EASTHAMPSTEAD PARK COMMUNITY SCHOOL

Financial Management Policy

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Approved on behalf of the Governing Body

Responsible Committee: Finance & Property Committee

Date: November 2018

Date for review: November 2020

1. Financial Management

Easthampstead Park Community School has a duty to spend public monies to deliver the curriculum and to obtain best value. To this end the school will:

- Comply with the Schools Financial Value Standard (SFVS).
- Comply with the financial rules and procedures laid down by the LA.
- Ensure the annual budget is not overspent.
- Ensure that all monies are spent for the ultimate benefit of the education of the students.
- Issue Internal Financial Procedures based on good financial practices in school that are clearly understood by all staff.
- Manage its activities and finances in a culture of openness.
- Provide clear direction and governance which enhances accountability and efficiency.

Similar prudent procedures and practices will be applied to the management of private monies.

2. Roles and Responsibilities

The roles and responsibilities along with reporting arrangements and delegated authority of the Governing Body, Finance & Property Committee and Headteacher/School Business Manager are as specified in Appendices A, B and C.

A summary of Contract Regulations and minimum requirements for Contract Standing Orders (Procurement) are detailed at Appendix H.

3. Governing Body Best Value Statement

Each year when the budget is set the Governing Body will agree a Best Value Statement which recognises the need to:

- Consult all stakeholders before decisions are made.
- Identify targets and performance indicators for the various functions of the school.
- Monitor and compare performance with other similar schools.
- Regularly review the functions of the school and set challenging targets for improvement.

The current Best Value Statement is at Appendix D.

4. Statement of Internal Control

Each year when the budget is set the Governing Body will agree a Statement of Internal Control based on the recommendation of the Finance & Property Committee. This relates to:

- Controls that should have operated during the financial year.
- Control activities required after the end of the financial year.

The specimen Statement of Internal Control is at Appendix E and the checklist of issues for governors and the Headteacher to consider before authorising their representatives to sign the Statement of Internal Control is at Appendix F.

5. Budget Preparation Timetable

At its first meeting in the autumn term the Finance & Property Committee will agree a timetable for the preparation of the budget. The basic budget timetable is at Appendix G.

6. Delegated Authority

A summary of Contract Regulations and minimum requirements for Contract Standing Orders (Procurement) are detailed at Appendix H.

At its first meeting in the Autumn Term the Finance & Property Committee will agree delegated authority for:

- Revenue
- Capital expenditure
- Payroll
- Contracts
- School Procurement Card

The current Delegated Authorities are in Appendices I, J, K, L and M. The signed versions of the tables are held by the School Business Manager and these will be amended in-year if a post with delegated responsibilities is filled by a new person.

7. Procurement Card

Governors have agreed the use of Government Procurement Cards to enable the purchase of items which are unable to be procured via the normal Purchase Order route. Arrangements for the administration of the BFC Procurement Cards are at Appendix N.

8. School Private Fund

The fund known as the Easthampstead Park Community School Private Fund (SPF) exists for the purpose of advancing the education of pupils by providing and assisting in the provision of facilities for the education of pupils at the school, not normally provided by the Local Authority.

The aim of this policy is to ensure that responsibility for management of the SPF remains with the Headteacher but that the Headteacher is accountable to the Governing Body for his/her management of the fund. Arrangements for managing the SPF are specified in Appendix O.

9. Powers of Write Off and Disposal of School Equipment/Property

From time to time the school may suffer or be faced with a recalcitrant debtor or a requirement to write off or dispose of equipment/property that feature in the school inventory. The latter may be life expired, beyond economical repair or surplus to requirement. It is essential that appropriate control is exercised when writing off debt/equipment or disposing of surplus or redundant/obsolete equipment to ensure that the school maximises any financial benefit that might accrue.

Powers of write off and arrangements for disposal of school property/equipment are specified in Appendix P.

10. Lettings

Easthampstead Park Community School should seek to generate income for the school and maintain good relations with the community at large by making its facilities available to the general public, youth organisations, clubs and societies for their own use as lettings, provided that the needs of the School for its facilities have been fulfilled.

The Lettings scheme shall be operated using the Local Authority contract forms and will comply with the appropriate insurance requirements. Evidence of insurance must be demonstrated where hirers are using their own insurance policies to satisfy the insurance requirements.

The charge for the use of facilities will ensure that all school costs are covered, and that a reasonable profit is made. Charges will be reviewed annually as a part of the school budget setting process with any price changes being effective at the start of the academic year. VAT where appropriate, should be charged. The Headteacher may, however, use discretion as to the charge where there is clear benefit to the local or school community (e.g. use by the PTA or community groups).

The use of the facilities should not in any way compromise the security and safety of the school. Moreover, the needs of the school shall be overriding and have priority over any external organisation.

11. Banking Arrangements

The Headteacher is responsible on behalf of the Governing Body for ensuring that the school complies with the requirements of the Local Authority's scheme for school bank accounts.

12. Insurance

The Headteacher will ensure that:

- Appropriate insurance arrangements are in place to cover equipment, property and school activities commensurate with the risks.
- Where lettings of school premises are undertaken that the lettee has sufficient public liability cover.

13. Petty Cash

The Headteacher is authorised to decide what amounts of petty cash are held in the school and by whom. Note that:

- The person holding the cash must sign to accept responsibility for it.
- The Headteacher will be responsible for the total amount in the school.

