



Finance Policy

Enquire Learning Trust
Ever Curious, Always Learning

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Version History

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1. Introduction

The purpose of this policy is to ensure that The Enquire Learning Trust (the Trust) maintains and develops systems of financial control which conform to the requirements both of propriety, efficiency and regularity and of good financial management. It is essential that these systems operate in accordance with the requirements of our Funding Agreement with the Department for Education (DfE)/Education and Skills Funding Agency (ESFA) and of that outlined in the Academies Financial Handbook. The policy – in conjunction with the Scheme of Delegation and Procurement Policy - acts as a financial framework for our academies to work within. We acknowledge that operational practices will differ within our academy structure, but processes must be set with the parameters set out below.

The Trust must comply with the principles of financial control outlined in the academies guidance published by the DfE/ESFA. This policy expands on that and provides detailed information on the academy's accounting procedures and systems.

This policy builds on the financial principles and requirements established and adopted in previous Finance Policies and reflects the organisational changes that have occurred over the last 12 months and includes key amendments outlined in the Academies Financial Handbook.

Values and ambitions

We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.

We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.

We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.

We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that taps into their passions and interests and use the potential of emergent technologies

2. Organisation

Members

Members are the ultimate layer of governance in the Trust. They appoint and remove Trustees, amend our Articles of Association and hold our Trustees to account.

Trustees

The Trustees set the strategic direction and strategy for the Trust. They hold Directors to account, ensure financial efficiency and probity and ensure the Trust is legally compliant. The Board is governed by non-executive Trustees constituted under a Memorandum of Association and Article of Association. The Trustees are responsible for ensuring that high standards of corporate governance are maintained. The Trustees exercise their powers of functions with a view to fulfilling a largely strategic leadership role in the running of the academies. This affords greater opportunities for collaboration not only with regards to teaching and learning but also in terms of the management of each academy, including the procurement of goods and services.

The Trustees are also governed by the terms of any Funding Agreement that are in place and the Academies Financial Handbook (AFH).

Academy Improvement Committee

The Academy Improvement Committees are a sub-committee of the Trustees. The role of the Academy Improvement Committee is to carry the Trust's vision, values, policies, priorities and in addition, to develop the local community links.

The Academy Improvement Committees are made up of members who are expected to question, challenge and support the academy's leadership.

Directors

The Trust Directors are appointed to manage the business and Academy improvement strategies of the Trust within the parameters set by Trustees as outlined in the Scheme of Delegation. Working within these parameters, Directors have the responsibility for the day to day management of the Trust's operations and Academy improvement.

Directors are invited to attend termly Trustee meetings as and when required.

Register of Interests/Related parties

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all Trustees, Directors, Members and staff with significant financial or spending powers are required to declare any financial interests they have in companies and/or individuals from whom the Trust and Academies' may purchase goods or services. The register is open to public inspection; a copy of the form is appended to this policy and available on the Trust website.

The register should include all business interests such as directorships, share holdings and/or other appointments of influence within a business or organisation which may have dealings with the Trust or individual academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a director or a member of staff by that person.

The following employees/members of the trust are deemed to be a related party:

- Members
- Trustees
- Trust Leadership team
- Trust Finance team
- Principals
- Academy business manger
- Any close family member of the above

The existence of a register of business interests does not, of course, detract from the duties of the Trust and its staff to declare interests whenever they are relevant to matters being discussed by the Trust or a constituted committee. Where an interest has been declared, Trustees, Directors, members and staff should withdraw from that part of any committee or other meeting and should not be involved in the procurement process.

All potential transactions with related parties must be reported to the CFO, on the template attached to the back of this policy, prior to taking place and prior to being confirmed with the supplier.

The CFO will submit the appropriate details to the ESFA to declare the intention to enter into such agreements. For transactions over £20,000 prior approval must be sought from the ESFA.

An agreement must not be entered into until the confirmation has been received from the ESFA via the CFO.

Any related party transactions arising in the year must be recorded on a monthly basis and submitted as part of the month end procedure.

