



FINANCE PROCEDURES

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| <u>Amended</u> | <u>March 2019</u> |
| <u>Amendment</u> | <u>BACs processing Added</u> |
| Statutory | NO |
| Adopted from Bracknell Forest | NO |

COLLEGE TOWN PRIMARY SCHOOL FINANCIAL PROCEDURES

1. Financial Management Standard/Financial Regulations
 - The school follows the Financial Regulations as adopted by Bracknell Forest and set out in the Scheme for Financing Schools. The key elements of the funding framework are the local Funding Formula for Schools, the Local Scheme for Financing Schools and the Schools forum. These documents can be found on the BF School Management website, schools.bracknell-forest.gov.uk.
 - The training needs of the Governors on the Staffing and Finance Committee should be reviewed by the Governing Body at the start of each school year so that training needs can be identified.
2. Signatories/Delegated Contract Authority
 - The Bank, Payroll, Revenue and Capital Authorised Signatories are kept up to date and reviewed annually and approved by the Governing body. The Governing body also review and update the Delegated Contract Authority form and the register of Authority for use of a School procurement Card annually.
3. Orders
 - All orders must be placed using an official order via FMS however there are some exceptions as described below where the raising of an official order is not practical. The Finance Assistant or School Business Manager will raise the order on FMS and check that there is adequate budgetary provision and that all required quotations have been obtained prior to the order being authorised. The order is then authorised by one of the Certifying officers in line with the Contract Delegation of Authority. When an item is required where it is not practical/possible to raise an official order, or when there is some urgency for the resources, local or other external suppliers may be used on approval of a certifying officer.
 - In line with the Contract Delegation Authority approval is required from the Governing Body for all contracts/orders greater than £2k above the original budget as in the agreed budget plan. Additional expenditure not previously approved by the Governing Body up to a value of £2k must be approved by the Head and reported to the Governing Body at the next meeting. Contracts expected to run over budget by more than 10% or £5k, whichever is the lowest, require Governor approval before the extension is granted.
 - Staff responsible for a particular curriculum area should supply the SBM/Finance Assistant with details of any order they wish to place using the order form available in the office. The SBM/Finance Assistant will then raise an official order on FMS for authorisation and place the order. If in the absence of the SBM and Finance Assistant staff need to place an order immediately this can be done directly by fax or phone having obtained authorisation from one of the certifying officers and a copy of the order must be given to the Finance Office immediately.
 - If staff need to purchase small items quickly themselves eg. Seeds, cooking ingredients etc with a total value under £50, then a purchase request form including an estimate of the cost must be filled in and passed to the SBM/Finance Assistant to check the appropriate budget and an authorised signature should be obtained before the items are purchased. If it is not possible to obtain a signed purchase request in advance (eg at weekend, during a holiday) then staff must obtain verbal agreement for the purchase from a certifying officer before going ahead. A VAT receipt must be obtained and passed to the School Business Manager for reimbursement within two months of the date of the purchase. Reimbursement will be made by cheque as the School does not run a Petty Cash system. Receipts must only contain items purchased for the school and the use of store or loyalty cards is forbidden.

- Trade accounts with Trade UK (B&Q and Screwfix), Kings and A1 have been approved by the governing body. The governing body have agreed a maximum monthly spend on each account of £500 with a maximum individual item cost of £250 for items purchased without a purchase order and placed by the Site Controller or certifying officer. The governing body have also approved a trade account with R. Collard for skip hire with a maximum spend equivalent to 3 skip hires, approx £750 to allow skips to be hired during the holiday periods. The spend limits do not apply to orders placed using a purchase order authorised in the normal manner.
- Other trade accounts can be set up if the supplier deemed to be best value requires this for purchasing. Ordering from these accounts should follow the school ordering process as laid out above and should be used for pre-approved purchases via a school purchase order where possible, e.g. Howdens, set up for the staffroom project.
- The principles of best value are applied in the schools use of resources and staff should always try to obtain best value when placing any order eg stationery, curriculum resources, photocopier/water supply contracts, capital projects. Any LA framework agreements (e.g. with Dell for PCs and Laptops) should be considered.
- Three written quotations must be obtained for all purchases in excess of £10k and below £100k as per Bracknell Forests Contract Regulations. Where possible we should try to obtain three quotes for purchases over £3k as agreed with the Governing body. (Finance Committee Terms of Reference)
- When obtaining quotes for work to be carried out a specification of the work containing SMART performance indicators should be produced for suppliers to quote against.
- All procurement must be made inline with the BF Procurement Manual and BF Contract Standing Orders. All procurement > £100k must be advertised and procurement >£170k must go out to tender. If the school is entering into a large procurement >£100k advise will be sent from the BF Procurement Team.
- A copy of all signed orders is to be kept.
- Orders may be placed on behalf of the Alders Children centre.
- All contracts and SLAs are reviewed regularly to ensure best value is achieved.

