



RYECROFT C. E. (C) MIDDLE SCHOOL

POLICY STATEMENT

Financial Procedures

BANKING

The Bursar is responsible for the payment of monies to the school budget, e.g. PTA donations, outdoor educational visits and the Clerical Assistant is responsible for the payment of monies to school fund, e.g. school trips, uniform sales. The monies collected are taken to the post office at Rocester by either the Bursar or the Clerical Assistant. The limit in the safe is £300 and banking is done as and when necessary.

BUDGET

The governors of the school have responsibility for a delegated budget, which includes expenditure for employees, buildings, maintenance and improvement, supplies and services, catering, bought in professional services and professional development. The governors have a responsibility to set financial priorities through the school development plan, the three-year budget plan, the three-year asset management plan and the annual budget. They must approve a balanced sound annual budget and ensure that the budget is managed effectively. Monies are allocated in cognisance of the running needs of the school and in reflection of initiatives outlined in the school development plan. Achieving “Best Value” is a high priority.

The Bursar prepares preliminary annual budget plans for presentation to the Head and the governors of the Finance Committee. The final budget is then ratified by the full governing body. The Finance Committee meets at least once per term to monitor the use of the budget and advise the full governing body on future development relating to the finances of the school.

Responsibility for the day-to-day management of the budget is delegated to the Bursar.

The overall administration of all financial procedures within the school is undertaken by the Bursar; however, the Clerical Assistant processes income to the school fund account.

One of the Assistant Headteachers has responsibility for managing the Professional Development budget and each Subject Leads is responsible for the appropriate allocation of funds in line with their capitation allowance. Reports of expenditure to date are available from the Bursar at any time upon request and are created by the Bursar in the spring term prior to the financial year-end.

CREDIT CARD

The school currently has two purchasing cards, the cardholders being the Headteacher, Mr Steve Bardon and the Bursar, Mrs Tracey Evans. The objective of using the card is to reduce paperwork and administration time, involved in the ordering and invoice process for low value, high volume goods and services. The card is only used for business purposes. A log of all transactions is maintained and the transactions are reconciled on a monthly basis. The Bursar maintains a log of expenditure and is reviewed and authorised by the Headteacher. The supplier gets paid by the bank within

four working days of the transaction, and Staffordshire County Council receives monthly statements from the card provider, detailing the transactions for each cardholder, which enable Finance to record the transactions and allocate costs accordingly, without the need for invoices. Staffordshire County Council makes one payment per month to the bank to cover all card transactions. Each card has a single transaction limit of £2,000 and a monthly card limit of £10,000.

DINNER MONEY

The pupils pay for their lunches on a daily basis and this money is collected by a member of staff employed by County Catering. Staff who have a school lunch are asked to pay the full cost of the meal.

SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

The SFVS replaced the Financial Management Standard in Schools (FMSiS) and is a statement of the characteristics you would expect to find in a school that is well managed financially. These cover Leadership and Governance, People Management, Policy and Strategy, Partnership and Resources and Processes. The SFVS is not externally assessed and a file containing the self-assessment information and all the necessary documentation is kept in the school office.

MUSIC TUITION

The school uses two peripatetic music teachers – one for drum lessons and one for an assortment of other instruments, including brass and woodwind. Invoices for these lessons are issued by the peripatetic teachers and payment made directly to the relative teacher.

PECUNIARY INTEREST FORMS

This document sets out the obligations of Governors, the Headteacher and all other members of staff in respect of personal or private interests that need to be disclosed. The aim is to help maintain the integrity of the decision-making process in schools regarding matters of money or the school's finances. The register is held in the school office and is updated annually during the autumn term.

PETTY CASH

The use of petty cash for purchasing items is not encouraged. However, small items, usually materials, which can be purchased locally, may be bought using cash, which will then be reimbursed. However, a receipt **MUST** be obtained, otherwise the money cannot be reclaimed. Receipts should be given to the Bursar.

