FINANCIAL MANAGEMENT POLICY

Date of last review	June 2024	Review period	Two years
Date of next review	June 2026	Committee	Resources
Policy type	Statutory/non-statutory		

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

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Introduction

1. Status

Non-statutory, but sections of this consolidated document are statutory requirements.

2. Our vision and values

Our vision is that our school will be a vibrant, joyful community in which we all know and love one another, and in which all members of the community, including pupils, can share in leadership and experience growth. This vision is focused through five aims and six values, and expressed in every policy we agree. In managing the financial affairs of our community we aim not merely to comply with our legal obligations and public duties, but to live out our vision by ensuring that decisions about spending are taken openly and transparently, fairly and with a clear focus on our common purpose of enabling everyone equally to reach their full potential and move forward in hope.

3. Purpose

To ensure that the Governing Body and its Resources Committee review, monitor, and evaluate the allocation and management of the school's resources in accordance with agreed policies, procedures and protocols, in order to secure the best possible outcomes for pupils and the most effective use of public funds.

4. Financial policy

The school is aware of the Local Authority's 'Scheme for Financing Schools' and 'Financial Regulations', as set out in Part II and Part III of the LA 'Financial Handbook for Schools' respectively. The LA Scheme and Financial Regulations are adopted by the Governing Body and covered in governor induction training. This document should be read alongside the latest version of the local authority scheme and regulations and together with the school's Schedule of Financial Delegation which forms an appendix to this document and provides detailed guidance on procedure and responsibility in the school.

This document consolidates the six previously distinct financial policy documents set out below:

Policy
Private Fund Account Policy
Charging and Remissions Policy
Lettings Policy
Control of Assets Policy
Debt Recovery Policy
Payment of Governor's Allowances Policy

The original policies now form sections of this consolidated policy.

5. Review

To be reviewed biennially in the summer term.

Date for next review: July 2026

This version approved: 24 June 2024 for implementation from 1 September 2024

1) Private Fund Account

1. Status

Non-statutory

2. Purpose

The voluntary funds of the school operate alongside public funds and are charitable in nature. The Governing Body recognises that it is important to guard against misuse of funds intended for the benefit of the school and that the use of voluntary funds should be transparent and properly accountable in line with the Schools Financial Value Standard.

3. Relationship to other sections of this financial policy and to other school policies

This is referenced to the school's Schedule of Financial Management.

4. The Private Fund Account

Income to the Private Fund Account arises from donations to the school (although not all donations will be credited to the account), and from commission received by the school in connection with school uniform, book bags, photographs, Book Club, and similar activities. The Private Fund Account is typically used to finance small items of expenditure such as gifts and flowers to thank people who have contributed to the life of the school, or trophies to mark awards for sport. However, the account may also be used to fund or partially fund events or the purchase of resources for the school.

5. Delegation and management

- Expenditure from the Private Fund Account is at the discretion of the Headteacher.
- Management of the Private Fund Account is the responsibility of the School Secretary who will reconcile bank statements and ensure that the Headteacher countersigns the termly reconciliation Control Form.
- The Chair of the Governing Body will receive a copy of the termly Control Form.
- The Headteacher will ensure that the Private Fund Account is independently scrutinised annually within three months of the end of the financial year by a suitably qualified person who is not associated with the fund in any other way.
- The independent scrutiny need not be undertaken by a qualified accountant, but the independent person who examines the accounts must be familiar with the principles of accountancy and must provide a certificate or other formal statement recording their findings.
- A report on the Private Fund Account, including the outcome of the independent scrutiny, must be made each year to the Resources Committee.

- All governors have the right to inspect the records of the private fund account at any reasonable time.
- It is the responsibility of the Headteacher to ensure that returns relating to the Private Fund Account required by the LA or other statutory authority are made on time.

5. Arrangements for monitoring and evaluation

The governing body, through the Resources Committee, will monitor and evaluate the impact of the policy annually with reference to the annual report on the Account.

2) Charging and Remissions

1. Status
This section of the policy is a statutory requirement.

2. Purpose
The governing body believes that all our pupils should have an equal opportunity to benefit from school activities and visits, both curricular and extra-curricular, regardless of the financial means of their parents or carers. The purpose of this policy is to set out the ways in which the governing body will try to ensure a good range of visits and activities is offered, and try to minimise the financial barriers which might prevent some pupils from taking full advantage of the opportunities offered.

3. Relationship to other sections of this financial policy and to other school policies
This is referenced to the school's agreed Financial Procedures, including the Schedule of Financial Delegation, to the Equal Opportunities Policy, curriculum and teaching and learning policies, and off-site visits and learning outside the classroom policy.

4. Delegation of Responsibilities
Specific responsibilities for the implementation of this policy are delineated in the school's Schedule of Financial Delegation. The governing body, Headteacher, and school staff will otherwise jointly ensure that the policy is implemented.