4. Deliveries

- On receipt of a delivery the items should be checked against the delivery note by a member of the admin staff either the secretary or finance assistant.
- All delivery notes are to be initialled and dated by the person checking the delivery and then kept. In the absence of a supplier delivery note a school 'Receipt of Goods or Services' form must be completed and signed. This is also completed for all works carried out on completion of the works.
- The School Business Manager/Finance Assistant will action any problems with the delivery as soon as possible and check the delivery note against the original order.

5. Invoice and Payment Processing

- A VAT invoice should be obtained for all items where VAT is payable and is checked to ensure it meets HMRC requirements for VAT purposes to ensure that the VAT can be reclaimed on eligible purchases. Where a VAT invoice is not received the VAT cannot be reclaimed and will be processed on FMS as non-business item.
- If an invoice goes missing a copy invoice will be obtained. Payment will not be made against a statement from a supplier.
- The School Business Manager will process all invoices within a reasonable time having checked that the items have been delivered and are satisfactory. The order lines should be ticked off on paying the invoice.
- All invoices are authorised for payment by one of the Certifying officers. For invoices up to a value of £2500 this will normally be the School Business Manager and for higher value invoices it will be the Head/Assistant Head. An Invoice approval form is attached to all invoices (either an Order Invoice Approval or Non-Order Invoice Approval as appropriate.)

This approval form ensures that the order, delivery note and invoices have been checked and ~~it~~ then signed by one of the Certifying Officers. ~~Officers authorised to approve invoices to~~

- The authorised invoices are put on FMS
- ~~When carrying out payment by cheque~~ The payment advice sheet from FMS ~~is should be~~ attached to the invoice and kept.
- When carrying out BACs payment the BACs file is generated within FMS by the School Business Manager and the report is printed and signed by one of the other certifying officers to authorise the BACs payment.
- The BACs file produced is then imported into the Lloyds-Link system (the online banking facility for the Imprest account) by the School Business Manager and checked.
- Once checked it is published ~~222222~~ ready for authorisation by one of the two Lloyds Link Authorisers ~~provers, who are the~~ Certifying Officers other than the School Business Manager (Head and Assistant Head of Early Years and KS1.)
- The BACS report from Lloyds-Link is printed and passed to one of the ~~Authorisers~~ ~~provers~~ to check. The ~~Authoriser~~ ~~approver~~ then ~~approves~~ ~~authorises~~ the BACs payment online and signs the BACs report. This is then filed with the invoices.
- Once the BACs file has been approved the School Business Manager submits the BACs file for processing on Lloyds-Link. The processing date of the BACs file is defined when setting up the BACs file in FMS and must be at least 3 days in the future but can be further in the future if required.

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6. Lloyds-Link

- The school has access to Lloyds-Link account which gives the facility to review the bank statements; recent transactions and to carry out BACs payments. The School Business Manager and Finance Assistant are Cash Managers and the other Certifying Officers (Head and Assit Head for EYFS/KS1) are Authorisers
- Cash Managers can review payments, examine current transactions and print statements and carry out BACs processing. However the Finance Assistant will not normally carry out BACs processing this will be carried out by the School Business Manager.
- Authorisers have access to the whole system but their main role is to check and approve BACs payment batches. The authorising of BACs runs is secure and the authorisers have a bank card and reader to enable them to confirm the approval.

