



## **Finance Manual**

A Financial Policies and Procedures Handbook

**2022/23**

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## Cantell School: Finance Manual

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## **1. Introduction to the Manual**

This Manual sets out policies, controls and procedures used in the management of finance at Cantell School. It is a document for all staff and is made available to all staff through the shared network and is available on the School's Intranet Page

Governors on the Finance Committee review it on an annual basis: the next review is due November 2023.

Each review of the manual requires approval of the Governing body. The manual should be read in conjunction with applicable statutory rules and guidance policies issued by the Department for Education and the Local Authority. Where more robust controls have been identified as required by the school than statutory policies, the School Finance manual should be adhered to.

The Finance Manual is a working document and should be updated when:

- Improved procedures have been identified;
- There are changes in law

The Governors approve the Finance Manual annually.

Whilst a certain level of detail is necessary, this handbook is intended as an everyday guide for all staff and Governors. From time to time it may be necessary to produce a more detailed or complex guide, policy or procedure as a separate document. If this is the case, such documents will be referenced to within the handbook but maintained on the shared drive separately.

## **2. Schools Financial Value Standards (SFVS)**

The School Financial Value Standards (SFVS) is a requirement for Maintained schools and aims to ensure schools spend money wisely and properly and that resources are optimised so as to raise standards and attainment for all their pupils.

Governing bodies have formal responsibility for financial management, so the standard is primarily aimed at Governors. It must be completed and submitted to the Local Authority by the 31<sup>st</sup> March each year.

The SFVS consists of 30 questions which governing bodies should formally discuss annually with the Headteacher and the School Business Manager. Compliance with the SFVS requires informed analysis and identification of any areas requiring improvement, with a strategy to implement this improvement. Areas identified for improvement must be addressed as soon as possible based on priority and all must be completed prior to the subsequent review of SFVS.

Evidence can be signposted, rather than duplicated and filed separately. The SFVS is broken down within the following categories:

- Governance
- School Strategy Setting the Annual Budget
- Staffing
- Value for Money SFVS Dashboard

### 3. Scheme of Delegation and Best value procurement

#### 3.1 Purchase of goods and services

The purpose of providing limits to financial authority is to ensure “Best Value” which is described in paragraph 3.4 below. The delegation of financial authority is as detailed below, and should be reviewed and approved by Governors and the Headteacher on an annual basis:

Value of Goods or services* £	Authorised by**	Min. No of quotes required	Notes
0- 5,000	Budget Holder	1	
5,000- 10,000	Budget Holder and Headteacher	1	
10,000 -50,000	Headteacher and Chair of Finance Committee	3	Please complete Quotes and Purchase Decision form (Appendix B)
➤ 50,000	Headteacher, Chair of Finance Committee and Whole Governing Body	3	Decision paper to be produced

\*This value is for the entire contract entered into which may exceed a year

\*\*authorisation must be signed, but can be emailed by approver.

Quotes and Purchase Decision Forms are to be filed with the Purchase Order.

Where a number of individual purchases that may not exceed £5,000 are considered, but exceed £5,000 when added together for a project, then a Quotes and Purchase Decision form must be completed.

This scheme of delegation and limits may be revised provided there is confidence that it ensures best value is achieved. Where repeat purchases are made it is not necessary to repeat procurement procedures unless it becomes evident that competitors have reduced pricing, the supplier has increased prices significantly or alternate options have been compared for a significant time. Examples within this category are stationery supplies and IT equipment consumables. Purchasing contract reviews should be prioritised by values.

#### Redundancy and Compensation payments

Please refer to the HR policy with regards to the Scheme of Delegation for approval and authorisation of redundancy and compensation payments.

All payments that exceed £10,000 must be ratified by the Chair of the Finance Committee.