The Academies Financial Handbook has been updated to provide further clarity on Governance:

- Trustees must understand their duties as Company Directors
- Trustees must provide details of its governance arrangements in their governance statement published with the Annual Accounts and on the Trust website
- The Trustees should identify the skills they require and address any gaps through recruitment or training
- The Scheme of Delegation to be published on the Trust website
- The Chair of Trustees and the Accounting Officer must manage their relationship with connected parties to avoid both real and perceived conflicts of interest
- Academy Trusts (AT) must recognise that their relationships with some connected parties attract greater public scrutiny and require high standards of accountability and transparency
- ATs must capture relevant business and pecuniary interests of members, trustees, local governors, accounting officer and senior employees – trustees, accounting officer and members published on website – and consider whether other individuals should be included in the register (in support of transparency and accountability)
- Above the de-minimus threshold of £2.5K ATs must pay connected parties at no more than cost

3. Accounting System

All the financial transactions, both central and within the Academies, must be recorded on the computerised accounting system and in the agreed format.

The Trust has adopted the Sage 200 finance package for academies and has a standardised financial framework, processes and procedures that all academies must implement upon conversion.

Back-up process

Back-up procedures are prescribed in the Trust IG Policy.

The Business Continuity Plan will be enacted in the event of loss of accounting facilities or financial data. This should link in with the annual assessment made by the Trust of the major risks to which the Trust and Academies are exposed and the systems that have been put in place to mitigate those risks.

Transaction Processing

All transactions must be posted to the computerised accounting system and authorised in accordance with delegated levels of responsibility and authority. Appropriate levels of segregation of duties must be in place.

Detailed information on the operation of the computerised accounting system can be found in the user manuals. Full user training is delivered on the system and Trust requirements via the Trust Finance Manager.

All transactions must be processed in a timely manner. Transactions must be in real time.

All academy financial statements and reports are prepared under the Accruals Basis of accounting which requires that income and expense over £1000 must be recognized in the accounting periods to which they relate rather than on cash basis.

Transaction Reports and Reconciliations

The Academy Business Manager will be responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:

- Bank reconciliation including agreeing to the trial balance
- Sales ledger control account
- Purchase ledger control account
- Payroll control account
- VAT control account
- Any other balance sheet reconciliations required.

Once reconciled, the Academy Business Manager will enact and process the monthly 'closedown' and produce the reports required in the month end procedures and submit to the Finance Manager by the 12th of the month, if this date falls in school holidays an amended deadline date will be communicated as deemed appropriate. The Finance Manager will consolidate the accounts centrally and generate the following reports:

- Summary income and expenditure report
- Balance sheet
- Other reports as detailed in the month end procedures.

Once the month end procedure is complete the Academy Business Manager and Principal must review the financial performance and position of the academy and sign the month end disclaimer to confirm the reports have been read and understood.

The consolidated monthly management accounts will be prepared by the Finance Manager and then shared by the CFO on a monthly basis with the chair of Trustees and all other Trustees on a bi monthly basis.

4. Financial Planning

The Academy in conjunction with the Trust will prepare both medium term and short term financial plans.

The medium term financial plan is prepared as part of the development planning process. The development plan indicates how educational and other objectives are to be achieved using the expected level of resources over a three year period.

The development plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the Academy and the planned use of those resources.

The development planning process and the budgetary process are described in more detail below.

Evaluation and Document Planning

- The development plan outlines the future aims and objectives of the Academy and how they are to be achieved; that includes matching the objectives and targets to the resources expected to be available. They are the “big picture” within which more detailed plans may be integrated.
- The form and content of the development plan will be inclusive and drawn from discussion and agreement across the Trust. Due regard will be given to the matters included within the guidance to academies and any annual guidance issued by the DfE.
- The completed development plan will include detailed objectives for the coming academic year and outline objectives for the following two years. The plan should also include the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievement can be measured.
- For each objective the lead responsibility for ensuring progress is made towards the objective will be assigned.

Annual Budget

The CFO, in conjunction with the Academy Principal and Academy Business Manager, is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Trustees.

The approved budget must be submitted to the ESFA by the last working day of July each year and the CFO is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.

The annual budget will reflect the best estimate of the resources available to each Academy for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the development plan objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- Forecasts of the likely number of pupils to estimate the amount of ESFA grant receivable
- Review of other income sources available to the Academies to assess likely level of receipts
- Review of past performance against budgets to promote an understanding of the Academies cost base
- Identification of potential efficiency savings
- Review of the main expenditure headings in light of the development plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes
- A staffing structure that fulfills statutory requirements and supports academy improvement – the staffing costs must not exceed 80% of the total in year funding without the approval of the CFO. Funding for this purpose is to include – GAG funding, pupil premium, SEN funding, Early Years income, Mellors guaranteed return, Teachers pension and Teachers pay grants, Employee insurance income and any other attributable income agreed with the CFO.