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6.7. Segregation of Duties

To ensure appropriate financial control over the ordering and payment of goods the order will be authorised, delivery processed and signed for and the invoice authorised for payment by three different members of staff where possible. In rare circumstances this may not be possible but the same staff signing each stage should try to be avoided and a minimum of two different staff must be involved. For example:

Order Processed on FMS – Finance Assistant

Order Authorised – Head

Delivery Processed – Finance Assistant

Invoice Approved for Payment – SBM

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7.8. Purchasing Card

- The use of purchasing cards in school is defined in detail in the Schools Procedures for Use of BFC Procurement Cards approved by the Governing Body.
- Cards should be used for school business only and current ordering procedures should be followed as outlined above. An order, where possible, will be raised on FMS and approved in the normal manner before a purchase is made. It is the responsibility of the card holder to ensure there are enough funds to cover the purchase. When it is not possible to raise a purchase order before placing an order, e.g during holidays, the card holder will obtain approval of the spend from a Certifying Officer and inform the School Business Manager of the purchase as soon as possible to enable the spend commitment to be placed on FMS and so

that the School Business Manager can ensure there are sufficient funds in the bank to pay the monthly balance on the cards.

- Each month the card holder should submit a copy of the statement with all the VAT receipts attached to the School Business Manager who will complete a transaction report for input onto FMS. The transaction report is returned to the card holder for signing to confirm that all transactions are for business use and it is then passed to the Head or Chair of Governors for approval. The expenditure will then be processed on FMS.
- The total balance on all cards is paid monthly by direct debit
- The Governors need to complete a Register of Authority for use of Procurement Card for each card holder, defining the limits for each item, the monthly spend limit and the areas of spend. The register of authority along with the procedures for use of the BFC procurement card is reviewed annually or sooner if required.
- The School Business Manager will monitor the card use and advise the governing body on any changes required to the spend limits. Once any changes have been approved by the Governing body the school can submit a Request for a Change in Limit Form to Bracknell Forest for approval. Not all changes will be agreed.
- The conditions of use are laid out in the Government Purchase Card Conditions for Schools provided by BF which include the Government, Lloyds TSB and BF conditions of use and also include a copy of the schools conditions of use for each cardholder as agreed by the Governing body.
- Each new card holder will be given the relevant application forms, a copy of the Government Purchase Card Conditions for Schools and the schools Procedures for Use of BFC Procurement Card. The front page of the Government Purchase Card Conditions for Schools should be signed and returned to the School Business Manager along with the completed application form.

8.9. Expenses

- Staff will be reimbursed for expenses relating to business travel having gained approval from the Head prior to the journey in line with the schools Expense Policy:
 - Car Mileage
 - Other Transport Costs including car parking fees
- Staff can claim for car mileage for travel relating to business for the mileage in excess of their usual distance from home to work. Staff complete an Officers Travelling Record Form and submit this to the School Business Manager for processing. Payment is made via payroll at the councils approved mileage rate.
- School Business Manager should obtain copies of valid car insurance, showing business cover, MOT and driving licence once a year for each member of staff claiming mileage.
- Claims for train journeys and car parking expenses for travel for school business purposes will be paid once a receipt or valid journey ticket has been submitted to the School Business Manager. Only claims for second class/economy travel rates will be reimbursed except in exceptional circumstances and with prior approval of Head.
- Staff can claim for small expenses for curriculum items such as seeds, cooking ingredients as detailed in the orders section.

9.10. Appropriate Use of Main School Budget

The School Budget comes from public funding and any expenditure from this budget must be of educational benefit. The following are examples of items that are not appropriate expenditure of main school funds:

- Alcohol
- Flowers for staffroom or as gifts for staff except for long term sickness and bereavement
- Gifts for staff or volunteers
- Non-duty school dinners
- Hospitality for staff except for staff duty lunch, staff training and during parent's evenings.

A pool of refreshments such as tea, coffee, milk and sugar for consumption by visitors to the school is permitted from within the schools hospitality budget. Similarly lunch can also be provided if meetings with visitors to the school extends through the lunch period. Subject to budget constraints and with approval of the Governing Body the provision of refreshments such as tea and coffee for the staff is also permitted under work life balance.