14. Security of Stock and Other Property

The Headteacher is responsible to the Governing Body for the safe custody and control of cash and property belonging to the school.

An inventory will be maintained of all attractive and portable items, with details of make, model, serial number and purchase value. A documented check of the inventory will be undertaken annually against actual items. Items with a purchase value of over £1,000 that are missing will be reported to the Finance & Property Committee.

15. Financial Information on Computer Systems

The school maintains accounting records and information on computerised systems. The Headteacher is responsible for ensuring that:

- The school is registered in accordance with the Data Protection Act 1998.
- There are effective back-up procedures in place for the financial data held by the school.
- Only authorised staff have access to financial information.
- Only authorised software will be used in order to prevent viruses being imported and corrupting financial information.

16. Audits and Benchmarking

When a Local Authority Audit is carried out the Finance & Property Committee will ensure that an action plan is put in place to address any recommendations and will monitor progress of the implementation of the action plan.

If there is not an annual Local Authority Audit the Headteacher/School Business Manager is responsible for performing an internal audit using the checklist at www.fmsis.info/uploads/r53.pdf or its equivalent. This checklist is intended to help the school review its level of internal control with a view to assessing the likelihood/impact of any risk arising from the controls not being in place. The checklist needs to be signed by the Headteacher, Chair of Governors and Chair of Finance & Property Committee. Should any recommendations arise; an action plan will be drawn up, monitored and implemented as for a Local Authority Audit.

Once a year the Finance & Property Committee will review the benchmarking exercise (i.e. the comparison of the school's income and expenditure profile with that of 30 similar schools) and agree actions to deal with any key issues that need to be addressed.

17. Governors' Allowances

Over and above allowances for travel and subsistence, governors will be allowed to claim for the repayment of reasonable allowances to facilitate their work in support of the school. The arrangements for the payment of allowances for governors are set out in the Governors' Allowances Policy. This policy is the responsibility of the Steering Committee.

Appendix A. Roles and Responsibilities of the Governing Body

Role

- To provide a strategic view of how the school will effectively use the financial resources under its control to raise standards of achievement and promote effective teaching and learning.
- To oversee that procedures are in place which ensure accountability for and the proper stewardship of the public money delegated to the school.

Responsibilities

- To discharge statutory responsibility for the oversight of financial management in the school.
- To monitor and evaluate the effectiveness of the school's financial management procedures and ensure that the school's financial arrangements comply with the Local Authority's Scheme for Financing Schools.
- To require all governors and members of staff who are budget holders to declare any business interests.
- To ensure the school has a written statement of its aims and objectives (School Development Plan) in sufficient detail to provide the basis for constructing budget plans.
- To ensure the school has a medium-term educational and budget plan (covering three years) indicating the intended use of resources in achieving its educational goals.
- To ensure that the school has a statement setting out the steps it will take to ensure expenditure reflects the principles of best value.
- To approve the school's annual spending plans.

Delegated Authority

The full Governing Body has elected to delegate responsibility for the financial administration of the school budget including the overseeing of its preparation, monitoring its implementation and controlling expenditure against it to the Finance & Property Committee.

The statutory responsibility for the oversight of financial management in the school will remain with the full Governing Body.

Reporting Arrangements

The Finance & Property Committee will report back to the full Governing Body who will consider the minutes of the Committee and endorse their recommendations where appropriate. The decisions made by the full Governing Body and the Finance & Property Committee under its delegated powers are binding on all governors. All reports from Committees should include a section on the financial implications of any decisions or recommendations.

Appendix B. Roles and Responsibilities of the Finance & Property Committee

Role

- To ensure proper financial administration arrangements are in place that enables the Governing Body to fulfil its statutory responsibilities for financial management and also demonstrate the achievement of key financial administration standards required by Ofsted and the Audit Commission.
- To oversee the management of the school's finances within the framework established by the Local Authority's Scheme for Financing Schools.

Responsibilities

- To ensure the budget reflects the school's prioritised educational objectives as detailed in the School Development Plan, seeks to achieve best value and is subject to regular effective monitoring.
- To establish formal documented procedures and a timetable for planning the budget to ensure that all relevant factors are considered.
- To ensure that planned expenditure for each year does not exceed the available resources.
- To monitor the amount of each budget allocation in the light of known activity and to take decisions on the virement of funds between budget lines, subject to the advice of the Headteacher and in the interests of the school achieving its overall aims and objectives.
- To ensure that the school has sound internal financial controls in place which safeguard the probity of its financial transactions and the reliability and accuracy of its financial records.
- To ensure that there are written descriptions of financial systems and procedures are kept up to date and that all appropriate staff are trained in their use.
- To formally approve in year revisions to the Spending Plan (where delegated authority has been granted).

Reporting Arrangements

The Committee will receive the following reports from the Headteacher/School Business Manager.

- An annual report on the school's long-term financial plans.
- Reports on the annual school budget process and proposed spending plan.
- Termly monitoring reports showing expenditure against budget, explanation of major variances; details of corrective action taken; and a Forecast of Outturn.
- Final year-end report including a review of the school's financial performance.

Delegated Authority

The Finance & Property Committee has authority to make decisions on behalf of the full Governing Body to enable it to fulfil the responsibilities shown above. Decisions or recommendations will be reported to the full Governing Body.

