



Finance and Office Procedures

Approved by:	Headteacher	Date: July 2023
Last reviewed on:	March 2024	
Next review due by:	March 2025	

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1. Budgetary Control

The budget headings will be agreed by the finance committee as part of its delegated powers.

The approval of the school delegated budget is minuted following the relevant Governing Body meeting.

Budget headings will reflect the School Improvement Plan.

School budget reports will be collated for the Finance Committee every term.

These are:

- The current FMS printout
- The school accountant summary sheet from the LA transaction sheet
- Virement sheets as appropriate
- Appropriate financial analysis and forecasting e.g., roll forwards etc
- Benchmarking comparisons

Budget headings may be varied according to the need within the virement variation of £5000 between expenditure cost centres by the headteacher as per finance & personnel committee.

The limit for individual purchases by the headteacher, without prior approval by the finance committee will be £5000. The finance committee has no powers other than those in the terms of reference without prior approval by the governing body.

Disposal of assets to be delegated by the headteacher, up to a maximum of £3000, in accordance with Contract Procedure rules and financial procedure rules. For full copy see www.st.helens.gov.uk (search contracts procedure rules, search financial procedure rules).

2. Procedures for ordering work, goods and services

- a) Work and services will be ordered by the headteacher / deputy in line with:
- b) The forward planning of the school premises
- c) The day-to-day maintenance of the premises
- d) Goods will be requested by subject / resources co-ordinators, monitored by team leaders and verified by the headteacher / deputy
- e) All requests for orders will be in line with agreed budget headings for subject resources as delegated
- f) Budget headings for subjects, resources will be in line with the SDP
- g) School stock requirements will be overseen by the subject leaders and checked by deputy and order placed will be approved by headteacher

3. Procedures for the payment of accounts

- a) The delivery note will be checked by the admin/ finance officers
- b) The goods will be re-checked against the delivery note/ order by the requesting budget holder before the goods are re-located. This is to ensure that goods received are actually what the budget holder ordered and expected
- c) The invoice for payment will be matched with the delivery note and the order by the office/ business manager

- d) The office/ business manager will note the discrepancies in goods and actual costs and will check VAT
- e) Part payments for goods received will be made in some cases e.g. YPO
- f) The invoice will be passed for payment and the headteacher / deputy will sign that the financial safeguard procedures have been followed (certified for payment)
- g) The finance Officer will process the pre-printed cheques on FMS and apply first signature

4. Responsibilities and procedures for setting the salary levels and for ensuring proper payment of salaries and wages

- a) The governing body shall determine the salary levels of teachers and staff in school as agreed in the school pay policy
- b) The governing body have bought the St Helens service Level Agreement which ensures the proper payment of salaries and wages

5. Income, maintenance of records and account payment procedures

- a) School income from charges shall be recommended by the Finance Committee
- b) The headteacher will ensure that financial records are accurate and systematically processed
- c) The Head/ Deputy to initial banking slip on sample basis as evidence of a check on banking
- d) The Finance Officer to sign the lunchtime registers weekly to check reconciliation. The Head/ Deputy to initial on a sample basis as evidence of check
- e) Invoices will be filed as pending and turned around within 30 days payment period for supplier
- f) Reconciliation will be undertaken by the Office/ Business Manager

6. Inventories and Stock Control

- a) Staff will audit resources in line with subject responsibilities
- b) The Office/ Business Manager will ensure that the inventory record of assets be updated in stock book or on equipment register as items are purchased or disposed of
- c) The school capital carry- over spend will be mapped out in line with the needs of the school by the governors
- d) Each financial transaction or contract will be screened for any personal interests. Should any occur, they will be recorded in line with LA procedures by the Headteacher and signed by all parties

7. Best Value

- Value for money procedures will be acted upon and evidenced
- Facility for recording the consideration of value for money to be use on the internal requisition
- All external services bought in will be considered by the finance Committee, and school management (taking into account staff expertise) to determine best value

8. Post

- a) All post is opened by clerical / admin staff in the presence of Office / Business Manager or Deputy Headteacher
- b) Post addressed personally is opened by that member of staff in the presence of Office/ Business Manager or Deputy Headteacher
- c) Cheques are recorded by clerical/ admin staff in the postal remittance book and a note made of which fund they will be paid into
- d) Outgoing post is recorded in postal remittance book. Balance kept of stamp usage

9. Petty Cash

- a) Staff requiring items to be paid through petty cash must first get permission to purchase item
- b) Once purchased, a petty cash slip is to be completed and the receipt is attached
- c) It is then forwarded to school office for payment by admin officer/ Office Manager
- d) The details are processed through petty cash and receipt filed

10. Auditing of School

- a) School fund reconciliation to be reported to Full Governing Body annually
- b) External auditor completes an audit certificate once the systems control and annual statement of account has been reviewed. This certificate along with a summary of the previous years' account is presented to the Governing Body and will be checked by internal Audit

11. Whistle Blowing Policy

A copy has been circulated to staff on shared work area and policies made available to all new staff