5. Activities for which no charge will be made
No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, part of the school's curriculum for religious education, or part of a syllabus for a prescribed public examination for which a pupil is being prepared at the school
- Tuition for pupils learning to play a musical instrument or to sing, if the tuition is required as part of the National Curriculum
- Education provided on any trip taking place within school hours
- Education provided on any trip outside school hours if it is part of the National Curriculum, part of the school's curriculum for religious education, or part of a syllabus for a prescribed public examination for which a pupil is being prepared at the school
- Supply teachers to cover for any teachers absent from school accompanying pupils on a residential trip

- Transport provided in connection with a residential trip

6. Voluntary contributions

The Headteacher or governing body *may* ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary and pupils whose parents are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then the school reserves the right to cancel the activity.

In particular, the school will invite a voluntary contribution to cover the cost of swimming pool rental, tuition, and transport for swimming lessons which take place in school time and are provided under the National Curriculum.

7. Residential activities

The school may make a charge to cover board and lodging costs of residential activities deemed to take place during school time (if the number of school sessions on a residential visit is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to take place during school hours). The charge will be remitted in the case of pupils whose parents qualify under the terms of the provision for remissions set out below.

8. Extended school activities

The school *may* make a charge to cover the incurred costs of providing a range of extended school activities, including:

- Music tuition: instrumental or singing tuition for individuals or groups of up to four pupils where this is additional to provision made under the National Curriculum
- Sports coaching

The governing body may use the school's delegated budgets to subsidise an individual pupil's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

9. School meals and milk

Charges for school meals and milk will comply with County stipulations. Adults will pay for their meals at the County price when not supervising pupils. Under the School Fruit and Vegetable Scheme children aged 4 to 6 are entitled to receive a free piece of fruit or vegetable each school day.

10. Guidelines to promote equality of access

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on parents or carers. In addition to provision for remission of charges, the following guidelines should be followed by staff planning activities for which a voluntary contribution or charge may be requested:

- Information about planned or forthcoming activities must be published as far ahead as possible so that parents and carers can plan
- Parents and carers must be allowed to pay by instalments in advance or in arrears
- In order to avoid discriminating against low income households the school will not allocate places for any activity on the basis of 'first pay, first served' or similar

11. Qualification for remission of charges or assistance with payment

In order to remove financial barriers from disadvantaged pupils, the governing body have agreed that some activities and visits for which a charge is legally requested will be offered at no charge or a reduced charge to parents or carers in receipt of:

- Universal Credit (in circumstances prescribed by the DfE);
- Income Support;
- Income Based Jobseekers Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current maximum set by HMRC;
- the guaranteed element of State Pension Credit;

The governing body additionally delegates to the Headteacher, in consultation with the Chair of Governors, the right to waive, remit or reduce the charge in other cases of known financial hardship.

12. Refunds

Where an activity makes a surplus, parents will be offered a refund. Parents will be requested to claim or collect a refund from the school office.

If a parent chooses not to claim a refund, the sum will be transferred to school funds.

13. Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving biennially a financial report on those activities for which a charge is levied or voluntary contributions sought, including anonymous data on any subsidies awarded and charges waived. The Resources

Committee will seek to evaluate the impact of the school's extended services on those children most in need of additional support. The conclusions of both processes will be reported to the full governing body.

3) Lettings

1. Status
Non-Statutory

2. Purpose
The governing body believes that our school premises should be a resource for parents, carers and the wider community. The governing body also acknowledges that the school's facilities could generate resources for the school. The purpose of this policy is to ensure that the most effective use is made of the school premises. The policy sets out the criteria for making decisions on requests for use of the school premises by external organisations.

3. Relationship to other sections of this financial policy and to other school policies
This is referenced to the school's agreed Financial Procedures, including the Schedule of Financial Delegation, to the Equal Opportunities Policy, disability equality scheme, community cohesion policy, curriculum policies, and health and safety policy.

4. Delegation of Responsibilities
The Headteacher will apply the criteria agreed by the governing body and consult the Resources Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.

The governing body, with advice from the Headteacher, will:

- balance the desire to generate income against the desire to support "worthy" groups within the community
- agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decisions it makes
- take advice from the LA on the charges to be levied

5. Charges for lettings

Lettings must cover their costs and the governing body acknowledges that it has no right to subsidise non-school activities on school premises by not charging an appropriate rate for lettings. In all lettings the actual and incurred costs to the school must be considered: these will include utility costs, cleaning, caretaking and security, wear and tear on fabric and furnishings.

The level of charges for regular lettings must be reviewed annually at the same time as the indicative scale of charges. The scale of charges will include differential rates for commercial or profit-making activities and community, non-profit making, and educational activities.

Groups linked to the school or raising money for it, including Friends of Bayford School, must be treated as an external hirer, but charges for use of the premises may waived at the discretion of the Headteacher.

6. Criteria for lettings

School insurances do not cover external or third-party activities. Therefore no letting of any nature, including Friends of Bayford School, will be considered unless the prospective hirer has public liability insurance to a minimum level of £5 million and can produce a current certificate of insurance.