Balancing the Budget

Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where savings can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need.

The Trustees may request that a percentage of academy surpluses are held centrally as a contingency measure in order to fund emergency or extraordinary items/costs, aid cash flow or used for collaborative initiatives and projects.

Finalising the Budget

Once the different options and scenarios have been considered, a draft budget should be prepared by the Academy Business Manager in conjunction with the CFO and consolidated by the CFO for approval by Trustees. Once agreed, the budget should be communicated to appropriate staff members so that everyone is aware of the overall budgetary constraints.

The budget should be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

The CFO/Trust Finance Manager will work with each individual Academy to formulate their annual budget requirements and complete the Budget Forecast Return to the ESFA by the deadline.

Monitoring and Review

Monthly reports will be prepared by the Academy Business Manager. The reports will detail actual income and expenditure against budget both for budget holders (if applicable) and at a summary level for the Principal.

Any potential overspend against the budget must in the first instance be discussed with the Academy Principal and the Trust CFO.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated, and action taken where appropriate.

The CFO must be made aware of significant budget variances as part of the monthly reporting process. Virements will be actioned as appropriate.

All academies presenting a year end surplus exceeding 5% of funding will be asked to provide a robust spending plan outlining the use of these surplus funds – the plan must be aligned to reducing identified risks and supporting academy improvement. Plans will be ratified by Trustees. Surpluses in excess of 5% can be retained centrally if:

- An academy does not submit a spending plan within 1 month of being requested by the CFO
- The plan is not adequate – does not reduce risk or support school improvement
- The plan is not met
- There is a history of carrying excessive surplus funds

Based on the 2018//2019 finalised surplus balances Trustees will redirect any surplus funds above 7.5% that fall into the above criteria. The threshold will reduce to 5% in 2019/2020.

A 'working budget forecast' must be kept by the academy business manager to enable the year end financial position to be forecast and corrective action to be taken at the earliest opportunity if required. This should be made available to the CFO when requested.

Financial Performance

Each academie's financial performance is monitored centrally on an ongoing basis. At key stages in the year the data is analysed and assessed according to financial and budgetary risk.

Indicators include:

- In year and future outturn position – surplus/deficit
- Salary costs as a percentage of funding – leadership structure, teaching staff, teaching

assistants, other staff

- Benchmarking and comparative data – across the Trust, other MATs and national
- Pupil Teacher Ratios
- Projected numbers on roll
- External funding factors

If an academy is deemed to be at risk the Director of Business and Operations, CFO and development lead will meet with the Principal and Business Manager to discuss the position and agree a timetabled recovery plan. This plan will be shared with Trustees. The plan will allow for budgetary improvements to be made over an initial 12 month period. The Director of Business and Operations and CFO will assess progress over this period. If after 12 months there are no or little improvements made the academy will be issued with a letter of intent outlining financial expectations over the following 2 terms. If there are still no or little improvements or there is no confidence in the capacity to improve, the Trust will:

- Withdraw delegated financial control and manage the finances centrally *or*
- Withdraw delegated financial control and transfer the financial management to another academy *or*
- Impose a Trust lead recovery plan

5. Payroll

Staff Appointments

The Trust will annually approve a staffing structure for each Academy – the total cost of staffing must not exceed 80% of the in year funding. Changes can only be made to this establishment with the express approval of the Trust who must ensure that adequate budgetary provision exists for any establishment changes.

The Academy Principal must consult with the CFO/HR director and academy development lead before the recruitment process for any staff member, regardless of whether these result in a change to the existing staff structure. Appointment of Deputy Headteachers and Assistant Headteachers must follow consultation with the CEO/Trustees. The Principal/Academy Business Manager must ensure personnel files are maintained for all members of staff which include contracts of employment. All personnel changes must be notified, in writing, to the Principal.

Salary Payments

The payroll grid is to be authorised and signed by the academy principal, a signed copy of the grid is to be sent to the payroll manager in order for the payroll to be finalised.

All salary related payments are processed via BACS – only when the payroll has been checked and authorised by the Academy. The BACS net pay file is uploaded to Barclays centrally and authorised for payment via the academy bank account. The CFO and COO will authorise net salary payments on behalf of the academies.

The Academy Business Manager will reconcile the payroll files and schedules to the bank account.

The Academy Business Manager will post reconciled monthly payment transaction details to the computerised accounting system and reconcile to the budget.

