



# ALL SAINTS

## CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

# Financial Control Procedures

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# FINANCIAL CONTROL PROCEDURES

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## (1) INTRODUCTION

The procedures contained in this document have been formulated to ensure the correct disbursement and accurate recordings of monies allocated to All Saints Catholic College (the "School") in accordance with the Regulations of the Education Act 1998, Scheme for Financing Schools Document (January 2022) and RBKC VAT Guidance Manual (June 2017) and subsequent revisions.

In designing these procedures, the Board of Governors (the "Board" and "Governors") of the school and the Finance & General Purposes Committee (the "F&GP Committee") recognise that regular improvements may be required to take account of changes to legislation and working practices.

### (1.1) The purpose of this document is to:

Establish and clarify the roles and responsibilities of the Board, F&GP Committee, Headteacher, Director of Finance (the "FD"), and staff with specific financial responsibilities and budget holders.

Set out below are the School's procedures relating to the operational control of the School's financial assets including, but not limited, to:

- Accounting, banking, cash handling, contracts, invoicing, lettings, payroll and purchasing
- Ensuring that such staff as may, from time to time, be given responsibilities relating to the handling of the School's financial assets have a clear understanding of what is expected of them
- Ensuring that those with an investment in the School, whether they be pupils, parents, staff, Governors or the community as a whole, obtain value for money
- Ensuring that value for money can be demonstrated
- Safeguarding the School's assets: satisfying the Secretary of State for Education that the School's financial management and organisation enable it adequately to fulfil its obligations
- Ensuring that a register of business interests of each Governor and each member of staff with a significant financial responsibility and their families is maintained by the Clerk to the Governors. Annually each member of the Board and F&GP Committee, together with any member of staff with any financial responsibilities, must confirm in writing, on the form provided, that they have no personal business interests in the finances of the School. If they do they must declare it immediately and, if involved in the tendering process for any item, must withdraw.
- Ensuring that the School's financial software FMS6 is backed up every night (fully or incrementally) and stored off site

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*The Format of the document follows a pattern:*

*Under Accountabilities are the responsibilities for each party which relate to every section. Under each section thereafter, the responsibilities of each party for the specific section are set out and then the procedure which should be followed*

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## (2) ACCOUNTABILITIES

### (2.1) The Role of the Board of Governors

The Board has a statutory duty to oversee the financial management of all School funds and to ensure that its financial arrangements comply with the relevant provisions of charity and education law and any applicable financial regulations, standing orders or audit requirements issued by the Secretary of State, Local Authority or OFSTED.

The roles, as set out for the F&GP Committee, the Headteacher and the FD, relate to all financial aspects in the sections which follow Accountabilities and are not repeated each time.

### (2.2) The Role of the F&GP Committee

- 1.1 Monitor compliance with the Schools Financial Value Standards (SFVS) and in particular:
  - scrutinise outcomes of the internal/external audits and act on recommendations arising
  - evaluate the effectiveness of financial decisions taken by the School
  - review the School's systems of internal financial control
  - ensure that sound financial records are maintained
  - review the Governors' Register of Business Interests and make appropriate recommendations to the Board of Governors
  - ensure that the principle of best value is central to the School's management and use of resources.
- 1.2 Ensure that the School fully complies with the Local Authority's (LA) and Diocese's financial regulations, standing orders and Local Scheme of Delegation.
- 1.3 Consider, review, monitor, and, where appropriate, recommend to the Board of Governors documents and information arising from SFVS compliance/requirements. These include:
  - Annual Self-Assessment of Governors' Financial Competencies (Competencies Matrix)
  - School's Charging and Remissions Policy
  - School's Financial Control Procedures (Board)
  - Lettings Policy
  - Lettings Ratecard (Board)
  - Statement of Internal Control (Board)
- 1.4 Review and contribute to a draft annual budget plan for the School to recommend for approval of the Board of Governors, taking into account the following:
  - educational and curriculum priorities set out in the Strategic Development Plan
  - site maintenance and building priorities set out in the Strategic Development Plan
  - the School's overall current financial position and predicted future position
  - the School's forecasted future pupil rolls and funding/income levels
  - end of year formal accounts and stated carry forward sums into the next financial year.
- 1.5 Monitor and review the School budget through the financial year according to the following principles and priorities:
  - the aim of income and expenditure activity matching planned spending and revenue
  - the need for the School to maintain a balanced and sound budget
  - raising standards of education for all pupils

- the need for long-term financial stability and sustainability
  - establishing financial management and accounting procedures best practice
  - any other requirement or principle under SFVS
  - the Board's responsibility for managing public funds with due probity.
- 1.6 Produce a year-end budget return in line with LA, Diocese and the Dept for Education Consistent Financial Reporting (CFR) requirements.
  - 1.7 Agree the levels of delegation to the Headteacher for the day-to-day financial management of the School.
  - 1.8 Determine appropriate virement and expenditure thresholds, including clear guidance for planned and unplanned expenditure, and monitor and adjust in-year expenditure levels as appropriate.
  - 1.9 Review the Governors' Fund and any other external fund or account managed by the School, ensuring that appropriate records are kept and that accounts are independently verified.
  - 1.10 Report to the Board of Governors on decisions taken by the F&GP Committee in the exercise of any delegated powers.
  - 1.11 Liaise with other committees on financial matters and exercise authority over expenditure and income matters (except where referral to the Board of Governors is required).
  - 1.12 Undertake any appropriate task or commission as delegated by the Board of Governors.

### **(2.3) The Role of the Headteacher**

The Headteacher, and through him the Senior Leadership Team ("SLT"), is responsible for the implementation of the day-to-day operation and control of the Governors' financial procedures and providing advice to the Board.

In that, it is recognised that the Headteacher is responsible for the internal organisation management and control of the whole School, and the day-to-day operation and control of the finances are delegated to the FD.

The Headteacher is also responsible for ensuring that the policies agreed by the Governors are put into practice and for inspecting installed systems regularly to reduce the risk of abuse, malpractice or mismanagement.

### **(2.4) The Role of the Director of Finance:**

The FD has delegated responsibility for oversight of the day-to-day financial operations of the School and the control of the School's finances.

The FD is also responsible for providing advice and guidance to the Headteacher, SLT, F&GP Committee and Board on financial implications to the School.