## **3.2 Southampton City Council (SCC) Procurement Rules**

In addition to the authorisation limits set out in 3.1 above, the following SCC procurement rules must be complied with:

1. Where the contract value is more than £50,000, the contract opportunity must be advertised, and details emailed to: [procurement@southampton.gov.uk](mailto:procurement@southampton.gov.uk)
2. Where the contract value is over £100,000, a tender process is required and details must be emailed to [procurement@southampton.gov.uk](mailto:procurement@southampton.gov.uk)

## **3.3 Transfer of Funds**

The transfer of funds between bank accounts requires the same authorisation as set out under the scheme of delegation for goods and services in 3.1 above.

## **3.4 Best Value**

### **Aim**

There is a statutory duty on public bodies to obtain Best Value by securing economic, efficient and effective services. We wish to demonstrate that we apply Best Value principles in arriving at decisions about our activities. The Best Value framework primarily focuses on the balance between cost and quality in striving continuously to improve services. The aim of the Governing Body is to ensure that the school abides by these principles.

### **The Best Value principles**

The Best Value framework consists of four principles:

### **Comparison**

It may be possible to compare the services provided by the school against other schools using benchmarking data. By monitoring performance against agreed targets and other indicators it is also possible to see if the provision of services is adequate. Some questions the school should consider are:

- What is the quality of education provided by similar schools?
- How do our standards compare to theirs?
- Are we a relatively high performer?
- Do we cost more or less than theirs?
- Are there reasons for the differences in indicators and measurements?

We should always endeavour to compare an item we are considering to purchase against like items. This comparison exercise can be met for services and contracts through the tendering process and for work of a lesser value through obtaining quotes (see the Financial Procedures for details).

## **Challenge**

It is important to challenge how and why a service is provided.

- Is what we provide needed?
- Why are we doing this?
- What is the evidence about the level of need?
- Could someone else do it differently, or better?
- Could a service be more cost effective?

We should endeavour to become as well informed as possible. Can we seek advice from Southampton City Council, Hampshire County Council, other schools and parties who work with the School?

## **Consultation**

When considering major changes or spending decisions, involving the curriculum provided or other major developments the school should seek the views of those most concerned and respond to them. The school should also consult the relevant authorities or others with the correct knowledge to seek advice about purchases and contracts.

This means asking or getting feedback from staff, parents, students and others.

- What do they want the school to do?
- What do people think of the proposed changes or major expenditure?
- What is in their best interests?
- Are they happy at, or with the school?
- Are we providing the right service?
- Are we making the right purchase?

## **Competition**

The school should embrace competition as a means of securing efficient and effective services.

- Are we providing the services at the right price?
- Could we or others provide it at a better price?
- What do the users of this service want?
- What is in the best interests of the students, parents and staff?
- How do we ensure that we receive the most economic, efficient and effective service from those who provide services to the school?

## **Best value review**

To embed a culture of continuous improvement in all services, the school as part of the review process will consider:

### **Culture**

Ensure that all those involved in decision making processes consider Best Value.

## **Continuous improvement**

Ensure that all processes, procedures and decisions are constantly reviewed and that they are still fulfilling the Best Value principles.

## **Collaboration**

To collaborate with partners and users to ensure that the delivery of services is joined up and is what people want.

## **Budget ratification**

When ratifying a budget the Governors will produce a statement that states it reflects the principles of Best Value.

## **Budget holders**

All those who are responsible for a budget or purchasing are reminded that they should apply the principles of Best Value when making their decisions.

## **4. Budgeting**

The aim of budgeting is to ensure the School follows the principles of Best value when using its funds and that resources are used to raise standards for all our students and that the priorities in the School Improvement Plan (SIP) or the School Evaluation Form (SEF), are fully considered.

### **4.1 Annual revenue and expenditure budget.**

An annual budget is prepared by the School Business Manager in March each year using the Southampton City Council (SCC) School Budgeting System (ACCESS). It will be reviewed by the Headteacher, and presented to the Governing Body for approval by the Chair of the Finance Committee. For information only, the budget will be presented to the Whole Governing Board. An in-year deficit annual budget can be approved by the Governing Body if adequate surplus funds are available. Where a deficit budget is identified and surplus funds are not available a cost saving plan must be produced which identifies savings that will allow a balanced budget to be achieved in the future and in these circumstances SCC will be informed.