The academy business manager will reconcile the payroll reports to the budget on a monthly basis.

6. Income

The main sources of income for the Trust and associated academies is via grants issued by the ESFA, the receipt of which is monitored directly by the CFO who is responsible for ensuring that all grants due to the Trust are collected.

The academy start up grant will sometimes be paid directly to the academy by the ESFA. This grant must be transferred in full to the Trust in order to resource the costs associated with conversion.

The academy ESFA grant or GAG will be received by the Trust at the beginning of the month in line with the funding profile. The CFO will transfer 95.5% of the funding to the academy; the Trust will retain 4.5% as agreed for central support costs. The Trustees will review the percentage of retention on an annual basis and can resolve to move the figure up or down depending on the current and/or projected circumstances of the Trust or academy.

Other forms of delegated funding will be received by the Trust and/or academy in line with ESFA guidance. This will mainly include:

- Top Up Funding – via LA
- Devolved Formula Capital
- Pupil Premium
- Early Years Funding – via LA

The academy will also secure income from other sources for various purposes and receipted and disbursed in accordance with the systems and processes outlined in the relevant academy policy. This could be in relation to:

- Trips and Visits
- Dinner money
- Letting of facilities
- Fund raising
- Donations
- Sponsorship
- Miscellaneous income

All academies are to be cashless and must use the Parentpay online system. New academies should be cashless within 12 months of conversion.

7. Debt Management

When an academy raises an invoice, unless specifically detailed on the invoice, the payment terms will be 30 days.

The following process shall apply where payment is not received:

- 30 days after original invoice – statement issued
- 2 weeks after statement issued – reminder letter issued
- 2 weeks after reminder letter – second reminder letter issued
- 2 weeks after second reminder letter – refer to CFO and seek legal advice if deemed necessary

The level in relation to the 'write off' of bad debts is outlined below:

- up to £1000 – CFO
- Over £1000 – Trustees

Any 'write off' of bad debts must be recorded and referred to the CFO.

Parent debts

Academy Business Managers should ensure debts are not accrued by parents for school meals, school trips, wraparound care and any other chargeable activities.

Outstanding Parent Pay accounts should be reviewed and followed up on a weekly basis.

When deemed appropriate a hold should be placed on any chargeable activities when debts remain unpaid

8. Cash Management

Bank Accounts

The opening of all accounts must be authorised by the Trust; the CFO will be made aware of arrangements covering the operation of accounts including any transfers between accounts and signing arrangements. All Trust academies banking arrangements will be with Barclays Bank. The Trust CFO, COO and Trust Finance Manager will be included as an official signatory on all Trust bank account mandates.

Deposits

Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:

- The amount of the deposit
- A reference, such as the number of the receipt or the name of the debtor

Payments and withdrawals

Bacs payments must be made wherever practicably possible and cheques to be used only if bacs is not available.

All cheques and other instruments authorising withdrawal or transfer from academy bank accounts must bear the signature of at least two persons from the bank mandate.

This provision applies to all accounts operated by or on behalf of the Trust.

Administration

The academy Business Manager must ensure that bank statements are received regularly and that reconciliation is completed as a minimum on a weekly basis. Reconciliation procedures must ensure that:

- All bank accounts are reconciled to the academy's SAGE cash book
- Reconciliation is prepared by the Academy Business Manager
- The Reconciliation report is countersigned by the Principal
- The CFO is notified of any adjustments or issues arising from the process
- Any outstanding transactions are investigated as part of the month end reconciliation process.

Petty cash is not to be held in any academy.

A separate school fund account is not to be held by academies, any school fund activities should form part of the academy budget.

Cash Flow Forecasts

The academy Business Manager, in conjunction with the Trust Finance Manager, is responsible for preparing up to date cash flow forecasts to ensure that the academy has sufficient funds available to pay for day to day operations. Any anticipated overdrawn balances must be reported to the CFO as a matter of urgency.

The cashflow forecast must be submitted to the Finance Manager as part of the month end procedure.

Investments

Investments of surplus funds across the trust are to be arranged only by the Trust and not by the individual academies.

All financial and other risks must be considered before any investment is made.

The use of academies surplus funds for investment purposes is at the discretion of the trust.

Charge card

The Trust recognises the benefits of charge cards as an alternative means of paying for goods and services. The advantages include reduced paperwork, reduced administration time and costs, opportunity to make online purchases and seek discounts from suppliers on the basis that they receive immediate payment.