The FD is responsible for the integrity of the School's financial systems and for reporting to the Headteacher any deviations from these procedures.

The FD is responsible for overseeing the efficient and accurate recording of expenditure, for monitoring of all the School's income and expenditure including the ordering and invoicing process, payment systems including the portable card payment processor, the day to day operation of the petty cash box, and the management of parental income relating to trips, lunches, and incidental purchases.

The FD is responsible for the accurate production of reports to Government departments, the Board, F&GP Committee or other relevant personnel.

The FD is responsible for ensuring that all staff are aware of the guidelines as they relate to them.

### **(3) BUDGETS**

#### **(3.1) The F&GP Committee is responsible for:**

- Recommending an annual budget and any amendments during the year to the Board
- Ensuring that budget headings are reviewed regularly
- Ensuring the planned budget reflects the medium-term plans for the improvement and development of the School

#### **(3.2) The Headteacher is responsible for:**

- In conjunction with the members of the SLT, ensuring that any proposed budget reflects the agreed Strategic Development Plan
- The delegation of budget responsibilities to the Budget Holders as appropriate
- Reviewing budget headings and interviewing staff in relation to any matters of concern with regard to their budget

#### **(3.3) The Director of Finance is responsible for:**

- Ensuring that budgets are formulated taking into account known historic data, inflationary predictions, commitments, liabilities, grants, other income, any requirements of the DfE/LA and any other known information
- Providing advice, guidance and assistance on matters of budgeting
- Consulting with the School's auditors and discussing/clarifying any requirements, which may be requested by them, and co-ordinating the preparation of the School's annual budget
- Co-ordinating, with Budget Holders as appropriate, the constituent budget headings for the whole School budget
- Drafting alternative budget options on request for the Headteacher/F&GP Committee/Board
- Presenting the draft budget for consideration to the F&GP Committee
- Reporting income and expenditure monthly to the Headteacher
- Providing ad hoc reports as the F&GP Committee may request from time to time
- Ensuring that agreed virements are accurately recorded solely upon the specific written instruction of the Board
- Making sure that all staff are aware of School's budgeting process, timetable, and procedures
- Providing Headteacher with regular updates of expenditure against budget in key cost centres.
- Ensuring the proposed budget reflects the School Improvement Plan and/or the Strategic Development Plan

#### **(3.4) The Budget Holders are responsible for:**

- Considering the needs of their department
- The integrity of the agreed budgets allocated to their department
- Installing such mechanisms as will ensure the adequate day-to-day control of their department's budget
- Providing such information as will assist the FD in the execution of her duties

### (3.5) Financial Budgeting and Monitoring Return Timetable:

Nov- Dec	Headteacher and FD review expenditure against key cost centres in preparation for setting appropriate spending levels for the following year.
Dec	Senior Leadership Team reviews the Strategic Development Plan
Dec	Headteacher and Governors review staffing
Jan.	F&GP Committee reviews an outline budget for the next financial year in the context of the Strategic Development Plan
Mar	F&GP Committee reviews the final budget for the new financial year in the context of the Strategic Development Plan and recommends to the Board for approval
May	Board reviews the final financial accounts for the previous financial year  The agreed budget for the new financial year is signed off by first Board meeting of new financial year and implemented from 1 <sup>st</sup> April

### (3.6) Virement and Journals

#### (3.6.1) Virement

The FD is responsible for the accurate recording of all virements between budget headings and transfers between accounts.

The Headteacher has the authority to vire up to £10,000 but larger amounts require referral to the F&GP Committee.

Any virement made will be reported by the FD to the F&GP Committee.

#### (3.6.2) Journals

Journals should not be used as a method for the virement of funds from one budget to another. Journals may be used to reallocate costs between cost centres or correct errors

All journals must be retained and be available for review by the Headteacher or F&GP Committee



## **(4) ORDERING/PURCHASING**

### **(4.1) General**

The schedule of purchase order signatories and limits is in Appendix (i) at the back of this document.

The delegation of authority covers authority to commit funding at the ordering stage and must be supported by the other relevant approvals where appropriate. Procurement of goods and services must comply with the Local Authority's Code of Practice for the Procurement of Works, Supplies and Services and, where appropriate, follow the Local Authority's policies on best value.

Purchase orders need to be raised by the purchaser for ALL purchases above £50

Purchases under £50 can be reimbursed from petty cash

Where it is substantially cheaper to purchase online, the Headteacher can authorise a payment on a school procurement Card which will be actioned by the FD. In addition, staff can purchase using their own credit card. The purchaser will be reimbursed by the School ONLY upon presentation of the paid invoice/receipt. Purchase order guidelines still apply as authorisation to spend in both cases.

Purchases should be from a list of approved suppliers which is regularly reviewed and with whom the school has a credit account. Departure from the list may be permitted when improved discounts can be secured

- Only orders for the use of the School may be made. It will be considered misconduct should goods or services be ordered for private use using school funds
- Invoices received without proper authorisation will be retained in a separate file identifying the purchaser
- The invoice of any asset item (defined under (20.1)) with a value of over £500 should be copied and filed.
- Exemptions from purchase orders are as follows:  
Examinations, Utilities, Contractual costs, Supply staff

### **(4.2) The F&GP Committee is responsible to the Board for ensuring that:**

- Orders or expenditure not previously identified in the budget plan between £10,000 and £30,000 for a single item must have the authority of the F&GP Committee, subject to the transaction being reported to the Board at its next meeting. All orders or expenditure greater than £30,000 not previously identified in the budget plan must be approved by the Board. The purchasing policy of the School is reviewed annually.

### **(4.3) The Headteacher is responsible for:**

- Signing purchase orders raised by members of the SLT or, under delegated authority, purchase orders up to the value of £10,000 if these have already been approved in the budget plan. Single items, not previously approved in the budget plan, up to the value of £10,000 may be placed or committed by the Headteacher, subject to the transaction being reported to the next F&GP Committee meeting.

Delegations to members of staff below the Headteacher are to be authorised by the Headteacher and reported to the F&GP Committee.

