



SANDHURST  
— PRIMARY SCHOOL —

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# Finance

## 1. Introduction

The Governors of Sandhurst Primary School are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Headteacher and the Governing Body have drawn up this Finance Policy to provide the guiding principles for which all Governors and staff will operate within.

This Policy has been drawn up in accordance with the Local Authority's (LA) Scheme for Financing Schools.

## 2. Principles

Sandhurst Primary School Finance Policy will adhere to the following principles;

- The responsibilities of the Governing Body, its committees, the Headteacher and staff will be clearly defined and limits of delegated authority established, where applicable.

The **Governing Body** is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by:

- Using both performance data and financial benchmarking to **compare** to similar schools locally and nationally.
- Using the information gained to **challenge** performance and set new targets
- Using fair **competition** through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way
- **Consulting** parents on policy development and major changes in the use of resources

The school will establish sound internal financial controls, based on the LA's Financial Controls to ensure the reliability and accuracy of its financial transactions.

The budget will reflect the school's prioritised educational objectives through its links to the School Improvement Plan, which indicates the resource implications of each priority.

The budget will be subject to effective monitoring, allowing the Governors, Headteacher and staff to maintain financial control in line with the Balance Control Mechanism by reviewing the current position and taking any remedial action necessary.

The school will be adequately insured against exposure to risk.

The school will ensure that:

- The Budget Share is spent for the purpose of the school only
- Purchasing arrangements achieve value for money
- There are sound procedures for the administration of personnel matters
- There are sound procedures for the administration of payroll matters
- Stocks, stores and assets are recorded and adequately safeguarded against loss or theft
- All income due is identified and all collections received, recorded and banked promptly
- The operation of the bank account and the reconciliation of bank balances with the accounting records are properly controlled
- The use of petty cash is strictly controlled
- The use of a Corporate Card is strictly controlled
- Any non-public funds are administered as rigorously as public funds
- Any suspected irregularity will be reported immediately to the LA's Head of Internal Audit
- The school will adhere to current Data Protection legislation
- Appropriate training in financial administration will be given to enable staff cover at all times

### **3. Putting Policy into Practice**

#### **3.1 Delegated Authority**

The **FullGoverning Body** of Sandhurst Primary School:

- has overall responsibility for the management of all of the school's finances covering the revenue budget, other budgets delegated or devolved by the LA and other funds (the School Voluntary Fund)
- will ensure the annual detailed report of the Schools Financial Value Standard (SFVS) is provided to them and the chair of governors will sign the completed form prior to sending a copy to the Local Authority.
- Will annually review and approve the Finance Policy and all Terms of Reference for any Committees, Teams or Monitoring Pairs.

The ***Finance Monitoring Pair*** is delegated responsibility by the Full Governing Body for the following aspects of financial management;

- Evaluate and recommend the three year budget plan, which shows clear links to the School Improvement Plan, for approval by the Full Governing Body
- To review the Finance Policy and agree levels of delegation for approval by the Full Governing Body
- To review the Charges and Remissions Policy for approval by the Full Governing Body
- To review a Pay Policy for approval by the Full Governing Body
- To make decisions in respect of service agreements and insurance
- To advise the Full Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation
- To report monitoring and the outturn position to the Full Governing Body, highlighting any significant variances
- Evaluate any proposed virements ( If applicable )
- Evaluate and report on Tenders for Contract Services to the Full Governing Body
- Keeping in-school financial procedures under review
- Benchmark the school's financial performance and report to the Full Governing Body

The ***Headteacher*** is responsible for implementing the decisions of the Governing Body and for the operational management of the school. The general administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher and the Acting Head of School has delegated authority in the absence of the Headteacher.

### **3.2 Internal Financial Controls**

The internal financial controls operated by Sandhurst Primary School follow the financial controls set out in the LA's Scheme for Financing Schools.

### **3.3 Financial Links to the School Improvement Plan**

The School Improvement Plan has sufficient scope and depth to include and take account of any financial implications and such implications are reflected in the school's three year budget plan.

### **3.4 Monitoring and Virements**

Sandhurst Primary School recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management. To this end, the Headteacher carries out a monthly internal monitoring procedure, copied to the Finance Monitoring Pair. A monitoring report is taken to all meetings of the Finance Monitoring Pair which reports, if required, to the Full Governing Body. Monitoring reports are submitted to the LA in accordance with its timetable. Governors should ensure their meetings are timed to see all monitoring submitted to the LA either prior to submission or soon after. This will ensure they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Virements up to £1,000 - The Headteacher, reported to the Finance Monitoring Pair

Virements from £1,001 to £9,999 – The Finance Monitoring Pair

Virements over £9,999 – The Full Governing Body

### **3.5 Insurance**

Sandhurst Primary School is insured through ***the Kent County Council (KCC) 'Safe Hands' Scheme*** with relevant cover, as identified by the schedule received from the LA's Insurance section.

Sandhurst Primary School does not purchase Money Cover through the Safe Hands scheme and therefore recognises that cash is not insured.

### **3.6 Purchasing**

At Sandhurst Primary School, budgets are delegated to key stage co-ordinators and class teachers. Budget holders prepare a 'needs budget' for their area of responsibility which is approved by the Headteacher in line with the priority needs of the school and the School Improvement Plan.

All staff adhere to the school procedures for purchasing items, paying regard to value for money at all times. The Headteacher or designated Head of School or Assistant headteacher authorises all orders and invoices prior to payment.

#### **Orders for Goods and Services**

The Headteacher or Acting head of School (or Assistant Headteachers in their absence) is authorised to issue (sign) orders for goods, works and services up to a value of £ 3,000.