The Finance & Property Committee agreed on 29 March 2010 to delegate responsibility of any documents to be authorised ah-hoc to the Chair of the Committee or Chair of Governors on their behalf. Any such documents will be reported to the Committee at the next available meeting.

Appendix C. Roles and Responsibilities of the Headteacher/School Business Manager

Role

The Headteacher/School Business Manager is responsible to the Governing Body for:

- Ensuring that sound systems of internal control and financial administration are in place that enable the proper processing of the school's transactions and activities.
- Ensuring that the school properly discharges its responsibilities as set down in the Local Authority's Scheme for Financing Schools.

Responsibilities

- To prepare estimates of expenditure and income sufficiently in advance of each financial year to allow for consideration and approval by the Governing Body.
- To forward details of the approved budget and any subsequent budget changes to the LA as required.
- To profile the budget to take account of likely spending patterns.
- To provide written reports to the Finance & Property Committee on spending compared with the approved budget and other monitoring information as requested, including documented explanations of major variances and details of management action or recommendations.
- To ensure that where parts of the budget are delegated to a cost centre/departmental level the responsibility for controlling these budgets is matched by the level of accountability (i.e. budget holders are accountable only for items they can directly control.)
- To consult periodically with the Governing Body and staff to ensure that the financial and management information they receive is timely, reliable and meaningful.
- To report to the Governing Body any proposals for policy changes which significantly affect the school's expenditure or income budgets.
- To ensure that sound systems of financial control are in place and arrangements made to maintain control in the absence of key staff.
- To maintain and update on an annual basis a register of business interests for members of staff who are budget holders.

Reporting Arrangements

The Headteacher/School Business Manager will provide the following reports to the Finance & Property Committee.

- An annual report on the school's long-term financial plans.
- Reports on the annual school budget process and proposed spending plan.
- Termly monitoring reports showing expenditure against budget, explanation of major variances; details of corrective action taken; and a Forecast of Outturn.
- Final year-end report including a review of the school's financial performance.

Delegated Authority

The delegated authority is as specified in Appendices I, J, K, L and M.

The Headteacher in consultation with the Senior Leadership Team may nominate members of staff as budget holders for curriculum areas of the budget and may allow them to spend funds in these areas as sanctioned by the Headteacher and Senior Leadership Team.

Appendix D. Governing Body Best Value Statement

The Governing Body and staff of Easthampstead Park Community School acknowledge the need to achieve Best Value in terms of decisions made. In particular it is recognised that there is a need to:

- Consult all stakeholders before decisions are made.
- Identify targets and performance indicators for the various functions of the school.
- Monitor and compare performance with other similar schools.
- Regularly review the functions of the school and set challenging targets for improvement.

The Governing Body and staff acknowledge that in order to achieve Best Value in how they use their resources it may be necessary to co-operate with other providers of services who may be in competition.

The Governing Body and staff will adopt the principles of consultation, comparison, challenge and competition within the review process of school functions.

The Governing Body and staff will work in partnership with Bracknell Forest Education Authority which has a statutory responsibility to achieve Best Value in its own work and which is expected to monitor the use of Best Value principles in schools.

To support decisions about Best Value the following additional information is provided.

- ***Annex A***. Supporting information about:
  - Asking questions about applying Best Value
  - Demonstrating adoption of the principles of Best Value
  - Considering value for money when assessing Best Value.
- ***Annex B***. Services and functions that might be reviewed.

Annex A to Best Value Statement: Supporting information

Asking questions about applying Best Value

Schools applying Best Value principles will recognise the importance of questions such as:

- How do our standards and costs compare with those of other schools?
- How do we challenge ourselves to justify the use of resources to provide educational activities outside the statutory curriculum, for instance parent-school partnerships and vocational courses?
- How do we satisfy ourselves that competition is fair where we buy contracted-out services, for instance school meals?
- How widely do we consult, for example on major spending decisions and changes to the curriculum?

Demonstrating adoption of the principles of Best Value

- Identify the services that the school provides and purchases and the functions that it fulfils and establish a schedule for the review of each item.
- Challenge existing practice and policy.
- Produce monitoring reports for groups such as the Governing Body that show trends within the institution and between similar institutions.
- Use data constructively to guide the making of changes.
- Have systems in place to encourage input of ideas from parents at a time when they may be influential.
- Have a challenging and appropriately costed School Improvement Plan.
- Scrutinise and formally adopt the curriculum plan, and consider issues such as the viability of small groups and co-operation with other institutions.
- Acknowledge the strategic aims of the school at each level when setting the budget.
- Ensure compliance with planned spending decisions in as effective way as possible when monitoring financial expenditure.

Considering value for money when assessing Best Value

The school has a responsibility to ensure decisions on the allocation of financial resources represent Value for Money (VFM). The VFM framework is a useful tool to make judgements on whether key decisions on the allocation of financial resources are being made appropriately. VFM is achieved through a combination of economy, efficiency and effectiveness.