#### **(4.4) The Director of Finance is responsible for:**

- Oversight of the accurate recording of all financial entries on FMS against the correct budget
- Signing purchase orders in accordance with the scheme of delegation.
- Ensuring that any deviation from the agreed suppliers listing is warranted and report to the Headteacher
- Informing the Headteacher of any deviation from the agreed procedure, including the payment statistics with regard to purchase order usage
- Ensuring the accurate recording of all financial entries on FMS against the correct budget
- Ensuring Purchase Orders are signed in accordance with the scheme of delegation.
- Co-ordinating the ordering/purchasing to maximise any discounts available and minimise wastage and stockholding
- Assisting staff to secure best value always and particularly when purchases require more than one quote

#### **(4.5) The Budget Holders are responsible for:**

- All orders being placed in accordance with the School's guidelines. The purchase order **MUST BE** raised and authorised **BEFORE** the expenditure takes place
- The best use of the budget which has been allocated for their use including value for money
- Working with the Finance Executive on timing and supplier to assist with larger orders to obtain available discounts
- Exercising control in the day-to-day use and monitoring of their stocks
- Checking their deliveries within 24 hours and confirming any discrepancies with the Finance Executive.

#### **(4.6) Procedure**

Once the completed and authorised purchase order has been received from the Budget Holder, the Finance Executive will produce an official order.

It is encouraged that sizeable or repeat purchases are co-ordinated to secure discounts.

The Finance Executive will e-mail the order to the supplier requiring the purchase order to appear on the face of the invoice.

#### **(4.7) Staff Expenses**

Staff may claim reimbursement for reasonable expenses incurred wholly, necessarily and exclusively in the course of the School's business. Staff should make every effort to secure value for money in their expenditure.

Any expense claim **MUST BE** authorised by the Budget Holder and FD or in the case of SLT, Headteacher, before being reimbursed.

All claims will be paid to staff by BACS or if under £50 from petty cash. All claims are to be submitted on an All Saints Catholic College expense claim form, with the VAT invoice/receipt attached stating the following:

- Date, Amount, Name of Person claiming
- Brief details of items purchased
- The budget to which the cost is to be charged

Staff must ensure that expense claims are submitted within 30 days of the expense being incurred. The FD will ensure that all claims are settled within 30 days of the expense being submitted.

## (5) DELIVERIES

When deliveries arrive, in many cases, the purchaser, who can be identified from the purchase order number, will be teaching. If unavailable, then the delivery note should not be signed or signed "not checked". The number (and condition) of boxes/parcels MUST be checked against the delivery note even if the contents are not checked at that stage.

Liaising with the Reception team, the Finance Executive should make the purchaser aware of the delivery at the first possible opportunity.

Site staff will remove the delivery to the purchaser's office in a timely manner for security and presentation of the reception area.

## **(6) CONTRACTS**

### **(6.1) General**

The schedule of contract signatories and limits is in Appendix (i) at the back of this document.

#### **Definitions**

The term "**Contract**" shall be deemed to mean the purchase of goods and or services, whether or not this includes any element of contractual agreement, between the supplier and the purchaser.

The terms "**Quotation**" or "**Estimate**" shall mean a written statement from a supplier indicating the price of the goods or services requested. Such quotations or estimates shall clearly indicate any discounts or services charges and shall state whether VAT is included. Estimates should not be accepted; only quotations.

The term "**Tender**" shall mean a formal written quotation from a potential supplier submitted to the School in a form common to all potential suppliers, on the basis of a detailed description or specification of the goods and/or services required.

### **(6.2) The Board is responsible for:**

- Approving the expenditure on any successful tender as set out in appendix (i)

### **(6.3) The F&GP Committee is responsible for:**

- Approving the expenditure on any successful tender as set out in appendix (i)
- Monitoring progress on larger tenders requiring board approval
- Regularly reviewing the contract spreadsheet especially taking into account contracts which are about to enter their expiry notice period
- A periodic but at least annual 'spot check' of the contracts spreadsheet during a Governor visit

### **(6.4) The Headteacher is responsible for:**

- Monitoring the tendering process and approving the expenditure on any successful tender as set out in appendix (i)

### **(6.5) The Director of Finance is responsible for:**

- Formulating such procedures as necessary to provide a sound and efficient contracts administration system
- Compiling a list of the current contractors and suppliers with whom the School trades. This list must be reviewed on a rota basis such that all contracts are reviewed in advance of their renewal or expiry date to ensure that the goods and/or services being offered are being purchased at the most competitive prices and represent value for money
- Co-ordinating any tendering process, including: compiling in conjunction with the originator, despatching the tender documents, placing advertisements where necessary, ensuring compliance with any national or European Union regulations
- Reporting monthly the expenditure planned and showing the effects on the relevant budgets to relevant personnel
- Opening, examining, recording and reviewing all tender envelopes

- Carrying out preliminary checks and authorising the opening of purchasing accounts with trading companies
- Compiling of tender documents with particular focus on drawing up a detailed specification outlining the exact requirements of the goods or services to be supplied
- Supplying an estimate of the likely costs of such goods and/or services including any one-off, setting up, maintenance or other on-going costs

#### **(6.6) Procedure**

Any company expressing an interest must be supplied with a copy of the specification together with a Tender Reply Sheet which will detail those items which must be addressed in the reply for the tender to be accepted. In addition, any known suitable companies should be invited to tender.

A closing date must be set before any documents are despatched. The time lapse between invitation and submission will vary depending upon the nature of the goods/services to be supplied; however, it is recommended that a minimum of 14 and a maximum of 42 days be allowed.

The quotations must be submitted to the FD for onward transmission to the F&GP Committee.

## **(7) TENDERS**

### **(7.1) Procedure**

Transactions, contractual and non-contractual, with a value in excess of £10,000 will involve the agreed tendering process set out below.

Once a tender specification is issued no person may alter that document without the consent of Governors.

Tender documents will be despatched by email and returned tender emails must not be opened until the closing date for submission has passed and must be kept secure until that time.

Once a tender is received no company or person shall be allowed to alter the details on that tender.

Submissions received after the closing date will not be entertained.

In most cases the lowest quotation will be accepted; however, there may be occasions when, for reasons of quality or other value enhancements, a quotation other than the lowest may be preferred. In these cases, the reason for the decision must be recorded.

The goods and/or services subject to the tender shall not be supplied nor work started until a letter confirming acceptance of the successful tender has been issued.

In the case of work involving construction or installation and for any other purchase as appropriate the FD may request financial references to show evidence of propriety of the successful bidder and must observe all requirements set by the DfE and the Diocese for capital projects.

