

**Colham —
— Manor**
Primary School
Aspire, Achieve, Thrive

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**FINANCE
POLICY**

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1. Aim

The aim of this document is to outline the financial procedure and practices in place at Colham Manor Primary School. The school adopts the London Borough of Hillingdon's Scheme for Financing Schools and the Guidance to Schools on Financial Management (which includes Hillingdon's Financial Regulations and Standing Orders, User Guidance and Regulations for Purchase Cards, Guidance and Regulations for BACs).

2. Roles & Responsibilities

The London Borough of Hillingdon's Scheme for Financing Schools is the key document which sets the financial relationship between the LA and the school. The overall responsibility of the financial management of the school rests with the Governing Body. The roles and responsibilities of the Governing Body, its committees, the Headteacher and other staff in relation to financial decision-making and administration is set out in Colham Manor Primary School's Schedule of Financial Delegation.

3. Financial Planning & Monitoring

Colham Manor Primary School has a School Development Plan (SDP) which is linked to the school's budget.

The SDP outlines the school's educational priorities and budget plans for the next three years, showing how the use of resources is linked to the achievement of the school's goals and objectives. Any new initiatives are to be appraised in relation to all likely costs, benefits and their financial sustainability before being approved by the Governing Body. The SDP also states intended expenditure on continuing commitments and identifies any significant changes from the previous financial year.

3A BUDGET PLANNING

Each year Colham Manor Primary School produces a 3 year budget plan which links with the costs identified in the SDP. The aim will be that the budget plan will not show deficit balances for the end of any of the 3 years and separately identifies revenue and capital income and expenditure.

Budget Timetable

January	School provides pupil number and other statistical information to the LA
March	Draft indicative budget allocation is received from LA Headteacher to produce draft budget using the following: <ul style="list-style-type: none">○ Costs identified in the SIP / SDP○ Cost of committed expenditure for the following year including contracts and outstanding Purchase Orders○ Potential cost of new or variable expenditure for the following 3 Years

	<ul style="list-style-type: none"> ○ Realistic levels of funding and other income available to the school for the following 3 Years ○ Identifying areas for growth or contraction in the event of a change from the indicative funding allocation.
End March	Final school budget allocation received from LA
April	<p>Draft school budget presented to Finance Committee for full discussion and draft approval</p> <p>New initiatives should be appraised for benefits and sustainability</p>
May	<p>Final outturn figures for previous year confirmed by LA</p> <p>Final version of school budget presented to Finance Committee and full Governing Body for approval and submittal to the LA</p>

3B BUDGET MONITORING

3B.1 Reporting - Governors will be provided with reports from SIMS FMS (Schools Information Management System – Financial Management System) or the source accounting data as part of the budget monitoring process. Reports will be provided at least termly and should include sums committed but not yet paid.

3B.2 Significant variances to the budget plan and any virements not authorised by the Governing Body will be identified and explained.

3B.3 Monitoring - Governors will identify:

- that any savings agreed are being achieved
- whether projects or commitments where the actual costs were not known at the time the budget was agreed, are being contained within the approved budget
- any new service or budget pressures which may require supplementary budget approval
- any areas of budget underspend which may increase the planned balances for the school

3B.4 Unallocated Funds - Governors will review later in the year whether the unallocated resources in the original budget have been required and whether they can be diverted to other priority projects in the School Improvement / Development Plan.

4. Internal Financial Control

The school is committed to developing a structure that achieves value for money. Although, day to day responsibility for internal financial control is delegated by the Governing Body to the Headteacher, the School Business Manager has a major responsibility for the processing of transactions at the school.

- 4A An Authorised Signatory list is maintained with a specimen signature of any person who has a responsibility identified on the Schedule of Financial Delegation.
- 4B No person can sign an order, invoice or petty cash slip that authorises payment to themselves or immediate family (or in which they hold any other pecuniary interest).
- 4C Only the Headteacher, Business Manager, Finance Officer and Office and HR Manager have access to the computer accounting system (SIMS – FMS). Each has their own access codes and passwords known only to them. These should not be disclosed to anyone else under any circumstances.
- 4D Computer data is backed up by ICT Technician to NAS (Network Attached Storage) daily and weekly.
- 4E All financial records are retained for current and past 6 years in line with LA policy.
- 4F Accounting records are secured when not in use and only authorised staff should be permitted access.
- 4G Written descriptions of financial procedures and system manuals are kept up to date. This is for use when key staff are absent for any length of time to help ensure financial control is maintained.