All hirers must comply with all the terms and conditions of hire as set out in the documents provided under the booking procedures. If the Headteacher has reasonable grounds to believe that a potential hirer is likely to be in breach of any of the conditions by nature of the event proposed, the booking should be refused until appropriate assurances have been received.

In considering applications for use of the premises the governing body will ensure that the school does not contravene legislation, including the following:

- Representation of the People Act 1983
- Race Relations Act 1976
- Health & Safety at Work Act 1974
- Sex Discrimination Act 1975
- Licensing, Gaming, Sunday Trading, Theatres and Cinematography Acts
- The Disability Discrimination Act 1995 and Special Educational Needs Disability Act 2001
- Human Rights Act 1998

Lettings which are judged to be likely to contravene the above legislation, or other legal requirements, must be refused.

Friends of Bayford School and other recognised or approved groups working to support the school will be given priority, subject to the basic requirements of safety, security and insurance.

Requests for bookings which are non-commercial, educational, charitable, or generally of benefit to the community served by the school, and which meet the basic requirements for lettings, should be treated favourably, particularly if they address issues of social exclusion, poverty, and disadvantaged children.

7. Booking procedures

The Headteacher must follow the Hertfordshire County Council procedures for booking and processing potential lettings, including use of the provided forms and checklists. In any cases of doubt or uncertainty the advice of county staff and, if necessary, the decision of the Chair of Governors or Resources Committee, must be obtained.

8. Scale of Charges

Category A lettings: Commercial and private function

The school caretaker (or a person approved by the Headteacher) *must* open and lock the building and, if judged necessary, attend during the event. The full cost to the school of caretaking and cleaning must be charged to the hirer.

The charge made for use of space will reflect the actual costs incurred by the school for cleaning, utilities, and wear and tear etc. but a profit element will additionally be charged in order that the school benefits from the letting and the primary function of the school is better resourced.

Category B lettings: Community benefit

The school caretaker (or a person approved by the Headteacher) will only open and lock the building if the Headteacher judges that no alternative arrangement is acceptable. In this case the costs must be recovered in the charge.

The charge made for use of space will reflect a fair estimate of the actual costs incurred by the school for cleaning, utilities, and wear and tear etc. but no profit element will be charged.

Category C lettings: FOBS

The school caretaker (or a person approved by the Headteacher) will only open and lock the building if the Headteacher judges that no alternative arrangement is acceptable. In this case the costs must be recovered in the charge.

Other charges for the use of the premises will normally be waived, unless the Headteacher believes a charge is justified because unusual costs will be incurred.

9. Arrangements for monitoring and evaluation

As lettings are not a significant income stream or regular occurrence, the Resources Committee of the governing body will, from time to time and as the Headteacher deems appropriate, receive reports from the Headteacher on the schedule of use of the school outside of the school day, the number of groups involved, and the net profit from any such activities. A full report will be provided in the course of the biennial policy review.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

4) Control of Assets and Disposals

1. Status
Non-statutory

2. Purpose
The governing body recognises the importance of a robust system of controls to safeguard the school against fraudulent or improper use of public assets. The purpose of this policy is both to prevent malpractice and to enable prompt detection and an appropriate response should it nonetheless occur.

3. Relationship to other sections of this financial policy and to other school policies
This is referenced to the school's agreed Financial Procedures, including the Schedule of Financial Delegation.

4. Delegation of Responsibilities
Responsibility for the safe control of all school assets is delineated in the school's Schedule of Financial Delegation.

Although the ultimate responsibility remains with the Governing Body as a whole, the Governing Body delegates the power for the control of assets and the write off and disposal of surplus stocks and equipment up to the value of £1000 to the Headteacher. Over the value of £1000 the full governing body must be consulted and authorise the disposal.

5. Inventory
An Inventory will be maintained for all major items. The Inventory will be maintained and updated by a person designated by the Headteacher, and monitored by a member of the Resources Committee who is not employed at the school at the beginning of each academic year.

The date of the annual check will be recorded on the Inventory and signed by the person carrying out the inventory. The Inventory will be kept in the Headteachers' office. A digital copy of the Inventory will be kept off site.

Items in the Inventory will include:

- date of purchase
- quantity
- description of the goods
- serial numbers where appropriate

- purchase price, excluding VAT
- location (if relevant)
- disposal details such as date of disposal, method and price obtained

Items belonging to governors, members of staff, and children should not be included in the inventory.

Whenever school property recorded in the Inventory is taken off site, a form should be completed by the borrower, signed and countersigned by the Secretary or the Headteacher, and the Inventory noted accordingly.

6. Disposals

Items for which the school is funded through the budget share may be sold, where these are considered surplus to educational needs, and where disposal does not interfere with the efficient running of the school.

Members of staff or their relatives may acquire ex-school property with the approval of the Resources Committee.

Any property that was acquired at cost, net of VAT, is liable to a VAT charge on the proceeds from its sale/disposal, (no matter how small or how long after the original purchase).