All tender documents must be retained for period of six years.

## **(8) LETTINGS**

### **(8.1) General**

The term "**Let or Letting**" shall mean the offering of any part of the School premises for the purpose of generating income in accordance with the terms of the School's Lettings Policy.

The terms "**Premises**" shall mean any part of the School's building, grounds, and pitches.

The term "**Hirer**" shall mean the party to whom the premises have been let in the first instance.

The School buildings and the land they are built on are the property of the Diocese of Westminster and consideration must, therefore, be given to the Catholic and educational purposes of the School in any letting decisions, in compliance with the terms upon which the Board occupies the Trustee's premises.

The premises shall only be let for such activities as shall not conflict with the vision and values of the School.

The School's premises shall not be let in such a manner as would interfere with the general purpose of the School.

The Governors shall not accept any responsibility for loss incurred by any party through the letting of the School's premises.

All Hirers shall arrange their own insurances to cover all liabilities.

### **(8.2) Delegated Authority**

The Governors delegate to the Headteacher the authority to let, in part or whole, the School's premises for the purposes of generating income at rates agreed by Governors and in accordance with the School's Lettings Policy, save that Governors have agreed that the Headteacher may agree reduced rates in respect of lettings to the community.

### **(8.3) Responsibilities**

**(8.3.2)** The Board of Governors is responsible for: approving the school's Lettings Policy and Lettings Ratecard.

**(8.3.3)** The FGP Committee is responsible for:

- Reviewing and agreeing the lettings rates and reviewing and agreeing any changes made to the terms of the School's Lettings Policy, and recommending policy and ratecard to the Board.

**(8.3.4)** The Headteacher is responsible for:

- Ensuring that any letting agrees with the vision and values of the School
- Agreeing the terms and conditions of the letting considering:
  - The needs of the School
  - The type of activity for which the Hirer wishes to use the premises
  - Any additional staffing costs incurred by the School
  - The extra use of the utilities caused by the letting
  - The further wear and tear on the fabric of the School



**(8.3.5) The Director of Finance is responsible for ensuring the:**

- Co-ordination of the letting process and formulating such procedures as necessary to provide a sound and efficient lettings service
  - Formulation of a prescribed method for charging for the hire of any part of the premises
  - Negotiation of the terms and conditions of any Letting Licence Agreement as directed by the Headteacher
  - Hirer adheres to the terms and conditions of the Letting Licence Agreement
  - Correct issue of invoices, collecting, refunding, banking and accounting for all monies
  - Recording of letting monies is done in accordance with the School's accounting procedures
  - Reporting regularly to the F&GP Committee the sum so generated.
  - Maintaining a Lettings Schedule detailing agreed rates and usage
- Signing a Letting Licence Agreement

**(8.4) Procedure**

Lettings may only take place following signature of a Letting Licence Agreement which contains standard terms and conditions. Any special circumstance pertaining to the Hirer must be agreed in advance by the Headteacher.

No letting shall take place in advance of a written agreement between the School and the Hirer.

To avoid confusion, disruption and possible embarrassment to the School, the date of the letting and area of use agreed must be recorded on the Lettings Schedule as maintained by the FD.

Proper itemised invoices must be issued for the cost of hiring the premises. VAT shall be calculated at the standard rate if appropriate.

The premises subject to letting must be inspected by the Site Manager immediately after the event, or as soon as reasonably possible thereafter, to ascertain any damage to those premises.

Any damage must be notified to the FD immediately.

## **(9) INCOME AND EXPENDITURE**

### **(9.1) General**

The Board delegates the authority to pay on its behalf, such sums as may legitimately be claimed from the School, to the Headteacher.

The functions of payment, checking and ordering should be separated as far as possible so as to reduce the possibility of errors and fraud.

Please refer to sections on: Cash; Cheques; BACS payments; Accounts; Ordering; Petty Cash and Invoices.

The School will issue payment for expenditure incurred where a valid invoice is presented as long as the rules regarding purchase orders has been followed.

Staff expenses will also be paid on presentation of valid receipts and the completion of the School's expense form as long as the rules regarding purchase orders have been followed.

### **(9.2) Responsibilities**

#### **(9.2.1) The F&GP Committee is responsible for ensuring that:**

- All monies due to the School or spent by the School are recorded and accounted for in the proper manner, in accordance with auditing standards. Regular audits and completion of annual compliance documentation also contributes to reassurance.

#### **(9.2.1) The Chairman of the Board is responsible for:**

- Reviewing and signing the cover sheet of BACS runs for payments of a value of £5,000 or over, and approving such payments on a BACS run.

#### **(9.2.2) The Headteacher is responsible for:**

- Reviewing and approving each BACS run.

#### **(9.2.3) The Director of Finance is responsible for:**

- Overseeing the payments process and formulating such procedures as necessary to provide a sound and efficient payments systems
- Providing advice and assistance on matters of expenditure, debts and liabilities
- Ensuring that all staff are aware of the guidelines as they relate to payments
- Authorising BACS runs, initiating standing orders (subject to the cheque signatory/BACS authorisers schedule in appendix (ii) at the back of this document), oversight of banking and accounting for all monies.
- Reporting the value of the payments made each month against each budget heading and show the effects on that budget to relevant personnel i.e. cost centre reports (see the section on ordering/purchasing, subsection FD)
- In the event that payment is required against a pro-forma invoice, no VAT can be claimed. The FD must secure the subsequent tax invoice as soon as possible and ensure that VAT is claimed in the proper manner
- Co-ordinating the payments process and formulating such procedures as necessary to provide a sound and efficient payments systems

- Validating invoices, preparing BACS runs, banking and accounting for all monies

## **(10) INVOICES**

### **(10.1) General**

The schedule of invoicing signatories/approvers is in **Appendix (i)** at the back of this document.

All invoices must be verified by the Purchaser before payment.

All efforts must be made to ensure that invoices due are paid promptly to take full advantage of any discounts available.

All finance staff will take advantage of RBKC VAT training. The School follows established LA procedures to reclaim VAT on expenditure relating to non-business activity as outlined in the LA VAT Manual and Finance Regulations (copies of which are available from the FD). Finance staff will follow these procedures in processing invoices.