Governors must approve the budget and it must be submitted to Southampton City Council within their agreed deadlines.

The School Business Manager and Governors will use the DfE financial benchmarking guide as a tool to review spending levels against similar type schools, and to ensure that Best value is being obtained. The main focus will be on staffing costs, which account for the majority of expenditure.

A revised budget will be prepared in October.

### **4.2 Three Year Budget**

A Three-year budget will be prepared and approved by Governors along with each annual budget, or revised budget. Income will be based on student numbers provided by Southampton



City Council (SCC) . The School will use the SCC School Budgeting System (ACCESS) to produce the Three-year budget forecast.

Approved budgets must be presented to the Local Authority within their reporting deadlines.

A Revised budget will be prepared in October.

### **4.3 Capital Budget**

The School receives each Financial year a small amount based on student numbers of Capital income. The Headteacher will decide how this should be spent, whilst following the agreed Scheme of Delegation. The Capital funding should only be spent on items agreed within the D of E documentation and is coded separately from the usual Consistent Financial Reporting (CFR) codes.

### **4.4 Contingency**

Where possible the School will have a contingency within the budget of no more than 5% of the figure granted via Southampton City Council.

### **4.5 Departmental Budgets**

In February of each year the School Business Manager will distribute Budget Application packs (see Annex A) to Faculty Heads and budget holders, who will complete their applications and return them to the Finance office by an agreed date. Bids should meet the needs of the department and the School's Improvement Plan or School Evaluation Form. There is an opportunity to bid for 'Extra resources' over and above these needs. The application will be reviewed by the Headteacher and when agreed, incorporated into the main School budget. Budgets may be frozen in January or February of each year, except in the case of an emergency or a special need. A budget report will be sent to each budget holder every month, so that they can check their expenditure, ensure they are within budget and can plan any future expenditure. Any surplus or deficit departmental balances will not be carried forward to the next Financial year.

### **4.6 Training budgets**

- Allocations for training are agreed by the Headteacher and Governors based on available funding, CPD needs identified through Appraisal meeting and expected Health & Safety training. A member of the SLT will be assigned as the budget holder. The SLT budget holder must sign the CPD authorisation form, which has been completed by the member of staff prior to training being booked. The CPD form is available on the School's Intranet page.
- The School Business Manager will check and sign the CPD form to confirm that funding is available) prior to any booking being made. Should the budget be exceeded the School Business Manager will refer to the relevant member of the SLT.
- Training will be booked by the HR Manager. All CPD information will be kept in the member of staff's personnel file.

- Health & Safety Training records are kept by the SIMS & Exams Officer, who is responsible for Health & Safety and will maintain the records to ensure the School has an adequate number of trained staff and whose training is up to date.
- The SLT budget holder will receive each month, from the Finance Office, a budget report listing all expenditure on training.

#### 4.7 Trips and Visits

- All trips must be authorised by a member of the Senior Leadership Team (SLT) on the 'Application for a School visit' form.
- On the form the Trip leader will complete all of the details pertaining to the trip, list all expenditure and assess the amount required from each student to fund the trip.
- Completed forms are given to the School's Educational Visits Co-ordinator (EVC) who will seek further approval where necessary and then submit a copy to the Finance Office. The Trip leader or the EVC will write to the relevant parents and inform them about the cost of the trip.
- The Finance Office will set up a separate Object code in the Accounting system for each trip so that expenditure and income can be monitored.
- Payment for the trip can be made online . The EVC will maintain a list of students on the trip and what payments they have made.
- The Finance Office and the EVC will liaise closely to ensure all students have paid for the trip.
- Some trips relating to the curriculum will be free, but requests for voluntary contributions from parents should be encouraged in the letter to parents from the Trip leader or EVC.
- The School must hold the relevant travel insurance arranged by Southampton City Council.

