

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



FINANCE POLICY

DATE: March 2011

TO BE REVIEWED: March 2012

Signed..... Chair of Governors

Date.....



Introduction.

At Barton Primary School and Early Years Centre we recognise the importance of achieving the best value for money that we can in order to provide the best education and facilities for our pupils. We achieve this in the following ways:

- the headteacher and governors work closely with the school bursar
- the headteacher and governors work closely with the Office Manager
- the headteacher and governors consider the SDP when making spending decisions
- the Leadership & Management Committee receive half termly reports from the bursar
- the FGB meet to consider and approve the budget
- the Statement of Internal Control is evaluated and completed at the end of each financial year

This document should be read in conjunction with:

- The IWC Scheme for Financing Schools
- The IWC Orders and Procedures Document
- The Leadership & Management Terms of Reference
- The Scheme of Management Delegation

These documents form the basis of the school's financial matters.

The Statement of Internal Control (SIC) will be submitted annually with the budget.

The Governors and Headteacher consider the School Development Plan when making financial decisions.

This year's focus (2010-2011) is on:

- Speaking and Listening
- Curriculum Development
- Becoming a 4-11 school
- The Foundation Stage Building Development

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LOCAL FINANCIAL REGULATIONS INCOME (SIC 7)

- ✓ Income is received at the school office and is receipted in the dated daily monies book.
- ✓ The book is balanced against the relevant spreadsheets and journals used to record income in each area (e.g. school dinners, out of hours club etc.)
- ✓ The monies in the tin are balanced and the book is signed.
- ✓ If the tin is under or over this is written in the book.
- ✓ On banking day (Wednesday) and bills day the unallocated money is allocated to the correct place (if applicable).
- ✓ Further notes are added to the daily monies book.
- ✓ All monies are locked in the safe.
- ✓ Persons with access to the safe are :
 - Headteacher
 - Office Manager
 - Administrative Assistant
- ✓ Banking takes place weekly during term time.
- ✓ All staff are aware of the procedures to follow when handing over monies to the person responsible for banking (Office Manager or Administrator). All monies must be sent to the office upon receipt of them and must be documented in the applicable register (e.g. dinner, out of hours) or placed in a labelled envelope in the office post box and receipted to the parent/ carer.
- ✓ Occasionally income is received from classrooms e.g. dinner money and trip money. These are recorded in the appropriate places such as the dinner registers and the trip attendance lists.
- ✓ Income received in First Steps Nursery and the Out of Hours Club (due to longer opening hours than the office) is receipted by the member of staff and posted in the relevant locked post boxes. Monies are collected from these daily and placed in the school safe (located in the office).
- ✓ All income is entered as a journal payment in FMS or in the school fund spreadsheet as applicable and checked at month end against the bank statement.
- ✓ Automatic payments are sent to the school generally by email. These involve payments from the IOW Council e.g. Social Services funding for childcare, childcare payments from staff and from other bodies such as Busy Bee etc. These amounts are accredited to the correct child's account and entered on the spreadsheet and journal. They are entered into FMS as a journal payment and copies of emails filed in the relevant places.

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LOCAL FINANCIAL REGULATIONS

ORDERING (SIC 3)

- ✓ SIC 3.1 - Authorisation thresholds and the Finance staff structure are set out at Appendix C
- ✓ An order request is completed for all items other than regular consumables e.g. paper, pens, cartridges, baby wipes etc (see Appendix A).
- ✓ Items are linked to the School Development plan or areas or the curriculum where necessary.
- ✓ Staff with expertise in certain areas will get quotes and are made aware of implications of best value e.g. ICT Technician to quote for computers to acceptable specification etc. Island School quote is another tool used to ensure best value as and when necessary.
- ✓ SIC 3.1 - the school retains evidence of quotes in all cases for the required period (usually 6 years)
- ✓ SIC 3.2 - An order request will be submitted to the Headteacher, to ensure the item or service is necessary and affordable within the school budget, for amounts below £10,000. These requests will also be authorised by the Office Manager.
- ✓ Items over £10,000 will be passed to the Governing Body for authorisation
- ✓ When approved the order request will be entered into FMS (Sims) and be accredited to the agreed budget code on the monitor sheet, if school budget, or the School Fund account sheet.
- ✓ Orders for First Steps Nursery and from School Fund are generated manually (see Appendix B) and authorised by the Office Manager and Headteacher.
- ✓ SIC 3.3 - Contract orders are invoices without an individual order number. A spreadsheet is held by the Office Manager listing all of these orders
- ✓ Manual orders may also be used to reference invoices sent for payment at another department e.g. Devolved capital etc.
- ✓ SIC 3.4 - all orders include a full description and full price to assist with accurate checking of deliveries and invoices plus entering the commitment on the FMS system