Any additional payments for staff or volunteers should be made through the payroll system during normal circumstances however it is allowable to use gift cards of a low value (max £20) as part of a staff incentive scheme but these must be declared to Payroll each year for Tax purposes.

10.11. Income

- All money received for pupils is collected and counted by the Finance Assistant. In their absence this will be carried out by the SBM or Admin Staff and logged accordingly. All income relating to wake up club, lunch club and school trip payment are logged against the appropriate spreadsheet.
- All other income received, cheques from school voucher scheme, lettings etc are passed to the School Business Manager for processing.
- All income is processed on FMS or against the private school fund spreadsheet as appropriate once banked. Any money received is to be kept in the school safe and banked as soon as possible by a member of the school office staff.
- A record of the transfer of money is kept. A book is kept with each cash tin in the safe and money is signed in and out.

11.12. Journals

- All transfers of money between other Bracknell Forest departments is to be completed by internal journal promptly each month.
- Regular monthly journal to invoice the Alders Children centre is to be sent to the early years finance team. This is to include all costs incurred by the Alders and includes cleaning materials, School Business Manager hours, electricity, bins, fire safety checks, sanitary bins and any other orders requested by the Alders.

12.13. Reconciliation

- The bank statements for the Imprest account are reconciled to FMS each month by the School Business Manager and signed and dated. The reconciliation listing from FMS is printed along with the unreconciled transaction list and attached to the bank statement. The reconciliation is reviewed and signed by the Head Teacher.
- The unreconciled transactions list is checked to ensure no long standing (over six months) items are listed. If there are any items remedial action is taken to clear these items.
- The wake up club, Nursery Lunch Club and School Trip Money records are reconciled by the School Business Manager each time the money is banked, at least half termly.

13.14. Imprest

- The Imprest return is processed at the end of the month by the School Business Manager and signed by one of the certifying officers and sent to Education Finance at BFBC along with a photocopy of the latest bank statement.
- The School Business Manager will monitor the Imprest account and will raise an authorised overdraft request form when required.

15.3. Agresso

- All Agresso reports are reconciled monthly to FMS by the School Business manager . Any queries are raised immediately with education finance or payroll as appropriate.

16.4. Reports

- School Business Manager will keep all finance matters up to date on FMS and produce reports for the Head Teacher, monthly, and Governors,for governors meetings, and as requested.

- A list showing the budget remaining for each curriculum area will be given to the relevant Subject Leaders at regular intervals and to the Site Controller for maintenance and cleaning materials budgets.
- The School Business Manager will produce all reports required by BF Education Finance in a timely manner. (eg CFR)

175. Benchmarking

- The benchmarking site is to be examined and the results presented to the Governing Body in the Autumn term for consideration by the Governing body and an action plan drawn up if required. Any actions should then be considered/included in the next years budget plan and future budgets. It is the responsibility of the Governing Body to ensure the benchmarking process is carried out and reviewed.

186. Budget Plan

- The School Business Manager is to produce the Budget Plan annually in consultation with the Head Teacher to be approved by the Governing Body in May. This will be produced taking into account the School Improvement Plan, Maintenance Plan, Training Plan and ICT Plan.
- The School Business Manager will monitor the budget and have monthly update meetings with the Head. The budget will be reported to the Governing body at least termly..
- Budget updates will be given to budget holders regularly for monitoring purposes.
- A three/five year budget plan will also be produced annually for approval by the Governing Body. This will be reviewed when required throughout the year.
- Virements up to £2000 per budget line can be made by the Head teacher in accordance with the Governors Staff and Finance Terms of Reference. Any other virements must be approved by the Staff and Finance Committee.
- A maximum budget of £1000 (across the appropriate budget codes) in-line with the Code of Conduct for Schools can be set for work life balance. This budget can be used for items such as:
 - Team Building/Functions to promote staff morale
 - Staffroom Equipment such as microwaves, dishwashers etc
 - Cards and Small gifts (maximum value £25) for long term sick and bereavement
 - Flu Jabs
 - Staff room Tea and Coffee