#### 4.8 Budget Monitoring

Governors will monitor the spending of the School against the budget through financial statements issued by the School Business Manager to Governors at the Finance Committee. These financial statements will include relevant notes on spending areas, with explanations on variances to budget. These Financial statements are also sent to SCC.

Budget reports should be:

- **Reliable** – they need to be accurate and based on the most up to date and verified information.
- **Relevant** – the information presented should concern each budget cost centre with levels of detail appropriate to the person the report is intended for. They should clearly indicate where actual expenditure varies from, or is forecast to vary from budget, with explanations available for these variations.
- **Clear** – written in plain English informing the reader of any actions or decisions required. Clearly presented and reported to highlight concerns.
- **Timely** – budget reports to Budget holders should be produced on a monthly basis within 10 working days of each period month end.

#### **4.8.1 Staffing Commitments**

The School will use the Southampton City Council School Budgeting System (ACCESS) to calculate salaries and On costs. ACCESS should be updated throughout the Financial year with all starters, leavers and changes in pay and conditions. Figures from ACCESS will be incorporated into the main School budget.

ACCESS will be used for the setting of the budget in March and for the revised budget in October.

#### **4.9 Income tracking**

The School Business Manager will ensure that all income advised is actually received and review actual income against predictions in the budget

Each week the Finance Officer will review the Sales ledger and each month the School Business Manager will also review the Sales ledger, to ensure that debtors are managed and where applicable, chased.

#### **4.10 End of Year Accounts reconciliation**

All year end returns required by Southampton City Council (SCC) are to be returned within the stated deadlines. SCC require the School to produce an annual Consistent Financial Reporting (CFR) return that agrees with the codes used in the Accounting system.

#### **4.11 External Audit**

An annual audit of the school financial systems should be carried out by an independent auditor. The audit is a health check to ensure the designed systems are operating correctly. Governors will review the annual audit report along with the prior year report to ensure that recommendations requiring action points have been addressed.

Where the audit does identify areas for improvement these should be prioritised and an action plan prepared by the School Business Manager, monitored by the Headteacher and Governing body.

### **5. Purchasing**

#### **5.1 Pecuniary Interest Forms**

Governors, the Senior Leadership Team, Budget holders and those involved in making purchases will sign a Pecuniary Interest Form each year.

The form is used to declare any Pecuniary Interests in purchasing decisions.

#### **5.2 Related Party Transactions**

A Related Party transaction is one between the school and someone who has close links with a person awarding a contract.

A Governor or staff member, or a close relative of such a person, might have a stake in a company or organisation that was bidding for a contract.

This interest must be declared at the time. The Governor or staff member must not take part in the decision-making process.

A record will be kept of such transactions.

### **5.3 Purchasing Procedures and Guidelines**

When purchasing it is important to maintain a segregation of duties between staff.

Orders for goods and services must be made on a Requisition form that is available on the School's Intranet. Requisition forms must record full details of the goods or services required and the budget that is to be charged and be signed by the Budget holder.