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LOCAL FINANCIAL REGULATIONS

INVOICES & CHEQUES (SIC 4)

- ✓ SIC 4.1 - When goods are received the delivery note is checked against the order, by the recipient. The delivery note is filed along with the order to be checked against the invoice upon arrival.
- ✓ Invoices are matched to the relevant order and delivery note.
- ✓ SIC 4.3 The office manager certifies invoices for payment. Invoices are checked against delivery notes, orders or contracts, certified by the office manager and a cheque raised. The cheque is certified by 2 signatories.
- ✓ (SIC 4.4) Invoices are paid on at least a weekly basis to ensure invoices are paid with the legally required prompt payment period.
- ✓ The cost code (if applicable) and the amount to be paid is written on the front page of the invoice and signed by the office manager. The invoice details are input into FMS (Sims) if school budget.
- ✓ SIC 4.5 - All orders are electronic so there are no issues with duplicate orders.
- ✓ SIC 4.6 - Items regarded as school assets are recorded in the school Inventory
- ✓ Paperwork is filed according to the cheque number generated and invoices are filed along with the order, delivery note and cheque stub.
- ✓ Non order invoices relate to goods or services on a contract and are listed on the contract spreadsheet (See appendix D). These are dealt with in the same manner as above but are entered onto FMS as non-order invoices. If on occasion an invoice which does not relate to an order or contract arrives this is passed to the Headteacher to be investigated

CHEQUES

- ✓ Cheques are generated from FMS and signed by the office manager and the Headteacher or other relevant staff member (see appendix C)
- ✓ Cheques can be printed from FMS onto pre printed cheques or for petty cash etc can be written from the manual cheque book. Referencing to the correct Cheque book in FMS is required.
- ✓ Cheque books are locked in the Office Manager's desk.

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LOCAL FINANCIAL REGULATIONS

PETTY CASH (SIC 5)

- ✓ Petty cash (£100) is kept in a locked tin in the Barton Office. The Office Manager has access to the Petty Cash.
- ✓ Petty cash is issued to staff by the Office Manager due to the small amounts involved.
- ✓ Petty cash issued is noted on the Petty Cash log (See appendix E)
- ✓ Occasionally staff use their own money to buy items and cheque reimbursements are made payable to the person directly. Cheque payments are trackable.
- ✓ When receipts are submitted notes are added to the petty cash log with receipt details and the cheque number relating to the reimbursement generated in FMS. If the reimbursement is made in cash the receipt is signed and dated.
- ✓ The Petty cash tin is balanced regularly.

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LOCAL FINANCIAL REGULATIONS

DEBIT CARD

- ✓ All transactions using the Debit Card follow the procedure above for generating an order request and putting an order on FMS with the relevant authorisation. (see ordering).
- ✓ An order is placed using the Debit Card and an entry made in the Debit Card log (see appendix F).
- ✓ When the goods arrive an invoice is generally enclosed with the items.
- ✓ The invoice is entered onto FMS (see invoicing and cheques) using the reference Debit Card so these can be easily identified.
- ✓ The amount is checked against the Bank Statement at month end.
- ✓ Entries are added to the debit card log at all relevant stages.
- ✓ The debit card is securely locked in the Office Manager's desk.

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LOCAL FINANCIAL REGULATIONS

SCHOOL FUND (SIC 9)

- ✓ School Fund income and expenditure is recorded on a spreadsheet.
- ✓ Income and expenditure is recorded against the relevant activity e.g. Paulton's Park trip and accredited to the relevant headings (see Appendix G)
- ✓ The spreadsheet is balanced each time an item is added and is balanced quarterly against the bank statement.
- ✓ The cheque book for school fund is locked away in the Office Manager's desk.
- ✓ Cheques must be signed by 2 authorised signatories.
- ✓ School Fund is managed by the governors and yearly audits are arranged by them.
- ✓ Orders relating to school fund are recorded manually (see ordering).

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LOCAL FINANCIAL REGULATIONS

BANK STATEMENTS (SIC 8)

- ✓ SIC 8.1 - The Governing Body has formal procedures and arrangements covering the operation of the accounts and the cheque-signing arrangements. These are in the this Finance Policy
- ✓ Bank statements are reconciled on a Monthly basis by the Bursar.
- ✓ Bank statements are checked by the office manager and signed by the Headteacher.
- ✓ SIC 8.3 - Procedures for :
 - Ordering of cheques - cheques are ordered from the bank - currently Lloyds.
 - Recording of cheques - All cheques are recorded electronically within FMS so that all cheques including those 'spoilt' are accounted for.
 - Securing of unused cheques - unused cheques are locked in the office managers desk.

