



'Aim High Be Happy'

## Finance Policy

Policy Control	
Responsible Person:	Amanda Norman
Responsible Governor Team:	Finance
Approved by Governors:	November 2023
Date due for review:	November 2024

**Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

### Our School Values

Sandhurst Primary School values

With **kindness** in our hearts,  
we find **enjoyment** in our learning and  
seek **challenge** in all that we do.

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

## 1. Introduction

The Governors of Sandhurst Primary School are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Headteacher and the Governing Body have drawn up this Finance Policy to provide the guiding principles for which all Governors and staff will operate within.

This Policy has been drawn up in accordance with the Local Authority's (LA) Scheme for Financing Schools.

## 2. Principles

Our Finance Policy adheres to the following principles;

- The responsibilities of the Governing Body, its committees, the Headteacher and staff will be clearly defined, and limits of delegated authority established, where applicable.

The **Governing Body** is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by;

- Using both performance data and financial benchmarking to **compare** to similar schools locally and nationally.
- Using the information gained to **challenge** performance and set new targets
- Using fair **competition** through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way
- **Consulting** parents on policy development and major changes in the use of resources

The school will establish sound internal financial controls, based on the LA's Financial Controls to ensure the reliability and accuracy of its financial transactions.

The budget will reflect the school's prioritised educational objectives through its links to the School Development/Improvement Plan, which indicates the resource implications of each priority.

The budget will be subject to effective monitoring, allowing the Governors, Headteacher and staff to maintain financial control in line with the Balance Control Mechanism by reviewing the current position and taking any remedial action necessary.

The school will be adequately insured against exposure to risk.

The school will ensure that:

- The Budget Share is spent for the purpose of the school only
- Purchasing arrangements achieve value for money
- There are sound procedures for the administration of personnel matters
- There are sound procedures for the administration of payroll matters
- Stocks, stores and assets are recorded and adequately safeguarded against loss or theft
- All income due is identified and all collections receipted, recorded and banked promptly
- The operation of the bank account and the reconciliation of bank balances with the accounting records are properly controlled
- The use of petty cash is strictly controlled
- The use of a NatWest **onecard** is strictly controlled
- The School Voluntary Fund and any other non-public funds are administered as rigorously as public funds
- Any suspected irregularity will be reported immediately to the LA's Head of Internal Audit
- The school will adhere to current GDPR and Data Protection legislation
- Appropriate training in financial administration will be given to enable staff cover at all times

### **3. Putting Policy into Practice**

#### **3.1 Delegated Authority**

The Full **Governing Body** has overall responsibility for the management of all of the school's finances covering the revenue budget, other budgets delegated or devolved by the LA and other funds (e.g. the School Voluntary Fund).

The **Full Governing Body** will ensure the annual detailed report of the Schools Financial Value Standard (SFVS) is provided to them and the chair of governors will sign the completed form prior to sending a copy to the Local Authority.

The **Finance Committee or equivalent (edit name if applicable)** is delegated responsibility by the Full Governing Body for the following aspects of financial management;

- \*Evaluate and recommend the three-year budget plan, which shows clear links to the School Development/Improvement Plan, for approval by the Full Governing Body  
\*Evaluate and approve the three-year budget plan, which shows clear links to the School Development/Improvement Plan.  
*\*Delete statement that does not apply.*
- \*To review the Finance Policy and agree levels of delegation for approval by the Full Governing Body  
\*To approve the Finance Policy and agree levels of delegation.  
*\*Delete statement that does not apply.*
- To review the Charges and Remissions Policy for approval by the Full Governing Body
- To review a Pay Policy for approval by the Full Governing Body
- To make decisions in respect of service agreements and insurance
- To advise the Full Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation
- To report monitoring and the outturn position to the Full Governing Body, highlighting any significant variances
- Evaluate any proposed virements ( If applicable )
- Evaluate and report on Tenders for Contract Services to the Full Governing Body
- Keeping in-school financial procedures under review
- Benchmark the school's financial performance and report to the Full Governing Body

The **Headteacher** is responsible for implementing the decisions of the Governing Body and for the operational management of the school. The general administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher and this delegation should be documented in the Finance Policy.