Reasonable steps should be taken to ensure the best return on items sold off, or if given away, that all persons interested in the item have an opportunity to express their interest (e.g. by advertising items for sale publicly).

The disposal of all surplus stock or equipment should be recorded (in the Inventory if the equipment is listed there), with the reason for disposal, who declared the item disposable and who authorised the disposal (these should not be the same person), the method of disposal and, where appropriate, the sale proceeds.

7. Security of Assets

The Resources Committee will ensure that valuable items are stored securely within the school premises.

Thefts, or attempted theft, should be reported to the Headteacher, and, where appropriate, Internal Audit, the school's insurers and the Police.

A written log must be maintained of any instances of fraud or theft detected. This should include attempted fraud or theft, so long as this would not prejudice any ongoing action such as legal action against the perpetrator(s). This log will help the school to identify patterns of misconduct and any weaknesses in the current arrangements which need to be addressed.

8. Arrangements for monitoring and evaluation

As detailed above, the Inventory, along with the record of disposals and log of instances of attempted or actual fraud or theft (if any), will be inspected and checked at the beginning of each academic year and the effectiveness of the school's controls evaluated.

Following the inspection a report will be made to the Resources Committee, and through its minutes to the governing body. Recommendations arising from the report will be considered and this policy amended as required to ensure the procedures and controls remain effective and robust.

5) Debt Recovery

1. Status
Non-Statutory

2. Purpose
In order to secure the best possible outcomes for pupils and the most effective use of resources, the governing body acknowledges its legal duty to take all reasonable measures vigorously to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

3. Relationship to other sections of this financial policy and to other school policies
This is referenced to the school's agreed Financial Procedures, including the Schedule of Financial Delegation, and to the sections of this policy covering lettings, charging, and remissions.

4. Delegation of Responsibilities
Specific responsibilities for the implementation of this policy are delineated in the school's Schedule of Financial Delegation. The governing body, Headteacher, and school staff will otherwise jointly ensure that the policy is implemented.

5. General requirements
Bayford School will observe the relevant financial regulations and guidance set out in the Financial Handbook for Schools and any other legal requirements. In particular:

- The Governing Body will not write-off any debt belonging to the school which exceeds £500. Any sums above this will be referred to the Director of Children Schools and Families for approval and the formal agreement of the County Council's Finance Director obtained before writing-off. (If any debtor has a number of debts which together exceed the write-off limit then these will be treated as a total amount).

- A formal record of any debts written off will be maintained (in such format as the County Council may require) and this will be retained for 7 years.

- Bayford School will not initiate any legal action to recover debts, but will refer any debts which it has not been able to collect (unless a decision to write-off the debt is demonstrably a reasonable course of action) to the County Secretary to consider taking legal or other action to recover the debt.

- Bayford School will not write-off any debt belonging to the County Council or another party, e.g. debts for school meals. If in doubt as to the appropriate action to collect any such debts the school will seek advice promptly from officers of the County Council.

6. Procedures: recording of goods or services supplied where payment is not received in advance or 'at the point of sale'.

- A record will be kept of all such supplies which details what was supplied, the value, the date(s) and the identity of the 'debtor', e.g. child, parent, hirer, etc.
- Where invoices are raised these should state the date by which payment is due.
- In all other cases, correspondence with parents etc. should indicate the maximum period that the school regards as reasonable before payment is overdue: e.g. 'contributions for a school trip should be received by…', 'payment for items purchased should be sent to the school office by…'.
- The Chair of the Resources Committee should determine what the reasonable 'credit period' is if this is not otherwise specified.

7. Procedures: the issuing of reminders

Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced. It is therefore important that at least one, but preferably two, written reminders are sent. Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.

Initial reminders

Initial reminders may be informal and made either in person (when a parent comes to collect/drop off the child) or by telephone. Normally, the secretary will undertake this having built up a good relationship with the parents.

Reminder letters

A formal reminder letter will be issued 4 weeks after an informal reminder.

A second reminder letter will be issued 4 weeks after the first reminder letter.

8. Procedures: failure to respond to reminders

If no response is received from the reminders issued, a letter will be sent to the debtor advising them that the matter will be referred to the County Secretary's Department, Legal and Administration.

At the discretion of the Resources Committee the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them. This decision and its basis will be recorded in the Minutes of the Committee.

9. Procedures: negotiation of repayment terms

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first reminder.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Chair of the Resources Committee and the Headteacher. A record of all such agreements will be kept. A

letter will be issued to the debtor confirming the agreed terms (unless, exceptionally and in the case of small sums, this is not judged necessary). The settlement period should be the shortest that is judged reasonable.

The Resources Committee will decide whether any debtor who has been granted extended settlement terms will not be offered any further 'credit' and will be required to pay in advance in future.

10. Costs of debt recovery

Where the school incurs material additional costs in recovering a debt then the Resources Committee will decide whether to seek to recover such costs from the debtor. This decision and its basis will be recorded in the Minutes of the Committee.

The debtor will be formally advised that they will be required to pay the additional costs incurred by the school in recovering the debt.