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LOCAL FINANCIAL REGULATIONS

ASSETS (SIC 6)

- ✓ Assets are regarded as items worth over £2,000 and are recorded in the inventory.
- ✓ All ICT equipment e.g. laptops, printers etc are recorded in the inventory for administrative purposes.
- ✓ The ICT asset inventory is the responsibility of the ICT Technician
- ✓ SIC 6.2 - all new equipment is security marked (In progress with ICT technician)
- ✓ SIC 6.3 - An annual check is made of the Inventory. The school retains a record of when the check is made each year, signed off by the member of staff responsible
- ✓ SIC 6.4 - The Head makes an annual certification of the Inventory check.
- ✓ SIC 6.5 - There is a policy for write-offs and disposal of assets approved by the Governing Body. (To be put in place by June 2011)
- ✓ SIC 6.6 - Each member of staff issued with an item from the Inventory is required to sign for that item.

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LOCAL FINANCIAL REGULATIONS

APPENDIX A

ORDER REQUEST FORM

REQUEST FROM: _____

I have undertaken research on this product relevant to my area of expertise and any relevant information is attached to this form.

Best Value has been considered in providing this quote.

CATALOGUE	PART#	AMOUNT	COST EACH	ITEM	LINE TOTAL	RELATED TO CURRICULUM AREA/ SDP

OFFICE USE ONLY:	
COST CODE	
AUTHORISED BY:	
AUTHORISED BY:	

SDP - School Development Plan

AUTHORISATION: 0-9,999 HT & OFFICE MANAGER 10,000+ HT & GOVERNORS

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LOCAL FINANCIAL REGULATIONS

APPENDIX B

Supplier:

ORDER# FSN02010001

DATE:

NO	ITEM	£ EACH	CODE	TOTAL

SIGNED: Jemma Reilly OFFICE MANAGER

SIGNED: _____ HEADTEACHER

Please send invoices etc to: Barton Primary School

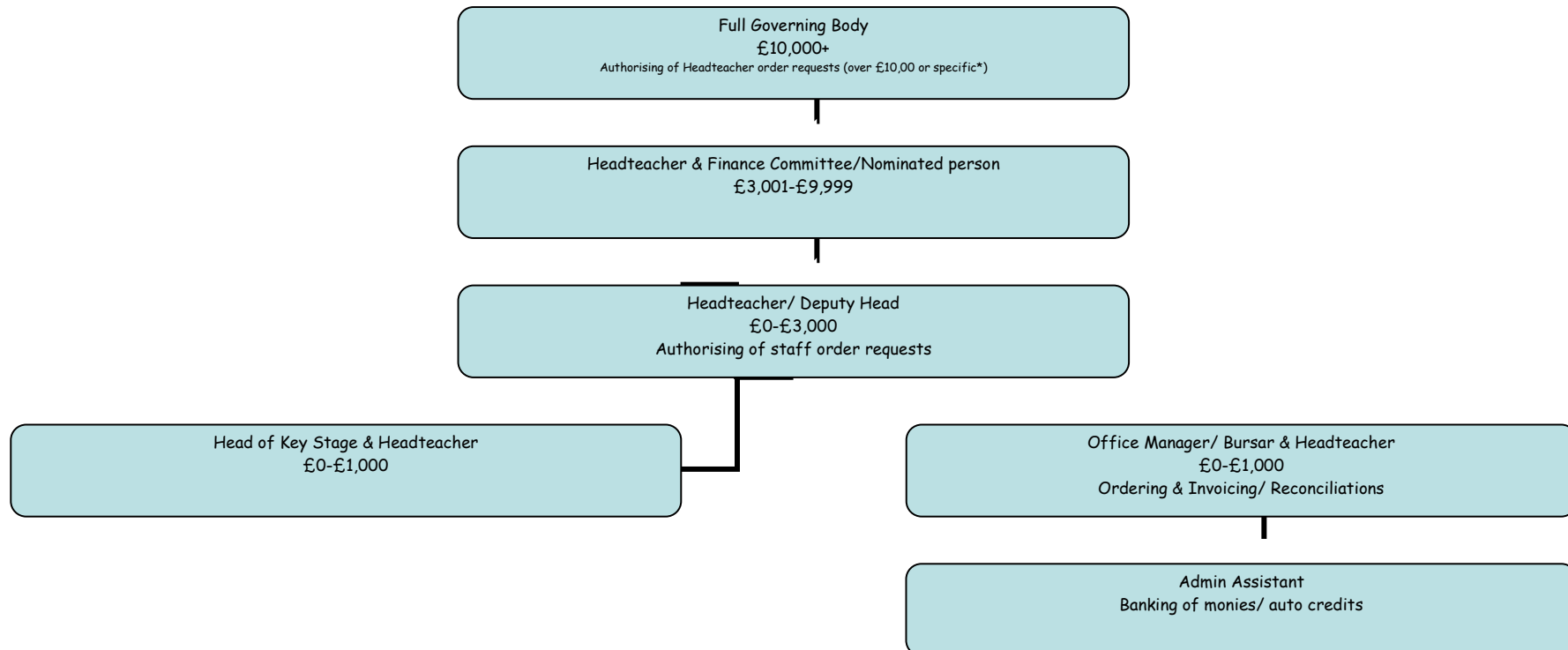
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LOCAL FINANCIAL REGULATIONS