Payments must not be made against statements, quotations or estimates.

Photocopies and duplicate invoices must be checked for duplication on FMS before payment is made.

As soon as possible after receipt, and during term time within fifteen working days, the invoices should be matched to the original purchase order plus despatch/delivery note or estimate as appropriate and entered onto FMS prior to payment being sent to the supplier.

Once paid the invoice must be filed and kept secured from loss for a period of six years in addition to the current financial year.

The procedures for payment by invoice apply equally to the transactions paid for on a school Procurement Card.

### **(10.2) Responsibilities**

#### **(10.2.1) The F&GP Committee is responsible for ensuring that:**

- All monies due to the School or issued by the School are recorded and accounted for in the proper manner.

#### **(10.2.2) The Headteacher is responsible for:**

- Signing off invoices for expenditure incurred by members of the SLT or to a value of over £500.

#### **(10.2.3) The Director of Finance is responsible for:**

- Oversight of the recording of all invoices received against the correct budget heading, including correct Ledger Code and Cost Centre
- Analysing the value and type of expenditure made attributing it each month against each budget heading and showing the effects on that budget to relevant personnel
- Ensuring accurate recording of all invoices received against the correct budget heading, including correct Ledger Code and Cost Centre
- Ensuring that amounts due are paid promptly to take full advantage of any discounts available

**(10.2.4) The Finance Executive is responsible for:**

- Collating all invoices and credit notes and circulating to Budget Holders personally
- Writing on the 'face' of the invoice to which general ledger and cost centre the invoice/credit note has been posted

*No prefixing or suffixing of invoice numbers can take place to override FMS security without the signature of the FD who must record on the 'face' of the invoice why this has taken place.*

## **(11) INCOME**

### **(11.1) GENERAL**

Only finance staff (and on occasion delegated office staff) can receive monies. On no account are other support or teaching staff to receive money from pupils or parents. School has made a payment portal ParentPay available for parents and in most cases this is the only way to pay for trips, music lessons and lunches. Only in exceptional circumstances will school accept cash payments.

### **(11.2) Responsibilities**

#### **(11.2.1) The F&GP Committee is responsible for ensuring that:**

- All monies due to the School or issued by the School are recorded and accounted for in the proper manner

#### **(11.2.2) The Headteacher is responsible for:**

- Ensuring all income is claimed

#### **(11.2.3) The Director of Finance is responsible for ensuring the:**

- Accurate recording of all income and receipts against the correct budget heading
- Monitoring of the accounting for VAT on FMS and processing the claim for reimbursement to LA in the proper manner
- Checking the accuracy of, countersigning and despatching any financial returns to the DfE or LA Reporting the value of the income received each month against each budget heading to the Headteacher and showing the effects on that budget to the F&GP committee twice termly.including on Pro Forma invoices)

### **(11.3) Procedure**

Acknowledgements shall be issued for all cash received

The receipts will be individually numbered and must be used in sequential order.

On the voucher shall be clearly recorded:

The current date

The name of the person, company or organisation tendering the monies.

The amount being tendered.

The reason for the payment.

The name of the person issuing the receipt.

Except in exceptional circumstances the acknowledgement must be issued at the time the money is received.

The money received amounts must be recorded at the time they are received.

## (12) BAD DEBTS

### (12.1) General

The FD will record and monitor income due and will chase any invoices which have not been paid within thirty days. All reasonable steps will be taken to secure payment. In circumstances where all reasonable steps have proven unsuccessful either legal action will be taken or the irrecoverable debt will be written off subject to the approval limits set out below.

### (12.2) The schedule of bad debt write-off signatories is as below:

Any amount above £300      -      The F&GP Committee

## **(13) CASH, CHEQUES and BACS payments**

### **(13.1) General**

Cash should only be handled by finance personnel: cash should never be handled by other staff in school

All cash must be stored in a locked safe until banked.

All unused cheque books should be stored in a safe until required.

The door of the safes should be locked at all times.

The main safe should be located in an office to which unauthorised staff and the public do not have access.

Keys for safes and security cupboards containing cash or cheque books may only be held by the Finance Exec, FD or the Headteacher.

During normal office hours any spare keys for any safe, cash box or security cupboard must be kept securely where unauthorised persons cannot obtain possession of them

The loss of any key must be reported to the Headteacher without delay.

Cash receipts must be banked regularly and at least fortnightly in term time.

No more than the amount permitted under the School's current insurance policy should remain on the premises overnight. Presently this stands at £1,000 in the main safe and no more than £100,000 in transit:

Cash, which is not part of the School's funds, must be recorded and stored separately from other cash - where possible in a different safe.

If the above rules cannot be followed for any reason, the FD must immediately inform the Headteacher who will agree a procedure to be followed.

Staff are not permitted to use cash receipts to cash personal cheques.

Credit and Debit cards can be accepted by the School as a means of payment, via the School's online payment portal. This accepts payments for school trips, lunches, music lessons and other activities that require payment from parents and provides an alternative to cash and cheques via a secure web-based system, with payments being automatically transferred to the School's bank account from the portal operator by BACS.

Donations and payments for some sales (for example revision guides at a Parents' Evening) can be made by credit or debit card in person using the portable payment processing device.

**The Director of Finance is ultimately responsible for all of the cash receipted by the school.**



## **(14) SCHOOL TRIPS**

### **(14.1) General**

This guidance should be read in conjunction with School Trips and Visits sections of the Charging and Remissions Policy. For the purposes of authorisation, the 'Trip Leader' is regarded as the Budget Holder.

The Trip Leader must confirm all financial arrangements through the FD.

The Finance Executive may only process invoices for trips which have been approved by the Evolve lead in the SLT using the Evolve online portal which includes information on the budget and income source for the trip.

Once approved the Trip Leader should provide the Finance Executive with a list of participants and the likely contribution that the school may reasonably expect. If not paying through the online payment portal, all monies should be receipted by the Finance Executive directly from the pupil NOT via the Trip Leader. The Finance Executive maintains a spreadsheet accessible to staff in Teams updated with cash, cheque or online payments for each trip or journey.

The Trip Leader is responsible for ensuring that all invoices, claims and requests for currency are passed to the Business Office immediately. The Business Office should be given adequate advance notice for ordering foreign currency.