- ***Economy***. Economy is a matter of ensuring that expenditure incurred does not exceed what has been planned and that wherever possible efforts are made to reduce the level of expenditure on school provision.
- ***Efficiency***. Efficiency is an expression of the ratio of output to input.
- ***Effectiveness***. Effectiveness is about objectives whereas economy and efficiency are focused upon lowering costs and the ratio of costs to outputs respectively. To demonstrate effectiveness schools must establish the extent to which outcomes, such as exam results or literacy levels, meet targets. Considering effectiveness encourages a focus upon setting clear objectives for improvements in standards and the quality of education provided and monitoring against those objectives.

VFM is particularly important when making decisions. Financial and non-financial decisions should be based on a consideration of a number of alternative courses of action so that the school achieves the desired outcome in the most economic, efficient and effective way. The aim is to achieve the best possible outcomes for students in the most efficient way and at a reasonable cost.

Annex B to Best Value Statement: Services and functions that might be reviewed

The following are some services and functions that might be considered for review, though the list should not be considered either mandatory or complete.

Educational aspects

- Curriculum plan.
- Numbers and sizes of groups.
- Provision of assessment information to parents and students.

Staffing issues

- Employment of supply teachers.
- Provision of training places for pre-qualified teachers.
- Advertising of vacant posts.
- Management of the site in terms of employed site staff or site management contracts.
- Management and support of ICT in terms of employed IT staff or external contracts.
- Appointment of staff.

Environment issues

- Cleaning of the school.
- Maintenance of the grounds.
- Disposal of rubbish.
- Completion of various delegated building maintenance responsibilities.
- Energy efficiency.

Resources issues

- Purchase of goods and stationery.
- Provision of reprographic services. ICT hardware provision and maintenance of.
- ICT hardware provision and maintenance of.
- ICT licences – curriculum and administration.

Student issues

- Care of sick children.
- Provision of school meals.
- Monitoring of student attendance.
- Provision for children in the care of a Local Authority.
- Provision of appropriate support for students with a EHCP or Statement of Educational Need.
- Pupil Premium.

Financial issues

- Provision of banking and financial services.
- Generation of income.

Marketing issues

- School prospectus, website and advertisement prospects.
- Raise the profile of the school by actively and positively promoting it via the website and social media.

Parental issues

- Communications between school and home.

Appendix E. Specimen Statement of Internal Control

1 This statement relates to the Internal Controls for Easthampstead Park Community School for the 12 months to …….. The Governing Body is responsible for ensuring that the school:

- Keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with the DfE's (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DfE guidelines.
- Maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively.

2 The system of internal control has been developed and is coordinated by the Headteacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly

3 Our review of the effectiveness of the systems of internal control is informed by:

- Our regular scrutiny of financial and other performance monitoring data.
- Regular reports from the Headteacher and other managers to the Governing Body.
- The most recent report from the LA appointed auditor.
- Our most recent self-evaluation of the internal controls.

4 We are, therefore, satisfied / not satisfied that weaknesses, if any, are identified during the routine checks (as detailed above). We are confident that these, if any, are addressed and confirm that we are kept informed via progress reports.

5 We are, therefore, satisfied / not satisfied that the internal control systems in operation at the school during the year XXXX-XX were adequate and effective.

By order of the Governing Body of Easthampstead Park Community School

(Signed)_____Dated _____
(Head Teacher)

(Signed)_____Dated _____
(Chair of Governing Body)

(Signed)_____Dated _____
(Chair of Finance & Property Committee)

Appendix F. Controls Assurance Checklist for Governors

The issues for governors and the Headteacher to consider before authorising their representatives to the sign the Statement of Internal Control (SIC) fall into two categories:

- Specific actions and more general control processes that should have occurred during the financial year in question.
- Specific actions needed after the year end when the CFR (Consistent Financial Reporting) Return is available.

The questions are split into these two categories for ease of consideration. That consideration is probably best achieved as a group; perhaps at the finance committee meeting that approves the CFR Return, and needs to be formally recorded. The questions are structured so that:

- A "yes" answer to every question would allow the SIC to be signed without any amendment.
- A "no" answer to any question will require either further action or explanation in the SIC.

Controls that should have operated during the financial year		
Question	**Agreed Yes or No**	**Implication of the Answer**
Did we set the school budget in line with the priorities detailed in the school's Raising Attainment Plan for submission to the LA before the 31 May*? *or by the date agreed with the LA if an extension was required?		If yes, no action. If no, paragraph 4 of the SIC should disclose this weakness. Paragraph 5 should explain the steps being taken to ensure next year's budget is set on time and reflects the school's priorities.
Did we see regular reports on the school's financial position during the year; did the Headteacher and School Business Manager answer all the questions raised with them and were we satisfied that materially accurate records have been maintained throughout the year?		If yes, no action. If no, paragraph 4 of the SIC should disclose the inadequate base financial records as a weakness. Paragraph 5 should explain the steps being taken to rectify the position.
Has the Headteacher confirmed that he/she has seen a reconciliation of the school's base financial records with the CFR Return (either prepared from the school's own system or by the local authority) and Financial Summary that shows they are: • A complete record of the School's transactions for the year and that the two documents are consistent with each other? Based on financial records that have met the requirements of the DfE Consistent Financial Reporting (CFR) framework?		If yes, no action. If no, to the first question, make arrangements for the Headteacher to complete/review the reconciliation before the SIC is signed and published. If no to the second question, the non-compliance should be noted at paragraph 4 of the SIC as a weakness. Paragraph 5 should explain the steps being taken to rectify the position.