11. Bad debts

Authority to write off debts is set out in the Schedule of Financial Delegation. Write-off of any debt above £200 requires the written approval of the Resources Committee.

In all cases, a record of the write-off, the reason for it, and the approval for it, will be retained for 7 years.

Any debt belonging to the County Council will be referred to the appropriate officer for consideration/action without delay once the school has taken reasonable measures to collect the debt (i.e. has followed the reminder notification procedures set out above).

In the case of school meal debts the procedure set out in the School Meals & Milk Administration Handbook will be followed.

12. Arrangements for monitoring and evaluation

The Chair of the Resources Committee will ensure that the level of outstanding debt is known or can be determined at any time.

The Resources Committee will monitor the impact of this policy by receiving an annual report on the level of outstanding debts in the summer term and determine whether this level is acceptable and whether action taken to recover debts is effective. The Committee will ensure the report is shared with the full governing body through the distribution of its minutes.

6) Payment of Governors' Allowance

1. Status
This section of the policy is a statutory requirement.

2. Purpose
We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

3. Relationship to other sections of this financial policy and to other school policies
This is referenced to the school's equality policy.

4. Agreed allowances
The Education (Governors' Allowances) (England) Regulations 2003 (SI 2003/523) allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on 21st September 2009 it was agreed that the following expenses could be claimed from 1st October 2009:

- Childcare or babysitting (other than done by a resident and responsible person at the home address) at a reasonable rate to be agreed by the clerk to the governors and the Chair.
- Care arrangements for a dependent (as above) at a reasonable rate to be agreed by the clerk to the governors and the Chair.
- Support for governors with special needs (e.g. audio equipment)
- Support for governors whose first language is not English (e.g. translation)
- Telephone charges, photocopying, stationery etc
- Car travel at 45p per mile for attendance on courses
- Other travel (for example, public transport costs, standard class)
- Meals when performing governor duties if meals are not included in the cost of the event

Claims should be submitted to the clerk to the governors who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the Headteacher.

5. Arrangements for monitoring and evaluation
The governing body will monitor and evaluate the impact of the policy biennially with reference to the attendance records of governors at meetings and to the total sum paid out.

7) School Financial Calendar

Autumn Term

a) Inventory annual check

A member of the Resources Committee must inspect the school inventory, along with records of any disposals of assets, fraud, or theft, which may have occurred in the previous twelve months, and make a written report to a meeting of the full governing body. The report must be attached to the minutes of the meeting.

b) Benchmarking exercise

A member of the Resources Committee (or a person approved by the Resources Committee) must carry out a benchmarking exercise once the data for the previous financial year is available. The exercise should be reported to the full governing body so that the school's financial affairs can be monitored. The exercise may be general in scope or target particular areas of interest or concern (for example, staffing or premises management).

c) Half-termly financial report

A financial report should be made each half term to the Resources Committee (and to the full governing body through its minutes and report) *or* directly to the full governing body, presenting (in an appropriate format agreed with the Resources Committee) current year expenditure under major budget heads (up to the nearest practical date) with notes of any virements or material changes in expected levels of spending, and information about any lettings which have taken place or are proposed. The report must also include the forecast outturn for the current financial year.

Spring Term

a) The SFVS report

The Resources Committee will consider the School Financial Value Standard report and submit a draft return to the full governing body in time for it to be approved and submitted to the LA by the required date.

b) The school budget

A draft school budget for the next financial year will be prepared for approval by the full governing body (by the Headteacher in consultation with the Resources Committee and the local authority financial officer assigned to the school). The budget will include consideration of the impact of the budget for at least the two years following the year for which the budget is being set.

c) Half-termly financial report

A financial report should be made each half term to the Resources Committee (and to the full governing body through its minutes and report) *or* directly to the full governing body, presenting (in an appropriate format agreed with the Resources Committee) current year expenditure under major budget heads (up to the nearest practical date) with notes of any virements or material changes in expected levels of spending, and information about any lettings which have taken place or are proposed. The report must also include the forecast outturn for the current financial year.

Summer Term

a) Communication with stakeholders

A simplified and accessible version of the school's accounts for the previous financial year must be posted on the school's web site as soon as is practical and may be shared with appropriate local stakeholders (for example, the parochial church council, parish council).

b) SFVS Action Plan

If the outcome of the SFVS review process in the Spring Term has identified action which must be taken, the action plan will be implemented this term and a report on its progress made to both the Resources Committee and the full governing body.

c) Biennial Review of Financial Policy

Every other year, following the completion of the annual budget cycle, a review of this policy and the associated Schedule of Financial Delegation must take place. The review will be carried out by the Resources Committee and a written report presented to the full governing body and attached to its minutes. The report will include the information on charging and remissions required under section 2 above, information on any payments under section 6 above (payment of governors' allowances), and a review of the indicative charges included under section 4 (lettings).

d) Audit of Private Fund Account

As required by section 1 above (Private Fund Account), the school's private fund account will be independently scrutinised and the record of that process, in the form of simplified accounts, included in the second half-termly financial report to the governing body.

e) Half-termly financial report

A financial report should be made each half term to the Resources Committee (and to the full governing body through its minutes and report) *or* directly to the full governing body, presenting (in an appropriate format agreed with the Resources Committee) current year expenditure under major budget heads (up to the nearest practical date) with notes of any virements or material changes in expected levels of spending, and information about any lettings which have taken place or are proposed. The report must also include the forecast

outturn for the current financial year and the annual report on the level of outstanding debts to the school (if any).

