan.

Insurance

The school has risks for which protection by insurance is needed. Risks may include third party liability, property, money, personal accident, motor vehicles and fidelity guarantee insurance. It is essential that the school reviews its exposure to these risks to ensure adequate cover is provided. If the insurance is not provided by the LA the cover must be at least as good as the relevant minimum cover arranged by the LA.

N1: Annual review of risks

The Governing Body review all risks annually, in conjunction with the LA where appropriate, to ensure that the sums insured are commensurate with the risks.

N2: Additional insurance cover

The Governing Body should consider whether to insure risks not covered by the LA. The cost of these premiums should be met from the delegated budget.

N3: Notification of new risks / changes

The school notifies its insurers, LA or other agent of all new risks, property, equipment and vehicles which require insurance or of any other alteration affecting existing insurance. An annual update is forwarded to the LA.

N4: Indemnity to third parties

The Governing Body / School will not give any indemnity to a third party without the written consent of its insurers.

N5: Notification of insurance losses or claims

The school immediately informs its insurers of all accidents, losses and other incidents that may give rise to an insurance claim.

N6: Insurance of property taken off site

Insurance arrangements should cover the use of school property, for example musical instruments or computers, when off site.

Data Security

The school uses a computer system to record personal, financial and other management data. Most of the controls in this section cover access to data held on computers. It is important that management information is properly protected from unauthorised access and it is backed up regularly. A recovery plan must be in place to ensure continuity of financial information in an emergency.

The Data Protection Act 1998 is designed to protect the rights of individuals in relation to personal data that is held about them. It sets out requirements about the

processing, storage and disclosure of that data and extends coverage of the previous legislation from data handled electronically to certain manual record systems.

The Act requires governing bodies and Headteachers to notify the Data Protection Commissioner where the activities they are engaged in are covered by this legislation. Pupils' paper records will probably fall under the requirements of the Data Protection Act 1988 and be subject to notification.

Supporting documents: Data protection

- Information Governance Policy
- Business Continuity Plan
- Notification to the Data Protection Commissioner (Data Protection Act 1998)

P1: Security of Access

Computer systems used for school management are protected by password security to ensure that only staff have access. The passwords are changed regularly and updated for staff changes.

P2: Back-up procedures

The Administration Officer ensures that data is backed up regularly and that all back-ups are securely held in a fireproof location and a second copy is held offsite.

P3: Recovery plan for emergency

The Headteacher has established a recovery plan to ensure continuity of financial administration in the case of emergency. (See Business Continuity Plan)

P4: Protection against computer viruses

To prevent viruses being imported, only authorised software agreed by CrEDIT (LA IT support) is used.

Audit

The school comes within an internal audit regime determined by the LA, and within the LA external audit regime as determined by the Audit Commission. The school provides access as necessary for audit purposes to its records, for both internal and external auditors.

The DfE requires the school to obtain and provide to the LA annual audit certificates in respect of voluntary and private funds held by them and of the accounts of any trading organisations controlled by them. However, the LA will not itself audit such funds. The auditor of non-public funds must not be connected with the administration of those funds. Any other requirement as to the audit of such

funds is a matter for those making the funds available and for the Charity Commission where charitable trusts are concerned.

APPENDICES

APPENDIX 1

General information not relating specifically to Heavers Farm Primary School

Croydon home page	www.croydon.gov.uk
Croydon Traded Services	https://www.croydoneducationpartnership.org
Audit Commission	http://www.audit-commission.gov.uk/

Document	Provider	Last update
HR, staffing and personnel policies and forms – Octavo	https://www.octavopartnership.org/resources/	Continuous
DfE Financial Efficiency: Financial Planning	https://www.gov.uk/guidance/schools-financial-efficiency-strategic-financial-planning	September 2018

APPENDIX 2
Information Specific to Heavers Farm Primary School: Staff related

Authorised users of the School Finance Software

Post	Post holder	Read /Write
Headteacher	Robert Askey	Read /Write
Finance Officer	Tina Marola	Read /Write
Budget Advisor	Mandy Friend	Read /Write
System/Network manager	Jeannette Brackenbury	Read /Write
Octavo Partnership	Octavo Partnership	Read /Write

