

ALDERMASTON CE PRIMARY SCHOOL

FINANCIAL MANAGEMENT POLICY AND PROCEDURES including GOVERNORS ALLOWANCES

Purpose and background

The school receives on an annual basis a financial allocation from West Berkshire Council (“WBC”), together with additional monies available through direct government grants. This policy and procedures determine the framework within which the school conducts its finances, the delegation of responsibility and the methods of operation, so that all parties concerned are aware of their duties and responsibilities and that sound internal and financial controls are maintained. The implementation of appropriate practice and procedures will ensure the best use of funds available to enhance the education of the school’s pupils.

The operation of the school’s private fund is included within this policy (Appendix 6).

Policy objectives

Compliance statement. The school adopts and will comply with, ensuring that staff are made aware of as required, regulations and guidelines as published by the Local Authority, including: the WBC Financial Rules of Procedure*; the WBC Contract Rules of Procedure*; the WBC Anti Fraud and Corruption Policy*; and the WBC Scheme for Financing Schools*., to the extent that such regulations and guidelines apply to schools. The school will also comply with DfE and Audit Commission regulations and guidelines for budget management, including ‘Keeping your Balance’ and the spending and receipt of monies, including direct government grants. It will operate in accordance within the requirements and standards laid down in the DfE Financial Management Standards (SFVS) and WBC Audit and Accountancy Departments.

*These documents are available as Appendices 7-11 of this Policy.

Budget setting statement, and best value. The Governing Body will set an annual budget for income and expenditure. It will publish, as required, annual statements relating income and expenditure.

Delegation statement. The governing body has delegated certain functions and the making of certain decisions to its Finance Committee, in accordance with the remit of that committee. It has also delegated to the Headteacher the management of the budget and the virement of funds in accordance with The Financial Responsibilities of the Governing Body as listed in Appendix 1. The signing of cheques and other bank instructions is delegated to school staff in line with The Register of Authorising Officers as listed in Appendix 2. The Governing Body will note and approve the Headteacher’s allocation of financial duties to staff so as best to achieve separation to ensure probity, and that shadowing of duties occurs to the fullest extent possible recognising the small size of the school to provide continuity in the event of absence. It will monitor the competencies of school finance staff and make recommendations to the Headteacher as appropriate.

Budget purpose and objectives statement. When setting the budget the Governing Body shall consider the aims and objectives of the school and School Development Plan and ensure that the budget and financial processes of the school support and reflect these as far as possible.

Drafted	03/09	Approved FC	04/09	Ratified by GB	05/09
Review Date	06/19		06/19		07/19
	06/20				
Signed – Chair of Governors					

Staff and development statement. In setting the budget governors will take due account of the need to resource the management and administration of the school's finances and to ensure, through regular review, that staff resource and competence is sufficient, and is supported through appropriate development and training

Communication statement. All material budgetary decisions will be communicated between all relevant and interested school staff and the governing body on a regular and timely basis, to ensure that the financial context of the school is understood and that necessary actions are implemented. This policy is available to staff and parents through the school website

Best value and procurement statement. The school has in place rules for the procurement of goods and services to obtain best value from the resources available (see Appendix 3).

Procedures statement. Finance staff are given clear guidance to ensure that effective and robust financial and accounting procedures are adhered to (see Appendix 4).

Payment of governors' expenses. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body. Full details of what can be claimed and how the claims must be approved are given in the policy for Governors' Allowances (see standalone policy).

Inventory and assets statement. The school has in place procedures for the recording of assets (see Appendix 4). The Finance Committee will receive and review an inventory report on an annual basis, to be signed off once approved by the Headteacher.

Pecuniary and business interests statement. All governors and those staff with financial responsibilities will declare any pecuniary or personal interest annually through the Register of Business interests maintained by the school. Governors and other attendees will be required to declare any such interest relating to any governing body or committee meeting agenda item at the start of that meeting.

Indemnity statement. No indemnity of any sort may be given to the benefit of a third party.

Management of Policy

School:	This Policy is implemented and managed by the Headteacher and Finance Officer, with reference to the Senior Leadership Team and other interested parties as necessary. It will be circulated to all staff with financial responsibility on an annual basis who will sign a check list to confirm that they have read and understood the document and its appendices.
Governing Body:	The Governors' Finance Committee reviews this Policy on a regular basis and recommends amendments to the Governing Body for final decision.
Approval:	This Policy, and any changes to it, must be approved by the Full Governing Body
Review	This Policy shall be reviewed by the Finance Committee on an annual basis

Associated policies, documents and remits

Terms of reference of Governors Finance Committee

School Development Plan

Charging policy

Lettings policy

Practice and procedures

This Policy is to be read in conjunction with the Terms of Reference of the Governing Body's Finance Committee and the attached appendices.

School Policies and Statements supporting the compliance statement

Appendix 1. Delegation and the Management and Virement of Funds (Iss. 2)

Appendix 2.1 Register of Authorising Officers (Iss. 10)

Appendix 2.2 Procurement Card Register of Authorising Officers (Iss 2)

Appendix 3. The Procurement of Goods and Services (Iss. 5)

Appendix 4. Instructions to Office Staff on Financial Procedures (Iss. 7)

Appendix 5. (superseded by standalone policy on Governors' Allowances)

Appendix 6. School Fund Policy (Iss. 3)

WBC Documents supporting the compliance statement

West Berkshire Council Financial Rules of Procedure (see Appendix 7)

West Berkshire Council Contract Rules of Procedure (see Appendix 8)

West Berkshire Council Anti Fraud and Corruption Policy (see Appendix 9)

West Berkshire Council Scheme for Financing Schools (see Appendix 10)

Audit Commission Keeping Your Balance (see Appendix 11)

West Berkshire Council Whistleblowing Policy and Procedure for Schools (see Appendix 12)