8) List of required Registers

This policy document and the associated Schedule of Financial Delegation require the school to maintain the following registers:

- **Register of Assets** (Inventory, items over £500)
- **Register of Contracts** (i.e. ongoing contracts to supply goods and services, and leases)
- **Register of Insurance policies** (including an associated risk register, i.e. why we have each policy, what risk is being covered, any identified but as yet uninsured risks)
- **Register of Keyholders** (i.e. who has keys and alarm codes for the school premises)
- **Register of Pecuniary Interests** (the declaration of any financial interest, by staff and governors, which must be disclosed as it does or might prejudice decision making)
- **Register of Signatories** (for signing or authorising both cheques and BACS payments, and including those authorised to use any school debit or credit card(s), and for signing purchase orders, employment contracts, and payroll authorisations)
- **Register of staff responsible for managing budgets** (e.g. budgets delegated to subject coordinators)

These registers may take a variety of forms including printed documents, digital and electronic records, and records held on behalf of the school through outside agencies such as Governor Hub.

Schedule of Financial Delegation

The following Schedule of Financial Delegation was ratified by the full Governing Body meeting on 24 June 2024. The school is aware of the Local Authority's 'Scheme for Financing Schools' and 'Financial Regulations', as set out in Part II and Part III of the LA 'Financial Handbook for Schools' respectively. The LA Scheme and Financial Regulations are adopted by the Governing Body and covered in governor induction training.

Area of Responsibility	Level of responsibility			
	Governing Body	Resources Committee	Headteacher	Other staff member
Financial Management				
Ensure the school's continuing compliance with the Department of Education (DfE) Schools Financial Value Standard (SFVS)	✓		✓	School Secretary
To review the school's self-assessment against the SFVS on an annual basis and the action plan drawn up to address issues identified, as required		✓		
To review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body biennially or when there is a change of key staff		✓	✓	
Approval of the school's Financial Procedures Manual	✓			
Approval of the school's consolidated finance policy, including this schedule of financial delegation	✓			
To review the governor induction pack to ensure that the information is still relevant and up to date		✓		
Ensure that there is an induction pack for new governors, tailored to reflect the individual structure of the school	✓			Clerk
Ensure that all relevant financial updates are brought to the attention of the Resources Committee and Governing Body			✓	
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration		✓		
School Improvement Plan, Financial Implications				
Prepare a fully costed improvement plan setting out the aims of the school			✓	
Secure the implementation of the improvement plan with the collective support of the school staff			✓	

Area of Responsibility	Level of responsibility			
	Governing Body	Resources Committee	Headteacher	Other staff member
School Improvement Plan, Financial Implications				
Consider the draft school improvement plan, review and monitor it		✓		
Approve an ongoing improvement plan and take stock of the progress of the plan on at least a termly basis	✓			
Financial Planning				
Prepare a three year medium term budget (MTFP) on the basis of the cost of current policies, the proposals for change (drawn from the school's improvement plan) and estimates of the level of future resources			✓	HfL Finance Business partner (FBP)/Finance Governor
Consider the school's MTFP in the light of the improvement plan and the level of future resources		✓		
Approve the school's MTFP and review this document in the light of any significant factors that come to the attention of the governing body	✓			
Annual budget plan				
Undertake benchmarking exercises on an annual basis for review by the Resources Committee			✓	Finance governor
Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school budget achieves value for money	✓	✓		
Prepare the school's draft annual budget, based on the agreed objectives of the school as set out in the improvement plan, MTFP, and key issues paper for consideration by governors			✓	
Consider the draft school budget and key issues (links to the school improvement plan and MTFP) and the proposal of the balanced budget for the year for the approval of the Governing Body		✓		
Approve the school's annual budget	✓			
Annual timetable for budget management				
Prepare a timetable with key dates for annual budget management			✓	
Ensure that meetings are timetabled taking into consideration financial		✓		

deadlines				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Budget monitoring and control				
Approve virements between budget headings to a maximum value of £2000. Movements above this value to be referred to the Resources Committee before being undertaken			✓	
Approve virements between budget headings to a maximum value of £4000. Virements in excess of this amount to be approved by the Governing Body		✓		
Approve virements between budget headings in excess of the delegation to the Resources Committee	✓			
Advise the Resources Committee and Governing Body of all budget movements(e.g. virements, allocation of additional funding, etc) undertaken when not otherwise approved in advance by the Resources Committee or Governing Body			✓	
Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound	✓	✓		
Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Resources Committee and Governing Body and the production of a register of staff responsible for managing budgets		✓	✓	
Monitor and control expenditure against the budget during the financial year		✓		
Review the budget monitoring reports and the projected out-turn position	**Half-termly**	✓		
The control and monitoring of delegated budgets				Budget holders
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors			✓	
Monitor earmarked funds, trading activities and large school operations, (e.g. catering, sports and extended school activities, hirings, etc) to ensure that the allocations are spent in accordance with the specified terms and		✓		

