



**UNITED SCHOOLS TRUST  
KINGSTEIGNTON SCHOOL**

## **Financial Procedures Manual**

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## INTRODUCTION

The purpose of this manual is to ensure that the establishment has adequate systems of financial control which conform with the requirements placed upon the Trustees by the Education Funding Agency as per the requirement outlined in the funding agreement with the Secretary of State.

The academy must comply with the principles of financial control outlined in the guidance published by the Department for Education in the Academies Financial Handbook. The procedure manual details the local requirements to meet the guidance.

All staff who operate the financial systems should be familiar with the contents of the document.

## RESPONSIBILITIES

The split of the shared responsibility of the various parties involved in the administration of the finances is as follows:

### Board of Trustees

The Board of Trustees carries the overall responsibility for the administration of the finances of the establishment. The main responsibilities are outlined in the Funding Agreement with the Secretary of State.

#### Role of the Accounting Officer

The Board of Trustees has appointed the Principal as the Accounting Officer in accordance with the Academies Handbook. The role requires assurance under the principles of:

- regularity
- propriety
- value for money

The Board of Trustees, under its scheme of delegation, will also delegate specific tasks to the Principal for completion either personally or by the staff. This scheme is reviewed annually.

#### Role of the Chief Financial Officer

The Chief Financial Officer (CFO) carries responsibilities as outlined in the Academies Handbook 2020. These require the CFO to have a technical and leadership role with a recommendation that the CFO should hold a business or accountancy qualification from a relevant professional body and, with the support of the CEO, Finance Portfolio holder and Chair of Trustees, will monitor systems and processes and ensure sound financial governance and risk management arrangements are in place, prepare and monitor budgets and ensure the delivery of annual accounts. The CFO will be expected to maintain their professional development and take ongoing training.

## WHISTLEBLOWING

The Second Report of the Committee on Standards in Public Life: Local Public Spending Bodies published by The Nolan Committee used the term "whistleblowing" to mean the confidential raising of problems or concerns within an organisation by a member of staff. This is not "leaking" information but refers to matters of impropriety e.g. a breach of law, academy procedures or ethics. Nor is whistleblowing the raising of a grievance (which would be dealt with under the staff grievance procedures).

### Introduction

The staff and trustees of Kingsteignton School seek to run all aspects of business and activity with full regard for high standards of conduct and integrity. If members of staff, parents, Trustees or the community at large become aware of activities which give cause for concern, Kingsteignton School has implemented this policy to act as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Kingsteignton School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. There is recognition that some concerns may be extremely sensitive and has therefore developed a process allowing the confidential raising of concerns within the internal structure but also has recourse to an external party outside of the line management structure.

Refer to the Trust's Whistleblowing Policy for further information.

## REGISTER OF CONFLICTS OF INTERESTS

The Board of Trustees and members of staff who can influence buying decisions recognise their responsibility to avoid any conflict between their business and personal interests and those of Kingsteignton School.

A register is therefore maintained of the business interests of each trustee, member of staff with significant financial responsibilities, their relatives and other individuals who may exert influence. The register includes:

- interests with suppliers from which the academy may wish to buy goods or services;
- interests in the appointment, salary, promotion or conditions of service of members of staff.

The information in the register is taken into account whenever buying or staffing decisions are made. Any trustee or member of staff who has an interest in a business tendering for a contract does not form part of the committee awarding the contract. Any trustee or member of staff who has an interest in the appointment, salary, promotion or conditions of service of a member of staff does not form part of the committee recommending or deciding such contract changes.

Trustees and members of staff are required to inform Kingsteignton School of any changes in their interests as these arise so that they can be entered in the register. The register is also updated annually. Nil returns are obtained as appropriate. Any trustee or member of staff who is unwilling to declare their interests or complete a nil return is not permitted to influence a buying or staffing decision.

The minutes of the Board of Trustees will have a standard agenda point seeking updates to trustees business interests. The only exception to the requirement to disclose a business interest is that if the interest is so distant or small that no ordinary right-thinking person would expect it to influence a person who might

have dealings with the firm concerned. In such cases, it need not be disclosed. An example is a modest shareholding in a large public company even if the establishment has or may have dealings with the company. The register is freely available for inspection by trustees, staff and parents.