PROCUREMENT

It is recommended that **ALL** orders should be processed through the school's computer system using SAP. This means that the budget reports are kept fully up-to-date and that full segregation of duties is apparent at all times.

- Whenever possible, an order form should be completed giving details of supplier, quantity, item code, description, unit cost and page number of the appropriate catalogue and pass this form to the Bursar for processing. The Bursar will establish whether or not it is possible to purchase the same or similar goods from different suppliers at a lower cost to the school.
- The Bursar then processes this order using the SAP financial system – orders are authorised in accordance with the school's financial scheme of delegation (see appendix 1).
- The SAP system sends the majority of the orders by e-mail to the supplier and the remainder of orders are faxed or posted. Wherever possible a paper copy of orders is retained in the office, together with the order form and the fax confirmation, if appropriate.
- Items delivered are opened and checked against the copy order for accuracy by another member of the admin team; the delivery note is marked accordingly and filed.
- Upon receipt of the invoice, details are checked against the delivery note by the Bursar and wherever possible then signed by the budget holder. The invoice is then processed using the SAP financial system. If the invoice differs significantly from the order, the SAP system will issue either a warning or notify the user of an error.
- The school retains copy orders, delivery notes and invoices for the current year plus 6 years.

PUPIL MONEY

The safe collection of pupil money is vitally important. It establishes trust between home and school and, of course, the process in terms of handling and recording is open to scrutiny by external auditors. Responsibility for ensuring all participants have returned their permission slip and/or payment lies with the visit organiser.

It is the teacher/organiser's responsibility to calculate the total cost of a visit and, from this, to establish the individual pupil cost in order that all costs to the school are met.

A deadline date for the final collection of moneys should be set by the teacher/organiser in advance of any external deadlines (e.g. those made by the tour operator) and this should be clearly notified at the outset to parents/pupils and the school office.

Children must be asked to bring the money directly to the school office, in an envelope with their name, form group, amount and purpose of the contribution marked on the outside. A member of the office staff will receive the envelope and indicate receipt by stamping the home-link book and writing the name of the visit, etc. next to the date. At this point the money is not counted or checked. The sealed envelopes will be opened at a later point by the Clerical Assistant or the Bursar. An official receipt is issued for amounts of cash in excess of £10; however, it is not necessary to issue receipts for amounts of £10 or less or for cheques over £10, as the recording system for cheques received enables an audit trail to be followed.

In the case of day or evening visits, the teacher must be notified if all monies have not been received and accounted for by the deadline date for final payments.

After a visit – whether day, evening or residential- the school office will retain invoices for possible external audit.

Parents and pupils will be told:

- the total payment required;
- the deadline date for final payment;
- a stated preferred amount for stage payments (in the case of residential visits) with cheques made payable to Staffordshire County Council or Ryecroft Middle School, depending on the nature of the visit;
- a record of each transaction will be kept on computer file, showing:
 1. pupil name
 2. date money received
 3. amount received
 4. amount outstanding

The school office will retain its own record of receipts for purposes of cross-reference and the Bursar (Imprest Account) or Clerical Assistant (School Fund Account) will take responsibility for banking the money collected.

Teacher organisers should alert senior staff at an early stage of any problems arising from these procedures.

SALARIES AND PAY POLICY

Staff salaries are paid on the last Wednesday of each month, though there are exceptions at certain holiday periods. Payment is made by credit transfer to staff bank accounts; payslips are sent to the school and circulated by the Bursar.

The governors' remuneration committee meet each year to review the staffing structure and individual staff salaries. The salary assessment follows strict criteria as outlined in

the school's Pay Policy. Performance management of teaching staff takes place during the autumn term and of support staff during the spring term. Automatic pay increments for support staff take effect from April. Pay increments for teaching staff is performance related and not automatic. Each member of the teaching staff will annually receive written notification of their salary.