## (15) PETTY CASH

The term "Petty Cash" shall be deemed to mean the cash kept on the premises for the express purposes of exceptional day-to-day purchases.

### (15.1) Responsibilities

#### (15.1.1) The Headteacher is responsible for:

- Authorising in writing any loss or over payment adjustment to the petty cash float
- Signing off sample checks of receipts at regular intervals

#### (15.1.2) The Director of Finance is responsible for ensuring the:

- Oversight of administration of the School's petty cash system to include a monthly check
- Investigating any discrepancies in the reconciliation
- Ensuring the Finance Executive is administering School's petty cash system correctly
- Investigating any discrepancies in the reconciliation and reporting those to the Headteacher

### (15.2) Procedure

Petty Cash shall be used for the express purpose of exceptional day-to-day purchases **under the value of £50**.

All orders for goods and services **over** the value of £50 must be placed using the School's order request form and official order forms and paid for using the correct bank account and **not** purchased from petty cash.

The School operates an imprest system and the recommended nominal petty cash float is £1,000.

The petty cash float must be kept separate from other monies and locked in the safe when not in use.

The petty cash float must not be used for the encashment of private cheques.

Only authorised staff shall issue petty cash.

Correction fluid must not be used on petty cash documents.

Reimbursement shall be only on production of bona fide till receipts. Credit Card and Charge Card slips are not acceptable as substitute for till receipts unless there are exceptional circumstances.

Claimants shall sign the petty cash form to verify receipt of the money. Only full signature not initials are acceptable.

A permanent record of all petty cash transactions must be made and kept together with the cash as well as a summary of the transaction being recorded on the computer account records.

The petty cash float should be reconciled at least half-termly by the Finance Executive and the count checked and reconciliation be signed off by another member of the school administration staff, or FD.

Any discrepancies, which after investigation still cannot be reconciled, must be reported to the Head Teacher immediately.

A permanent record of each reconciliation, together with all receipts, vouchers and other supporting paperwork, must be kept for examination by the Headteacher, Chair of the F&GP Committee, Chairman and Auditor.

## (16) BANKING

The term "**Banking**" shall be deemed to mean the depositing of cash and cheques.

### (16.1) Delegated Authority

Only the Governors can authorise the opening and closing of bank accounts. This power is delegated to the F&GP Committee.

### (16.2) Responsibilities

#### (16.2.1) The F&GP Committee is responsible for ensuring that:

- Procedures are reviewed annually.

#### (16.2.2) The Headteacher is responsible for:

- Countersigning the bank reconciliation each month prior to submission to RBKC

#### (16.2.3) The Director of Finance is responsible for:

- The oversight of the banking sheets: the FD should sign off all banking sheets and paying in slips
- The formulation of such procedures as necessary within the framework of the policy to provide a sound and efficient banking administration process
- Ensuring school abides by such regulations, standing orders and audit requirements relating to banking and accounts as determined by the DFE, RBKC and OFSTED.
- The banking should be taken to the bank by the Finance Executive to ensure division of duties
- The formulation of such procedures as necessary within the framework of the policy to provide a sound and efficient banking administration process
- The accurate recording of all deposits against the correct account heading

### (16.3) Procedure

Banking should take place as often as necessary to ensure that the minimum of cash remains on the premises and in, any case, no more cash than the amount agreed by the School's insurers.

For the protection of the staff and the safe custody of cash, banking should if possible be carried out by two members of staff.

**The Governors are at pains to stress that in the event of attempted robbery staff are instructed not to put themselves at risk.**

Once prepared, the amounts must be checked and the paperwork countersigned by the FD.

Correction fluid must not be used on banking documents.

Where possible the staff member with oversight of the banking (FD) should not undertake the processing of payments or receipts on FMS (Finance Executive)

The banking as detailed on the banking sheet must be entered onto the computerised accounts on the day the deposit is made and matched to the entries which will appear on the bank statement.

## **(17) BANK ACCOUNTS**

Standing Orders and/or Direct Debits must be authorised in accordance with the cheque signatories /BACS authorisers schedule in Appendix (ii) at the back of this document.

No account shall be overdrawn. An overdrawn account may result in disciplinary action being undertaken.

Separate bank deposits and cheque books must be maintained for each account.

An up-to-date register should be maintained showing all bank deposit and cheque books. The register must be available for inspection by the Headteacher, Chairman and Chair of the F&GP Committee.

All bank deposit and cheque books must be securely stored when not in use. Spent books must be retained for a period of not less than six years in addition to the current financial year.

Bank statements for the main disbursement account held by the School must be obtained monthly and reconciled against all the bank entries on the School's computerised accounting software. Bank statements for the other school bank accounts must be reconciled monthly and all monthly reconciliations must be signed off by the Headteacher.

Errors in reconciliation must be pursued with the relevant financial institution as soon as possible. Where the error cannot be reconciled the Headteacher, Chairman and Chair of the F&GP Committee should be informed.

Individuals are not permitted to use their private bank accounts for any receipt related to the School's budget.

Governors' Funds, Mission funds and the Devolved Formula Capital funds must be kept in separate bank accounts apart from the School's statutory funding bank account but in all other respects shall be subject to the same checks and provisions as the School's main accounts. The school operates a high interest account alongside the main disbursement account and this is reconciled alongside the main disbursement account monthly.

The monthly statement for the school Procurement cards should be reconciled monthly and the payments entered in FMS to coincide with the month of the statement payment date. The monthly statement reconciliation is prepared by the FD and signed by the Headteacher.

## 18) PAYMENT – CHEQUES, BACS PAYMENTS, DIRECT DEBITS and STANDING ORDERS

### (18.1) General

The schedule of signatories / authorisation for cheques, BACS payments, direct debits and standing orders is in Appendix (ii) at the back of this document.

All cheque, BACS runs, direct debits and standing orders must have at least two signatures/authorisers

Cheques must be used in sequential order.

Spoiled cheques must be defaced so as to prevent future use and retained.

Correction fluid must not be used on banking documents.

The date of the payment, the payee, the invoice number(s) and amount(s) will be printed on the counterfoil which is attached to the 'bundle' of invoices being paid.

Cheques or BACS payments must only be authorised on production of the supporting Invoice. Payment must not be made against Statements, Delivery Notes, Quotes or Estimates.