In respect of any orders for goods or services, no one person shall be the signatory for all of the following stages:

- a) authorising the order
- b) receiving the goods
- c) authorising payment

The following members of staff are authorised to receive goods:

- a) Acting Head of School
- b) Secretary
- c) Finance and Administration Officer

The following members of staff are authorised to certify payments (sign the invoice):

- a) Cheque Headteacher, Acting Head of School, Assistant Headteacher, Secretary
- b) Cash Headteacher, Acting Head of School, Assistant Headteacher, secretary

The Secretary/Finance Officers shall ensure that invoices, vouchers and other records are retained and stored securely.

Where the school purchases large items, we adhere to the procedure for Spending the Council's Money as laid down in the Scheme for Financing Schools ([www.kent.gov.uk/publications/business/spending-councils-money.htm](http://www.kent.gov.uk/publications/business/spending-councils-money.htm)), in summary:

- For orders in excess of £3,000, but less than £8,000, no less than three written quotations are obtained and submitted to the Finance Monitoring Pair for approval and report to the Full Governing Body
- For orders of £8,000 or over, no fewer than three competitive tenders are sought and submitted to the Full Governing Body for approval

The school also requires that more than one quotation is sought for all purchases over £1,000.

All of the above will be minuted at the next appropriate Governing Body meeting to ensure that the School is seen to be obtaining value for money at all times.

**The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.**

### **3.7 Personnel Matters**

At Sandhurst Primary School, at the start of every financial year the **Headteacher** uses a financial planning tool to calculate the salary costs of all members of staff,

including increments, where applicable. These details are used by the Finance Monitoring Pair for incorporation into the school budget planning process.

The **Headteacher's Appraisal Group** undertakes an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the Full Governing Body for approval.

The Headteacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Body.

Details of all salaries are recorded as a confidential item in the minutes.

### **3.8 Payroll Matters**

The payroll provider at Sandhurst Primary School is Capita Business Services Ltd, who provides payroll services to the specification laid down by the LA. The Headteacher or designated Acting Head of School or Assistant Headteacher signs off the monthly payroll reports once they have been checked for accuracy.

### **3.9 Safeguard of Stocks, Stores and Assets**

All staff at Sandhurst Primary School are responsible for the security of school assets. The Office Assistant and I.T. Co-ordinator maintain the asset registers and certify these together with the Headteacher. Class teachers safeguard their assets within the classrooms which are checked at least on an annual basis.

Items of value are held in a locked cupboard/cabinet, wherever possible and all items are visibly security marked to deter theft.

Where assets are written off and disposed of, the Full Governing Body will agree this.

Where school assets are loaned to staff or pupils, a loans book is completed and signed when borrowing the item and again when the item is returned.

### **3.10 Income**

At Sandhurst Primary School, the Lettings Policy is reviewed and approved by the Governing Body.

Where debts are required to be written off, after every effort has been made by the Headteacher and Governors to recoup the monies, the Full Governing Body will approve up to £1,000. Approval to write off debts over £1,000 is required in writing from the Schools Financial Services Manager.

We have agreed a level of cash to be held in school at any one time as £200. Cash will be receipted, recorded and banked promptly at all times.

### **3.11 The School Bank Account**

Sandhurst Primary School operates its school bank account(s) in accordance with the regulations in the LA's Scheme for Financing Schools. The school operates only one current account for the administration of KCC official funds.

Bank account signatories are updated immediately there is a change in staffing and details are copied to the Schools Financial Services, as a matter of course.

Sandhurst Primary School pays suppliers/invoices via online banking/BACS ensuring it adheres to all financial controls within the Scheme for Financing Schools.

Bank statements at Sandhurst Primary School are received/printed out on at least a monthly basis and reconciled immediately. The Headteacher or designated Acting Head of School or Assistant headteachers signs and dates the bank statement when the reconciliation has been checked.

### **3.12 Petty Cash**

Petty Cash is held securely at all times and the limit for petty cash is £100. At Sandhurst Primary School, petty cash transactions are kept to a minimum and the maximum value of any one transaction is £25. Wherever possible all staff must obtain proper VAT receipts for petty cash purchases as this demonstrates value for money in respect of the school budget and satisfies legislative requirements.

### **3.13 Corporate Cards**

Sandhurst Primary School operates an approved Corporate Card in accordance with the LA guidance.

The approved users are the Office Manager (the monthly card limit is £2,000) and the Breakfast Club Supervisor (the monthly card limit is £1,000).

**Personal credit / Debit cards will not be used for the purchase of items for the school.**

### **3.14 The Voluntary Fund**

In addition to the LA's official funds, Sandhurst Primary School also operates a school Voluntary Fund, adopting the procedures in the LA's School Voluntary Fund Guidance. We recognise that our Voluntary Fund is an additional source of income and that the controls over its use need to be as rigorous as for the administration of the school's delegated budget. We have appointed someone who is independent of the school to audit the Voluntary Fund accounts on an annual basis. All monies for the Voluntary Fund are held securely and separately from those of the school budget.

### **3.15 Irregularities**

All staff at Sandhurst Primary School are aware of the LA's Whistleblowing

arrangements and to whom they should report concerns. These details are available to staff in their staff handbook.

### **3.16 Data Protection**

Under the terms of the Data Protection Act 1998, the Headteacher and Governing Body are required to notify the Information Commissioner of our processing, storage and disclosure of data procedures, which are covered by this legislation. To this end, we have a password protection procedure, laid down in the staff handbook. Systems are backed up regularly and the backups held securely, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the administration network.

### **3.17 Financial Administration**

At Sandhurst Primary School, we purchase a support contract through the Schools Financial Services. This is reviewed on an annual basis.

**Signed**..... **Date:**.....  
**(Chair of Governors)**

**Signed**..... **Date:**.....  
**(Headteacher)**