Control activities required after the end of the financial year		
Question	**Agreed Yes or No**	**Implication of the Answer**
Are we confident that there are no significant litigation, liabilities or commitments that have arisen after the year-end, and are not referred to or accounted for in the published financial summaries?		If yes, no action. If no, consider if the accounts need adjusting in order to be complete, or whether a Contingent Liability or Gain disclosure note should be added and the Local Authority Finance Department informed.
Did we review a risk assessment and taken appropriate steps to manage the risks identified including the introduction of internal controls and/or external insurance cover where required?		If yes, no action. If no, the need to conduct a comprehensive risk assessment should be noted in paragraph 4 of the SIC. Paragraph 5 should explain the steps being taken.
Have we been advised that there has been no actual or potential non-compliance with laws, regulations and codes of practice that could reduce the school's ability to meet its objectives or cause the school to incur a financial loss, and is this supported by our own knowledge of the school and its activities?		If yes, no action. If no, add the appropriate disclosure notes to the income and expenditure account before it is signed and published.
Have we received a report from the internal auditor giving us assurance that the systems of internal financial control operated satisfactorily during the year? **OR** Have we undertaken a thorough self-evaluation of the internal control systems in operation during the year and did not find any weaknesses that needed to be addressed as a high priority?		If yes to either question, no action. If no to both questions, either: • delay signing the statement until you have received the report or undertaken the self-evaluation **OR** • if the report or the self-evaluation has identified weaknesses that need to be addressed as a high priority, list them at paragraph 4 of the SIC and briefly explain in paragraph 5, the action planned to rectify them.
Did we take appropriate action on all significant matters raised in reports from the internal auditor?		If yes, no action. If no, ensure this decision is justified. If, after reflection, it is considered that some action needs to be taken, describe this briefly in paragraph 5.

Appendix G. Basic budget timetable

Date	Action
Autumn Term	School: • Begins curriculum planning for the academic year. • Is aware of the number of forms of entry expected. • Advised of estimated teaching FTE based on the curriculum model. • Receives indicative budget notification from the LA (by end December). • Updates current budget plan - FOO.
October	School: Census day – records actual student numbers and data which will form the basis of the Formula Budget allocation.
November Meeting	Finance & Property Committee: • Agrees timetable for preparing the next budget. • Informed about actual September intake which will be used as guidance for budget planning. • Reviews Forecast of Outturn and implementation of a savings plan (if applicable) and considers the implications for the next revenue budget. • Considers likely initiatives against the objectives and priorities set in the school's Raising Attainment Plan (S-RAP).
Spring Term	School: • Reviews position regarding possible redundancy. • Reviews Pupil Premium entitlement and data captured for Census. • Assesses impact of census day data upon provisional budget published by LA. • Reviews curriculum plan and staffing model in the light of option numbers for KS4/5. • Updates current budget plan - FOO.
Spring Term Meeting	Finance & Property Committee: • Reviews Forecast of Outturn and implementation of a savings plan (if applicable) and considers the implications for the next revenue budget. • Considers draft curriculum / staffing plan and priorities for the next budget. • Considers options for the capital expenditure programme for the next year. • Reviews benchmarking results for previous year (if published).
Post Easter	Budget Scrutiny Panel: • Reviews Forecast of Outturn and implementation of a savings plan (if applicable), and considers the implications for the next revenue budget. • Reviews the main components of the initial draft revenue budget for the next year and considers if a savings plan is required.
April – if required	Curriculum and Personnel Committees: • Review the proposed budgeted staffing model against the curriculum plan.
May	Finance & Property with Steering Committees: • Reviews the proposed revenue budget and capital expenditure plan. • Reviews the proposed medium term budget plan. ➢ Agrees a revenue budget and capital expenditure plan to be recommended to the governing body. ➢ Agrees a medium term budget plan to be recommended to the Governing Body.
May	Governing body: • To agree and approve the revenue budget and the capital expenditure plan. • To agree and approve the medium term budget plan.
By 31 May	School: • Submits the revenue budget and associated documentation to the LA.
June	School: Consistent Financial Report (CFR) submitted to the LA.

Appendix H. Summary Contract Regulations

Standard

- up to £5,000 - requires an oral or written quote, oral Request for Quotation and oral outline specification
- £5,001 - £10,000 - requires minimum one written quote, written Request for Quotation and outline specification
- £10,001 - £35,000 - requires minimum three written quotes, written Request for Quotation and outline specification
- £35,001-£100,000 - requires minimum three written quotes, written Request for Quotation and full specification, advertisement on South East Business Portal
- above £100,000 - requires Formal Tender (minimum 5), Invitation to Tender and full specification, advertisement on South East Business Portal and OJEU / TED

Single Tender Action

- Up to £35,000 reasons to be kept on file
- £35,000 - £100,000 submission to Council via STA1 form
- Over £100,000 refer to Head of Procurement
- EU threshold over approx £150k

Contract Approval and Awards

In accordance with Standing Orders, the approved Certifying Officers Register of Delegated Contract Authority allows officers to approve and award contracts. All contracts over £35k and up to £400k will be approved by the Headteacher and the Chair of Governors. Contracts over the £400k threshold will be referred to the Executive Member for approval. Contracts over £35k are reported to Governors as standard.