- All purchases must comply with the Best Value principles (see para 3.4). Requisition forms are reviewed by the School Business Manager to check for Best Value and who will also annotate the form with the relevant budget codes.
- The forms are then given to the Finance Assistant, who will enter them on to the Accounting system. The system will generate an Order number that is put on to the Requisition form. Internet orders can be made at this point.
- The Requisition form is then handed to the Finance Officer who will approve the Purchase order on the E1 accounting system and forward it to the Supplier by either email or post.
- No purchases are to be made other than with a Requisition form via the Finance Office i.e. no telephone orders. All deliveries pass through the Finance Office to be directed onwards. Delivery notes stay with the Finance office. The Finance Assistant will check the order against the goods delivered and all paperwork relating to the order is held in the Finance office.
- On receipt of the purchase invoice it is date stamped by the Finance Office and checked against the Purchase order/Requisition form and delivery note.
- If no purchase order has been raised the invoice will be passed to the budget holder for approval.
- Acknowledgement is required that goods/services have been received by the Budget holder by returning a signed 'Cover page for invoices' form. A tracking document is used to record that the invoice has been given to staff and when, in the event that they are not returned the Finance team will contact the Budget Holder asking for the document.
- Once invoices have been approved for payment, a BACS payment list is prepared through the Accounting system each week by the Finance Officer and agreed by the School Business Manager. BACS payments using the Lloydslink system are made in two stages which have to have two different approvers (two of the following: Headteacher, School Business Manager, Finance Officer.).
- Cheques require two signatures. (two of the following: Headteacher, School Business Manager and Finance Officer).
- Where goods and services have not been fully received, only a partial payment (based on pro rata of goods/services delivered) is made.
- Cheque payments are used rarely and BACS payments made wherever possible.
- Credit cards are issued to the School Business Manager (£ 10,000 limit), and Heads PA (£5,000 limit). Separate statements are received for each card. The statements are checked

and reconciled by the School Business Manager on a monthly basis by matching the statement to receipts supplied by the card holder. The Headteacher approves these statements. Payment is made by Direct debit.

- Under no circumstances are payments to be made to a third party.
- Any expenditure by the Headteacher has to be approved of by the Chair of Governors

#### **5.4 Returns of Goods**

Returns come back into the Finance Office, and the invoice is returned with this marked 'not accepted'. The courier collection note is attached to the invoice awaiting credit.

#### **5.5 Terms and conditions of contract**

Terms and conditions of contract are agreed with individual suppliers on an informed basis by the School. Contractors are required to seek permission prior to sub-contracting any work in order that the School can ensure proper procedures are followed. Local Authority contract regulations apply, and this is applicable to all lease contracts/operating leases. Such agreements are to be approved by the Finance Committee of the Governing body.

### **6. Staff Matters**

#### **6.1 Reclaiming Expenditure**

- On occasions where purchases are made outside school by staff and the money reclaimed, VAT receipts must be attached and signed authorisation must be gained from Budget holders. Repayment will normally be made by BACS. The School Business Manager will authorise all staff expenses as a final check. If it is the Budget holder claiming expenditure or an SLT member, the Headteacher will authorise payment
- Where a staff member is related to or partnered to another member of staff they may not sign off expense claims for each other, nor issue payments.
- The Headteacher's expenses are approved by the Chair of Governors.
- Claims for travel may be made for either travel by public transport or by private car. SCC Mileage claim rates will be paid. Where mileage driven exceeds 140 miles in a single day permission must be obtained from the School Business Manager/Headteacher and it may be decided appropriate for public transport/vehicle hire to be used if this is at a lesser cost to the School. Reasonable parking charges may also be claimed when traveling on School business. Flying is not a refundable means of transport unless it is the most economical mode of transport and is authorised by the Headteacher or School Business Manager in advance. Reimbursements for travel are made through payroll using the claim process. Private cars used for business related travel must be road legal (insured/MOT/tax), and staff must hold the required license qualifications to drive the vehicle. By using the vehicle for business use the staff member is confirming all these requirements are in place. The School will refund insurance costs for staff to use their cars for Business use.
- Rail travel should be pre-booked in advance wherever reasonably possible to obtain the best price.

- Claims for subsistence may be made when those expenses would not normally have been incurred if the claimant had not been carrying out School business. Expenses for purchases of alcohol cannot be claimed. Hotel accommodation may be claimed where School business necessitates this, but any accommodation must be authorised first by the Headteacher/School Business Manager.
- Gratuities paid cannot be reclaimed, and SCC policy disallows this. However, staff should not be left out of pocket for paying industry standard gratuities which can be considered forming part of the total bill (e.g. a restaurant service charge).
- No purchases of alcohol can be made.