APPENDIX C

Financial Responsibility at Barton Primary School and Early Years Centre



All purchases require 2 signatories. Purchases over £10,000 must be signed by the governors. Overtime claims require 1 signatory.

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LOCAL FINANCIAL REGULATIONS

APPENDIX D

CONTRACTS FOR BARTON PRIMARY SCHOOL

SUPPLIER	WHAT FOR	AMOUNT	FREQUENCY	COST CODE	TERM/REVIEW
AQUALICITY	WATER COOLERS		QUARTERLY	SCHOOL	YEARLY
AQUALICITY	WATER COOLERS		QUARTERLY	CHILDRENS CENTRE	YEARLY
AQUALICITY	WATER COOLERS			EXTENDED SCHOOLS	YEARLY
BISTECH	PHONE SYSTEM	£60	YEARLY	SCHOOL	YEARLY
BRITISH TELECOM	PHONE 522469 SCHOOL		QUARTERLY	SCHOOL	LOW COUNCIL
BRITISH TELECOM	PHONE 821038 ALARM LINE		QUARTERLY	SCHOOL	LOW COUNCIL
BRITISH TELECOM	PHONE 520710 FIRST STEPS		QUARTERLY	FIRST STEPS	LOW COUNCIL
CANNON HYGIENE	SANITARY BINS X3	£105	YEARLY	SCHOOL	LOW COUNCIL
CANNON HYGIENE	SANITARY BINS X1	£35	YEARLY	FIRST STEPS	LOW COUNCIL
CANNON HYGIENE	SANITARY BINS X1	£35	YEARLY	CHILDRENS CENTRE	LOW COUNCIL
CAPITA	SILVER SERVICE -SIMS	£2,000	YEARLY	SCHOOL	YEARLY
CEFM LTD	COPYRIGHT LICENSES ETC	£75	YEARLY	SCHOOL	LOW COUNCIL
COOLMILK	MILK FOR 5 YEAR OLDS		WEEKLY	SCHOOL	Apr-10
DAIRYCREST	MILK	£100	WEEKLY	SCHOOL	Mar-10
DIAMOND ISLE	CLEANING		MONTHLY	SCHOOL	YEARLY
DIAMOND ISLE	CLEANING		MONTHLY	FIRST STEPS	YEARLY
EDF	ELECTRICITY		QUARTERLY	SCHOOL	LOW COUNCIL
EDF	ELECTRICITY		QUARTERLY	FIRST STEPS	LOW COUNCIL
FOUNDATION MULTIMEDIA	WEB HOSTING	£150	YEARLY	SCHOOL	YEARLY
ISLE OF WIGHT COUNCIL	FIRST STEPS RATES	£2,500	YEARLY	FIRST STEPS	NONE
ISLE OF WIGHT COUNCIL	PROPERTY SERVICES CALL OUTS				
KENT COUNTY COUNCIL	£AS		QUARTERLY	SCHOOL	LOW COUNCIL
KENT COUNTY COUNCIL	£AS		QUARTERLY	FIRST STEPS	LOW COUNCIL
LIFELINE	ALARM SYSTEM MAINTENANCE	£100	YEARLY	SCHOOL	LOW COUNCIL
LIFELINE	ALARM SYSTEM MAINTENANCE	£100	YEARLY	FIRST STEPS	LOW COUNCIL
MICRO LIBRARIAN SYSTEMS	LIBRARY SYSTEM	£230	YEARLY	SCHOOL	YEARLY
OFSTED	CHILD CARE PROVIDER FEE	£25	YEARLY	FIRST STEPS	LOW COUNCIL
RICOH	COPIER - OFFICE	£550	QUARTERLY	SCHOOL	3 YEARS
RICOH	COPIER - SCHOOL	£550	QUARTERLY	SCHOOL	3 YEARS
SAINSBURYS	SCHOOLS OUT FOOD	£90	WEEKLY	EXTENDED SCHOOLS	MONTHLY
SERCO LIMITED	ONLINE BACKUPS	£500	YEARLY	SCHOOL	YEARLY
SOUTHERN WATER	WATER		QUARTERLY	SCHOOL	LOW COUNCIL
SOUTHERN WATER	WATER		QUARTERLY	FIRST STEPS	LOW COUNCIL
TEACHERS2PARENTS	TEXTING SYSTEM	£900	YEARLY	SCHOOL	YEARLY
TV LICENSING	TV LICENSE	£150	YEARLY	ADMIN	NONE
UNIVERSAL SERVICES	PE AND OUTSIDE EQUIPMENT MAINTENANCE	£60	YEARLY	SCHOOL	LOW COUNCIL
WIGHT BUSINESS SERVICES	PRINT CARTRIDGES	VARIABLE	MONTHLY	ICT	MONTHLY
ZURICH	EXTENDED SCHOOLS INSURANCE	£225	YEARLY	EXTENDED SCHOOLS	LOW COUNCIL