5. Balances

The school ensures that balances held are at a reasonable level and there is a clear plan in place which has been approved by the Governors (and minuted) for using the money it holds in balances at the end of each year. The Governing Body will report the intended use of surplus balances to the LA (*i.e. those balances above recommended thresholds – 5% Secondaries / 8 % Primaries, Specials & Nurseries as per the Scheme for Financing Schools*).

6 Banking Arrangements

The school banks with the Lloyds bank. The LA transfers a proportion of the school's delegated funding into the school's account on a monthly basis.

- 6A Cheque signatories - Cheques will be signed by at least two authorised signatories. School Finance and Administrative staff are not allowed to be cheque signatories.
- 6B BACs Approvers - BACs payments will be authorised by at least two authorised Approvers. Business Manager approves wages, which results in BACs payments to all staff. No other BACs are approved by School Finance and Administrative staff.

- 6C Bank balances – Bank balances will be monitored regularly to ensure the school will not go overdrawn and will not negotiate overdraft facilities. In the case of temporary cash flow issues the school can request a loan from the LA, interest is chargeable on this loan.
- 6D Bank reconciliations are undertaken on a weekly basis. Statements, reconciliations and unreconciled listings are signed by the person performing the reconciliations and countersigned in accordance with the Schedule of Financial Delegation.
- 6E Cheques will be held securely when not in use. Cancelled cheques are stapled to the stub and marked as cancelled in red ink. Cheques are not to be pre-signed.
- 6F Bank Mandates - Copies of bank mandates are kept by the school. Changes in signatories will require new mandates and if employment ceases or responsibilities change then authorised signatories must be deleted accordingly.

7. Procurement & Purchasing Procedures

Colham Manor Primary School is committed to providing value for money. The school has procedures for purchasing goods and services that both meet legal requirement and secure value for money. The school has produced a Best Value Statement.

- 7A Benchmarking is undertaken annually against similar schools in order to help demonstrate best value, question the norm for the school, identify possible savings and set targets for improvement.
- 7B Quotation and Tender limits - The school adheres to the Councils Standing orders in the Guidance to Schools on Financial Management (Appendix 2)
- 7C Tenders will be submitted in sealed envelopes by the set deadline time, then opened in the presence of the Headteacher and a member of the Governing Body. Tender Opening Records are kept detailing company names, price on submitted bids, persons present at the opening and their signatures.
- 7D Purchases / Contracts for the acquisition, enhancement or replacement of any buildings/structures, plant machinery, apparatus or vehicles costing more than the limit specified in the Scheme for Financing Schools per single item will be notified to the LA.
- 7E Revenue contributions to Capital Expenditure will be agreed by the Governing Body. Any revenue contributions to capital over the amount specified in the Scheme for Financing Schools will be reported to the LA.
- 7F Operating Lease Agreements where the value is more than the limit specified in the Scheme for Financing Schools, will be notified to the LA.
- 7G Finance Agreements - The School will not enter into any type of Finance Agreement.

7H Order Generation - Budget holders have delegated money to use in their departmental areas. Orders are passed to the Finance Officer who checks that enough money is left in that budget and generates an order on SIMS FMS. This ensures that the commitments feature in subsequent budget monitoring. The order is signed by the Headteacher to evidence authorisation. The order is authorised on SIMS FMS by the School Business Manager who acts as a secondary authorisation before the order is placed with the supplier. Official orders are only generated for goods and services provided to the school and not for private use.

7I Debit / Purchase cards – An order is generated on SIMS FMS6. The order is authorised by a member of staff with delegated authority. (*recommended*).

OR

Permission to Spend Forms are to be used prior to goods being bought using Debit / Purchase Cards. The permission to spend form is completed showing amount and reason for the expenditure and then authorised by the Headteacher.

(It is strongly recommended that Debit cards are not used by schools)

The schools expenditure limits and key personnel for the operating of the card are identified in the Schedule of Financial Delegation.

7J Delivery Notes are checked against goods delivered and any shortfalls or errors are reported to the supplier.