## **Receipt of Gifts, Hospitality, Entertainment and Other Services**

Trustees and members of staff involved in making buying decisions do not accept excessive, frequent or regular gifts, hospitality, entertainment or other services from existing or prospective suppliers. When considering whether to accept such offers, they consider whether they could affect their independence or cause concern that they might affect their independence. Kingsteignton School maintains a register of gifts and favours offered and whether these were accepted or rejected. Trustees and members of staff are required to inform the establishment of such offers as they arise.

## **Expenditure on Gifts, Hospitality, Entertainment and Favours**

The Board of Trustees approves any expenditure on gifts, hospitality, ex-gratia payments and losses to be written off. The academy maintains a log of these. Such expenditure is only authorised if the Board of Trustees can demonstrate that they have taken into account the principles of probity, accountability and value for money.

Expenditure on hospitality from public funds is only incurred in the provision of education. Hospitality is generally only provided in the workplace and usually restricted to tea/coffee, biscuits, soft drinks or sandwiches.

Modest hospitality is occasionally provided outside the workplace. The Principal maintains a register of the occasions when hospitality is provided, the number of people involved and the costs incurred.

## Private Use

The academy does not obtain goods or services for the private use of trustees and members of staff. Trustees and members of staff may not:

- hold any interest in any equipment or property held or used by Kingsteignton School.
- acquire any interest in the disposal of academy equipment or property at the end of any contract between Kingsteignton School and any third party.

## AUDIT

### Public Funds

Kingsteignton School adheres to the external audit regime as outlined in the Academies Financial Handbook and as required by Companies House. The programme for external audit is agreed with the external auditor approximately one month before the audit work is carried out.

The Principal must inform the DfE and the Board of Trustees immediately if the following are discovered or suspected:

- loss or misuse of money;
- financial irregularities;
- fraud.

## INSURANCE

Funds for insurance are delegated to Kingsteignton School and the Board of Trustees must demonstrate cover of insurable interests under an appropriate policy. The Board of Trustees reviews insurance arrangements annually. They ensure that the sums insured are commensurate with risks.

## TAXATION

The academy abides by the procedures issued by the Her Majesty's Revenue & Customs (HMRC) in connection with VAT and CITS.

## DEVELOPMENT PLAN AND BUDGETING

### Budgeting

The Board of Trustees has a three-year development plan, which explains how it intends to use its resources to achieve its aims and objectives.

This takes account of:

- the educational priorities for Kingsteignton School;
- likely demographic changes affecting pupils and staff;
- the building and repair maintenance programme;
- repair and renewal programmes for furniture, fittings and equipment.

The plan is an integral part of the self-evaluation cycle and it is reviewed on an annual basis and updated in the light of new information and changed priorities.

The annual budget is derived from the development plan. The budgeting process commences with the draft budget compiled by the Finance team and presented to trustees. Once approved it has to be submitted to the DfE.

The Board of Trustees may not set a deficit budget. If an unplanned deficit occurs during the financial year, the DfE must be notified as soon as possible. The budget can only be amended for virements after it has been approved by the Board of Trustees. The Board of Trustees formally monitors the implementation of the budget.

## REPORTING FINANCIAL RESULTS

### Budget Monitoring Reports

The budget monitoring reports display the following information in columnar format:

- the annual budget (approved by trustees);
- the actual spend to date;
- commitments;
- the percentage of the budget spent;
- end-of-year projections.

The CFO carries out monthly reviews of actual performance against budget and produces a schedule explaining virements and variances. The CFO also produces a monthly reporting pack that is reviewed by



the Chair, Finance trustee and the Principal on a monthly basis. The Board of Trustees reviews these reports six times per year.

## CASH FLOW

The CFO is responsible for preparing cash flow forecasts as part of the monthly reporting pack to ensure that the academy has sufficient funds available to pay for day to day operations. If significant balances can be foreseen, steps are taken to invest the extra funds. Similarly plans are made to transfer funds from another bank account or to cover potential cash shortages.