Area of Responsibility	Level of responsibility			
	Governing Body	Resources Committee	Headteacher	Other staff member
within the allocation set in the budget.				
Financial Reporting to the Authority				
The preparation of the year-end accounts and other returns required by the Local Authority for consideration by the Headteacher				Secretary/ HfL FBP
In conjunction with the Chair of Governors, approve all year-end accounts and any other financial returns required by the Local Authority	**Chair**		✓	
Ensure that an annual return or audit certificate is completed for every private, voluntary or trading account controlled by the Governing Body		✓	✓	
Audit and Inspection Reports				
Produce a formal response to the Internal Audit Report and an action plan showing how the recommendations will be implemented			✓	
Consider the recommendations set out in the Internal Audit Report and the action plan proposed by the Headteacher for implementing these	✓			
Ensure that the recommendations agreed by the school have been implemented	✓	✓	✓	
Retention and Disposal of Accounting Records				
Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Systems section below.)			✓	
The retention, secure storage, and disposal of accounting records in accordance with both legal and Local Authority requirements				Secretary/ HfL FBP
The maintenance of full financial records for all accounts				Secretary/HfL FBP
Computer Systems, GDPR, and the Data Protection Act 1998				
Ensure that the school complies with the requirements of GDPR and the Data Protection Act 1998.			✓	Secretary/External DPO
Ensure that the school's Data Protection registration is renewed annually with the Information Commissioners Office	✓			
The setting up and maintenance of access profiles for system users and the			✓	Secretary

production and security of back-ups e.g. cloud based				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Banking Arrangements				
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect this may have on the way the annual budget is advanced to the school		✓		
Authorise payments and be sole signatory of cheques up to £2000			✓	
Authorise payments and be joint signatories of cheques up to £2000 in the absence of the Headteacher, authorise reimbursements to the Headteacher				Any two of the authorised signatories
The control and reconciliation of the schools bank accounts for consideration by the Headteacher				School Secretary
Approve the bank reconciliation on a monthly basis			✓	
Petty Cash				
Agree with the Resources Committee an appropriate amount of petty cash to be held and the periodic check of completeness of financial records			✓	
The maintenance of accounting records, the security and regular reconciliation of petty cash				School Secretary
Personnel and Payroll				
Review the staff structure of the school annually or as required		✓	✓	
The maintenance of an authorised signatory list for employment contracts and pay documents			✓	
The filing and storage of personnel and pay records (including person specifications and interview notes for at least 12 months)				School Secretary
Periodically reconcile gross pay with contracts and other authorised documents (Serco's nominal roll report should be verified on a termly basis)			✓	Secretary/HfL FBP

Area of Responsibility	Level of responsibility			
	Governing Body	Resources Committee	Headteacher	Other staff member
Personnel and Payroll				
IR35 - Determine employee status for all individuals working on behalf of the school, using the HMRC check employment status for tax and completing the associated actions relating to the HMRC test outcome.			✓	School Secretary
Authorise all employee-related expenses to be paid through payroll (e.g. overtime, special allowances, travel expenses etc.)			✓	
Approve all payments made to the Headteacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (Refer also to the banking arrangements section above.)	✓ up to £500	✓ up to £100		
Implement the school pay policy and appointment procedures for all staff employed through the school			✓	
Purchasing – provision of goods and services				
Set rules for a purchasing policy, monitor and review the rules in accordance with local authority guidelines	✓			
Monitor purchasing regulations to ensure compliance by the school			✓	
Act as 'Chief Officer' for the letting of contracts	**Chair**		✓	
Appoint Contracting Officer and Contracts Manager for contracts taken out	✓			
Maintain a Contracts Register in accordance with Local Authority guidance, ensuring compliance with IR35 regulations for new & existing vendors using the HMRC check employment status for tax and completing the associated actions relating to the HMRC test outcome.	✓		✓	School Secretary
Review contracts on an on-going basis (and as part of ensuring the school continues to achieve 'best value')	✓		✓	
Ensure that written quotes are obtained for purchases and contracts in accordance with the minimum requirements set out in the Local Authority Contract Regulations and in line with the school's requirements: less than £1,000, at least 1 quote confirmed in writing; £1,000 to £50,000 at least 3			✓	