197. School Private Fund

- The schools private fund is to be kept up to date on an Excel spreadsheet by the School Business Manager. The date and the cheque number paid should be written on all invoices for reference and the cheques are to be signed by two of the authorised signatories as given on the bank mandate. A school fund payment approval form is attached to each invoice ensuring that the invoice has been checked and it is then signed by one of the authorising signatories to approve the payment.
- Bank statements are reconciled immediately to the excel spreadsheet and cheque book by the School Business Manager. The reconciliation is printed and signed by the SBM and then reviewed and signed off by the Head Teacher.
- Any money received in for the school fund should be kept in the school safe and banked as soon as possible. Where money is received from pupils for example for a school trip a log of payments is kept. A record of the transfer of money is kept with money being signed in and out of the safe.
- The Governing Body must ensure that the school fund is independently checked after the end of each financial year, by the latest October. A copy of the report is sent to education finance by December.
- Use of Private funds
All funds that are raised in the name of the school must be used for educational purposes in the same way as the schools main budget. However small gifts including alcohol may be

purchased from the school private fund for recognition and appreciation including a school function provided that:

- The funding used comes from School Fund generated income (e.g photo commission) and not funding raised in the name of the school where the public assume that it will be used for the support of the pupils (e.g school fund requests and donations)
- Thanks-you gifts are less than £25 and gifts are not 'leaving gifts' for staff or governors.

The Private Fund can be used to collect donations from staff to purchase leaving gifts, flowers, congratulations gifts etc where the total value of the gift is covered by the contributions from the staff.

20+8. Retention

- All finance and personnel records will be retained and destroyed in accordance with the schools Records Management Policy.

21+9. Leases

- All leases entered into must be operating leases as any finance leases are considered to be borrowing and are against the finance regulations for schools.
- When taking out a lease it must be checked in advance by BF to ensure it complies with regulations and is a genuine operating lease. The Councils procedures for leases will be followed.
- Prior to April 2017 all leases were checked by the Group Accountant within Corporate Finance in BF who sort advice from the Borough Solicitor. From April 2017 the council has entered into a Schools Leasing Framework with LinkAsset Services to provide advice on leases and to source suitable lease options for schools.
- The school will look at available leases from the Framework when entering into a new lease and compare these with any other leases available.
- A lease outside the framework agreement can be entered into if it offers best value but this needs to be checked by LinkAssetServices under the Schools Leasing Framework to ensure that it is a suitable lease.
- The school will follow the BF guidance on Leases which will be available on the Bracknell Forest Management website at a later date.

22+9. Lettings

- The School Business Manager/Finance Assistant will raise all lettings invoices in accordance with the Lettings Policy which is reviewed annually by the Governors at the first Staffing and Finance meeting of the school year. The invoice will be referenced on the paying in book once the money has been received and the date of banking will be included on the Invoice Register Form in the lettings folder.
- All hirers will sign a Hire Agreement Form and regular hirers will sign a new form every year.
- Where the hirer has their own insurance a copy will be obtained and kept on file annually. Where the hirer is an individual with no insurance the schools insurance will be used and payment for this included in the letting charge.

23+1. Capital projects

- Once a capital project has been approved by the Governing Body a capital project approval must be sent from BF by completing the Application for Devolved Formula Capital Project Approval form and submitting it to the planning and property officer prior to commencing the project.

24+2. Training

- All BF courses are to be booked direct by the School Business Manager/Finance Assistant. All other training should be booked directly with the supplier once a completed purchase order form has been raised.

25+3. Inventory

- An inventory of school equipment is kept on the admin network and updated by the School Business Manager during the year. The Finance Assistant will carry out an annual inventory check signing and dating a hard copy. The Inventory report is then presented to the governors for review.
- The inventory will include:
Date of acquisition
Serial Number
Description
Location
Cost/estimated replacement value
If on loan or disposed off