***Insert here if Headteacher has delegated authority to any other member of staff***

### **3.2 Internal Financial Controls**

The internal financial controls follow the financial controls set out in the LA's Scheme for Financing Schools.

### **3.3 Financial Links to the School Improvement Plan**

The School Development/Improvement Plan has sufficient scope and depth of the financial implications, and it is reflected in the school's three-year budget plan.

### 3.4 Monitoring and Virements

The school recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management. To this end, the Headteacher carries out a monthly internal monitoring procedure, copied to the Chair of the Finance\* Committee (**\*edit name if applicable**). A monitoring report is taken to all meetings of the Finance\* Committee which reports, if required, to the Full Governing Body. Monitoring reports are submitted to the LA in accordance with its timetable. Governors should ensure their meetings are timed to see all monitoring submitted to the LA either prior to submission or soon after. This will ensure they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Virements up to £8,000 - The Headteacher, reported to the Finance Committee (**edit if applicable**)

Virements from £8,001 to £15,000 – The Finance Committee (**edit if applicable**)

Virements over £15,000 – The Full Governing Body

*(Note: Levels should be determined at school level - usually up to £8,000 Headteacher, up to £15,000 finance committee, over £15,000 Full Governing Body)*

### 3.5 Insurance

Insurance is held through **the Kent County Council (KCC) 'Safe Hands' Scheme\*** OR **Name of Insurer\*** (*delete whichever is not applicable*) with relevant cover, as identified by the schedule received from the LA's Insurance section.

### 3.6 Purchasing

All budgets are held by the headteacher.

Where there are Budget holders a 'needs budget' is prepared and submitted for their area of responsibility, for approval by the Headteacher in line with the priority needs of the school and the School Development/Improvement Plan. A list of authorised signatories, containing name, position, budget held and value of budget, should be held in school as an appendix to the Finance policy (**See Appendix B**)

All staff adhere to the KCC procedures for purchasing items, detailed in financial control no7, ensuring regard to value for money at all times. The Budget Holder or the authorised delegated deputy is responsible for authorising all order requests and invoices prior to payment.

Where the school purchases larger items, we adhere to the procedure for Spending the Council's Money as laid down in the Scheme for Financing Schools <http://www.kelsi.org.uk/policies-and-guidance/finance-guidance-and-policies/scheme-for-financing-schools>)

in summary:

- For orders in excess of £8,000, but less than £50,000, three written quotations are obtained and submitted to the *\*Finance Committee for approval and report to the Full Governing Body (\*edit if applicable)*
- For orders of £50,000 or over, no fewer than three competitive tenders are sought and submitted to the Full Governing Body for approval

As a matter of good practice, KCC recommend all orders under £8000 have one written quotation

All of the above will be minuted at the appropriate committee/Governing Body meeting to ensure that the School is seen to be obtaining value for money at all times.

**The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.**

### 3.7 Personnel Matters

At the start of every financial year the **Headteacher** uses a financial planning tool to calculate the salary costs of all members of staff, including increments, where applicable. These details are used by the **Finance Committee** (edit name if applicable) for incorporation into the school budget planning process.

The **Performance Management Committee** (edit name if applicable) undertakes an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the Full Governing Body for approval.

The Headteacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Body.

Details of all salaries are recorded as a confidential item in the minutes.

### 3.8 Payroll Matters

Our payroll provider is **Capita Business Services**, who provides payroll services to the specification laid down by the LA. The Headteacher, or designated deputy, signs off the monthly payroll reports once they have been checked for accuracy, (*refer to finance control 9*).