SCHEME OF DELEGATION

Financial Regulations for Schools and Standing Orders on Contracts for Schools incorporate provision for Governing Bodies to formally delegate responsibility to named committees or officers within the school. These documents cover the areas of delegation in relation to levels of authority, financial decision making power, operational responsibility and channels of reporting for each school. In preparing its Scheme of Delegation, schools need to recognise and establish levels of delegation that reflect: -

- The requirement that the school must run smoothly on a day-to-day basis.
- The frequency of Governor meetings.
- The largely strategic role of Governors.
- The contribution and commitment of Governors.
- The requirement that some decisions can only be taken by the Governing Body, i.e. setting fees and charges, write offs, etc (this is reflected in the delegation proformas).
- That other significant items of expenditure and income should only be approved subject to Governor involvement.
- The leadership, professional guidance and expertise of the Headteacher and their views.
- The role and contribution of other staff bearing in mind their professional skills and abilities as reflected in their individual job descriptions.
- The required level of internal control to offset the risks of waste, error and misappropriation.

Schools need to determine the extent of financial responsibility and where appropriate quantify financial limitations to this responsibility in areas such as:

- Authorisation of expenditure orders, contracts, etc.
- Power to certify invoices and travel and other claim forms.
- Amendment to employee contracts - Appoint, Variation and Termination.
- Authorisation of "virements" between budget headings.
- Handling of cash.
- Monitoring of income and expenditure.

Determine the reporting channels:

- Where prior approval required.
- For information only, i.e. where the Headteacher makes a significant financial decision within their level of delegation.

The Scheme of Delegation is determined by the governors' Finance Committee and is approved by the full Governing Body. The document is reviewed annually to ensure that it remains current and relevant. A copy of the original Scheme of Delegation and any subsequent revisions is forwarded to the County Council's Internal Audit Section.

- The Bursar has authority to authorise expenditure up to £2999.
- The Headteacher has authority to commit expenditure from up to £9999.
- The Governors' Finance Committee has authority to commit expenditure over £9999.
- In the interest of achieving 'Best Value' the Uttoxeter Partnership Coordinator is authorised to obtain quotes on behalf of Ryecroft C.E. (C) Middle School.

For goods, work or services with a contract value below £10000, the following arrangements apply:

- Value £2000 and above:
 - Two quotes required, either verbally or via SAP
 - Suppliers/contractors to be chosen from:
 - County Purchasing
 - SAP
 - Liaison with other schools
 - Internet
 - JSPU (Buildings)
- Value £3000 and above – as above except:
 - Three quotes required and in writing unless procured through Staffordshire Business Units (best value already secured through their tendering process)

The Bursar is authorised to accept the most suitable quotation up to £2999.

The Headteacher is authorised to accept the most suitable quotation up to £9999.

The Governors' Finance Committee is authorised to accept the most suitable quotation over £10000.

SCHOOL DEVELOPMENT PLAN

The School Development Plan is a comprehensive document providing an important resource in the development and decision-taking process of the school. The document is a flexible working document covering a three-year period and focussing on one year at a time. All issues are prioritised on a whole school basis at the beginning of the financial year and available funds allocated accordingly.

STATIONERY AND MATERIALS

A budget is allocated to curriculum/ subject areas and for non-specific curriculum items, to a general resource cost centre. Items such as exercise books, paper, folders, pencils, etc. are to be purchased from these budgets with an order given to the Bursar for processing in the normal way.

The paper for use with the photocopiers is purchased from a central fund.

TELEPHONE AND FAX

The school has two telephone lines and there are extensions in various locations throughout the school. The school also has a Fax Machine, which operates on a separate telephone line.

Pupils are discouraged from making personal calls from school and must obtain a permission slip from a member of staff if a call needs to be made in an emergency. Calls are charged at 10p per call to a landline and 50p per call to a mobile. Pupils are allowed to make calls without charge should there be a change of arrangements caused by a teacher, e.g. cancellation of a match or rehearsal, etc. and parents need to be informed. Under no circumstances should pupils be allowed to make calls from any extension other than the telephone in the school office.

The money collected for both staff and pupil calls is paid into the school budget.

Signed on behalf of the Governing Body

Chair Date