## COMPUTERISED ACCOUNTING SYSTEM

The Principal has prepared a business continuity plan in the event of loss of accounting facilities or financial data. This links in with the annual assessment made by trustees of the major risks to which Kingsteignton School is exposed and the systems that have been put in place to mitigate those risks.

Access to the system is restricted to employees and those authorised by the Principal, such as an outside bursarial service. The system is accessed by passwords, which are not changed but which are strong and include at least eight characters with both upper and lower case letters, numbers and symbols. Passwords are only known by the relevant member of staff and the system manager. Passwords are changed immediately if an employee is aware that an unauthorised person has learnt their password. If an outside provider uses the computerised accounting system, they are given their own user ID and password. Access for staff who are no longer employed by the Academy are removed as soon as the staff member leaves.

### Transaction processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual. All journal entries must be documented on the appropriate journal form or requisition.

The CFO will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The report obtained and reviewed will include

- the monthly audit trails;
- masterfile amendment reports for the payroll, purchase ledger and sales ledger;
- management accounts summarising expenditure and income against budget.

### Reconciliations

The CFO is responsible for ensuring that the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:

- . sales ledger control account;
- . purchase ledger control account;

- . payroll control account;
- . all accounts
- bank balance per the nominal ledger to the bank statement.

The CFO will sign all reconciliations and or the monthly summary trial balance as evidence of completion. The Principal will then sign the documents as evidence of authorisation and review.

## AUTHORISED SIGNATORIES LIST

An authorised signatory list, including specimen signatures and covering all the key financial systems, is held in the finance office for reference purposes.

Cheque Signatories for both Public Bank Accounts

Any 2 of the following:

*Penny Fitch*

*Karen West*

*Roz Cunningham*

## PAYROLL

The Principal formally approves all appointments, terminations and salary levels, copies of these documents are sent to the CFO.

The Senior Administrator maintains a list of currently employed staff and their current salaries.

The payroll processing is contracted out to Devon County Council. The agent is responsible for:

- making returns and payments to HMRC;
- payment of pension deductions to the scheme administrators;
- control and accuracy of data;
- details of authorised signatories for payroll amendments;
- back up provisions;
- a schedule of reports to be sent to Kingsteignton School for financial and personnel monitoring purposes;
- agreed response times and costs that will be charged for any additional data or reports .
- provision for access for staff and auditors.

The payroll agent processes the staff payroll only on the electronic instruction of the CFO or Senior Administrator via a secure on-line portal or by the written instructions of the Principal and the CFO. They do

not process salary changes authorised by the person whose salary is changing. The Chair of Trustees notifies any changes to the Principal's salary to the payroll agent.

Access to personnel files is restricted to the Principal, CFO and the Senior Administrator

No individual is treated as self-employed without the clearance of HMRC.

## Monthly Procedures

Starters, leavers and amendments to salary (including changes in hours) are approved by the Principal and input onto the secure personnel portal by the CFO or Senior Administrator. Signed copies of these amendments are forwarded to Payroll Dept to update the payroll data held on the database.

Members of staff provide details of any additional payments required on the appropriate form which have to be signed by the individual and then passed to the Principal for authorisation.

All payments for travelling expenses must be claimed on the payroll provider's website. These are paid through the payroll provider. The CFO enters the authorised claims onto the online portal for processing.

The Principal will review the payroll report received from the payroll agent to check for any errors / omissions and will then authorise the payroll agent, via the online portal, to make the salary payments.

A monthly print-out of amounts paid to employees is retained by the academy and initialled by the CFO and the Principal as evidence of the checking and authorisation procedure;

The CFO checks gross pay as per the payroll to personnel records annually.

## PURCHASING

The Board of Trustees makes their buying decisions in accordance with the principles of best value, probity and accountability. Contracts are placed on a competitive basis and the reasons for selecting a supplier are minuted. Divisible contracts are prohibited.

The Health and Safety competence of contractors is assessed, taking into account the policies and procedures of the DfE. Only contractors registered with their professional or trade association are employed to carry out major work on site.

## Approved Suppliers

The School refers to a database of approved regular suppliers provided by the DfE / ESFA.

The School selects suppliers on the basis of their capacity to provide quality, quantity, service, timely delivery and price competitiveness. Volume discounts and credit terms are taken into account.