264. Personnel

- All records on personnel are kept up to date on SIMS and the relevant paperwork authorised by one of the certifying officers and by the Chair of Governors in the case of a change to the Heads contract and sent to Human Resources promptly. All checks; identity, right to work in the UK, medical, DBS, references, qualifications etc for new employees are carried out promptly and all offers of employment are subject to these checks being satisfactory. The BF safer recruiting toolkit will be followed alongside the schools own Recruitment and Selection Procedures.
- A report can be generated in SIMS to review staff names, addresses and bank details. Data matching checks will be carried out against this record for all new employees to check for duplicate addresses and bank details. SIMS checks for duplicate names.
- If a member of staff/volunteer is required to start before the DBS check is completed then a risk assessment will be carried out. For a member of staff a request to HR will be made to carry out a List 99 check. This can only be requested once the individual has completed the DBS application and it has been submitted by the school.
- Timesheets, Officers Travelling Record Forms and Insurance Claim Forms are completed monthly for staff as appropriate and authorised by a certifying officer. A diary for staff overtime and absence and a diary for supply cover is kept by the office in order to complete these forms.
- SIMS is updated each month with staff absences and the SR1 form is generated electronically from SIMS and sent to HR on request at the end of each month. A hard copy of the SR1 form is kept on file in the office and signed by one of the certifying officers. All self certificate notes and doctors notes are attached to the schools copy of the SR1 and kept as required.
- School workforce Census is completed annually as requested by LA.
- A Single Central Record of all employees/Governors/volunteers will be kept up to date on SIMS to include all checks carried out eg DBS, List 99, qualifications, references, name, address etc as appropriate for the role in school. The SCR will be reviewed half termly by the School Business Manager and a hard copy will be printed and signed by the Head and Chair of Governors.
- When a member of staff resigns a leavers form will be sent as soon as possible to HR to ensure timely removal of the staff from payroll. When staff leave a member of the office staff will ensure the return of any equipment, laptops, gate fobs, usbs, procurement cards et, checking against the signed for laptop and other equipment in the Equipment and Inventory register folder in the office. The inventory will be updated accordingly.
- All staff records will be kept securely in accordance with the retention policy.

275. IR35 – Taxation regulations

- The school will ensure compliance with the Inland revenue regulations for self employment. The taxation regulations are designed to combat tax avoidance by workers supplying their services to clients via an intermediary, such as a limited company, but who would be an employee if the intermediary was not used. Such workers are called 'disguised employees' by Her Majesty's Revenue and Customs (HMRC). Essentially, the rules place the onus on public sector bodies to be satisfied that there is justification for employing people "off-payroll". If individuals work through their own company but could just as easily be employed directly by the public sector organisation,

the public body (i.e. school) becomes responsible for deducting and paying tax and NI contributions to HMRC

- To ensure compliance the HMRC toolkit to assist in working out the employment status will be used for all individual people to be paid 'off-payroll' for their services (e.g consultants, authors, play therapists, builders etc who are either paid in name or via a company where they are the owner.) The information from this service will be printed and retained with the order and invoices for future reference by HMRC or audit. It can be found at:

<https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>

286. Supply Cover Insurance Claims

- Claims for Staff supply cover for illness should be completed promptly by the School Business Manager and authorised by a certifying officer in line with the insurance procedures.

297. Offsite Visits

- All offsite visit approval forms are completed online, www.safety-online.co.uk, by staff organising the trip and these are then approved by the Head or Admin Assistant before being submitted for approval by BF. Local trips do not require approval but the online forms must still be completed. BF Offsite Visit procedures will be followed.
- The relevant member of staff or the School Business Manager will book coaches for approved school trips.
- A letter will be sent to parents informing them of the trip and requesting a non-refundable voluntary contribution for the cost.
- The charge for each child will be the actual cost of the trip and will be calculated from the cost of entry, travel, insurance and pro rata shared cost of entry for the supervising staff. School trip charges are a voluntary contribution and the school will cover the cost of the trip where no contribution is received. However if not enough contributions are received the trip can be cancelled. This will be communicated to the parents in the letter requesting payment.
- No child can go on a trip without a signed consent form.
- All staff and pupils must complete an annual consent form for local trips which are less than 30miles or 40minutes in duration. This consent forms part of the Annual Data Collection process for both staff and pupils. All volunteers helping on trips must also complete a form annually. See the Schools Offsite Visits procedures and BF website which also include the procedures for trips of a further distance and time.
- A list of all pupils on a trip will be produced from SIMs detailing the pupils emergency contact details, doctors, consent given and medical history. A copy of this list will be taken by the staff on the trip.