No more than seven cheque signatories / BACS authorisers in addition to LA nominated signatories must be included on the bank mandate at any one time:

- (1) The Chairman
- (2) The Chair of F&GP committee
- (3) The Headteacher
- (4) The Deputy Headteachers
- (5) Finance Director
- (6) Nominated RBKC officer
- (7) Nominated RBKC officer

The bank mandate must be reviewed annually.

The cheque issue amounts, BACS payment schedules, and those of direct debits and standing orders must all be considered as part of the monthly cashflow monitoring

In exceptional circumstances the FD may issue a manual cheque under the same rules and restrictions as the cheque-run cheques which must be reported to the Headteacher. The FD may also issue a manual cheque for £1,000 for petty cash; a maximum of one cheque per week.

The school Procurement Cards are held by the Headteacher and by the FD, and can be used in exceptional circumstances where the school is for example not able to obtain credit, or where there is a significant saving to be made by paying online. The cards are managed by the FD supported by the finance team and statements are reconciled, items entered on FMS and VAT recovered following the same procedures as other school purchases. The reconciliation is signed off by the Headteacher monthly.

## **(19) PAYROLL**

### **(19.1) Delegated Authority**

The Board delegates the authority to pay on its behalf such sums as may legitimately be required of the School to the Headteacher.

### **(19.2) Responsibilities**

#### **(19.2.1) The F&GP Committee is responsible for ensuring that:**

- Procedures are reviewed regularly

#### **(19.2.2) The Headteacher is responsible for:**

- Authorising all payments, amendments and instructions with regard to the payroll.

#### **(19.2.3) The Director of Finance is responsible for:**

- Agreeing to a schedule of dates for submission of draft data to the payroll agency and subsequent corrections.
- Taking reasonable steps to ensure the accuracy of the draft and final payroll runs each month and ensuring that the final draft containing the adjustments is signed by the member of staff responsible for HR admin (currently the PA to the Headteacher)
- Analysing the value of the expenditure made through payroll, attributing it each month against each budget heading and showing the effects on that budget to relevant personnel.

### **(19.3) Procedure**

Any contractual arrangement for the purposes of calculating and/or paying salaries is subject to the School's contractual procedures and recommendations made by the School's auditors.

All alterations to the payroll should be executed within the payroll agency's online portal if possible.

When not in use all payroll variation/amendment forms must be kept locked in the safe or archived.

Additions and alterations to the payroll must be authorised by the Headteacher. The payroll agency should be issued with a list of authorised signatories at the start of the contract and/ or on any change of authorised staff.

Correction fluid must not be used on payroll documents.

A copy of any amendment must be filed in the relevant member of staff's personnel records.

All payroll amendment forms and other related paperwork must be retained for a period of no less than six years after the member of staff has departed.

Personnel salary data is strictly confidential information and shall be treated as though it is subject to the Data Protection Act even where this is not the case.

The payroll payment amounts must be checked and reconciled and entered into the cash flow schedule monthly.

Errors must be investigated, pursued and corrected as soon as possible.

## **(19.4) Salaries**

This section should be read in conjunction with the School's Pay Policy.

While the school is required to ensure that all employees are correctly paid, it reserves the right to take the necessary steps to recover any overpayment. The school will similarly take steps to correct any underpayment of salary. Any overpayment will be recovered over a period agreed with the Headteacher

### **(19.4.1) Temporary Staff**

Temporary Staff are subject to the same guidelines as permanent staff.

### **(19.4.2) Salary Advances**

Salary advances will be made when, owing to any error or omission with payroll, an employee's salary is not paid on the due date. Such payments will not exceed the net amount of the salary owing and should be reclaimed from the next available payroll run.

In exceptional circumstances the Headteacher may provide a cash advance not exceeding £2,000 to a member of staff to provide either:

- a 'loan' through the Cycle Scheme
- a 'loan' to assist with personal academic advancement

In all the above cases repayment should be made as soon as possible and not exceed twelve months.

### **(19.4.3) Overtime Claims**

Overtime, subject to the requirements of the School's Pay Policy, where payable, must be claimed using the School's Additional Hours Claim Form.

Claim Forms must state the date and hours worked, a brief description of the work undertaken and be signed by both the claimant and the Headteacher.

Claim Forms must be submitted to the FD by the fifth working day of the month. In months where salaries are paid early (eg December) the claim forms may be processed in the following month.



## **(20) ASSETS (Recording and Disposal of Valuable Equipment)**

### **(20.1) General**

An asset will be termed any one item with an expected useful life in excess of twelve months and a purchase value of greater than £500.

### **(20.2) Delegated Authority**

The Board has delegated the authority to record and dispose of assets on their behalf to the Headteacher who for operational reasons may delegate this to the FD subject to an annual review of the registers by the F&GP committee.

### **(20.3) Responsibilities**

#### **(20.3.1) The F&GP Committee is responsible for ensuring that:**

- Procedures and the asset registers are reviewed annually.

#### **(20.3.2) The Headteacher is responsible for:**

- Authorising the purchase and disposal of assets
- Inspecting and signing off copies of the IT and non-IT asset registers annually

#### **(20.3.3) The Director of Finance is responsible for:**

- The recording, updating and disposal of all assets on two registers. For operational purposes this is delegated to the Network Manager for IT assets and the Site Manager for non-IT assets
- Advising and reporting to relevant personnel on the effects of the disposal of assets.

### **(20.4) Guidelines**

**All** assets (equipment) over the value of £500 and some below £500, at the discretion of the FD, will be recorded by the Network Manager and Site Manager on two registers (IT and non-IT).

The registers will be updated in real time and checked every term by the FD.

The disposal of any such asset must be authorised by the Headteacher in writing: details of the item including; description; serial number; quantity, date disposed of; original value and any other relevant information.

The permanent removal of any asset on either of the registers from the School without notifying a member of the SLT may be deemed gross misconduct on the part of the employee. Staff may have a loan of IT equipment for educational purposes only with the prior approval of the Headteacher and subject to completion of a 'Loan Agreement' available from the Network Manager.

Sample checks on equipment will be carried out by the F&GP Committee or its delegated representative at least annually. Any discrepancies shall be notified to the Headteacher immediately and, if the Headteacher deems it necessary, the police.