Suppliers are selected from:

- business directories;
- trade journals;

- supplier catalogues and mailshots;
- information from other establishments;
- information provided by the DfE

## Tendering

All purchases with a value of £30,000 or more are put out to formal tender or are procured using the ESPO Dealing Direct catalogue where all contracts have been subject to compliant procurement process. Kingsteignton School advertises throughout the member states of the European Community where there is a legal requirement to do so, Where purchases exceed £75,000 in value the Board of Trustees seeks the agreement of the DfE to invite tenders. Where appropriate, the suppliers invited to tender are drawn from the approved list maintained by the finance office.

The following tendering procedures are followed:

- the budget holder prepares a specification, which is authorised by the Principal and sent to at least three suppliers;
- the invitations to tender include:
  - an introduction/background to the project;
  - the scope and objectives of the project;
  - any technical requirements;
  - implementation details for the project;
  - the terms and conditions of the tender;
  - the form and date of response.

The use of brand names is avoided and, where appropriate, a European or British Standard or other quality guideline is sought. Reference is made to appropriate safety standards and fire and health and safety regulations.

- all replies are addressed to the Principal in a plain sealed envelope marked Tender.;
- no supplier is allowed to amend their tender after the fixed date for receipt;
- all tenders are opened at the same time by staff authorised to do so. Two persons should be present for the opening of tenders.

The following information is recorded:

- the date and time of opening;
- the names and signatures of those present;
- the value of each tender;
- details of suppliers who declined the invitation, or failed to submit a tender;
- any omissions in the submission, e.g. documents, signatures, missing data;

- late tenders are rejected and retained unopened until the contract is awarded. They are then returned to the tenderer with an explanatory note;
- where contracts under seal provide for payments to be made in instalments, the Principal ensures a contract register is maintained which shows the state of the account on each contract together with related professional fees and other payments;
- the decision as to which tender to accept is made by the Board of Trustees;
- the reasons for accepting a particular tender are in accordance with the best value policy;

. The following points are considered when deciding which tender to accept:

- suppliers;
- qualifications, technical ability and experience;
- pre-sales demonstrations;
- after sales service;
- quality procedures;
- references from existing customers;
- financial status;
- professional indemnity insurance;
- cost;
- overall price;
- unit price for parts of the product or service;
- the possibility of hidden costs.;
- scope for negotiation.

## Quotations

Quotations are obtained as follows:

Purchases of £1,000 to £5,000 – market testing i.e. catalogue price lists or telephone calls;

Purchases of greater than £5000 – three written quotations to be approved by the Trustees, except where no suitable alternative is available.

A record is maintained of suppliers who have been contacted but who have declined to provide a quotation.

## Purchase Orders

Computerised, pre-numbered orders are used for all goods and services and all orders are placed by the CFO or suitable designated staff member.

Orders are only made by telephone in exceptional circumstances, where this is necessary a requisition form is completed immediately afterwards, is signed by the Principal and passed to the CFO. Staff are not permitted to make internet orders prior to a requisition form having been completed. A copy of any spoiled order is retained on the computer and marked as such. Official orders are not generated for the private use of individuals.

## The Ordering Process

A requisition or cheque request form must be raised for all goods and services except:

- Supply Staff
- Utility bills
- Catering food supplies
- Emergency repairs
- On-going Contracts
- Weekly newspapers

A requisition form should be completed stating the number of items and price of the order to be raised which is sent to the CFO. They will verify there are sufficient funds in the budget and also change the supplier if it is known to be cheaper and will inform the Principal of this change.

Prior approval from the Trustees must be obtained before any commitment is entered into which is over £5,000.

Where an invoice is to be paid pro-forma or by charge card it is the responsibility of the budget holder to ensure that the goods are received

Staff are discouraged from using personal funds to buy goods over the value of £30

Under no circumstances should any member of staff other than the Principal or designated member of staff sign any contract document provided by a supplier

Prior to requesting services of an individual the CFO performs an Employment Status Indicator check <http://www.hmrc.gov.uk/calcs/esi.htm>. The CFO decides whether payment to that individual is to be paid as a self employed person or as an employee through the payroll

## Inspection Copies

The Budget Holder should complete a requisition form immediately when they decide to retain the inspection copy. If on receipt of the item it is not required, then the item should be returned as soon as possible and proof of postage obtained.