## **6.2 Staff use of school funded facilities**

Staff are not to use School funded resources without permission from the Headteacher or School Business Manager. Payment will be expected for any use of the School's resources or services such use of the School's telephones for private use, or photocopying.

## **6.3 Appointments, payroll variations and salary confirmations**

It is important to maintain segregation of duties in respect of pay and allowances.

- All appointments and variations to contracts must be authorised by the Headteacher. Contract appointments and variations will be made by the HR Manager who will advise the School Business Manager, who informs the payroll provider, Strictly Education, of them.
- The draft payroll report will be checked by the School Business Manager against salary data held, prior to email authorisation for payment by Strictly Education. All contract appointments and variations will be recorded on the HR system (SIMS) by the HR officer as they occur so that information is kept accurate and current. The Headteacher approves the draft payroll report.
- The HR department will maintain a spreadsheet listing all staff and their pay and allowances.
- The School Business Manager will use the final payroll report to ensure the relevant codes can be charged in the Accounting system.
- The Headteacher will sign the final salary report after a final check of Employees and salary changes.

## **6.4 Overtime/casual work claims**

Overtime and Casual pay claim forms will be checked and signed by the relevant Budget holder/Line Manager prior to payment by the HR department via staff salaries after agreement by the School Business Manager.

## **6.5 Gifts and Hospitality**

Please refer to Southampton City Council's policy on Gifts and Hospitality, which is held in the Finance Office. However:

- Staff must, within 28 days of being offered or receiving a gift or hospitality over the value of £25.00; provide the Finance Office with a completed Gifts and Hospitality declaration that can be found on the School's Intranet page.
- The Finance Office will keep a register of gifts and hospitality received by staff.

## **6.6 Insurance**

- The School will hold the relevant Employers Liability insurance arranged by Southampton City Council
- The School will hold the relevant Public Liability insurance arranged by Southampton City Council.

## **7. Lettings (Further detail can be found in the School's Letting Policy)**

### **7.1 Hire agreements**

Signed copies of all Hire agreements, along with insurance details, as required are to be kept alphabetically for easy reference. These must reflect current terms and conditions. New Hire agreements are completed annually.

### **7.2 Letting references/credit control**

The details of the financially responsible person for any let must be held, to include work/home addresses, contact telephone numbers and email addresses. Invoices should be issued on a monthly basis and a credit control system implemented to ensure that any non-payment is identified quickly. Payment terms should be 30 days' maximum. In the event of non-payment, the hirer will be denied future lets until the debt is settled in full. Consideration will also be given to raising a further invoice for £10 relating to a late fee and administrative costs. Debt recovery will be considered, subject to the likelihood of recovery, including the costs attached to such a recovery.

A Daily Register is produced by the Community Receptionist, this is checked by the Finance Office and any cash payments are entered on to a spreadsheet before being taken to the bank fortnightly. This is then entered into the Accounting system. The credit card payments are entered on to a separate spreadsheet until they appear on the bank statement which is checked daily then entered on the Accounting system. The Daily Register is then given to the Community Co-ordinator who raises a Sales Ledger Invoice at the beginning of each month for those clients who have requested to pay by invoice.

### **7.3 Letting charges**

Letting charges are reviewed annually by the School Business Manager and agreed by the Headteacher.

### 7.3 Reporting

The School Business Manager will report every 6 months to SCC, giving them a reconciliation of Income and Expenditure relating to Lettings.

## 8. Cash Handling

It is important that when handling cash that a segregation of duties is in place.