Posts, Post Holders, Bankline and Cheque Signatories as at date of last revision

Area of responsibility	Name	Budget holder	Cheque signatory/ Bankline Authorisation
Chair of Governors	Michael Swadling	No	No
Chair of Resources Committee	Graham Cluer	No	No
Finance Officer	Tina Marola	Yes	Yes
Headteacher	Robert Askey	Yes	Yes
Deputy Headteacher	Rachel Evans	Yes	Yes

APPENDIX 3
Information specific to Heavers Farm Primary School: non staff related

Revisions to this 'Financial Policy and Procedures' Document

Version number	Date approved by Governing Body
1	March 2011
2	March 2012
3	February 2014
4	April 2014
5	June 2015
6	March 2016
7	April 2017
8	April 2019
9	October 2020
10	September 2021
11	June 2022
12	February 2023
13	October 2023
14	October 2024
15	October 2025

Admin Software used

Software area	Package	Version
Virus protection	Sophos	Updated monthly
Finance	SIMS FMS module	6.194.440.0
Personnel	SIMS.net	7.212
Pupil	SIMS.net	7.212

Bank Account Details

Bank	Account Number	Title
NatWest Croydon High Street PO Box 332, 1 High street Croydon CR9 1UY	██████████	London Borough of Croydon RE Heavers Farm Primary School (public)

Insurances held by the school
 All via Croydon Local Authority

Area covered	Policy	Number
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Finance Policies and Procedures: Heavers Farm Primary School

Property/Contents/Public Liability etc.	RPA (through DfE)	████████
Engineering Inspection	Zurich Municipal	████████████████████
School trips and off-site activity	AIG	████████████████
Legal Expenses Cover	RPA (through DfE)	████████████████
Minibus cover	Quotac Insurance Services	████████████████

Title of Contract	Description of arrangement/activity	Name of contractor or supplier	Start date of contract	End date of contract	Can contract be extended? <i>Rolling contract, reviewed annually?</i>
Boiler Maintenance & A/C in Nursey/Nurture	Maintenance of 3 Gas heating/hot water systems & Air Conditioning	Jayserv Mechanical Services Ltd 369 Croydon Road, Caterham CR3 6PN	09/01/2025 09/02/2024	08/01/2026 08/02/2026	Renew Annually
Pat testing	Testing of all Electrical sockets/items	M H Murnaghan 1 Bromfield Court, Westbridge Road, London, SW11 3TI	27/07/2022	27/07/2025	Renewed Annually
Broadband	Internet - Virgin Media	LGFL CI Tower, St George's Square, New Malden, KT3 4TE	01/06/2022	31/05/2025	Renew Annually
CCTV Maintenance Intruder Alarm	CCTV, Access control, Gate Maintenance	ai-Security, Vigilant House, 1155 London Road, Leith-on-Sea, Essex SS9 3JE	01/10/2022 01/11/2023	30/09/2025 31/10/2025	Renew Annually
Cashless tills & Software licence for Catering service	Management of Catering service	School Catering Support (Relish School Food Ltd) Monarch House, Suite EFG ,Chrysalis Way Business Park, Eastwood, NG16 3RY	01/11/2021	31/10/2025	36 Months from commencement date plus 24 month extension option
Electricity Costs	Supply of Electricity	Npower Business Solutions, 2 Princes Way, Solihull, B91 3ES	31/03/2025	31/03/2028	36 Months
Educational Psychology	Educational Psychology Service	Love to Communicate 25 Canning Street Brighton BN2 0EF	01/09/2024	31/07/2025	Renewed Annually
Educational Welfare Support	Education Welfare Service	Team EWS Ltd Garden View, Park Ley Road, Woldingham CR3 7LD	01/04/2025	31/03/2026	Renewed Annually