7K Processing of Invoices - The Finance Officer will:

- Attach delivery note and copy order to invoice
- Confirm invoice matches the order and record of receipt of goods or services
- Ensure that the invoice has not been previously paid
- Ensure that prices and arithmetic are correct and accord with quotations, tenders, contracts, or catalogue prices
- Ensure correct accounting treatment of tax
- Ensure that the invoice is correctly coded
- Ensure that discounts have been taken where available
- Ensure that appropriate entries will be made in the accounting records
- For payments to individuals follow employment status checks
- Enter invoice details onto FMS or schools accounting system by referencing the order and noting payments against the ordered items, or inputting details of the invoice where there is no order

- Where no order was raised, ensure that details of the invoice are input only after an approver has certified that the invoice is legitimate.
- The Headteacher will authorise the invoice on FMS system for payment.
- Prepare cheque or BACS run and check there are sufficient funds to cover payments
- Print remittance slips from FMS for the schools own records and email or post remittance advice to suppliers

7L Cheque Payments – Only in an emergency will a cheque be used. Cheque runs are generated on FMS and cheques written / printed. All documentation is passed to the Headteacher for final approval and signature, then to another cheque signatory as approved in the Schedule of Financial Delegation. The invoice must be authorised by a cheque signatory.

7M Payment of Purchase Card Statements – Colham Manor Primary School has adopted the London Borough of Hillingdon’s Purchase Card Regulations as per Appendix 13 Guidance to Schools on Financial Management.

7N BACs payments – Colham Manor Primary School has adopted the London Borough of Hillingdon’s BACS Regulations as per Appendix 16 Guidance to Schools on Financial Management.

Key personnel for the operation of BACS are identified in the Schedule of Financial Delegation.

7O Petty Cash – Colham Manor does not operate a Petty Cash Float.

7P Staff Reimbursements – Staff need to complete a Permission to Spend and Reimbursement Form for purchase of small items. This needs to be signed by the Headteacher before the member of staff can purchase the items. Please note receipts should include description of goods supplied and be valid for reclamation of VAT. Any invoices over £250 should include the school’s name and address. Once the member of staff has all the above then this is passed to the School Business Manager to check and then passed to the Finance Officer to process on SIMS FMS6. The member of staff will get paid on the next BACS run.

8. Payroll

Colham Manor Primary School uses Dataplan as its payroll provider who has taken on the responsibility to determine the appropriate national insurance, superannuation and income tax deductions within this contract. LA reporting requirements in relation to salaries must be adhered to.

- 8A All school employees are on the payroll system and appropriate statutory deductions are made. The school has registered with HM Revenue & Customs (HMRC) to obtain an employer's reference number for use when sending payments in relation to Income Tax, National Insurance (employee and employer contributions), Student Loans and recoveries of Statutory Payments (Maternity and Paternity Pay) etc and for all year-end returns.
- 8B The school will submit pension contributions (employee and employer contributions) and data to Dataplan to administer the Local Government Pension Scheme (LGPS) for non teaching employees and to enable Hillingdon LEA to complete its statutory obligations for the Teachers' Pensions Scheme.
- 8C Payroll submissions - All submissions to payroll including supply timesheets and overtime returns will be authorised in accordance with the Schedule of Financial Delegation.
- 8D Mileage and subsistence allowances (where there is an agreed fixed rate) are submitted to the payroll provider to ensure correct treatment for tax, superannuation and national insurance.
- 8E Payments to individuals - Where an invoice submitted asks for payment to be made to a named individual, then the tax status of the individual will be checked with the payroll provider to ensure correct deductions are made if appropriate.

9. Income

Income received by the school has a clear audit trail and separation of duties, whereby more than one person checks all cash and cheques banked.

- 9A Cash income takings such as trips money, lettings income and non uniform collections will be counted and initialled by Finance Officer and then immediately passed to the School Business Manager who will check and countersign paperwork.
- 9B Income Processing - The School Business Manager will record all income on SIMS FMS or the private fund accounting system. All income is retained in the school safe prior to banking.
- 9C Invoices Issued - The School Business Manager or Finance Officer will issue an official school invoice for all goods, letting or services provided by the school and comply with any VAT regulations which might apply. Copies will be retained on file in numerical order for inspection by HM Revenue & Customs.

- 9D Receipts are issued for income except for regular small sums of money from pupils.
- 9E Debt Recovery - The school will endeavour to receive all monies due from invoices raised. Once all attempts to recover monies have failed, the Governors are authorised to write off sums under the limit specified in the Guidance to Schools on Financial Management. Write offs valued at over this limit will be referred to the LA.
- 9F Lettings - All lettings are authorised by the Headteacher and recorded in a diary or register. Written agreements are made between the school and lessee according to the school's Letting policy.