### 3.9 Safeguard of Stocks, Stores and Assets

All staff are responsible for the security of school assets. Co-ordinators, subject managers and class teachers safeguard their assets and maintain asset registers, which are checked at least on an annual basis and certified by the Headteacher or designated deputy. Other school assets are recorded on a general asset register, maintained and updated by the school office.

Items of value are held in a locked cupboard/cabinet, wherever possible and all items are visibly security marked to deter theft.

Where assets are to be written off and disposed of, the Finance Monitoring Team agrees this on behalf of the Full Governing Body and the agreement is minuted.

Where school assets are loaned to staff or pupils, a loans book is completed and signed when borrowing the item and again when the item is returned.

### **3.10 Income**

The Lettings Policy is reviewed and approved by the Governing Body.

Where debts are required to be written off, after every effort has been made by the Headteacher and Governors to recoup the monies, the Full Governing Body will approve up to £1,000. Approval to write off debts over £1,000 is required in writing from the LA Finance Business Partner CYPE. ([schoolfunding@kent.gov.uk](mailto:schoolfunding@kent.gov.uk))

The total cash (income & petty cash) held in the school must not exceed the schools cash insured levels. Cash is insured up to £200 (as per schools insurance policy schedule)

\*Governors have agreed that the maximum level of cash that can be held collectively at any one time is £200.

(\*delete if not applicable – \*\*maximum level cannot exceed insured level)

Cash will be receipted, recorded to the system and banked regularly, at least once a term (or sooner if insured limit is reached) without exception.

### **3.11 The School Bank Account**

The school operates its school bank account(s) in accordance with the regulations in the LA's Scheme for Financing Schools. The school operates only one current account for the administration of KCC official funds.

Bank account signatories are updated immediately there is a change in staffing and details are copied to Schools Financial Services, as a matter of course.

Suppliers and Invoices are paid via BACS (or in emergencies a cheque) ensuring it adheres to all financial controls within the Scheme for Financing Schools.

Bank statements are received/printed out on at least a monthly basis and reconciled in accordance with LA guidelines (*refer to Finance control no1*). The Headteacher or designated deputy signs and dates the bank statement as soon as possible after the reconciliation has been checked.

### **3.12 Petty Cash**

Sandhurst Primary School does not hold any petty cash.

**Staff must not use their own cash, personal debit or credit cards for the purchase of any items for the school.**

Personal Reward cards must not be used in conjunction with any school purchase.

### **3.13 NatWest onecard (state if no cards held)**

Approved **one**card/s are held as an additional method of payment in accordance with the LA guidance. (refer to *Financial Control no7*)

Please list:

Cardholder and/or Position	Single transaction limit	Monthly card limit
Amanda Norman HT	£2000	£5000
Janet Patridge OM	21000	£5000

### 3.14 The Voluntary Fund

Sandhurst Primary School does not have a Voluntary Fund.

### 3.15 Fraud and Irregularities

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. Schools must ensure they have a current Anti-Fraud, Bribery and Corruption Policy in place and that staff are made aware of this and the LA's Whistleblowing arrangements and to whom they should report concerns. This information must be communicated to all staff and also be included in induction for new school staff and governors.

### 3.16 Data Protection

The School (as Data Controller) adheres to the GDPR and the Data Protection Act 2018 including paying a data protection fee to the Information Commissioners Office (ICO). The School pays £60 as determined by the ICO.

### 3.17 Information Systems

A password protection procedure is adhered to as laid down in the staff handbook. Systems are backed up regularly and the backups held securely, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the administration network.

### 3.18 Financial Administration

Two members of staff are trained in the use of the finance software and financial administration procedures, to cover any staff absence. We also purchase a support contract through the Schools Financial Services which is reviewed on an annual basis, allowing us the option to purchase additional support, if required.

**Schools should ensure their policy is clearly dated after each review.**

**If you have any queries, please contact Schools Financial Services on 03301 651 001**

Reviewed November 2023 in view of compliance checks