Finance Policies and Procedures: Heavers Farm Primary School

Employee Assistance Programme	Support and Advice for staff	Croydon Education Partnership 4th Floor Croydon Clocktower Katherine Street CR9 1ET	01/04/2025	31/03/2026	Renew Annually
Finance services SLA	Finance Support & Budgeting Software	JCA School Support 120 Winifred Road, Coulsdon, CR5 3JF	01/05/2025	30/04/2026	Renewed Annually
Fire Alarm	Fire alarm and lighting Maintenance	City Fire Protection & Maintenance Services LLP 172a Selsdon Road South Croydon CR2 6PJ	01/03/2020		Rolling Contract
Fire Extinguisher	Fire Extinguisher Maintenance	City Fire Protection & Maintenance Services LLP 172a Selsdon Road South Croydon CR2 6PJ	01/03/2017		Rolling Contract
Franking Machine SendPro C	Lease/Postage costs for letters	Pitney Bowes, Purchase Power, customer payments, Building 5 Trident Place, Hatfield Business Park, Mosquito Way, Hatfield AL10 9UJ	01/04/2025	30/03/2030	New Lease contract
Post collection	Royal Mail collection service	Royal Mail Group Rowland Hill House, Boythorpe Road, Chesterfield S49 1HQ	01/01/2024	31/12/2025	Rolling Contract
Governor Services SLA	School Governance	Croydon Education Partnership 4th Floor Croydon Clocktower Katherine Street CR9 1ET	01/04/2025	31/03/2026	SLA Renewed Annually

Finance Policies and Procedures: Heavers Farm Primary School

CPD, Governance, Safeguarding, School Leaders	Provide support services to staff in the areas stated	The Key Support services ltd, 8th Floor, HYLO, 103-105 Bunhill Row, London EC1Y 8LZ	22/05/2024	09/05/2025	Renew Annually
Grounds Maintenance	All work to do with outside in the school grounds	Countrywide Grounds Maintenance Building 4, Brackley Campus, Buckingham Road, Brackley NN13 7EL	05/03/2021	04/03/2026	Rolling Contract
HR SLA	Administration	Croydon Education Partnership 4th Floor Croydon Clocktower Katherine Street CR9 1ET	01/04/2025	31/03/2026	SLA Renewed Annually
Insurance & Risk Management Service	Insurance for school	Risk Protection Arrangement (RPA) through Department for Education	01/04/2025	31/03/2026	Renewed Annually
IT Support Admin/Curriculum	Information systems - Sims/Admin	Croydon Education Partnership 4th Floor Croydon Clocktower Katherine Street CR9 1ET	01/04/2025	31/03/2026	SLA Renewed Annually
Hosted SIMs	FMS/SIMs	(ParentPay Group)ESS Ltd, The Exchange, Express Park, Bristol Road, Bridgewater, TA6 4RR	01/04/2025	31/03/2026	Renew Annually
Licences	Copyright Licence for Schools	CEFM Red Lion House 9-10 High street High Wycombe HP11 2AZ	01/04/2025	31/03/2026	Renewed Annually
Licences	Data controller Processes Personal Information	ICO Wycliffe Hse Water Lane Wilmslow SK9 5AF	01/04/2002	13/03/2026	Renewed Annually

Finance Policies and Procedures: Heavers Farm Primary School

Licences	Recording Licence	ERA Verulam Hse 60 Gray's Inn Road London WC1x 8LU	01/04/2025	31/03/2026	Renewed Annually
Licences	Music licence	CCLI Chantry Hse 22 Upperton Road Eastbourne BN21 1BF	01/04/2025	31/03/2026	Renewed Annually
Online payments and communication (eg parentpay)	Parents able to make payments for Lunch & Trips	Parentpay Ltd Parentpay Hse 9 Durleigh Rd Bridgewater TA6 7HU	10/04/2025	09/03/2026	Renewed Annually
Photocopier lease	Photocopier x3	Konica Minolta Business Solutions (UK) Limited Miles Gray Road Basildon SS14 3AR	27/03/2025	26/03/2028	3 Year term
Photocopier servicing	Charges for colour & B/w copies x 3 machines	Konica Minolta Business Solutions (UK) Limited Miles Gray Road Basildon SS14 3AR	27/03/2025	26/03/2028	Renewed
Playground & Gym Equip	Maintenance of gym equipment & outside climbing frame	JW Clough Services 89 Granville Road Sidcup DA14 4BT	01/06/2019	31/06/2025	Renewed Annually
Payroll Services	Staff wages	Liberata UK 2nd Floor Front, 60 Cheapside, London, EC2V 6AX	01/04/2025	31/03/2026	Automatic renewal every 12 months
Sanitary Disposal	Emptying of Sanitary Bins	Wilson Washroom Services Ltd 58a Glasgow Road, Clydebank, G81 1NH	02/12/2024	01/12/2025	Renewed Annually
Schools Sports Partnership	Assistance with Curriculum planning and Assessment for PE	St Peter's Primary Sch, Normanton Road, Croydon, CR2 7AR	01/04/2025	31/03/2026	Renewed Annually