10. Private Fund

The school's voluntary fund is managed with the same standard of accounting and probity as the school's delegated funds, but are accounted for separately and are held in a separate bank account

- 10A Treasurer - The School Business Manager acts as Treasurer and records all payments and income.
- 10B Year End - An Accountant's Report/Independent Examiner's report is produced at each year end and presented with the annual accounts to the Governing Body.
- 10C Use of Funds – All fund raising events and donations are banked and then paid direct to organisations / charities.

11. Security of Assets

The Headteacher has responsibility for the safe custody and control of cash and other property.

- 11A Asset Register - An asset register is maintained for all items of equipment with an original purchase price over the limit identified in the Guidance to Schools for Financial Management/Schedule of Financial Delegation. This is checked and updated annually and equipment is security marked. This is stored on the 'We are every' electronic system.
- 11B Loans Book - A sheet is signed by all staff who have a laptop etc and it is kept by the ICT Technician who also give them a copy of Acceptable Use of Technology Policy and Data Protection before removing school property from the premises.
- 11C Safe Keys The school safe has two keys. These are held by the Headteacher and School Business Manager.
- 11D Alarms - The school is fully alarmed throughout. The alarms are set each night by the Premises Manager or Premises Assistant The code is only known to the

Headteacher, School Business Manager, the Premises Manager and the Premises Assistant

11E Disposals are made in accordance with the Scheme for Financing Schools/Schedule of Financial Delegation. Governors can approve disposals up to the limit specified and over that amount need the approval of the LA.

11F Write offs under the limit specified in the Scheme for Financing Schools/Schedule of Financial Delegation are to be approved by the Governing Body and reported to the LA. Individual write offs exceeding the limit need the approval of the LA.

12. Insurance

Colham Manor Primary School buys into the LA's insurance policies This insurance covers most eventualities including claims for the premises, school property and school trips. Any loss or incidents that may give rise to a claim are immediately notified to the LA.

OR

Colham Manor Primary School buys into insurance policies that are not provided by the LA but it can be demonstrated that the cover relevant to the Authority's insurable interests, is at least as good as the relevant minimum cover arranged by the LA. The LA's guidelines cover levels for schools are set out in the Insurance Handbook provided to schools each year by Hillingdon's Insurance Services section. The insurance must provide sufficient cover for most eventualities including claims for the premises, school property and school trips. Any loss or incidents that may give rise to a claim are immediately notified to the Insurance company.

12A Optional insurance taken out by the school is for Car Insurance and this is provided by Marsh.

APPROVED BY GOVERNORS:

DATE:

Signed By Chair of Governors -----

Date.....

SCHEDULE OF FINANCIAL DELEGATION for Colham Manor Primary School

(information in italics is not intended for inclusion in policy but as guidance for schools)

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Financial Management				
To review the school's Finance Practices & Policy and all corresponding financial policies for approval by the Governing Body annually <i>(obligatory for statutory policies and best practice for other policies)</i>				
Approval of the school's Finance Practices & Policy.				
Approval of the school's financial policies (Schedule of Financial Delegation, Scheme for Financing Schools, Financial Regulations, charging, refunds, debt recovery, asset disposal, etc)				
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.				
Ensure that all relevant financial updates are brought to the attention of the Finance Committee / Governing Body.				
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
School Improvement/Development Plan – financial implications				
Prepare a fully cost improvement / development plan setting out the aims of the school. (This should cover the same period as the three year budget plan)				
Consider the draft school improvement / development plan, review and monitor it.				
Approve an ongoing improvement plan and take stock of the progress of the plan on a termly basis.				
Secure the implementation of the improvement plan with the collective support of the school staff.				
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.				
Consider the school's MTFP in the light of the development 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.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Annual Budget Plan and Best Value Policy				
Undertake benchmarking exercises on an annual basis for review by the Finance Committee.				Business Manager
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				
Approve the school's annual budget.				
Monitor the level of balances held at the end of the financial year. Prepare a plan for the use of any balances held				
Approve the plan for balances held				
Review the school's guidance for obtaining Best Value and ensure that appropriate steps have been taken by the school to obtain best value.				
Approve the Best Value guidance based on the work undertaken by the school and Finance Committee to ensure value for money has been established				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
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				
Budget Monitoring and Control				
Approve virements of money between budget headings. Movements above this value are to be referred to the Finance Committee before being undertaken. <i>(School to specify own limits and ensure consistency with Terms of Reference for Committees)</i>			< £10,000	
Approve virements of money between budget headings. Virements in excess of this amount are to be approved by the Governing Body. <i>(School to specify own limits and ensure consistency with Terms of Reference for Committees)</i>		£10,000 - £25,000		
Approve virements between budget headings in excess of the delegation to the Finance Committee. <i>(School to specify own limits and ensure consistency with Terms of Reference for Committees)</i>	£25,000			
Advise the Finance Committee and Governing Body of all budget movements (e.g. virements, allocation of additional funding, etc) undertaken where not otherwise approved in advance by the Finance Committee or Governing Body.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Budget Monitoring and Control				
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 Finance Committee and Governing Body.				
Production of a register of staff responsible for managing budgets.				
Review the budget monitoring reports and the projected out-turn position	Termly			
The control and monitoring of delegated budgets				HT & SBM
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 facilities, extended school activities, hirings, etc) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Financial Reporting to the Authority				
Submission of all returns required by the Local Authority in accordance with the timetable issued by LA				SBM
The preparation of the year-end accounts and other returns required by the Local Authority for consideration by the Headteacher.				SBM
In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the Local Authority.	Chair			
Ensure that an annual return or audit certificate is submitted to the Governing Body for every private, voluntary or trading account controlled by the Governing Body (excluding any accounts specifically set up to hold the DFE capital allocations for VA schools).				
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.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
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 Financial Systems section below.)				
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.				SBM
The maintenance of full financial records for all accounts.				SBM
Computer Systems and the Data Protection Act 1998				
Ensure that the school complies with the requirements of the Data Protection Act 1998.				SBM
Ensure that the school's Data Protection registration is renewed annually				
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.				Office Manager / Colham ICT Technician

