

# BOURNE PRIMARY SCHOOL

## FINANCIAL MANAGEMENT POLICY

### I INTRODUCTION

- 1.1 The Governing Body of Bourne Primary School, which has responsibility for managing a delegated budget as defined by the Schools Standards and Framework Act 1998 Chapter IV and amended by S41-43 and S45 of the Education Act 2002, is responsible for ensuring that the school complies with the Scheme for Financing Schools, Financial Regulations and Standard Financial Procedures and Contract Standing Orders for schools, as approved by the County Council.
- 1.2 This policy must be considered in conjunction with the Scheme of Delegation
- 1.3 Many of the Governing Body's responsibilities will be delegated to a committee of the Governing Body and to the Headteacher. To ensure that sound financial control is maintained, this policy statement clearly specifies the financial management procedures in the school. The Scheme of Delegation details the separation of duties and levels of responsibility.
- 1.4 In accordance with the School Governance (Procedures) (England) Regulations 2003, the meeting of the Governing Body which adopted this policy did have a quorum of half (rounded up to a whole number) of the membership of the Governing Body when complete.
- 1.5 This policy and the Scheme of Delegation must be operated in conjunction with the Scheme for Financing Schools, Financial Regulations and Standard Financial Procedures and Procurement Standing Orders for schools. The local procedures are required to support the Scheme and to detail operational procedures.

### 2 PRINCIPLES OF FINANCIAL MANAGEMENT

- 2.1 The Governing Body will manage their affairs with high standards of Public Sector Administration, based on a distinct set of values, the fundamental principles of which are
  - **Openness** – an open approach to all interested parties in the disclosure of information, that lends itself to necessary scrutiny
  - **Integrity** – this is best described as both straight forward dealing and completeness
  - **Accountability** – the process whereby individuals are responsible for their actions and decisions
- 2.2 The Governing Body will apply the four principles of best value to all financial and school dealings: to ensure the most effective, economic and efficient means available namely -
  - **Challenge** – regularly reviewing how and why the services of the school are provided and setting targets and performance indicators for improvement
  - **Comparison** – monitoring outcomes and performance of similar services with other schools and within the school
  - **Consultation** – with appropriate stakeholders before major decisions are made
  - **Competition** – through quotations and tenders to ensure that the school are secured in the most efficient and effective way (i.e. to ensure Best Value)
- 2.3 The Governing body will strive to ensure that the school is using its resources effectively to meet the needs of our pupils.

### **3. LOCAL FINANCIAL PROCEDURES**

#### **3.1 Cash handling**

3.1.1 The school receives money from parents/carers for various services and merchandise. It is school policy to issue receipts for **all** monies received over £10.00. The following controls and actions will be followed:

#### **3.2 Sales**

3.2.1 Bourne School sells many articles including uniform, fruit vouchers and bottles.

- A stocktake, of all merchandise, will establish a spread sheet of available stock. The spread sheet will be maintained to reconcile all sales and stock replacement.
- All sales will be recorded on a stock template at point of sale.
- A monthly reconciliation will take place of stock sold and cash received.
- All money will be paid into School Fund with money being transferred to Budget Share to pay for water bottles, balls and book bags.

#### **3.3 Trips**

3.3.1 All trips [apart from residential trips] will be recorded, on a class list, with a receipt number being put next a child's name when money is paid.

3.3.2 Children going on residential trips will be issued with a payment card. In this card payments will be recorded and cross referenced with a central record held in the school office.

#### **3.4 Mufti money/class room collections**

3.4.1 Each class will be issued with a named tin/container in which to put their money. All monies will be sent to the school office where it will be recorded against the class name. The reconciled money will then be banked appropriately.

#### **3.5 Clubs**

3.5.1 Money for clubs will be receipted when handed in. Money and receipts will be reconciled prior to banking in Budget Share.

#### **3.6 Extended Services**

3.6.1 The school runs Early Birds and Night Owls which are wrap around clubs.

- All money received will be recorded on a template in the office when it is handed in.
- A weekly reconciliation will take place of how many sessions each child has attended, how much money is due and how much has been paid by the parent/carer.
- Weekly invoices will be issued for any outstanding money.
- Money will be banked into LMS on a regular basis.

#### **3.7 Dinner money**

3.7.1 Dinner money is sent to the kitchen directly from the classroom and not handled by office staff.

3.7.2 Occasionally children will forget their dinner money. The following procedures will be followed to lend them the amount needed:

- Money will be given to the child from petty cash
- A note will be made in a duplicate book of how much was borrowed, by whom and when.

- The child will be given the top copy to give to their parent/carer.
- When the money is returned the bottom copy of the note will be torn out of the book
- Non return of money will be followed up by a telephone call to parent every week

### 3.8 Petty Cash

- 3.8.1 Both Budget Share and School Fund petty cash will be kept at a maximum of £100.
- 3.8.2 The Finance Manager will be in control of the petty cash and responsible for recording and reconciling it.

### 3.9 School Fund

- 3.9.1 School fund will be audited annually during the Autumn Term.
- 3.9.2 The audit will be carried out by an approved contractor.
- 3.9.3 The date that the audit is carried out will be recorded and the result reported to the Finance Committee of the Governing Body. It will be ratified at the next Full Governing Body.

### 3.9 Banking

- 3.9.1 Banking will be under taken by the Finance Manager or the Office Manager.
- 3.9.2 The day on which money is banked will be varied as will the route taken to the bank.

### 3.10 Office Safe

- 3.10.1 Keys to the office safe will be held by the Headteacher, the Finance Manager and the Office Manager.
- 3.10.2 In the event of none of these members of staff are in school unexpectedly, the keys can be collected from the Office Managers house.
- 3.10.3 Monies in the safe will not exceed the limit stipulated in the school's insurance policy.

### 3.11 Ordering/Receiving/Payment of Goods

#### 3.11.1 Ordering Goods:

- Printed order forms will be placed in the staff room and office for teachers to order goods.
- Filled in order forms will be returned to the Headteacher to be authorised.
- Orders will be placed according to the school's Scheme of Delegation with the Headteacher signing them before they are placed.

#### 3.11.2 Receiving Goods

- Deliveries will be signed for according to the school's Scheme of Delegation ie office staff and site manager.

#### 3.11.3 Payment

- Invoices will be stamped on submission by the Finance Manager. The stamp will allow for the ledger code, cost centre, approval signature and date to be written on the invoice.
- The Finance Manager will process the invoice on FMS to allow payment to take place.
- The Headteacher will authorise the payment unless he has created the order in which case the order will be authorised by the Finance Manager or Personnel Manager.
- All cheques require two signatories, neither of whom can have created or authorised the order.

### 3.12 Agency Staff

3.12.1 The Deputy Headteacher will manage a spreadsheet identifying the following:

- The date
- The class
- The reason for cover
- Agency used
- Supply teacher's name
- Number of days needed

3.12.2 The deputy Headteacher will meet regularly with the Finance Manager to ensure any payments made to agencies are correct.

### 3.13 Overtime Claims Forms

3.13.1 Overtime claim forms will be completed by the claimant.

3.13.2 The claim forms will then be approved by the Headteacher or Line Manager for that member of staff.

3.13.3 The Finance Manager will process the claim forms and print out relevant sheet for ESCC. Both papers will be signed off by the Headteacher and sent to Shared Services at County Hall.

## **4 MONITORING**

4.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance Committee.

4.2 This policy will be reviewed on an annual basis.