Charge cards are particularly suitable for high volume, low value purchases, booking off site visits and for site staff to order building materials etc.

The academy principal and business manager will have a charge card for the academy with limits of £1000 and £2000 respectively. Under exceptional circumstances these limits may be increased as agreed by the CFO.

A purchase requisition must be raised and appropriately authorized for all charge card purchases.

Only the cardholder is to use the card for online purchases. Card details should not be stored on any website. Where considered appropriate by the academy principal, staff members may take the card out of school to purchase resources, following the completion of a purchase requisition. A signing in and out book must be completed and signed by the member of staff and countersigned by the card holder. The card must be kept in the academy overnight and when not in use should be locked away.

Personal reward cards must not be used by staff members when using the charge card.

The charge card transactions must be reconciled on SAGE on a monthly basis.

The charge card will be paid off in full monthly and payment is made by direct debit.

9. Fixed Assets

Asset Register

All items purchased with a value over £1000 must be entered in the academy fixed asset register as part of the month end process and accounted for accordingly on SAGE 200. The Academy Business Manager will oversee the administration of the register and is required, on a yearly basis, to check the register and report any discrepancies to both the Principal and CFO. Each academy must also maintain an inventory of equipment, furniture, fixtures and fittings.

The asset register should include the following information:

- Asset description
- Date of acquisition
- Asset cost
- Relevant depreciation policy
- Depreciation to date
- Current book value

The asset register helps:

- Ensure that staff take responsibility for the safe custody of assets
- Enable independent checks on the safe custody of assets, as a deterrent against theft or misuse
- To manage the effective utilisation of assets and to plan for their replacement
- The external auditors to draw conclusions on the annual accounts and the academy's financial system
- Support insurance claims in the event of fire, theft, vandalism or other disasters

Security of Assets

Stores and equipment must be secured by means of physical and other security devices and accessed by 'authorised' personnel only.

All the items in the register should be permanently and visibly marked as the academy's property and there should be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the register should be investigated promptly and, where significant, reported to the Trust. Inventories of academy property should be kept up to date and reviewed regularly. Where items are used by the academy but do not belong to it this should be noted.

Disposals

The prior approval of the Trust will be required for the disposal of any assets and any disposal must be subject to a competitive tendering process or by sale by public auction.

Disposals up to the value of £5000 will require the approval of the CFO, anything above £5000 will require the approval of the Trustees.

The prior written consent of the Secretary of State for Education is required in accordance with section 89 of the School Funding Agreement as follows:

- Before the disposal of any asset for which a grant of over £20,000 was made, or land and buildings which had been transferred from the Local Authority at no cost to the School
- Before the sale or disposal by other means, or reinvestment of proceeds from the disposal of an asset or group of assets, for which a capital grant in excess of £20,000 was paid.
- As set out in section 93 of the School Funding Agreement the School will provide 30 days written notice to the Secretary of State for Education of its intention to dispose of assets for a consideration less than the best price that can reasonably be obtained, whether or not such disposal requires the Secretary of State for Education's consent as detailed above.

There are complications with the disposal of computer equipment, as the academy would need to ensure licenses for software have been legally transferred to a new owner. The Director of Information Technology is to be consulted in the disposal of any IT equipment.

The academy is expected to reinvest the proceeds from all asset sales for which capital grant was paid in other academy assets. If the sale proceeds are not reinvested then the academy must repay to the EFA a proportion of the sale proceeds.

Loan of Assets

Items of academy property must not be removed from academy premises without the authority of the Principal. A record of the loan must be maintained by the academy.

If assets are on loan for extended periods or to a single member of staff on a regular basis the situation may give rise to a 'benefit-in-kind' for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the academy's auditors.

Depreciation of Fixed Assets

Depreciation will be recorded as follows:

- Plant and Machinery – 20% on cost
- Fixtures, fittings and equipment – 20% on cost
- ICT Equipment – 33% on cost
- Long leasehold buildings – 50 years straight line
- Long leasehold land – 125 years straight line

10. Tax

The Trust is registered for VAT purposes and accords with the statute. Regulation details are outlined on the website: www.hmrc.gov.uk.

VAT claims are submitted to the HMRC on a monthly basis by the Trust Finance Manager.

Reimbursement of VAT will be made to the academies when the Trust receives payment from HMRC.

The Academy Business Manager will be responsible for applying VAT in line with HMRC requirements.

Any payments to contractors and subcontractors are made in accordance with the Construction Industry Scheme.