A copy of each of the registers should be kept securely and these should be updated annually

## (21) WHISTLE BLOWING POLICY

All Saints Catholic College seeks to run all aspects of its business and activity with full regard to high standards of integrity. In the event that members of the School's staff, pupils, parents or Governors become aware of activities which give cause for concern, the school's Whistleblowing Policy provides a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

The provisions of this policy apply to matters of suspected fraud and impropriety and not to matters of more general grievance which would be dealt with under the School's grievance or complaints procedures. The type of activity which the School considers should be dealt with under this policy include:

- manipulation of accounting records and finances;
- inappropriate use of School assets or funds;
- any criminal activity;
- suspected fraud against the School/ or Local Authority.
- disregard for legislation, particularly in relation to safeguarding or health and safety at work issues;
- damage to the environment;
- showing undue favour over a contractual matter or a job applicant;
- the unauthorised use of public funds;
- breaches of financial and procurement procedures

The School encourages the notifier to raise the matter internally in the first instance to allow those staff and Governors in positions of responsibility and authority the opportunity to right the alleged wrong.

The School has designated a number of individuals specifically to deal with such matters and any notifier is invited to decide which of these individuals would be the most appropriate person to deal with the matter. They are:

**The Chairman** Mrs A. Sayers

**The Chair of the F&GP Committee** Mr C. Johnston

**The Headteacher** Mr A. O'Neill

The notifier may prefer to raise the matter in person, by telephone or in writing. All matters will be treated in strict confidence; anonymity will be respected wherever possible. The individual(s) in receipt of the information or allegation will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally.

This Whistleblowing Policy has been set up in good faith. If individuals raise malicious unfounded concerns or attempt to make mischief, this will be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

The school's Whistleblowing Policy is available to view on the school website.

## **(22) VAT**

The Local Authority has established procedures to enable the School to utilise its ability to reclaim VAT on expenditure relating to our business purpose.

These are set out in separate guidance in the RBKC Finance Regulations and VAT Manual both of which are available from the FD.

### **(23) MONTH END PROCEDURES**

On receipt of the bank statements the FD will perform the bank reconciliation and produce the reports as required by RBKC. The bank reconciliation is to be signed by both the Headteacher and the FD.

The school copies of these reports and the end of month activity reports will be filed in a folder for such:

- (1) Bank Reconciliation
- (2) Month End Return
- (3) Income and Expenditure Report
- (4) VAT Full Report
- (5) VAT Submittal Report
- (6) Capital Expenditure Report if required
- (7) Narrative and Numerical Reports as required

## **(24) SICKNESS REPORTS**

On a regular basis and whenever requested by the Headteacher, an HR administrator (currently the Headteacher's PA) will produce a report that details all of the days taken as sick leave, for that particular academic year, by the teaching staff.

Similarly, on a regular basis, the same individual will produce a report of days of sickness absence by support staff.

The Headteacher will review these reports and, where necessary, request reports deemed for specific individuals, with whom he/she will discuss their particular record.

In the event of action being required in relation to sickness reports then that action will be in accordance with the School's Staff Sickness Absence Policy as adopted by the Board.

## (25) BENCHMARKING

The latest benchmarking data will be presented to the F&GP Committee annually in line with national data published by DfE.

## **(26) Governors' Funds**

### **General**

The schedule of cheque signatories/ BACS payments authorisers is in Appendix (ii) at the back of this document

### **Expenditure**

All cheques or direct payments drawn on the Governors' Funds must be authorised in writing by the Chairman. All cheque numbers must be sequentially accounted for in the Governors' Fund's financial statements

### **Income**

All invoices must be sequentially numbered and detail the full name and address of the payer together with a detailed account of the service supplied.

Any cash received must be receipted and the receipt folio entered on the banking sheet.

### **Banking**

Banking sheets will be prepared using the same folio as the bank pay-in book and detail the invoice being paid.

### **Reporting**

The FD must prepare an update for the F&GP Committee as part of the report presented to the Committee at least termly.

### **Audit**

At least once a year the Chair of the F&GP Committee will internally spot check the financial statements and at the end of the financial year, the financial statements will be externally audited and certified.

Appendix (i)

<b>Purchase Orders, Contracts and Invoices</b>				
	Level 1	Level 2	Level 3	Level 4
Up to £1,000	Purchaser	FD and a Deputy Head		
Up to £5,000	Purchaser	A Deputy Head //FD	Headteacher	
£5,000 - £10,000	Purchaser	A Deputy Head FD	Headteacher	Chairman
<b>Tendering Process activated</b>				
£10,000 - £30,000	Purchaser	A Deputy Head FD	Headteacher	F&GP
Above £30,000	Purchaser	A Deputy Head /FD	Headteacher	Board

Appendix (ii)

<b>All cheques, BACS payments, direct debits and standing orders issued by All Saints Catholic College MUST have two cheque signatories one to be the Headteacher and be authorised as follows:</b>			
<b>Cheque or BACS payment authorisers – Disbursement, DFC and Governors’ Account</b>	Level 1	Level 2	Level 3
Cheques up to £5,000	FD	Headteacher	
Cheques above £5,000	FD	Headteacher	Chairman



**ALL SAINTS CATHOLIC COLLEGE**  
**APPLICATION FOR HIRE OF ACCOMMODATION**

Date of application [enter here]

Hirer's full name [enter here]

Organisation/Company name [enter here]

Full Address [enter here]

E-mail address [enter here]

Telephone number [enter here]

Type of function [enter here]

Public Liability Insurance:

	Tick one
I represent a non-profit making charity/organisation, having provided proof of my status	
I represent a non-profit making charity/organisation, having provided proof of my status and also provided proof of my own adequate Public Liability Insurance	
I represent a profit making organisation and have provided proof of my own adequate Public Liability Insurance	

**The accommodation hired must be left clean, neat and tidy after the letting has finished.**

**The external school grounds must be left tidy and free of litter**

Date of proposed hire [enter here]

Period of proposed hire [enter here]

Cost of hire [enter here]

Accommodation [enter here, including any details of set up or other specific requests and clarification of access to school premises included in the letting]

*I confirm that I accept the terms as set out in this Application for Hire of Accommodation Form.  
I have read the ALL SAINTS CATHOLIC COLLEGE Letting Policy and agree with the stipulations therein*

Signature (for Hirer) \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature (for ASCC) \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_