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Financial Systems				
Undertake an annual review of the controls as required by the Schools Financial Value Standard				
To consider the annual review of the controls as required by the Schools Financial Value Standard for approval by the Governing Body, taking into consideration the school's self-assessment of the controls within its financial systems and other members of its financial management.				
Approval of the Schools Financial Value Standard based on the recommendations made by the Finance Committee.				
Banking Arrangements				
Open bank accounts and approve or vary signatories thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect that this may have on the way the annual budget is advanced to the school.				
The signing of cheques/approval of BACS payments, at least two signatories / approvers required. <i>(NB the school should always ensure that the cheque signatory has no connection to the cheque payee.)</i>				Assistant Headteachers
The signing of cheques/approval of BACS payments for reimbursements to the Headteacher				Assistant Headteachers
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher or Deputy Headteacher.				SBM
Approve the bank reconciliation on a monthly basis.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Petty Cash				
Agree, with the Governing Body, the amount of petty cash to be held and the periodic check of completeness of financial records.			£500	
The maintenance of accounting records, the security and regular reconciliation of staff reimbursements.				SBM / Finance Assistant
Personnel and Payroll				
Review the staff structure of the school biannually to develop a structure that achieves value for money.	(Personnel Committee)			
Approval of any changes to the staffing Structure.				
The maintenance of an authorised signatory list for employment contracts and pay documents submitted to HR and payroll providers.				
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).				Office Manager
Reconcile gross pay with contracts and other authorised documents				SBM / Office Manager
Determine employee status for all individuals working on behalf of the school.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Personnel and Payroll				
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).				Deputy Headteacher
Approve all changes in the contract pay rate of the Headteacher in accordance with Performance Management Policy.		(Pay / Personnel committee)		
Implement the school pay policy and appointment procedures for all staff employed through the school.				
Purchasing – provision of goods and services				
Set house 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.				
Appoint Contracting Officer and Contracts Manager for each contract taken out.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Purchasing – provision of goods and services				
Maintain a Contracts Register in accordance with Local Authority guidance				Premises Manager
Review contracts on an on-going basis (and ensure the school continues to achieve 'best value')				SBM
Ensure that written quotes are obtained for purchases and contracts in accordance with the minimum requirements set out in the Local Authority Contract Regulations. (<i>The school can opt to have more stringent limits than the LA.</i>)				
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £20,000 and £50,000,				
Ensure that a minimum of 4 tenders are obtained for purchases and contracts valued between £50,000 and £100,000. Contracts over £100,000 to be signed by LA	£100,000 to EU threshold			
Ensure that EU regulations are applied for all contracts over the EU threshold.				
Ensure that all contracts are signed in accordance with the LA Contract Regulations				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Purchasing – provision of goods and services				
Approve Revenue contributions to Capital Expenditure				
Maintain a Contacts Register for all contracts and significant purchases over £3,000				Premises Manager / SBM
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.				Premises Manager / SBM
Agree use of Purchase/Charge cards and adoption of London Borough of Hillingdon's Regulations and User Guidance for Procurement Cards.				
Set limits for spending on Purchase/Charge cards Up to £4000 per month for Primary and £6000 per month for Secondary schools (<i>The school can opt to have more stringent limits than the LA</i>)				
Agree card authoriser				
Approve cardholders, card operators and individual card spending limits.				
Leasing				
Seek approval for any operating leases over £10,000, from the Local Authority's Chief Finance Officer, so that capital controls imposed by the Government can be taken into consideration.				
The maintenance of a register of all leases held by the school				SBM / LBH