### 8.1 Petty Cash

- The use of petty cash is now limited, but the following procedures will be followed:
- A maximum balance of £1,000 being held.
- Petty cash records are held on the Accounting system. Petty cash claims are made by staff using forms available on the School's Intranet page. Claims for under £25.00 can be paid in cash to the member of staff. Claims over £25.00 are paid into the member of staff's bank account. All Petty cash claims are supported by VAT receipts or invoices and approved by the relevant budget holder.
- The School Business Manager has the discretion to pay up to £50 in cash, based on staff needs. However, in exceptional circumstances, a maximum of £250 can be approved by the Headteacher.
- All Petty cash claims are also approved by the School Business Manager, who annotates the forms with the correct budget codes.
- Petty cash claims are then entered into the Accounting system by the Finance Officer.
- Petty cash reconciliations are carried out on a weekly basis by the Finance Officer. Reconciliations are agreed and signed by the School Business Manager.
- Petty cash is held in the school safe.
- Any purchase made by the Headteacher has to be approved by the Chair of Governors.
- Petty cash floats are held by the following departments:

Science	£60.00
Resistant Materials	£50.00
Library	£10.00
Community	£40.00
Bus (Reception)	£15.00

- Any expenditure from department floats must be supported by VAT receipts and be entered into the E1 accounting system through the normal methods. Expenditure has to be approved by the Budget holder. All floats are returned to the Finance Office at the end of each full term for checking and returned to the main account at the end of the Financial year.

### 8.2 Safe Security

The access keys/codes to the safes are held by the School Business Manager and Finance Officer. Insurance limits on cash held is £4,000 in the Finance Office main safe and £1,000 in the Reception small safe. These limits are not to be exceeded.



### **8.3 Charity Collections**

- Charity collections are held in a separate Object code in the Accounting system and paid out to reduce the balance of account to zero. There is therefore clear tracking to demonstrate that all collected money is paid out to chosen charities.
- Cash collected for charities are delivered to the Finance team to be counted. It is not a requirement for the collecting member of staff to count the money, collectors are then notified of the amount collected.

### **8.4 Banking**

Monies collected via the till in Reception for the Community facility and School are counted daily by the Finance Officer and recorded onto the banking records.

Cash, cheques and credit card entries are balanced against the till receipts

Cash and cheques are taken to the Bank on a fortnightly basis. The relevant entries are then made in the Accounting system.

### **9. Data Security**

The financial accounting system is password protected to allow access only by Finance staff. Access to the Finance Office is controlled by a Key pad with a code available only to the Finance staff. The office door is kept locked when the office is vacant.

### **10. Bank Accounts – Reconciliations**

The School Bank account is reconciled on a monthly basis ( Accounting system to bank statements) and any discrepancies examined and corrected. Printed reconciliations, supported by Bank statements, are signed by the School Business Manager and the Headteacher.

A copy of the reconciliation and Bank statements are submitted each month to the Finance team at Southampton City Council.

Southampton City Council requires a separate team to be informed of the balance in the Bank account on the last day of the month.

### **11. Accounting for VAT**

The School will comply with all Southampton City Council (SCC) and HMRC VAT guidance and legislation.

Input VAT is recorded on all purchases with VAT invoices, issued by VAT registered suppliers. This VAT is reclaimed via the SCC registration number. Claim forms are submitted monthly to SCC.

Exempt and Zero rated purchases are also recorded and form part of the VAT claim.

Output VAT is charged on some lettings services and uniform sales where VAT is applicable (where item purchases have attracted Input VAT).

Lettings in respect of halls and classroom facilities are Exempt VAT and recorded as such.

Lettings in respect of sporting facilities which are all made on either a >24 hour basis (holiday lets), or on a regular session let basis (>10 lets), are exempt VAT, but further clarification of which Sports Lettings are Standard rated or Exempt should be sought by reviewing VAT regulations.

Income from students for the following is Non Business and therefore Outside of the scope of VAT:

Lockers

Educational resources

Buses

Lunches

Trips

Non Business items are recorded on the VAT claim.

## **12. Assets and the Asset Register**

### **12.1 Purchases of Information Technology (IT) assets and other 'starred' items.**

All purchases of IT assets greater than £50 are to be logged in an Asset register maintained by the IT Systems Manager, recording asset reference number, asset type, noting supplier/model information, date of purchase, invoice number, serial numbers, department where they are kept and their value. Other items considered portable and valuable enough to be considered a 'starred' item by the School Business Manager can be entered into the Asset Register.

**12.2 Disposal of IT and other assets** Where IT and other assets are disposed of, a 'logic' check of their residual value should be made, to justify the proceeds gained from a sale. If assets are sold to staff, all staff must be notified of the purchase opportunity. A sales invoice must be raised and in respect of IT assets must be referred to in the IT asset register. Sales invoices should state 'Sold as seen'. Compliance of current legislation must be adhered to (sales of electrical items and PAT testing). VAT must be charged where applicable.

### **12.3 Laptops, iPads and Mobile Phones**

Laptops, iPads and mobile phones are issued with a school policy on use of the internet, and staff are required to agree to this policy when they sign for their equipment. All laptops are issued with a lock, which must be used to prevent theft and comply with insurance stipulations. The serial number of all laptops is logged. When staff leave, they are required to return their laptop/iPad/mobile phone and a Leavers form is in place to ensure this occurs

#### **12.4 Thefts.**

Thefts of assets may be reported to the police, with permission of the Headteacher and full assistance is given by the School, in order to attempt to identify the thief/recover the property. Where applicable, claims will be made via the School's insurance policy.

#### **12.5 Security**

Access to areas is restricted by the controlled issue of departmentally coded keys (areas containing high value assets are to be locked when not in use), and through the use of CCTV and staff vigilance/challenge.

#### **12.6 Asset maintenance.**

Maintenance is required to keep assets in good, safe working order and must be planned and implemented. Warranties may become invalid on new purchases if maintenance is not carried out. Such maintenance of non IT equipment is undertaken through the PFI.

There is an annual physical check of items in the school against the Asset register carried out by the IT Systems Manager.

#### **13. Retention of financial records**

Asset registers must be kept throughout the ownership period of the asset. Other financial records should be held for six financial years plus current year in line with HMRC VAT regulations.

**Budget Application 2023/2024**

**Department:** .....

There are three parts to this budget application:

- Part 1            Money required for the delivery of the established curriculum.
  
- Part 2            Money required delivering a new programme that has been identified in your planning for the next Academic year, or brought about by changes in the curriculum.
  
- Part 3            Department requests for items such as ICT equipment and furniture. The Headteacher will make the final decision on these purchases.

The Headteacher would like you to link expenditure to the impact on Learning.

**PLEASE NOTE:**

Photocopying charges from 1 April 2023 will be:

Black & White A4	3p	per page
Colour A4	5p	per page

***Please return to K Pinney by 9.00am on Monday 20<sup>th</sup> February 2023***

**PLEASE BE REALISTIC IN YOUR REQUESTS**

**Part 1**

**Department:** .....

Budget 2022/23 was .....£.....

**Delivery of established Curriculum  
2023/24  
(What you need)**

Books	£
Educational Supplies	£
Photocopying	£
ICT	£
Other (please itemise)	£

Total £
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**Part 2**

**Department:** .....

**Delivery of new programme 2023/24**

**Title of new programme:** .....

**NB – Please use a separate sheet for each new programme**

Items Requested	To Support	Cost £

Total £
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**Appendix B**

**Cantell School**

**Quotes and purchase decision (£5,000 - £50,000)**

Date:

Item being purchased:

Purpose of item being purchased:

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<b>Company name</b>	<b>Costs</b>	<b>Decision and reason</b>
	(If over £5,000)	Purchase/Do not Purchase
	(If over £10,000)	Purchase/Do not Purchase
	(If over £10,000)	Purchase/Do not Purchase

**Please attach three quotes (if over £10,000)**

Name of Budget Holder \_\_\_\_\_ Signature of Budget Holder \_\_\_\_\_

Signature of Headteacher **(Over £5,000)** \_\_\_\_\_

Signature of Chair of Finance **(over £10,000)** \_\_\_\_\_