It should be noted that the majority of companies will expect the school to pay for the return of an inspection copy where the copy has been requested.

## Receipt of Goods

No deliveries may be made to the home address of a member of staff.

Suppliers deliver to the delivery point. The site team distributes the goods to the relevant department and a member of that department (not the budget holder) carries out a prima facie check to ensure that the delivery is complete. The department or finance office follows up any shortages or defective items with the supplier;

## **Purchase Invoices**

The finance team grid stamps the invoice and passes it to the budget holder for approval after checking the invoice against the order and delivery note and marking up the invoice.

## **Payment of Invoices**

The finance team reviews the creditors ledger regularly and selects invoices for payment. It is policy to pay all invoices by the due date and to take advantage of any discounts available for early settlement where this is to the advantage of Kingsteignton School. Invoices are paid within 30 days unless they are disputed.

## **Credit Notes**

Credit notes are matched to the relevant invoices when they are received and the refund taken when the supplier is next due a payment.

## **Cheque Payment**

All supporting documentation is passed to the cheque signatories together with the cheque for signing. The Principal may authorise payment of individual cheques up to the value of £5000 but the cheque still requires two authorised signatories. The school maintains an approved list of signatories (including specimen signatures) Separate authorisation is required for cheques greater than £5,000 but less than £30,000 and has been delegated by the Board of Trustees to the authorised signatories (the Principal and Assistant Principal) on the basis that the trustee with the finance portfolio (and in their absence, the Chair of trustees) will be informed of the transaction at the same time and sign to evidence this monitoring. Any cheque transactions greater than £30,000 must be approved by the Board of trustees

Cheques are not pre signed. All cheques drawn are crossed, account payee only. All cheque books and other stationery are kept in a locked cupboard or filing cabinet. All bank statements are filed sequentially.

## **BACS (Bankers Automatic Clearing System) Payment**

The Principal may authorise individual BACS payments up to the value of £5000 as an on-line approver. Separate authorisation is required for individual BACS payments greater than £5000 and less than £30,000 has been delegated by the Board of Trustees to the authorised signatories (the Principal and Assistant Principal) on the basis that the trustee with the finance portfolio (and in their absence, the Chair of trustees) will be informed of the transaction at the same time and sign to evidence this monitoring. Any BACS transactions greater than £30,000 must be approved by the Board of trustees.

## **Completeness of Supplier Balances**

Invoices and credit notes are posted to the finance system as soon as possible after receipt. The CFO or a suitable designated staff member reconciles individual supplier balances to supplier statements, where available, on a monthly basis.

## Controls Over Expenditure

The Principal is able to authorise for goods and services up to £5,000 for individual items. Authorisations over £5,000 for individual items must be authorised by the Board of Trustees.

## Virements

Virements (internal transfers) of up to £10,000 may be authorised by the Principal and CFO. For virements over £10,000, consultation is required with the Principal and CFO and agreement sought from the Board of Trustees who may authorise any virement of funds from the contingency.

## INCOME

The Board of Trustees has overall responsibility for ensuring that all income is properly accounted for as outlined in the Academies Handbook. Day-to-day responsibility for this is delegated to the CFO. Income, including valuations for donated services and gifts in kind.

## Charging policies

(Please also refer to the Charging Policy re charging for school activities which is posted on the school website).

The intention is always to ensure that anything we have to charge for is self-financing. If there are insufficient contributions then the activity may have to be cancelled.

Parents with children who receive the Pupil Premium Grant are given the chance to reduce the trip payment by 50%.

## Trips

Trip organisers and accompanying staff (as supervisors) can claim for eligible expenditure for any trip they attend. Eligible expenditure covers expenses such as theatre tickets, accommodation costs and travel. This applies to staff included within the agreed staff-pupil ratio. Any extra staff would need to cover their own expenses in certain circumstances (e.g. tickets to sporting occasions).

Letters are sent to parents requesting payment for voluntary contributions.

The CFO prepares a final income and expenditure account for each trip which has taken place.

## Controls over Incoming Funds



All incoming cheques and cash are recorded immediately.