For all contracts, keep written records of decision making process, and ensure governors delegate clear and specific procurement authorisations.

Refer to the Procurement Manual on the intranet for comprehensive guidance. This can be found on the Council's intranet Doris. From the Department titles that run across the screen towards the top, select Corporate Services, then Finance, then Procurement and then Documents. You can then select the document you are interested in from the index on the left hand side of the page.

Alternatively, please request this from the School Business Manager.

Annex 1								
SUPPLIES AND SERVICES		**Minimum Requirements**						
>£35k South East Business Portal / >£181,302 OJEU					✓	**= Mandatory**		
	Total Contract Value	**Up to £5K**	**>£5K to £10K**	**>£10K to £35K**	**>£35K to £100K**	**>£100K to £400K**	**>£400K to £1m**	**>£1m**
Procurement Plan	Director* to approve, with advice from Head of Procurement				**Optional**	✓	✓	✓
	Executive Member to approve						✓	✓
Format	Request for Quotation (RFQ)	**✓ oral**	✓	✓	✓			
	Invitation to Tender (ITT)				**Optional**	✓	✓	✓
Specification		**✓ oral**	**✓ outline**	**✓ outline**	✓	✓	✓	✓
Terms	BFC terms and conditions	**Preferred**	**Preferred**	**Preferred**	✓			
	Special terms - contact Legal Services				**Optional**	✓	✓	✓
Competition	Minimum 1 quote	**✓ oral**	✓					
	Minimum 3 quotes			✓	✓			
	Formal Tender min 5					✓	✓	✓
	Order under a Framework Agreement	**mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement**						
Advertising	SE Business Portal			**Optional**	✓	✓	✓	✓
	European website (TED)					✓	✓	✓
Contract SO Waiver	Director to record reasons on file	✓	✓	✓				
	Chief Executive and Borough Solicitor to approve				✓	✓		
	The Executive to approve						✓	✓
Contract Award	Director*	✓	✓	✓	✓			
	Report to Director* for approval				**Optional**	✓		
	Report to Director and Executive Member for approval						✓	
	Report to the Executive for approval							✓
Contract Award Notice	Regional website (SECE)			**Optional**	✓	✓	✓	✓
	European website (TED)					✓	✓	✓
Form of Contract	Purchase Order	**✓ oral**	✓	✓	✓			
	Contract signed by Director*				**Where used**	✓		
	Deed signed under seal by Mayor and Borough Solicitor						✓	✓
* Or Responsible Officer with formal written delegation of these powers from the Director								

Annex 2

Works — **Minimum Requirements**

>£35k South East Business Portal / >£4,551,413 OJEU — ✓ = Mandatory

	Total Contract Value	Up to £5K	>£5K to £10K	>£10K to £35K	>£35K to £100K	>£100K to £400K	>£400K to £1m	>£1m
Procurement Plan	Director* to approve, with advice from Head of Procurement				**Optional**	**Optional**	✓	✓
	Executive Member to approve						✓	✓
Format	Request for Quotation (RFQ)	✓ **oral**	✓	✓	✓			
	Invitation to Tender (ITT)				**Optional**	✓	✓	✓
Specification		✓ **oral**	✓ **outline**	✓ **outline**	✓	✓	✓	✓
Terms	BFC terms and conditions	**Preferred**	**Preferred**	**Preferred**	✓			
	Special terms - contact Legal Services				**Optional**	✓	✓	✓
Competition	Minimum 1 quote	✓ **oral**	✓					
	Minimum 3 quotes			✓	✓			
	Formal Tender min 5					✓	✓	✓
	Order under a Framework Agreement	**mini competition of all suppliers able to meet the requirement**						
Advertising	SE Business Portal			**Optional**	**Optional**	**Optional**	✓	✓
	European website (TED)							**Optional below Threshold: mandatory above**
Contract SO Waiver	Director to record reasons on file	✓	✓	✓				
	Chief Executive and Borough Solicitor to approve				✓	✓		
	The Executive to approve						✓	✓
Contract Award	Director*	✓	✓	✓	✓			
	Report to Director* for approval				**Optional**	✓		
	Report to Director and Executive Member for approval						✓	
	Report to the Executive for approval							✓
Contract Award Notice	Regional website (SECE)			**Optional**	✓	✓	✓	✓
	European website (TED)					✓	✓	✓
Form of Contract	Purchase Order	✓ **oral**	✓	✓	✓			
	Contract signed by Director*				**Where used**	✓		
	Deed signed under seal by Mayor and Borough Solicitor						✓	✓

* Or Responsible Officer with formal written delegation of these powers from the Director

Appendix I. Delegated Authority – Revenue

Position	Accounts payable	Purchase Orders	Debtors Write-offs / disposal of property	Bank Imprest (limit as agreed with CYPL)	Petty Cash Floats
Headteacher	£50,000 (with the exception of agency / supply / cover)	£50,000 (with the exception of agency / supply / cover)	£1,000	£150,000	£1,000
School Business Manager	£15,000	£15,000	£500 Disposals only	£150,000	£1,000
Deputy Headteacher	£15,000	£15,000	£250 Disposals only	£150,000	£1,000
Assistant Headteacher (designated)	£5,000	£5,000	£250 Disposals only	N/A	N/A
Senior Finance Officer	N/A	£750	N/A	N/A	N/A
Finance Assistant	N/A	£250	N/A	N/A	N/A