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LOCAL FINANCIAL REGULATIONS

APPENDIX E

PETTY CASH

APRIL/MAY 2010

DATE	£ ISSUED	TO	FOR/ CODE	AUTH	£ RECEIPT	CHANGE/ OVERSPEND	FMS Q#

	OFFICE MANAGER	HEADTEACHER
SIGNED		
DATE		

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LOCAL FINANCIAL REGULATIONS

APPENDIX F

RECORD OF DEBIT CARD EXPENDITURE
MAY 2010

DATE	PO #	SUPPLIER	ITEM	£ RECEIPT	INVOICE FMS	Q#	SIGNED	STATEMENT

	OFFICE MANAGER	HEADTEACHER
SIGNED		
DATE		

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LOCAL FINANCIAL REGULATIONS

APPENDIX G

SCHOOL FUND HEADINGS

UNIFORM	STAFF UNIFORM	TEA & COFFEE	CARNIVAL	EQUIPMENT	NURSERY DINNERS	EDUC VISITS & TRIPS	EVENTS/ PERFORMANCES	LOTTERY REG/ AUDITS	PREMISES IMPROVEMENTS	MISC	CHARITY
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APPENDIX H

RETENTION OF ACCOUNTING RECORDS

Documents must be retained for the periods shown, ensuring that these documents are properly safeguarded to prevent loss, destruction or unauthorised alteration.

DOCUMENT	RETENTION PERIOD
Budgets – Detailed Working papers	6 Audited Years
Approved Budget Returns	6 Audited Years
Income and Expenditure Statements	6 Audited Years
Schools local income and expenditure records (computerised or manual)	6 Audited Years
Monitoring and Control Records	6 Audited Years
Travel Claim Sheets	6 Audited Years
Payment and Receipt Vouchers	6 Audited Years
Paid/ Spoilt/ Cancelled Cheques	3 Audited Years
Paying-in/ Credit Transfer books	6 Audited Years
Bank Statements	6 Audited Years
Annual School Statement	6 Audited Years
School Meal records	3 Audited Years
Cashless Catering Sales records	3 Audited Years
Till reconciliation sheets	3 Audited Years
Free School meals records	3 Audited Years
VAT reimbursement	6 Audited Years
Official Order Books	3 Audited Years
Delivery Notes	3 Audited Years
Petty Cash Books	3 Audited Years
Postage Book	3 Audited Years
Stock Records	3 Audited Years
Sales Books	3 Audited Years
Invoices (debtors)	6 Audited Years
Lettings Diary	3 Audited Years
School Journey Books	3 Audited Years
School Trip Records	3 Audited Years
Music Records	3 Audited Years
Any Supplementary Income records	3 Audited Years
Inventory	In perpetuity
Attendance Register details	3 Years after completion
Staff contracts*	6 audited years*
Timesheets	6 audited years
New starter appointment forms*	6 audited years*
Variation forms*	6 audited years*
Maternity Leave	6 audited years
Other allowances	6 audited years
Ex Gratia / Honoria	6 audited years
Emergency Payments	6 audited years
Leavers	6 audited years

* Keep records in perpetuity for current employ