3028. Equal Opportunities Spreadsheet

- The School Business Manager will keep the equal Ops form up to date after each appointment/advertisement and produce a yearly Equal Ops summary and present this to the Governors for review.

3129. Gifts and Hospitality

The school has adopted Bracknell Forests Code of Conduct for Schools.

329. School Financial Value Statement

- The School Financial Value Statement (SFVS) should be completed and reviewed annually by the Staffing and Finance Governors committee.
- The SFVS or detailed report from the Governor committee will be presented to the Full Governing Body to be approved prior to signing by the Chair of Governors.
- The SFVS will then be submitted to BF before the end of March each year.

331. Review of Procedure

- This procedure should be reviewed annually. Next review date September 2019.

September 2018
Updated March 2019

APPENDIX - Schedule

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| April | Set up new year on FMS, close ordering on old year. |
| May | Budget Plan Approved by Governors, send to Education Finance by Half Term. Also review/produce three year budget plan and report to the governors. Music and songs copyright forms. |
| June | CFR report Data Protection form. |
| July | Close Previous Financial Year on FMS. Prepare School Fund accounts for checking Send minutes of Governors meeting approving Budget Plan to Ed Finance. Review Financial Procedures. |
| August | Get School Fund Accounts Checked |
| September | Governors Review Staffing and Finance Terms of Reference, Lettings Policy and Financial Procedures. Review signatories and Delegated Contract authority. Governors to approve Delegated Contract Authority. Governors to review Register of Authority for use of School Procurement Card and the schools Procedures for School Use of BFC Procurement Cards. Staffing and Finance Committee review training needs of Governors on committee. Governors informed of School Fund Check Carry out Inventory check |
| October | Send School Fund check report to Education Finance. Produce Eq opps summary. Carry out Benchmarking School Workforce Census. |
| November | Report Equal Ops, Inventory check and Benchmarking results to Governors. |
| December | Review indicative budget |
| January | Census Day, Start to prepare Budget. Obtain Insurance details for Rainbows Letting and renew letting agreement. Check driving details and forms for each driver claiming mileage. |
| March | Check SLAs, Insurance Arrangements, Library Service Agreement. Review Contracts. SFVS |

Weekly

- Place orders, check deliveries, pay invoices, bank money, input payments on FMS, pay bills from private account and bank income,
- Meeting with Head re week ahead,
- Book supply cover as reqd and obtain check information;
- Note staff overtime/absences.
- Attend leadership meeting.

Monthly

- Budget meetings with head; Budget Holder reports; review budget;
- Produce Imprest on first day of month for previous month and email to Ed Finance, Produce Vat submittal report at month end before paying any more invoices,
- Import automatic reconciliation file sent on about 3rd of month,
- Recon Agresso (on 8th month) – check against Imprest and staff payments and put additional payments into FMS;
- Recon main bank account and private bank account;
- Timesheets and personnel updates and amend contracts and keep SIMs up to date, keep single central record; produce SR1,
- Journal shared costs between Juniors, Alders and raise any other Journals as required
- Check SCR

½ Termly

- Produce Notes for Governors Meetings;
- Budget Update for gov;
- Attend School Business Manager meeting;
- Catering Meetings
- Print SCR for signing
- Reconcile Wake-up and Lunch club.
- School Trip Payment (If applicable)

Termly

- Invoice Rainbows and Slimming World for Hire of Hall;
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- Review 3 Yr Budget Plan;

As Required

- Request quotes for capital projects and large purchases,
- Request approval from governors for Projects,
- Request Capital Project Approval from BF,
- Book training courses,
- Update equal opps forms after each recruitment and summary at end of year,
- Book school trips and keep record of payments and authorisation for each child;
- Carry out recruitment checks;
- Arrange any lettings;
- Deal with insurance claims;
- Respond to emails, requests from LA, surveys etc
- Research new suppliers, contracts, best value, source resources etc
- Carry out risk assessments for staff and volunteers if there is no DBS in place
- Update Policies