Appendix J. Delegated Authority – Capital expenditure (projects >£2k)

Position	Accounts payable	Purchase Orders	Debtors Write-offs / disposal of property	Bank Imprest (limit as agreed with CYPL)	Petty Cash Floats
Headteacher	£50,000	£50,000	£1,000	£150,000	£1,000
School Business Manager	£15,000	£15,000	£500 Disposals only	£150,000	£1,000
Deputy Headteacher	£15,000	£15,000	£250 Disposals only	£150,000	£1,000
Assistant Headteacher (designated)	£5,000	£5,000	£250 Disposals only	N/A	N/A

Appendix K. Delegated Authority – Payroll

SURNAME	INITIALS	SIGNATURE	JOB TITLE	TIME SHEET/TRAVEL CLAIMS	OTHER FORMS (State type)
			Headteacher	(WITHIN BUDGET LIMITS)	
			Deputy Headteacher	(WITHIN BUDGET LIMITS)	
			School Business Manager	(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	
				(WITHIN BUDGET LIMITS)	

Appendix L - Register of Delegated Contract Authority

Bracknell Forest Council - Register of Delegated Contract Authority Rev1
This form is to record those Responsible

The column headings below summarise the categories of contracts and their required level of authority and documentation. A

Authority for:

Section: Education - Easthampstead Park Community School

Date:

Approved by:

Signature: ……

Name: **Chair of Governors**

Name	Signature	Restrictions to the specific nature of goods and	Level of Delegated Authority			Confirmation of contract extensions	
			Completion of Contracts up to £400k £	CSO Waiver up to £35k £	Extensions	Extensions not	Comments
Headteacher (with Governors as necessary over £50k with the exception of agency / supply / cover)		All school improvement business	£50k	£35k	With Governors and within budget limits	1 year - up to £100k with Governor approval	Contracts exceeding £35k to be brought to the attention of Governors and tender process
Deputy Headteacher		All school improvement business	£15k	£10k	N/A	N/A	
C Harrison - School Business Manager		All school improvement business	£15k	£10k	N/A	N/A	

*** For cases above EC Threshold these cannot be extended.**
This form does not apply to land and property transactions.
Procurements above £100k require a procurement plan
CSO Waivers require a written record to be retained

Appendix M. Delegated Authority – School Procurement Card

Position	Restrictions to the specific nature of goods and or services applicable.	Maximum individual transaction value £	Monthly expenditure limit £
Headteacher	The purchase of goods and services relating to official school business	£2,000	£3,500
School Business Manager	The purchase of goods and services relating to official school business	£2,000	£3,500
Deputy Headteacher	The purchase of goods and services relating to official school business - ***only to be used in the absence of the Headteacher and School Business Manager***	£2,000	£3,500

Appendix N. Administration of BFC Procurement Cards

Issue and Administration of cards

The issue of BFC Procurement cards and the financial limits set on their use must be approved by the relevant committee of governors. The School procedures for the issue and use of BFC Procurement cards and the individual financial limits will be reviewed by the relevant committee of governors on an annual basis.

The School Business Manager will provide new users with the following documentation:

- Lloyds TSB Cardholder Application
- BFC Purchase Card Request Form
- Government Purchase Card Conditions of Use

School Procedures

The cardholder should complete the BFC Purchase Card Request Form and Page 1 of the Lloyds TSB Purchasing Card Cardholder application and return both documents to the School Business Manager along with the signed Acceptance and Undertaking on Page 1 of the Government Purchase Card Conditions for Schools. The cardholder should retain the other pages of the Conditions of Use for future reference.

On receipt of a completed application, the School Business Manager should check details for completeness and accuracy and then forward the verified documents to Education Finance.

The School Business Manager will be responsible for updating these procedures as necessary and presenting them to the relevant committee of governors for review. The School Business Manager will also be responsible for reviewing the use of the cards and making recommendations to the relevant committee of governors with regard to individual cardholders' credit limits.

The School Business Manager will report the loss, theft or misuse of a card to the BFC Purchase Card Administrator immediately.

If a cardholder leaves the School's employment, the School Business Manager will ensure that their card is cut in half across the smartcard chip and returned to the BFC Purchase Card Administrator.

Ordering and accounting for purchases

The School Business Manager will validate that purchases made using the cards comply with the School's procedures for ordering included in the 'Internal Financial Procedures' section of the Staff Handbook and with the cardholder procedures for the use of Procurement Cards and online purchasing.

On receipt of a request of purchase and requirement to use a procurement card, the School Business Manager will make the purchase and enter it onto the transaction log (Annex A).

Upon receipt of the goods and authorisation for payment, the invoice will be given to the Finance Officer who will enter the transactions onto FMS as cash book journals. A cash book journal will be entered for each transaction for each card holder. If a Supplier is entered against each transaction the expenditure appears in Supplier Review under Journal Payments. The reference field should be PC, the initials of the card holder and month of the statement for easy identification later.

If a purchase order was raised then it should be cancelled once the cash book journal has been entered. It will not be usual for a PO to be raised as the spend is incurred immediately.