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SLA Croydon Council Whistleblowing	Whistleblowing	Croydon Council Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	01/04/2025	31/03/2026	SLA Renewed Annually
Swimming Tuition	Swimming lessons	GLL -South Norwood Lesiure Centre, 164 Portland Road, London, SE25 4PT	01/09/2024	22/07/2026	Term time only
Telecommunications rental of line	Telephone line and rental of equipment	Southern Communications (Dataphone) Solutions House, 56 Peregrine Road, Hainault, IG6 3SZ	22/07/2013	21/07/2026	After 5 years then year to year
Text, Parents Evening Email service to parents	Unlimited texts and emails	Community Brands Ltd (Teachers2parents Ltd) Floor 1 12 Jacklin Drive LE4 7SU	11/06/2019 05/10/2022 11/06/2022	10/06/2026 04/10/2025 10/06/2026	None
Waste & Recycling Collection	Collection of Rubbish & Recycling	(Croydon Council) Veolia ES (UK) Ltd SLWP Kingswood House, Kingswood Crescent, Cannock, WS11 8JP	20/05/2022	19/05/2026	12 month period
Water Coolers	Water dispensers	Selsius Ltd	07/12/2019	01/04/2025	Rolling contract
Water Treatment & Testing/Legionella	Water Management programme	First Enviroment Ltd Cannockchase Enterprise Centre Walkers Rise Hednesford WS12 0QU	01/04/2022	31/03/2026	Annually
Ventilation & Kitchen Maintenance	Maintenance of kitchen equipment and extraction system	BA Supplies & Services Ltd 179b, Shirley Road, Croydon CR0 8SS	01/10/2023	30/09/2025	Renewed Annually

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Gas Supply	Supply gas to school	British Gas Millstream, Maidenhead Road, Windsor, SL4 5GD	01/05/2025	30/04/2028	Price for 3 Years
Occupational Health SLA	Occupational Health with Employee Assistant Programme	Croydon Council Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	01/04/2025	31/03/2026	SLA Renewed Annually
Teacher Pensions SLA	Pension costs	Croydon Council Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	01/04/2025	31/03/2026	SLA Automatically Renewed Annually
Speech & Language	Speech & Language	Love to Communicate 48 Sutherland Road Brighton BN2 0EQ	01/09/2024	31/08/2025	Renewed Annually
Art/Sustainable Fashion	Club provision for children	Creative Ellaments Flat 12 Woodvale Court, South Norwood Hill, SE25 6AH	12/09/2022		Rolling Contract
Microsoft Licences for Office Professional, Windows & Server	To be able to use and received updates for all Microsoft products	Phoenix Software Ltd Blenheim House, York Road, Pocklington, YO42 1NS	12/10/2022	11/10/2025	Reviewed Annually
Online payments for clubs	Parents able to make payments for Clubs	Magic Booking, The Old Chapel, Union Way, Witney OX28 6HD	08/03/2025	07/02/2026	Renew Annually
Pest Control	Beaver Pest Control	Beaver Hse Services Ltd, Trident Business Centre, 89 Bickersteth Road, Tooting, SW17 9SH	26/10/2010		Rolling Contract
Lightning Protection	Annual maintenance	J.Redpath Buchanan & Co Ltd, Unit D, Jenkins Dale, Chatham ME4 5RD	18/05/2022	17/05/2025	Fixed for 3 years

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Data Protection Officer	Data Protection Act and GDPR compliant	Judicum Education, 72 Cannon Street London, EC4N 6AE	01/04/2025	31/03/2026	Service Level Agreement
Moving wall	Annual maintenance	Monowa Operable Wall Systems Greenacres, Flaunden Lane, Rickmansworth WD3 4NS	16/02/2021	15/02/2026	5 Year Contract
Lift Maintenance	Service of Artico 7000 lift	Gartec Limited Unit 6 Midshires Business, Smeaton Close, Aylesbury HP19 8HL	01/04/2025	31/03/2026	Renewed Annually

Current Contracts and Service Agreements

APPENDIX 4

Best Value Statement

The Governing Body of Heavers Farm Primary School is committed to the principles of Best Value as set out in the Croydon LA's Financial Regulations for Schools.

The School's commitment to Best Value is demonstrated by:

- Incorporating the principles of Best Value in the School Development Plan in order to raise standards.
- Using our own trained teaching assistants instead of agency supply teachers to cover courses and sickness. Such an approach ensures greater educational continuity and is also better value.
- Consciously comparing competitive quotes for goods or services, and making judgements on the basis of quality, suitability and economy. The school will go out to tender in accordance with the Financial Procedures Manuals.
- Comparing the school's performance with other similar schools in areas such as pupil achievement, expenditure on resources and equipment.
- Regularly reporting on progress towards targets in the School Development Plan.
- Ensuring the Resources Committee monitors expenditure in the light of the priorities and targets on the School Development plan, using comparative data.

The school will be taking the following steps during this financial year to ensure that financial decisions reflect the principles of Best Value.

- Discuss the principles of Best Value with staff so that awareness is raised and the principles are adhered to.
- Comparing pupil performance data with similar schools to facilitate the setting of challenging targets.
- To comply with DfE guidelines for best financial practice.

Appendix 5

List of School Specific Proformas

Description	Location Ref	Version Date	Date to be reviewed
School Requisition Form	See below (Appendix 8)	October 2024	October 2026
School specific equipment loan proforma Appendix 7	See below (Appendix 7)	October 2024	October 2026
School specific order form	SIMS	Regularly updated	Regularly updated

Appendix 6 Responsibilities

Governors

- Approval of 'Financial Policy and Procedures'
- Budget approval
- Regular monitoring
- Accountability to LA and parents
- Delegation to Headteacher
- Receiving reports of virements authorised by the Resources Committee
- Ensuring that financial statements required by the LA are produced

Resources Committee

- Production, evaluation, development and documentation of 'Financial Policy and Procedures'
- Establishment of annual budget
- Amendments to the Budget plan during the year must be recorded in the Policy and Resources Committee Minutes
- Monitoring of income expenditure on at least a termly basis
- Reporting on a termly basis to the full Governing Body
- Receiving reports of virements authorised by the Headteacher

Membership of the Resources Committee is as follows:

The Resources committee should be composed of the Chairs of all other committees together Chair and Vice Chair of the Governing Body as the core voting membership, with any other governors who wished to sit on the committee.

Headteacher/Headteacher

- Preparation of draft budget
- Reporting to Governors
- Budgetary control in order to ensure that expenditure is kept within the budget plan
- Virement within limits
- Monitoring of expenditure

Cost Centre Budget Holders

- Placing of orders according to working practice
- Accountability for cost centre
- Approval of invoices for processing

Finance Officer

- Processing of orders and invoices
- Receipt and banking of income
- Preparation of cheques
- Recording of income and virement
- Summary reports for Budget holders
- Drafting of reports for Headteacher
- Detailed monitoring of budget
- Monitoring of day to day procedures
- Bank reconciliation
- Ensuring that 'Financial Policy and Procedures' document is updated when required by the Governing Body.

Appendix 7
Copies of School Specific Forms
HEAVERS FARM PRIMARY SCHOOL
REQUISITION FORM

Please complete a separate form for each supplier.

SUPPLIER NAME				
NAME OF PERSON MAKING THIS REQUEST:				
DATE				
REFERENCE	DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST
TOTAL				
Why do you want to purchase this now?				

Senior Administration Officer (Finance)		
Budget Heading	Total budget allocation for this year	Total left in this budget (<u>before</u> this request)
Signed		
Date		

Approved by **Headteacher** (signed):

School identification number

Make: _____

Model: _____

Serial Number: _____

Issued to (name): _____

Duration of Loan: _____

This remains the property of the school at all times.

By signing I agree to:

- Use this equipment for school related activities.
- Be handed back to school in the same condition as it is on the date of signing.
- Keep this secure at all times.
- Be liable for the costs of replacement and/or repair during the time that I have this equipment in my possession if it is lost or damaged due to negligence.
- All data concerning pupils or pupil data is encrypted if it is taken off the school premises.

Issued to (signed): _____

Issued on (date): _____

EQUIPMENT OUT

Equipment checked by IT Technician (signed) _____

Date: _____

Loan authorised by Headteacher

Signed (Headteacher): _____

EQUIPMENT RETURNED

Date equipment returned _____

Equipment checked by IT Technician (name): _____

I agree that the equipment has been returned in good order

(IT Technician signed) _____

Date: _____