written quotes.				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Purchasing – provision of goods and services				
Ensure that a minimum of three tenders is obtained for purchases and contracts valued at over £50,000 and up to a value of £100,000		✓		
Ensure that a minimum of four tenders is obtained for purchases and contracts valued between £100,000 and EU limits. Contracts over £100,000 to be countersigned by the Local Authority	✓			
Ensure that EU regulations are applied for all contracts over the EU threshold	✓ with HBS			
Ensure that all contracts are signed in accordance with the LA Contract Regulations. (Over £100,000 countersigned by CSF Strategic Commissioning Team, over £500,000 countersigned by the County Secretary.)	✓			
Maintain a Contacts Register for all contracts and significant purchases over £10,000.			✓	
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation	✓			
Leasing				
Seek approval for any proposed leases, other than operating leases, from the Local Authority's Finance Director, so that capital controls imposed by Government can be taken into consideration			✓	
The maintenance of a register of all leases held by the school (if not included in the school's Contract Register)				School Secretary
Orders for goods and services and payment of accounts				
The maintenance of an authorised signatory list for orders (subject to the limitations agreed)				School Secretary
The authority for the signing of official orders for the purchase of goods and services up to the value of £1000, other than by the Headteacher				Authorised signatories
Control the placing of orders for the purchase of all goods and services, up to a value of £10,000. A member of the Governing Body must countersign			✓	

orders above that amount				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Orders for goods and services and payment of accounts				
Approve all orders for goods and services (taking into consideration HCC Contract Regulations and other purchasing guidance provided by the Local Authority) from £10,000 to £100,000		✓		
Approve all orders for goods and services (taking into consideration HCC Contract Regulations and other purchasing guidance provided by the Local Authority) from £100,000 upwards	✓			
Approve capital projects above £2000	✓			
The confirmation of the receipt of goods and services				School Secretary
The preparation of cheques for payment of services				School Secretary
Ensure the use of BACs for payments has dual authentication levels set up and payments are made in accordance with those authentication levels			✓	School Secretary
VAT				
To monitor the regulations on VAT, ensuring compliance by the school				School Secretary
To complete and submit the reimbursement claim for VAT on a monthly basis				School Secretary
The signing of the VAT reimbursement claims			✓	
Income				
Set a charging policy for consideration by the governing body		✓		
Approve the charging policy	✓			
Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis			✓	
Consider the proposed charges for the various areas of school income for approval by the governing body annually		✓		
Approve the review of charges for the various areas of school income (the approval to be formally recorded in the Minutes of the governing body)	✓			
Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of			✓	

the school				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Income				
The control and collection of all income				School Secretary
The preparation of receipts for banking				School Secretary
The physical banking of monies				School Secretary
Approve procedures for chasing outstanding income due to the school (debt recovery policy).	✓			
Write off bad debts to a limit of £200			✓	
Write off bad debts between £200 and £500, items over £500 must be referred to the LA Finance Director for approval		✓		
Ensure the safety of monies held on site			✓	
Security of Assets, Stocks and Other Property				
Produce and implement a policy for security arrangements at the school (including procedures for call out and key replacements)			✓	
Approve and periodically review the policy for security arrangements at the school	✓			
Determine a value above which assets should be recorded on the school's inventory/asset register: currently £500.	✓			
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory/asset register			✓	
The security of physical assets			✓	Inventory Co-ordinator
The notification of any changes in physical assets to the inventory coordinator.				School Secretary
To determine a value above which discrepancies in the inventory should be reported to the governing body: currently £200	✓			
The physical inspection of the inventory/assets register on an annual basis or through an on-going programme of random, sample checks		✓		
Prepare a policy for the disposal of surplus stock and equipment and the			✓	

sale of property, other than land or buildings				
Area of Responsibility	**Level of responsibility**			
	Governing Body	**Resources Committee**	**Headteacher**	**Other staff member**
Security of Assets, Stocks and Other Property				
Authorise disposal of items up to a residual value of £1000			✓	
Approve a policy for the disposal of surplus stock and equipment and the sale of property, other than land or buildings	✓			
The notification of any changes in physical assets to the inventory coordinator.				School Secretary
Authorise disposal of items above a residual value of £1000	✓			
Maintain a register of key holders			✓	
Insurance				
Initiate adequate insurance cover for the school and maintain a register of policies taken out			✓	
Undertake an assessment of risk management for insurance purposes at the school		✓		
Consider the implementation of a risk register (recommended)		✓		

1. Status

Non-statutory

2. Purpose

To ensure that the Governing Body and its Resources Committee review, monitor and evaluate the allocation and management of the school's resources in accordance with agreed policies, procedures and protocols, in order to secure the best possible outcomes for pupils and the most effective use of public funds.

3. Relationship to other policies

This is referenced to the school's Financial Procedures Manual and consolidated Financial Management Policy.

4. Responsibility

The implementation of the Schedule of Financial Delegation will be the joint responsibility of the Chairs of the full Governing Body and Resources Committee, the governor responsible for the financial affairs of the school and the Headteacher.

5. Date established by governing body: First created in February 2008.

6. Date for full implementation: February 2008.

7. Date for review: Biennially following consideration by the Resources Committee as part of the review of the school's financial policy.

8. Latest review: June 2024