On receipt of the monthly statements from the cardholders, the School Business Manager will check that all transactions are legitimate and appropriate and are supported by receipts. The Finance Officer will enter the appropriate FMS codes on the log. This will then be returned to the cardholder for signature to confirm that all the purchases were made for the business of the School. Where any transactions are considered not to be legitimate, these will be referred to the Headteacher who will determine the course of action in accordance with the provisions within the Governors' policy on Staff Discipline and Grievance.

The signed transaction log, together with the supporting credit card statement and receipts, will be passed to the School Business Manager who will review the transactions before initialling the log and passing it to the Headteacher for endorsement. Transactions relating to purchases by the Headteacher will need to be authorised by the School Business Manager and reviewed at least termly by the Chair of Governors - each transaction log is to be signed.

The total balance outstanding on all cards is paid monthly by direct debit. When the bank statement is reconciled in FMS, one line on the bank statement may reconcile with many lines in FMS. These will be easily identifiable using the reference field.

The cash book journals will be picked up in the normal way for inclusion on the Imprest Return which reports the expenditure to Bracknell Forest Council.

Annex 1

Transaction Log for Government Purchase Card
Easthampstead Park Community School

Cardholder Name:
Statement No.

I confirm that all purchases have been for business purposes of the above named school.

Signature
Date
Page No.
Authorised by:
Signature
Date

Bracknell Forest Council

Attach receipts (annotated with reference number) and a copy of credit card statement

FMS Reference	Date of Order	Supplier	Description of Purchase	Amount excl VAT £	VAT Amount £	Total Incl VAT £	Fund	Ledger Code	Date goods received	Entered onto FMS
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
						-				
					Total	0.00				

Appendix O. School Private Fund

1. On behalf of the Governing Body, the Headteacher, the Deputy Headteacher and the School Business Manager shall be the Trustees and Administrators of the School Private Fund (SPF). The School Business Manager shall act as the executive in the day to day operation of the SPF
2. The Administrators shall be trustees of all the monies received for the benefit of the SPF and have responsibility for the approval of all disbursements.
3. The procedures for managing the SPF will be identical to those for managing the Public Provided Funds except where there is an incompatibility between one of those procedures (i.e. no requirement for Purchase Orders) and one or more of the policy clauses contained in this document. In that case, the Headteacher will have the final decision to interpret the policy as he/she sees fit and report such instances to the Finance & Property Committee at its next meeting.
4. A bank account shall be kept for the purpose of administrating the SPF and cheques, drafts, bills and promissory notes shall be signed by two of the authorised school-countersigning officers.
5. The School Business Manager shall ensure that the uncommitted balance of the SPF is invested without risk so that the fund may benefit from the accrued interest.
6. The SPF shall comprise all non-public monies managed by the School. It shall incorporate all funds that belong to the School and any funds that are held in trust by the School (e.g. monies for school trips and events). These shall be identified as separate, appropriately named sub-accounts.
7. Where there is a surplus at the conclusion of an activity supported by SPF which exceeds an amount per individual contributor set by the Headteacher, the contributor will be offered a refund.
8. Accounts shall be made up to 31 March in each year and submitted to the Auditors within three months of that date and shall be subsequently submitted for the perusal of the Finance & Property Committee.
9. In making up the accounts, any sub-fund that has become inactive for more than three years shall be closed and any balance subsumed within the investment account of the SPF which will never expire. Where a Project Fund account expires, the Trustees may elect to extend its life if there is reasonable expectation that the project for which the account was set up will continue or be revived.
10. With the approval of the Governing Body, these rules may be varied, deleted or added to if the Administrators so resolve.
11. The SPF may only be wound up by a resolution passed unanimously by the Governors on the recommendation of the Trustees. In such an event the remaining assets of the SPF, after satisfaction of any liabilities, shall be applied for such educational purposes the Governing Body shall decide.

Appendix P. Powers of Write Off and Disposal of School Equipment/Property

Powers of Write Off - Debtors

- Authority for the write off of bad debts up to a value of £1,000 is vested in the Headteacher with the Finance & Property Committee. In the case of larger amounts, advice shall be sought from the Director of CYPL.

Write Off / Disposal of School Equipment/Property

In disposing of any school equipment/property it is essential to ensure that the school realises the value of such assets to support school funds. When school equipment funded by school funds comes to the end of its useful life or is surplus to requirements, every effort shall be made to realise the residual value of such equipment.

Write off value relates to the actual value of the item at the time of the proposed write off and not the purchase value.

The School Business Manager shall be notified in writing of all write off actions so that appropriate inventory action can be taken.

- Authority for the disposal of school equipment/property is vested in the Finance & Property Committee. The Finance & Property Committee shall approve write off for any single item valued in excess of £1,000.
- The Headteacher is authorised to exercise delegated power to approve the disposal of school equipment/property that is in any way surplus to requirement and has a value of no more than £1,000.
- The School Business Manager is authorised to exercise delegated power to approve the disposal of school equipment/property that is in any way surplus to requirement and has a value not greater than £500.
- Heads of Department are authorised to recommend the disposal of school equipment/property that is in any way surplus to requirement and has a value not greater than £250.
- The proceeds arising from the sale of school equipment shall be credited to school funds.

The School Business Manager shall be advised of all sales before the event to ensure that school responsibilities with regard to VAT are not compromised and to ensure appropriate inventory action is taken. All sales are to be supported by relevant school invoices.