## Fund-Raising Events

Records are maintained for each fund-raising event, in sufficient detail to identify gross receipts and how they have arisen, and all costs incurred.

For all events for which there is ticket income or gate money, reasonableness checks are carried out to ensure the takings equate to the number of tickets issued multiplied by the price per ticket. Similar records are maintained for sponsored events.

## Letting of Premises / Facilities

There are no lettings at present due to COVID restrictions. This will be reviewed annually as part of the finance policy

## Private use of facilities

Reprographic use is electronically recorded at 6 p per sheet on the income spreadsheet by the CFO.

## Bad Debts

All payments due in excess of 30 days of an invoice being issued are chased by telephone and letter. If a debt remains unrecoverable after one year, or, if during the year, it becomes clear that the debt will remain unpaid, authority to write off the debt is as follows:

- Up to £100 CFO
- £101 - £500 The Principal
- Over £501 The Board of Trustees

Bad debts are only written off when all reasonable practical procedures to pursue recovery have been followed. The DfE must approve debt write off in advance if the write off exceeds the value stated in the annual funding letter.

The debt escalation protocol for trips is as follows:

- Memo to trip organiser of any debts outstanding after closing date of final payment.
- First letter home if trip organiser has not managed to contact parents after 7 days.
- Second letter home if payment not received after 7 days.

## BANK AND CASH

Only the Board of Trustees can authorise the opening or closing of bank accounts. The CFO ensures that all transactions on the bank accounts comply with DfE regulations as prescribed in the Academies Handbook.

Kingsteignton School does not overdraw its bank account or arrange with its bankers for overdrafts, loans or any other form of credit or deferred purchases. The bank has been informed that borrowing is not permitted and that no account should be allowed to become overdrawn. Kingsteignton School does not offer any security to the bank. All funds surplus to immediate requirements are invested in accordance with the Board of Trustees investment guidance detailed below.

All cheque payments from the bank accounts require two authorised cheque signatories. The School maintains an approved list of signatories (including specimen signatures). Cheques are not pre signed. All cheques drawn are crossed, account payee only. All cheque books and other stationery are kept in a locked cupboard or filing cabinet. All bank statements are filed sequentially.

The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds are subject to the same level of control.

## **Bank Reconciliations**

All bank accounts are reconciled on a monthly basis by the CFO and are reviewed and signed by the Principal.

## **Cash Banking**

Cash and cheques are locked in a filing cabinet prior to banking to safeguard against loss or theft. All cash is banked intact, without delay and recorded on paying-in slips. Bank paying-in slips show the split of cash and cheques and reference cheques to the related debt.

All monies are kept in the safe until taken to the Bank.

The bank reconciliation process will show if there are any discrepancies between paying in details and bank receipts. Any such discrepancies should be followed up immediately by the CFO. In no circumstances do cash holdings on the premises exceed the insured limit.

## **Physical Security**

All monies handed into the school are kept in a locked drawer throughout the day and in the safe overnight if exceeding insurance limits prior to banking. Under no circumstances should unsecured cash to be left in the school.

In the event of an emergency e.g. attempted theft, evacuation of premises etc no member of staff should put themselves at any risk to their own person.

## **Procurement Card**

The following procedures apply for the use of a card system:

- the card will be charged to the relevant budget account and can only be used for specific purposes
- authorised users are established as approved by the Board of Trustees

- the card must be retained securely by the cardholder. At present, we have one card and this is held in the name of the administrator
- Sales vouchers and invoices are checked by the CFO or a suitable designated staff member against the amounts entered and reconciled with the bank statements and charge card statements
- the expenses are posted to the relevant accounts.
- the balance on the card is to be paid in full each month.

There is a limit of £500 for any single transaction and a monthly limit of £1,000. In an emergency, this limit may be exceeded with the permission of the Chair and/or finance trustee.

## FIXED ASSETS

### Asset Register

The School maintains the asset registers. The register includes details of all assets with an original purchase cost greater than £1,000. The register records:

- asset description;
- asset number;
- serial number;
- date of acquisition;
- asset cost;
- source of funding (% of original cost funded from DFE grant and % funded from other sources);
- expected useful economic life;
- depreciation -

***Tangible fixed assets*** : Buildings – 50 years straight line; Furniture and equipment : 3 -4 years straight line; computer equipment: 3 years straight line.  
***Intangible assets***: eg Software: 5 years straight line

- current book value;
- location;
- name of member of staff responsible for the asset.