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Orders for Goods and Services and Payment of Accounts				
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).				SBM
Control the placing of orders for the purchase of all goods and services, up to the value of the approved budget.				
Approve capital projects.				
The confirmation of the receipt of goods and services.				Finance Assistant
The preparation of BACS / cheques for payment of services.				Finance Assistant
VAT				
To monitor the regulations on VAT, ensuring compliance by the school.				SBM
To complete and submit the reimbursement claim for VAT on a Quarterly basis.				SBM
The signing of the VAT reimbursement claims.				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Income				
Set a charging policy for consideration by the Governing Body.				
Approve the charging policy annually.				
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 annual review of charges for the various areas of school income (the approval to be formally recorded in the Governing Body minutes).				
Set suitable controls for the recording and collection of monies due, and for the movement and banking of monies for all accounts under the control of the school.				
The control and collection of all income.				SBM / Finance Assistant
The preparation of receipts for banking. Separate person from that responsible for control and collection of all income				SBM / Finance Assistant
The physical banking of monies.				SBM / Finance Assistant
Approve procedures for chasing outstanding income due to the school (debt recovery policy).				

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Income				
Write off bad debts. Amounts in excess of this limit to be approved by the Finance Committee.		< £50		
Approve and write off bad debts accruing to the school over £50 and up to a value of £250; items above £250 must be referred to the LA Principal Accountant Schools Finance		Between £50 and £250		
Ensure the security of monies held on site and that it is within insured limits.				
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.				
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory for items over £250 in value.				
The security of physical assets				Premises Manager
The notification of any changes in physical assets				Premises Manager / SBM
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.	> £250			

Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Security of Assets, Stocks and Other Property				
The physical inspection of the inventory on an annual basis or through an on-going programme.				Premises Manager
Prepare a policy for the disposal of surplus stock and equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of £500.			> £250	
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.				
Authorise items for disposal above a residual value of £500 to £5000 after which the approval of the Council's Chief Finance Officer is required.	£500 - £5000			
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.				
Ensure the school has an appropriate business continuity or disaster recovery plan.				

APPROVED BY GOVERNORS:

DATE:

Signed By Chair of Governors -----

Date.....

AUTHORISED SIGNATORIES LISTING

Colham Manor Primary School Governing Body have delegated the following responsibilities:

- | | |
|--|---|
| 1. Authorisation of Purchase Orders up to the value of £10,000 | 7. Authorisation Lunchtime Supervision |
| 2. Authorisation of Invoices for payment | 8. Authorisation Overtime |
| 3. Authorisation of Virements up to the value of £10,000 | 9. Authorisation Payroll/Bank Reconciliations |
| 4. Signing of cheques on a day to day basis | 10. Purchase Card Authoriser |
| 5. Authorisation of absence records | 11. Purchase Card Operator |
| 6. Authorisation of timesheets / sickness | 12. Purchase Cardholder |

Name	Job title	Signature	Delegated Responsibility
C Rissen	Head Teacher		1,2,3,4,5,6,7,8,9,10,12
Y Sopta-Shahrtash	Deputy Head Teacher		1,2,5,6,7,8,9,10
C Oruc	Assistant Head Teacher		1,2,4,10
F Bootes	Assistant Head Teacher		1,2,4,10
J Harvey Davies	Assistant Headteacher		1,2,4,10
K Brown	School Business Manager		1,11,12
B Ghai	Finance Assistant		11
S Swift	HR Manager		6, 11
	Premises Manager		
N Sankrecha-Mistry	Chair of Governors		

SIGNED.....CHAIR OF GOVERNORS

DATE.....

Minuted at the meeting dated