11. Audit

The Trust has appointed Ribchesters Chartered Accountants as its auditors. In addition to the statutory audit, a regularity audit will be undertaken at each academy within 3 months of conversion in order to determine the level of control, the effectiveness of systems and to provide the Trust with assurances in relation to regularity, propriety and compliance. This is commissioned via a separate letter of engagement which will specify the precise requirement of the work and fees that will be charged. The costs will be paid from the start up grant.

The Trust has appointed an internal auditor (RO) to work with academies to ensure adequate controls are in place. All findings and reports will be presented to the finance, risk and audit committee and then shared with all Trustees.

The scope of the work will be reviewed and agreed by the finance, risk and audit committee and will be determined based on risk. Work will be carried out to monitor compliance with the finance and procurement policy and any other related policies.

There must be an appropriate, reasonable and timely response to any findings by auditors, any recommendations outlined in the management letter require an appropriate management response and actioned.

Any control issues and weaknesses identified are rectified within an agreed timeframe and in line with measures outlined in Section 4 (page 11)

12. Insurance

The academy and Trust will review all risks annually to ensure the cover available and the sums insured are adequate.

All academies are registered with the DfE RPA scheme on conversion.

The academy will notify the insurers of any new risks or any other alterations affecting existing insurance.

The Trust will not give any indemnity to a third party.

The academy will immediately advise its insurers of any accident, loss or other incident which may give rise to an insurance claim.

13. Operational Services

All academies in the Trust will be part of the Trust's operational service offer to ensure best value and compliance across the Trust.

The academy will pay the Trust £22,750 per annum on a monthly basis as outlined at the beginning of each financial year. Additional charges may be incurred and individual academies will be informed of these if they occur.

Any invoice paid direct by the academy for any services included in the operational service should be reclaimed on a monthly basis by sending the operational service claim form to the CFO.

Details of the services included are appended to this policy.

Related Party Transactions – approval form – over £20,000

Is the supplier a Limited Company or Sole Trader? Highlight as appropriate:	Limited Company/Sole Trader
Supplier name:	
Supplier Address:	
Suppliers company number: (Limited company only)	
Please highlight the statement that best describes the relationship:	<ul style="list-style-type: none"> • The supplier is or is owned by a trust staff member/governor/relative of staff member/relative of governor • The suppliers shares (20% or more) are owned by a trust staff member/governor/relative of staff member/relative of governor • The suppliers voting power (20% or more) is exercised by a trust staff member/governor/relative of staff member/relative of governor • The supplier appoints or is connected to anybody who appoints staff member/governors
Is the supplier listed on the register of interests?	Yes/No
Do you have a statement of assurance from the supplier? (Please attach)	Yes/No
Does the supplier have an open book agreement with you? (A method of procuring goods or services under which contractors are required to provide transparent information on how they have calculated their costs.)	Yes/No
Details of goods or services supplied:	
Proposed cost: (Quote attached)	

Start and end date of any contract or agreement (if applicable):	
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Evidence required	Details of evidence attached
1. How you agreed to the related party transaction. (minutes of meetings where RPT was discussed and agreed, records of any relevant discussions)	
2. That the procurement process was followed.	
3. That the market was tested before a decision was made.	
4. That any conflict of interest was managed.	

An agreement must not be made with a supplier prior to approval being received from the ESFA. This may take up to 10 working days.

Related Party Transactions – declaration form

Is the supplier a Limited Company or Sole Trader? Highlight as appropriate:	Limited Company/Sole Trader
Supplier name:	
Supplier Address:	
Suppliers company number: (Limited company only)	
Please highlight the statement that best describes the relationship:	<ul style="list-style-type: none"> • The supplier is or is owned by a trust staff member/governor/relative of staff member/relative of governor • The suppliers shares (20% or more) are owned by a trust staff member/governor/relative of staff member/relative of governor • The suppliers voting power (20% or more) is exercised by a trust staff member/governor/relative of staff member/relative of governor • The supplier appoints or is connected to anybody who appoints staff member/governors
Is the supplier listed on the register of interests?	Yes/No
Do you have a statement of assurance from the supplier? (Please attach)	Yes/No
Does the supplier have an open book agreement with you? (A method of procuring goods or services under which contractors are required to provide transparent information on how they have calculated their costs.)	Yes/No
Details of goods or services supplied:	
Proposed cost: (Quote attached)	
Start and end date of any contract or agreement (if applicable):	