All assets are security marked.

Items used by Kingsteignton School but owned by a third party are included, with a note of ownership. Leased items are identified as such with the termination date of the lease.

The CFO checks that the asset register has been maintained annually. Any discrepancies are investigated and reported to the Principal who informs the Board of Trustees of the loss and any known reason for this. The insurers are notified as appropriate.

Any assets removed from the site are recorded in a loan book.

The length of time the asset will be off site is recorded together with the appropriate authority. The CFO checks that assets will be insured before they are removed from the site. No assets are removed from the site for such a period of time which would unreasonably deny Kingsteignton School use of those assets.

## Disposal of Assets

All disposals and write-offs of assets are authorised by the Principal up to £250, and the Board of Trustees over that amount. Items no longer required are sold when their estimated residual value exceeds £500.

The academy must seek the approval of the DfE in writing if it proposes to dispose of an asset, or group of assets, for which capital grant in excess of £20,000 was paid.

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence that best value was obtained in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment due to data protection and software licence issues.

Kingsteignton School will reinvest the proceeds from all asset sales for which capital grant was paid in other assets. If the sale proceeds are not reinvested then a proportion of the sale processed will be payable to the DfE.

All disposals of land must be agreed in advance with the Secretary of State.

The following records are kept for disposals:

- the item disposed of.
- the date of disposal;
- the method of disposal;
- the proceeds of sale or how disposed of if scrapped
- the person authorising the disposal.

No item is sold, leased or hired to a third party without the approval of the Principal.

## Losses

All losses are reported to the Principal. The School informs the police if the loss is a result of burglary or theft and the insurance company is informed at the same time. Action is taken immediately to prevent further loss. A record is maintained of losses and insurance monies received. The Board of Trustees is informed of all losses.

## LEASING

The Principal is responsible for approving all leasing and hiring arrangements.

No leased item is disposed of without the express permission of the leasing company. This includes sale, part exchange, scrapping, writing-off, donating, re-leasing, subletting or any other form of disposal.

Kingsteignton School may not enter into any lease agreement to dispose of land and property without the approval of the DfE.

## LETTINGS POLICY

There are no lettings at present. This will be reviewed annually as part of the finance policy

## INVESTMENT POLICY

1. Periodically, (at least annually) funds surplus to cash requirements are identified and, where appropriate, transferred to High Interest Deposit Accounts. At the same time, interest rates for these account will be reviewed and compared with other investment opportunities.
2. The Trust will only invest funds in risk free and immediately accessible Deposit Accounts.
3. Any change in the above requires the approval of Trustees.

### Introduction

At Kingsteignton School, we are careful with the public money we are entrusted with. We carefully invest any money that is not required to cover anticipated expenditure and take steps to manage the risk associated with financial investments.

### Objectives and targets

The purpose of this policy is to ensure that any surplus funds are invested well so that they achieve the best financial returns with the minimum risk. Good financial returns mean that more money can be spent on educating pupils.

### Action plan

Adequate cash balances must be maintained to ensure that there are always sufficient funds in the school's current account to cover financial commitments such as payroll and day-to-day expenses. If there is a surplus of funds after all financial commitments have been considered, his surplus will be invested. Funds should be invested in tranches of £10,000 where possible and agreement from the finance committee. It may be beneficial to invest each tranche with a different financial institution. Funds, and any interest they earn, will be automatically reinvested, unless they are required for immediate or anticipated expenditure.

### Monitoring and evaluation

The CFO, with the support of the CEO, will compare alternative investment opportunities every six months to ensure that the school's funds achieve the best interest rates.

The Principal and CFO are responsible for ensuring that this policy is adhered to.

### Reviewing

The Principal and Trustees will carry out a review of this policy on a regular basis to ensure that any new or changed legislation is adhered to.

Policy Approved:	
Next Review:	February 2024
Signature of Chair of Trustees:	Signature of Principal: