



**Leventhorpe**  
a business and enterprise academy

**Leventhorpe- Operated by Rivers Multi Academy Trust**

**Finance Policy & Procedures Manual**

**Revised: September 2016**

**Approved by Resources Committee: October 2016**

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- 1.1 The scope of this manual encompasses written procedures for all the Academy financial processes and procedures.
- 1.2 All procedures in this manual will be continually monitored and updated by the Finance team and reviewed by the Auditors as part of the internal review who will then formally present a report concerning the financial procedures manual and any amendments to the manual to the Resources Committee and or Full Governing Body on an annual basis.
- 1.3 All financial procedures will comply with acceptable accounting practice as advised by the Auditors and the Academies Financial Handbook. Further, these procedures will seek to ensure adequate segregation of duties, the safeguarding of assets and the provision of accurate and timely management information.
- 1.4 All new financial procedures will be prepared in draft by the Finance team and presented for review by the Head Teacher and the Resources Committee.
- 1.5 Once reviewed the Finance team will arrange for the presentation of any new procedures to the full Governing Body for ratification before being included in the Finance Policy and Procedures Manual.
- 1.6 For the purposes of the procedures policy Rivers Multi Academy Trust may be referred to as an Academy or a School.

**Financial Responsibilities****Section 2**

- 2.1 Academies have been constituted as charitable companies limited by guarantee. This means that they must comply with:
  - 2.1.1 company law as set out in the Companies Act 1985 (and subsequent Acts);
  - 2.1.2 charity law and the requirements of the Charity Commission and its Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities, as revised in March 2005.
- 2.2 Company and charity law brings a key requirement, in the context of financial management, that academies must prepare and publish a Governors' Report and audited accounts in a prescribed format on an annual basis.
- 2.3 Academies are also subject to a DfE Funding Agreement which is, in effect, a contract between the Academy Trust and the Secretary of State for Education setting out the arrangements to be followed as a condition of receiving grant from the DfE. One of these conditions is that academies must abide by the provisions within the Financial Handbook.
- 2.4 The Handbook contains the following general guidance
  - 2.4.1 Financial Systems
    - i financial controls must conform with the requirements of both propriety and good financial management;
    - ii proper accounting records must be maintained.
  - 2.4.2 Budgeting (see section 3)
    - i the academy must prepare annually a balanced budget which has been approved by the governing body;
    - ii an indicative budget for the coming financial year (1 September to 31 August) must be submitted to the Department by the preceding 15 February;
    - iii a final budget for the coming financial year must be submitted to the Department by the preceding 30 June.
  - 2.4.3 Annual Accounts
    - i annual financial statements must be prepared for each period ending 31 August and independently audited by a registered auditor;
    - ii the financial statements must record the academy's accounting policies which must be approved by the governing body;
    - iii the audited financial statements and accounting policies must be submitted to the Secretary of State by 31 December following the end of the period;
    - iv the audited financial statements must be published as required by the Companies Act and must be

- filed with Companies House and the Charity Commission;
- v statements of income and expenditure and balance sheets may be produced in such form and frequency as the Secretary of State may from time to time reasonably direct.

#### 2.4.4 Audit

- i annual accounts must be audited by independent, registered auditors appointed under arrangements approved by the Secretary of State;
- ii books, accounts and all relevant records must be made available to officials of the Department for Education and the National Audit Office and their representatives and/or agents as requested;
- iii the Secretary of State may, at his expense, instruct auditors to report to him on the adequacy and effectiveness of the accounting systems and internal controls and to make recommendations for improving the financial management of the academy.

- 2.5 The financial responsibilities of the Governing Body and its delegation of authority to act on its behalf to various sub-committees such as the Resources Committee, Pay Committee, Head teacher are all clearly defined in Appendix A to this document. The financial limits to this delegation are also clearly defined.
- 2.6 All staff responsibilities may be delegated to line managers to ensure an appropriate level of segregation of duties.

### **Financial Planning and Monitoring**

### **Section 3**

All committees and budget holders will propose budgets having due regard for the any Growth Plans. The annual and medium term budget timetable is outlined below.

#### Annual Budget

#### 3.1 March & April

- 3.1.1 Preliminary discussions to be held between all curriculum budget holders and the Deputy Headteacher on potential funding requirements for the forthcoming financial period.
- 3.1.2 EFA release the Funding Allocation for the forthcoming year in late March to early April.
- 3.1.3 Headteacher or delegate to identify potential major capital projects and other maintenance projects together with estimated costs.
- 3.1.4 Head teacher to consider the on-going staffing requirements.

#### 3.2 End April

- 3.2.1 All proposed departmental budgets to be submitted to Finance for inclusion into the draft budget.
- 3.2.2 Projected examination and administration costs to be submitted.
- 3.2.3 Head Teacher to supply staffing requirements.

#### 3.3 End May

- 3.3.1 Finance department to prepare detailed draft budget

#### 3.4 By end of June

- 3.4.1 Review by Headteacher, SLT (if required) together with Finance.
- 3.4.2 Proposed budget presented to the Resources Committee for discussion, amendment and approval for presentation to the full Governing Body.

#### 3.5 By end of July

- 3.5.1 Proposed budget submitted to full Governing Body for discussion and formal acceptance.
- 3.5.2 Submission to the DfE.

### 3.6 August

3.6.1 Final budgets uploaded for budget holders on PS Financials.

#### Financial Monitoring

- 3.7 The Resources Committee will meet regularly to discuss finance issues and review monthly MI reports, cashflow and funding. Additionally the monthly MI will be distributed to all Governors and SLT on a regular basis together with the opportunity to challenge and ask questions.
- 3.8 Typically the Resources Committee will comprise the Head teacher, Director of Finance, Assistant Head and any member of the Governing Body requesting attendance.
- 3.9 Cost centre MI will be made available to budget holders.
- 3.10 From time to time a Pay Committee may be formed to consider sensitive pay issues.

#### **Purchasing**

#### **Section 4**

- 4.1 As a general principle all routine or recurring purchases of goods or services must be acquired by the approved purchase requisition procedure through the finance system PS Financials.  
  
All goods or services acquired by the school must first be approved by the relevant authority prior to placing a purchase order. The approval of such purchases will be made utilising the purchase requisition procedure outlined below.
- 4.2 Inspection copies of books may be requested without a purchase order as no financial commitment is made. These may subsequently be purchased subject to the correct authorisation.
- 4.3 All purchases must be made whilst adhering to the principle of 'Value for Money'. This should be the best price giving due consideration to quality, quantity required and time frame for delivery, the following four principles of value for money should be applied:
  - 4.3.1 Challenge - Why, how and by whom an activity is carried out that incurs an associated expense.
  - 4.3.2 Competition – Use as a means of securing efficient and effective services.
  - 4.3.3 Compare & Contrast – Procurement performance against other Academies and Schools wholly and in part.
  - 4.3.4 Consult – Where practicable, involve internal and external parties in the procurement activity to achieve economies of scale.
- 4.4 The Finance team can advise on value for money and subsequently allocate the supplier to the purchase requisition.

#### **Purchase Requisition Procedure**

- 4.4.1 The requestor raises a requisition through PS Financials, completing all the fields and then submitting the requisition for approval by the Budget Holder.
- 4.4.2 Budget Holder then reviews the requisition in PS Financials and authorises it to approve that the expenditure is necessary and is within budget parameters. PS Financials facilitates this via email through the Web Portal.
- 4.4.3 Alternatively, the budget holder is able to raise a requisition order themselves, the order is then sent to Finance for approval.
- 4.4.4 Finance will then check the order, authorise it on the system and email the purchase order direct to the supplier.
- 4.4.5 Budget holders can track their requisitions progress via the Web Portal.

- 4.4.6 Once advised that the ordered goods have been delivered, the ordering department should check the goods to ensure the order is complete and correct. The Finance team should be notified of any discrepancies immediately.

**New Supplier/ Supplier Change of Bank Details**

- 4.4.7 When a potential order relates to a new supplier, the Finance team will approve and enter the details of that supplier into the school's finance system once the form has been completed which is in Appendix E.
- 4.4.8 The form requires evidence of the supplier bank details attached and a new form will need to be completed if an existing suppliers bank details have changed.
- 4.4.9 The responsibility as to whether a new supplier should be set up on PS Financials when other similar suppliers already exist is with the Director of Finance for approval.

## Overview of the purchase process

### Purchase Requisition

#### Non-Budget Holder

Requisition for goods required for a Cost Centre – PSF emails the **Budget Holder**

Status is Unauthorised

#### Budget Holder

Authorising a Requisition received by email or Requisition for goods placed directly by a **Budget Holder**

Status is Authorised

### Purchase Order

#### Finance Team

Purchase Requisition is received from Budget Holder. It is then reviewed and converted into a **Purchase Order**

Status is Unauthorised

#### Authorisation Process

**Purchase Orders** under £10k are authorised within Finance

**Purchase Orders** over £10k by the Head Teacher

Status is Authorised

#### Order Placement

Authorised **Purchase Orders** are sent to the Supplier by the **Finance Team**

#### Finance Team

Pays the Supplier upon receipt of an invoice that is referenced to the **Goods Received Note**

Supplier delivers the Goods

**(Non) Budget Holder** informs Finance that the goods have been received via the **GRN** or signs invoice to say goods have been received

Finance Team commits the School to the Supplier

Budget Holders commit their Budgets

**Orders over £10,000 (previously £5,000)**

- 5.1 All goods/services ordered with a value over £10,000, or for a series of contracts which in total exceed £10,000 must be subject to formal tendering procedures.

**Preparation for Tender**

- 5.2 Full consideration should be given to:
- objective of project
  - overall requirements
  - technical skills required
  - after sales service requirements
  - form of contract.
- 5.3 It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.
- 5.4 A tender brief must always be prepared and is reviewed by the Head teacher.

**Invitation to Tender**

- 5.5 If a restricted tender is to be used then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.
- 5.6 An invitation to tender should include the following:
- introduction/background to the project
  - scope and objectives of the project
  - technical requirements
  - implementation of the project
  - terms and conditions of tender
  - form of response
  - dates for decision and work to be delivered

**Tender Acceptance Procedures**

- 5.7 The invitation to tender should state the date and time by which the completed tender document is received by the academy trust. Tenders received after the submission deadline will not be accepted.

**Tender Opening Procedures**

- 5.8 All tenders submitted should be recorded. Two persons should be present for the discussion of the tenders as follows:
- For contracts up to £25,000 - the budget holder(s) and Head teacher
  - For contracts over £25,000 - the Head teacher plus a member of the Resources Committee
- 5.9 A separate record details the names of the firms submitting tenders and the amount tendered.

**Tendering Procedures**

- 5.10 The evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.
- 5.11 Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.
- 5.12 Full records should be kept of all criteria used for evaluation and for contracts over £25,000 a report should be prepared for the Finance & Resources Committee highlighting the relevant issues and recommending a decision. For contracts under £25,000 the decision and criteria should be reported to the Finance & Resources Committee.
- 5.13 The accepted tender should be the one that is economically most advantageous to the academy. All parties are then informed of the decision.



- 6.1 The general principles for the purchase of goods and services outlined in section 4 also apply to Capital Expenditure.
- 6.2 The Governing Body will authorise a General Capital Expenditure limit as part of the annual budget process. The Headteacher may at his discretion authorise any number of individual Capital Projects up to this total authorised limit.
- 6.3 In principle the Head teacher acts as the budget holder for capital projects and is responsible to the Governing Body for ensuring that Capital Expenditure is appropriately identified and authorised. Authority to act on his/her behalf may be delegated but the Headteacher remains accountable.
- 6.4 In the event that additional Capital Expenditure may be required, over and above the pool, additional Capital Projects may be proposed by the Headteacher and authorised by the Resources Committee.
- 6.5 All Capital Expenditure projects are to be minuted at the full Governing Body meetings. As part of this process it must be made clear to the full Governing Body which projects are covered by the general limit/pool and which have been separately and additionally authorised.
- 6.6 All Capital Projects must be recorded on a CapEx form, see Appendix C. This form will list the assets/work required and the suppliers with additional support in the form of an explanation of the project benefits (the CapEx spend justification). Note: a Purchase Order is still required for each supplier and must be cross referenced to the CapEx form. To be clear, a Purchase Order authorises and confirms the expenditure with each supplier whilst the CapEx form seeks authorisation from the Governing Body for large items/projects in terms of funding and the subsequent accounting treatment.
- 6.7 Depreciation matrix for the capitalisation and depreciation of Fixed Assets. Capital Expenditure will be classified as fixed assets on the balance sheet and expensed to profit and loss (depreciation) over the term of the asset's useful economic life.

<b>Asset Type</b>	<b>Minimum Value £</b>	<b>Useful Economic Life</b>
Land	None	No Expiry of UEL
Buildings New/Internal Enhancements	10,000/3,000	50 years
Fixtures & Fittings	1,500	10 years
Furniture & Equipment	1,500	8 years
Information Technology	1,000	4 years
Vehicles	1,500	5 years

**Capital Expenditure project authorisation process**

- 6.8 The Headteacher or delegate identifies the requirement for Capital Expenditure (CapEx) - usually these will entail large purchase items or projects the cost of which will be written off to the Academy profit and loss account over the useful economic life of the asset.
- 6.9 The Headteacher will ensure the completion of a Capital Expenditure form (appendix C) for each separate project. This form will include a brief explanation of the project and the justification for the expenditure together with a breakdown of the costs by supplier, work type and asset category. Note: wherever possible the costs should be derived from supplier quotations.
- 6.10 In some cases the Finance Team will indicate that an item of expenditure should be capitalised rather than expensed and, where material, will request that additional CapEx authorisation is supplied. In all cases revenue budgets will be adjusted to avoid double funding.
- 6.11 Headteacher will sign the Capital Expenditure form and indicate whether it will be funded from the pre-authorised CapEx Pool or whether additional separate authorisation is required from the Resources Committee. In the case of projects exceeding £5,000 the Headteacher will ensure that any pre-spend notification requirements are executed.
- 6.12 Should Resources Committee authorisation be required then the Headteacher shall arrange for the Resources Committee members to receive a copy of the Capital Expenditure project prior to the meeting via email. The Resources Committee will then consider the proposal and decide to authorise the proposal or not, based upon its merits and the available funding.

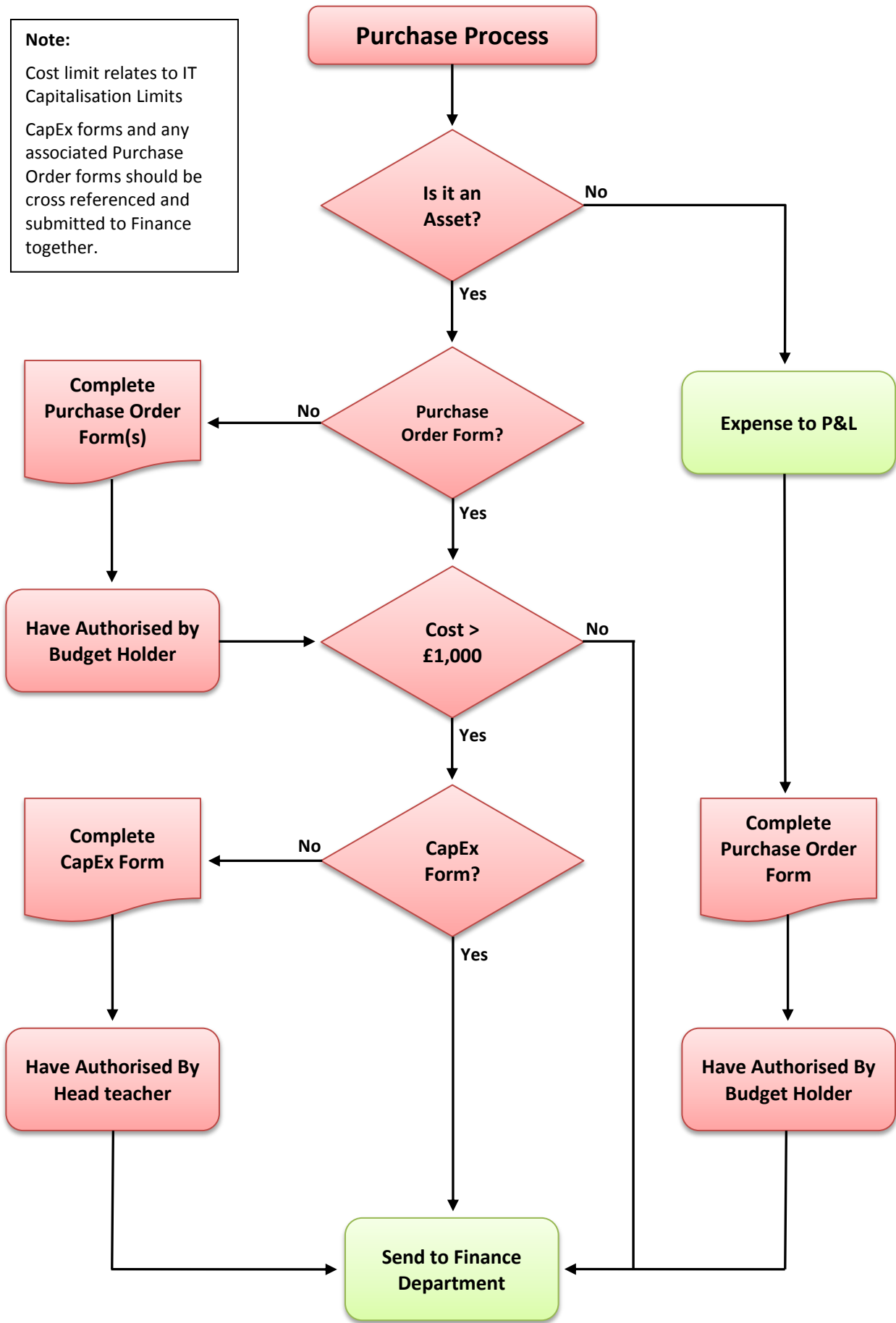
- 6.13 In extreme cases where a proposal requires immediate consideration the Headteacher can request that the Chair of the Resources Committee organise an email vote on the project's merits. This will always be regarded as an option of last resort.
- 6.14 The authorised Capital Expenditure form will be sent to the Finance Team for processing / monitoring together with all supplier quotes and any other relevant documents.
- 6.15 The Finance Assistant will issue the project with a CapEx number which must be quoted on all Purchase Orders relating to the project.
- 6.16 All Projects will be presented at the Full Governing Body meeting at the earliest opportunity (the next available meeting). In the case of significant projects the Headteacher should notify the full Governing Body by email if the next available meeting is more than one month away, in addition to presentation at that next meeting.
- 6.17 The existence of all new projects will be minuted at the full Governing Body meetings.
- 6.18 The Headteacher will ensure that the full Governing Body receives a progress report on each live Capital Expenditure (CapEx) project at every meeting. Performance of this task can be delegated.
- 6.19 Any project overspends will have to be authorised by the Resources Committee having received an explanation from the Head teacher.

#### **Capital Expenditure- Finance Team process**

- 6.20 The received authorised Capital Expenditure form should be checked for completeness and accuracy and the project should be allocated a CapEx number in the format CP-NNN/YYYY (e.g. CP-001/2016). This project number will be communicated to the Headteacher and any delegates who will order goods and services for this project.
- 6.21 The Finance Team will keep a file of all CapEx projects and a lead schedule detailing the projects and their status together with the current spend level against these projects, including the amount of the CapEx pool that remains unused.
- 6.22 All invoices relating to CapEx projects from the pool will require authorisation for payment by the Headteacher as the budget holder.  
Note that supplier payment will require separate authorisation to that of the Headteacher (see payments).
- 6.23 All goods and services will require a Purchase Order to be raised on PS Financials.
- 6.24 Invoices that are received in respect of Capital Expenditure projects will be charged to the Work in Progress (WiP) account LEV9080 within fixed assets on an interim basis. Each entry will be referenced with the relevant CapEx project and asset type.
- 6.25 On a monthly basis the CapEx file will be reviewed and potentially completed projects will be identified. Confirmation that the project is complete to be agreed with the budget holder (Head teacher).
- 6.26 Upon completion, the project costs will be transferred out of the WiP account and charged to relevant asset category accounts in the balance sheet. This will be accomplished via the fixed assets register which will also calculate the appropriate annual depreciation for posting to the ledgers on a regular basis. The project will be marked as completed in the CapEx file and no further expenditure will be allocated to it.

**Purchase Process**

**Note:**  
 Cost limit relates to IT Capitalisation Limits  
 CapEx forms and any associated Purchase Order forms should be cross referenced and submitted to Finance together.



7.1 All invoices will be stamped with the following certification:-

Certified that	
Goods/Services set out in the invoice received in full	
Invoice accurate re quantity/price	
Approved for payment	
Name	Signature
Date	Department

7.2 Invoices for goods will be matched on PS Financials to the relevant purchase order. If goods are delivered short then the invoice will be held pending receipt of

- 7.2.1 the remainder of the goods or
- 7.2.2 an adjusting credit note

It is the school's policy that all credit notes will be processed at the same time as the invoice to which they refer.

7.3 Damaged Goods

Where goods are received damaged then the following procedure will apply

- 7.3.1 Where only one item is damaged out of a whole consignment then a credit note is to be obtained for the damaged items prior to the processing of the invoice
- 7.3.2 Where the damage is significant and affects the majority of the consignment then the whole delivery will be returned to the carrier and not "received" into school. A Finance Assistant will arrange for the supplier to be notified immediately and request satisfaction of the original order. Any invoice received will only be processed with a total credit note so that a record of the transaction is recorded in the school's financial system.

7.4 In cases of unexplained price discrepancy the invoice will be held pending satisfactory explanation or receipt of the relevant credit note. Where the invoice price is lower than the purchase order price then the purchase order price should be checked to see if it is correct. In the meantime the invoice may be processed.

7.5 Where an invoice is for a service then all details on the invoice will be checked e.g. meter reading, quantity, values, purchase order etc.

7.6 Once registered on PS Financials the invoice will be sent to the relevant budget holder to complete the invoice stamp details. When the correct signatures or electronic authorisation has been obtained the Finance Manager will release the invoice for payment.

7.7 When a supplier invoice becomes due for payment the Finance Manager will raise a BACs payment in PS Financials, the Finance Manager will identify a list of suppliers due for payment from the Finance System and will print and attach this list to the relevant supplier invoices. This list (plus the invoices) will be sent to the bank signatories either physically or electronically for their review. Once the bank signatories have approved the payment list (the Bank Mandate will have been satisfied at this point) the Finance Manager will create and process a BACs payment file. A request to release the BACs file will be sent to a bank signatory who will cross check the payment total against the invoice list already authorised and then release the BACs transfer using Online Banking.

Note: that the signatory who initially releases the BACs list, may at their discretion, request that another signatory also perform the release procedure. This additional authorisation procedure is designed to give additional comfort and protection to the signatories especially with regard to large payments.

7.8 All invoices are to be paid 30 days from date of invoice unless a discount is given for prompt payment or, in exceptional circumstances where other contractual terms have been agreed by the Director of Finance.

7.9 Copy invoices are only to be paid after extensive checks have been made to confirm that payment has not already been issued. Under no circumstance should a payment be made against a statement.

Any request for payment over budget will be returned to the requestor. Any over budget expenditure must be brought to the attention of the Director of Finance with payment requiring authorisation by the Headteacher.

## **Staff Expenses**

## **Section 8**

- 8.1 Travel and subsistence expenditure may be reimbursed.  
The rules for the reimbursement of out of pocket expenses incurred by any member of staff are as laid down by the White book and the Burgundy book, or as determined by the Resources Committee.
- 8.2 The main principles for claiming travel costs are that:
  - 8.2.1 the journey is absolutely essential and is for the benefit of the school.
  - 8.2.2 the method of travel utilised is the most cost effective. This may not be the cheapest mode of travel.
  - 8.2.3 all items of expenditure listed on the claim are supported by properly approved VAT receipt where appropriate.
  - 8.2.4 Prior approval of the budget holder was obtained.
- 8.3 The claimant must obtain the approval of the budget holder before passing the completed claims form on to the administration office for processing. The Head teacher's expenses must be authorised by the Chair of Governors.
- 8.4 Mileage rates for all journeys undertaken on school business are to be agreed by the Headteacher but normally use the HCC standard rates. Subsistence allowances may only be paid at the discretion/approval of the Headteacher.
- 8.5 In exceptional circumstances, the Headteacher may authorise reimbursement payment or payment of invoice where the correct purchase order procedure has not been adhered to. Expense claims from staff will be paid on the next BACS run after authorisation.

- 9.1 All bank and building society accounts to be held in the name of the Academy.
- 9.2 Monies held for third parties (e.g. Norman Bradley Trust) will have separate accounts and will be accounted for separately, as funds held are not those of Rivers Multi Academy Trust.
- 9.3 There is a charge card facility at the Academy, the card holders are the Director of Finance and the Head teacher.
- 9.4 The Director of Finance's charge card is to be retained in the school safe, prior approval is required for use of the card by the Director of Finance. The Headteacher retains his card.
- 9.5 Authorisation for cheques and BACS payments are any one of the following signatories up to a limit of £3,000 and any two signatories over £3,000
  - 9.5.1 Chair of Governors
  - 9.5.2 Headteacher
  - 9.5.3 Deputy Head's (two)
  - 9.5.4 Director of Finance

This is in accordance with the bank mandate and covers all Academy accounts.

- 9.6 Provided the payment has been authorised in accordance with the bank mandate then the Director of Finance can at their discretion use the charge card to make payment. Normally used for one off internet purchases.
- 9.7 All Academy bank accounts will be reconciled monthly and reviewed and signed by the Director of Finance.
- 9.8 Investment of surplus cash balances
  - 9.8.1 The Finance Team are authorised to make risk free investments of surplus cash. For these purposes "Risk free" is defined as deposit accounts or high return accounts at an FCA regulated Bank or Building Society.
  - 9.8.2 The decision to lock funds away on "Fixed Term Deposits" should take into account the potential need for cash in future periods.
  - 9.8.3 Consideration should be given to using multiple rolling Term investment periods in order to maximise the return (using longer periods) but these should be staggered to ensure regular roll offs.

- 10.1 The Petty Cash Book will be maintained on an imprest system with the float being established by management at a reasonable level taking into consideration:
  - 10.1.1 Maintaining minimum levels of cash for security purposes.
  - 10.1.2 Cash balance maintained in safe overnight must be below level covered by current insurance policy.
  - 10.1.3 Average weekly value of disbursements from petty cash.
- 10.2 Normally receipts into petty cash will be the reimbursement of the value of disbursements from the petty cash float. As a general rule all other receipts should go through the main cash book rather than through petty cash.
- 10.3 All payments from petty cash must be supported by a properly authorised petty cash voucher with receipts attached. Where petty cash has been issued in advance of expenditure (e.g. for school trips) all monies **MUST** be accounted for immediately on return with supporting receipts.
- 10.4 Payments from petty cash should be restricted to one off items, recurring items of small value or cash required for school trips. Wherever possible purchases of routine items should be purchased from approved suppliers and processed through the purchase ledger. Individual items of more than £50 should be paid by BACS through the staff expenses procedure.
- 10.5 The Catering Manager, Senior Science Technician and the Front Office Reception all have permanent floats, the receipts for which are kept in the petty cash box.
- 10.6 The Resources department resells stationery to pupils and builds up a small cash balance which is banked periodically.
- 10.7 An example Petty Cash Voucher can be found in Appendix C.

**Income/Receipts****Section 11**

- 11.1 All direct credit transfers from the LA, Government (DfE) and other sources will be entered on the accounting system by the Finance Team.
- 11.2 The Finance Manager will ensure that all direct credit payments due are received in a timely manner and will report to the Director of Finance any omissions with escalation to Resources Committee as appropriate.
- 11.3 The Finance Assistant will be responsible for the timely banking by the finance office of all receipts in both cash and cheque. Banking should take place on a weekly basis.
- 11.4 The Finance Manager is responsible for ensuring the reconciliation of income receivable with that actually received. A debtors report will be produced monthly and necessary action taken where there are outstanding debts over 30 days and escalated appropriately.
- 11.5 All cash and cheques will be stored in the safe prior to banking.
- 11.6 The paying in slip retained and cash book will give full details of items banked. The cash book is on an Excel spread sheet and includes details of each banking receipt with summary data available for inclusion in the paying in book.
- 11.7 The cash book will be entered into the accounting system by the Finance Assistant and authorised/reviewed by the Director of Finance.
- 11.8 The school has adopted a system of cashless catering via Vericool and ParentPay. The students can enter money onto the Vericool System in the school and the parents can pay money via a debit card or credit card onto ParentPay for catering. The balances are then updated on both systems on a regular basis during the day. Educational trips are also paid for through ParentPay wherever possible. Monies paid in are credited directly to the Academy's bank account.
- 11.9 Personal cheques will not be cashed.
- 11.10 No payments will be made from cash received.

## Recharges

11.11 Swimming Pool running costs are shared 40/60 with East Herts County Council. Rivers Multi Academy Trust recharges 60% of the relevant utilities costs via invoice.

11.12 The Sports Centre is operated by Nuffield and the operating agreement provides for the fact that most building running costs are shared. See schedule below.

<b>AREA OF RISK</b>	<b>School</b>	<b>Nuffield</b>
Achievement of projected Revenue Levels	No Risk	Full Risk
Fees and Charges Levels for Community Use	To be informed prior to any changes	Decision making after consultation with the School
Costs of Employment of Staff	No Risk	Full Risk
Insurance of the Buildings	Full Risk	No Risk
Third Party & Employers Liability Insurance	Shared Risk	Shared Risk
Electricity Costs to ATP Floodlights	No Risk	Full Risk
Other Utility Costs	50% of Annual Utility Costs	50% of Annual Utility Costs
NNDR Costs (assuming 80% Relief)	50% of Annual NNDR Costs	50% of Annual NNDR Costs
Purchase of Fitness Equipment	School to Purchase via Nuffield Preferential Rates	
Maintenance of Fitness Equipment	No Risk	Full Risk
Replacement of Fitness Equipment	Full Risk	No Risk
Maintenance and replacement of Equipmer purchased by Nuffield	No Risk	Full Risk
Maintenance and replacement of Equipmer	50% of Annual Costs	50% of Annual Costs
Maintenance of Buildings, Machinery, Plant and Outside Areas	Full Risk	Annual Contribution of £1,000
Maintenance of ATP Pitch	50% of Annual Costs	50% of Annual Costs
ATP Sinking Fund	£5,000 per annum contribution	£5,000 per annum contribution

11.13 Control accounts have been set up which will take the monthly charges or accruals that relate to costs to be recharged to Nuffield and EHDC.

11.14 Periodically, Finance will raise invoices and charge Nuffield and EHDC. This will clear the control accounts down to zero.



## **Vericool System**

- 11.15 The school's cashless catering system enables students and staff to pre-deposit cash into their individual account with which to purchase food.
- 11.16 When students and staff leave the school, often there are small balances left in their ParentPay accounts the procedure to deal with these balances is as follows.
- 11.16.1 Staff - upon being notified that a member of staff is leaving, Finance will email the staff member and inform them of the balance on their ParentPay account and will make every effort to include any outstanding balance in the final salary payment (non-taxable payment)
  - 11.16.2 Students – Finance will notify students via a general announcement or via the teaching staff that prospective leavers should clear down their ParentPay accounts.
- 11.17 In the new academic year all ParentPay accounts for students that have left will be reviewed and the following course of action applied.
- 11.17.1 All leavers that have siblings at the school will have their account cleared down and the funds transferred to the sibling.
  - 11.17.2 All balances under £5 will be kept for six months and then cleared down and the funds made available to the Pastoral Fund under the control of the Assistant Head.
  - 11.17.3 Every reasonable effort will be made to notify the student or their family for balances over £5 (where there are no siblings).  
Surplus funds will be returned wherever practicable but the account will be cleared down after six months.
  - 11.17.4 Subsequent claims after six months have elapsed will be considered on a case by case basis.

## **Music**

## **Section 12**

- 12.1 The Finance Assistant receives application forms from parents requesting music lessons. Then contacts the relevant music teacher to confirm they have availability.
- 12.2 Once confirmed they are added to the music register and payment is requested from the parent via ParentPay. All individual music lessons will be invoiced except those for GCSE and A-Level music students who are eligible for free tuition for 20 and 30 minutes respectively. Any additional tuition they require will be charged for.
- 12.3 Payments are requested in January, May and October for the following term are based on 11 lessons being allocated per term for a total of 33 lessons per academic year, to be paid by the Wednesday before half term. Anyone having paid for a total of 33 lessons throughout the year but having received less will be refunded for the specified amount per lesson. Any pupil who requires more than 33 lessons will only receive these with the prior agreement of the individual music teacher and the parents. This will be charged accordingly.
- 12.4 The Finance Assistant monitors the payments received via ParentPay and chases any outstanding amounts due.
- 12.5 Hertfordshire Music Service on behalf of Hertfordshire County Council sends a school billing advice each term which shows the weekly hours claimed by each peripatetic teacher. This is checked against the Finance Music Register, which is updated each week from the teachers' registers, and any errors or omissions queried and noted for future reference.
- 12.6 Hertfordshire County Council will send Rivers Multi Academy Trust an invoice for each term which is based on their monthly statements. Any omissions (i.e. teachers who have not claimed) are noted and accrued to the next term for future invoicing.

## **Trips**

## **Section 13**

- 13.1 The authority to undertake any school trip must be obtained from James Dyke (Deputy Head) before any financial undertakings are made or committed to.
- 13.2 Once the trip form has been signed and passed to the finance office, a Finance Assistant will review the income and cost estimations to ensure the trip is financially viable.
- 13.3 Once the trip is issued a reference number by Finance, the trip is set up as a payment item on ParentPay.
- 13.4 Financial procedures as outlined in all the above sections apply to both curriculum and non-curriculum trips.

- 13.5 Whilst Finance are responsible for the associated monetary transactions, the decision on which students attend each trip is the responsibility of the teaching staff.
- 13.6 No individual trip may be overdrawn without authorisation from the Director of Finance.
- 13.7 Finance will require the removal of a student from the trip if payment has not been received.
- 13.8 Where a liability has been entered into and there is a shortfall of funds, the difference will be taken from the budget holder countersigning the trip. The Deputy Head teacher will be informed in all cases.
- 13.9 The trip will be monitored on an on-going basis and reconciled by Finance once the trip has taken place which is reviewed and signed off by the Trip Leader, Director of Finance and Deputy Head teacher.
- 13.10 Where the trip is in profit after all expenses have been considered refunds will be paid in accordance with the following. The 'per payee' amount will be calculated. Where this sum is
- 13.10.1 Less than £10 no refund will be paid.
- 13.10.2 £10 and over a refund will be paid.
- 13.11 The payment and timing of refunds remains at the discretion of the Director of Finance and the Deputy Head teacher.
- 13.12 All surpluses retained by the school may be used to assist pupils on future visits at the discretion of the Headteacher and the Pastoral Deputy Head.

## **Assets**

## **Section 14**

- 14.1 The Governing Body is responsible for safeguarding of property and assets of the Academy. The Handbook guidelines relating to Assets can be found in appendix A.
- 14.2 A register will be kept (the Asset Register) of all items classified as Fixed Assets that meet the Capitalisation criteria in 5.8 above. This register will only include assets that have been capitalised for accounting treatment purposes and may not be a complete list of all assets.
- 14.3 The asset register will be maintained by room / location (or other method) and will be physically checked on an annual basis prior to the annual audit.
- 14.4 The responsibility for the security of the assets lies with the budget holder, normally the head of department, head of faculty or room/office occupant.
- 14.5 The Finance staff will be responsible for maintaining the financial asset register and issuing asset lists as and when required.
- 14.6 The IT department have a bar code tag system for all IT assets and maintain a comprehensive register that is reviewed periodically.
- 14.7 Department heads will notify Finance of any equipment that they intend to dispose of. Finance will ensure that any such assets have been fully depreciated before agreeing to the disposal (subject to the following).
- 14.8 Finance will prepare a list of material assets to be disposed of together with the reasons for disposal. This will be presented to the Headteacher and the Resources Committee (or Governing Body) for authorisation.
- 14.9 Authorisation for sale of land and buildings must be obtained by the full Governing Body. Note the restrictions on this activity outlined in the Handbook guidance (Appendix A).

## **Sinking Fund**

- 14.10 The All Weather Pitch (AWP) is an asset forming part of the sports centre project being depreciated over 50 years as per the policy for buildings. The original construction cost far outweighs the surface replacement cost and underlies the decision to treat the original cost as part of the building. However, the playing surface will need replacing every 10-15 years.

14.11 Rivers Multi Academy Trust and Nuffield will each contribute £5,000 annually for the replacement of the playing surface. At the time of replacement any cost incurred in excess of the sinking fund will be expensed or capitalised.

## **Payroll**

## **Section 15**

- 15.1 The school payroll is currently administered by a third party provider (Dataplan) under the terms of a service level agreement.
- 15.2 The ultimate control of the payroll remains with the Finance team.
- 15.3 The Finance Manager will be responsible for ensuring that all necessary payroll input is received by Dataplan and processed in time to meet the scheduled payment dates.
- 15.4 The Head teacher and Director of Finance or Human Resources Manager (in the absence of the Headteacher) are the only personnel authorised to approve payroll amendments.
- 15.5 As staffing costs represent a large percentage (80%) of the school's total budget it is absolutely imperative that the reconciliation and process control procedures are adhered to.
- 15.6 Finance operates a payroll cut-off date after which any amendments are at the discretion of the Finance Manager/Director of Finance.
- 15.7 The appointment of a new employee will be processed in line with the policies and procedures defined by the Resources Committee.
- 15.8 A copy of the staff offer letter containing details in respect of the following will be given to the Finance Manager:
- 15.8.1 start date
  - 15.8.2 job title
  - 15.8.3 starting salary
  - 15.8.4 name of appointee
  - 15.8.5 conditions of employment
- 15.9 The Personnel Officer will arrange for any new employee details to be provided to the Finance Manager on the form shown in Appendix C.
- 15.10 The Finance Manager will arrange for the new employee to be taken on to the school payroll operated by the bureau.
- 15.11 All salary amendments must be authorised by the Headteacher. Amendments to the Head teacher's salary must be authorised by the Chair of Governors.
- 15.12 From time to time a Payroll Committee (which includes Governors) may be formed to discuss and agree sensitive payroll issues.
- 15.13 All monthly payroll adjustments are processed and then reviewed at a monthly meeting by HR Manager, Finance Manager and the Director of Finance. The agreed amendments will be notified in writing or email to the payroll bureau and signed by the Finance Manager on the authorisation of the Head teacher (or Director of Finance).
- 15.14 All amendments must be processed on a timely basis to ensure that employees are paid correctly at the end of each period.
- 15.15 All back-up documentation will be retained in the payroll records held by the Finance Manager.
- 15.16 Payroll deductions.
- 15.16.1 Only duly authorised deductions may be made from payments made to employees.
  - 15.16.2 All PAYE and NI deductions will be made in line with Government legislation.
  - 15.16.3 All superannuation deductions will be made in line with the rules prevailing and issued by the trustees of the relevant scheme.
  - 15.16.4 All other deductions will be made only if authorised by the employee. The Director of Finance will ensure that this discipline is maintained.

15.16.5 Any deduction authority signed by an employee will be retained in the payroll records held by the Finance Manager.

15.17 Payroll Reconciliation will be undertaken by the Finance Manager and reviewed monthly by the Director of Finance.

15.18 The monthly payroll analysis detailing all employees paid in that period must be signed by the Director of Finance.

15.19 The monthly BACS summary will be signed and approved in line with the Bank Mandate.

15.20 The gross payroll including NI and superannuation payments will be compared to the monthly staffing budget and variance report as part of the monthly Management Information provided to the Head teacher.

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## **Staff**

## **Section 16**

### **Provision of Lunches**

16.1 The school operates a subsidised luncheon scheme open to all employees.

16.2 The value of the meals is calculated at a breakeven point (no profit) having taken into account the cost of ingredients and the direct staff costs associated with production.

16.3 Finance do not allocate central costs such as utilities to individual departments. Hence the estimated breakeven cost for meals takes no account of production power requirements or heat and lighting costs.

16.4 Rivers Multi Academy Trust views the price point of the catering meals as less than its cost of production and being available to all staff we believe this subsidised provision qualifies as a non-taxable benefit.

16.5 A number of teaching staff perform lunchtime supervision duties of the students to ensure good behaviour and to maintain safety standards. Rivers Multi Academy Trust recognises the contribution made by these staff with an increased meal subsidy.

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## **Gifts (New 2016/17)**

## **Section 17**

17.1 Ordinarily such gifts should be rejected, unless they are of negligible value (e.g. diaries, calendars). However, any gifts or hospitality in excess of £25 are reported to the Accounting Officer in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift is a budget holder, has the ability to influence purchasing decisions or regularly receives reimbursement from the school for items other than travel expenses (see Donations Policy for further details).

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## **Insurance (New 2016/17)**

## **Section 18**

18.1 The Resources Committee reviews insurance arrangements annually. They ensure that the sums insured are commensurate with the risks and include cover for academy trust property when off the premises.

18.2 We have opted in to the Department for Education's Risk Protection Arrangements. RPA is an alternative to insurance where the UK government funds cover losses that arise. Where RPA does not provide cover such as with motor insurance, engineering and inspection, overseas school trips the insurance arrangement is with Zurich.

18.3 Budget holders must ensure all valuables are kept under lock and key when not being used in a supervised manner.

18.4 The first £500 of replacement has to be funded by the department concerned as no budget is held centrally. Items under £500 will receive no insurance pay out and it is up to the department concerned as to whether the item is replaced or not.

- 19.1 Fraud is a general term covering theft, deliberate misuse or misappropriation of assets or anything that leads to a financial advantage to the perpetrator or others upon whose behalf he or she acts, even if these "others" are in ignorance of the fraud. Fraud is in fact intentional deceit and for this reason it cannot include negligence.
- 19.2 Fraud incorporates theft, larceny, embezzlement, fraudulent conversion, false pretences, forgery, corrupt practices and falsification of accounts.
- 19.3 Irregularities fall within the following broad categories, the first three of which are criminal offences –
- 19.4 Theft - the dishonest taking of property belonging to another person with the intention of depriving the owner permanently of its possession;
- 19.5 Fraud - the intentional distortion of financial statements or other records by persons internal and external to the Academy, which is carried out to conceal the misappropriation of assets or otherwise for gain;
- 19.6 Bribery and corruption (Gifts & Hospitality – see section 17)- involves the offering or the acceptance of a reward, for performing an act, or for failing to perform an act, which leads to gain for the person offering the inducement;
- 19.7 Failure to observe, or breaches of, Scheme of Delegation and Financial Regulations; Academy's Procedures which in some circumstances can constitute an irregularity, with potentially significant financial consequences.
- 19.8 Examples of what could constitute fraud and corruption are –
- theft of cash
  - non-receipt of income;
  - substitution of personal cheques for cash;
  - travelling and subsistence claims for non-existent journeys/events;
  - travelling and subsistence claims inflated;
  - manipulating documentation to increase salaries/wages received, e.g. false overtime claims;
  - payment of invoices for goods received by an individual rather than the Academy;
  - failure to observe, or breaches of, regulations and/or other associated legislation laid down by the Academy;
    - unauthorised borrowing of equipment;
    - breaches of confidentiality regarding information;
    - failure to declare a direct pecuniary or otherwise conflicting interest;
    - concealing a generous gift or reward;
  - unfairly influencing the award of a contract;
  - creation of false documents;
  - deception;
  - using position for personal reward.
- 19.9 The above list is not exhaustive and fraud and corruption can take many different paths. If in any doubt about whether a matter is an irregularity or not, clarification must be sought from the Director of Finance.
- 19.10 Similarly, if there is concern or doubt about any aspect of a matter which involves an irregularity, or an on-going investigation into a suspected irregularity, the best approach is to seek advice from the Head teacher or Director of Finance.

## **Appendix A**

### **Schedule of Financial Responsibilities for Rivers Multi Academy Trust**

#### **A.1 Financial Responsibilities of trustees**

- A.1.1 The board of trustees of the academy trust has wide responsibilities under statute, regulations and the funding agreement. Principally, it is responsible for ensuring that the trust's funds are used only in accordance with the law, its articles of association, its funding agreement and this handbook. The board of trustees has wide discretion over its use of the trust's funds, which it must discharge reasonably and in a way that commands broad public support. It is responsible for the proper stewardship of those funds, including regularity and propriety, and for ensuring economy, efficiency and effectiveness in their use – the three key elements of value for money.
- A.1.2 Academy trusts are companies limited by guarantee and exempt charities. The board of trustees is subject to the duties and responsibilities of charitable trustees and company directors as well as any other conditions that the Secretary of State agrees with them. These responsibilities are mutually reinforcing and are there to ensure proper governance and conduct of the trust. The key requirements are reflected in the articles of association, the funding agreement, and this handbook. Trustees should follow the guidance in the Governance Handbook which sets out principles of good governance and the legal duties applying to, and core role and strategic functions of, boards of trustees. Trustees must be aware of the Charity Commission's guidance for trustees CC3: The Essential Trustee: What you Need to Know, what you need to do and should be aware of other guidance listed in Annex D. In addition the Charity Commission website is a good general resource on the proper conduct and operation of charities.
- A.1.3 The board of trustees must understand their statutory duties as company directors as set out in the Companies Act 2006. These comprise the duties to:
- act within their powers
  - promote the success of the company
  - exercise independent judgement
  - exercise reasonable care, skill and diligence
  - avoid conflicts of interest
  - not to accept benefits from third parties
  - declare interest in proposed transactions or arrangements
- These duties are especially relevant when entering into transactions with connected parties.
- A.1.4 The Chairman and Vice-Chairman of the Governing Body, in consultation with the Headteacher, are empowered to take any necessary action to achieve efficient running of the school but such actions are to be reported to the full Governing Body at the next opportunity.
- A.1.5 The Governing Body are responsible for safeguarding the assets of the school.
- A.1.6 The Governing Body must appoint an internal (previously Responsible Officer) and external auditor.
- A.1.7 The Governing Body must ensure robust procedures are in place to ensure the prevention and detection of fraud and other irregularities.
- A.1.8 The Governing Body will keep its financial management arrangements under continual review and will ensure that the requirements of the controls assurance statement have been fulfilled.
- A.1.9 To authorise items for disposal on the asset register.
- A.1.10 The following items will not be delegated by the Full Governing Body:-
- i Approval of the annual Academy budget – the Resources Committee may spend up to £50,000 in excess of this without recourse to the full Governing Body
  - ii Approval of annual and 3 year School Growth Plan
  - iii Capital Projects > £50,000 - Notwithstanding the pool the Full Governing Body has allocated to the Headteacher (currently £100,000)
  - iv Approval of sale of land and buildings
  - v Approval of insurance arrangements and cover provided to the school
  - vi Appointment of External Auditor (as required)
  - vii Designation of Responsible Officer (as required)
  - viii Maintenance of register of pecuniary interests of all Governors (for pecuniary interests of staff:- format of declaration delegated to Finance Committee and completion of such forms to Personnel Committee)
  - ix Approval of virements >£50,000 between budget headings
  - x Approval of write off of bad debts > £5,000

## **A.2 Financial Responsibilities of the Pay Committee**

- A.2.1 The purpose of the Pay Committee is to discuss and find solutions to sensitive issues (normally staff matters) and in extreme cases where discretion is the highest priority to implement or set in motion a solution. These solutions often have a financial impact.
- A.2.2 To draft and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
- A.2.3 In consultation with the Resources Committee, to determine salary levels for individual posts in accordance with the Pay Policy
- A.2.4 Staff disputes often entail an appeals process, the use of the Pay Committee is designed to keep the majority of Governors uncontaminated from an issue so that they are available to the appeals process and can come to that process with an independent and open mind.
- A.2.5 The Pay Committee has no fixed members but will be convened by the Headteacher or Chair of Governors as and when they perceive the need and disbanded once the issue has been resolved.
- A.2.6 Any course of action undertaken by the Pay Committee will ultimately require the support and agreement of the full Governing Body.

## **A.3 Financial Responsibilities of the Resources Committee**

Purpose: Act on behalf of the Governing Body in financial and other resource matters subject to the above.

Responsibilities:

- A.3.1 To consider the draft medium term budget plan in the light of the school growth plan and the level of future resources for the approval of the Governing Body
- A.3.2 To consider the draft annual budget for the approval of the Governing Body.
- A.3.3 To review any financial returns required by the DfE.
- A.3.4 To consider the Audit report and review and monitor the action plan for implementing any recommendations proposed by the Headteacher.
- A.3.5 To monitor and control expenditure against the budget during the financial year.
- A.3.6 To approve virements in excess of £25,000 (but less than £50,000) between budget headings
- A.3.7 To approve the opening of bank accounts and approve or vary signatories and limits.
- A.3.8 To approve a charging policy for income and remissions.
- A.3.9 To approve and write off bad debts accruing to the school between £1,000 and £5,000.
- A.3.10 To set a purchasing policy, monitor and review.
- A.3.11 To approve the placing of orders for the purchase of all goods and services under £50,000
- A.3.12 To determine a value above which assets should be recorded on the school's asset register
- A.3.13 To monitor the asset register and report material discrepancies to the full Governing Body.
- A.3.14 To approve all personal non salary payments to the Head teacher e.g. travel expenses. Such responsibility is delegated by the Resources Committee to the Chair of Governors.
- A.3.15 To review the financial implications of changes to staffing numbers and grades and approve those with an aggregated annual effect of greater than £25,000.
- A.3.16 To approve format of declaration of pecuniary interests of staff.
- A.3.17 To undertake an assessment of risk management for insurance purposes at the school

- A.3.18 To consider insurance arrangements for referral to Governing Body for approval.
- A.3.19 To monitor and control the school's bank account.
- A.3.20 To determine the Financial Responsibilities of the Headteacher
- A.3.21 To prepare the 3 year school's growth plan, after consultation with all school staff, for consideration by the Governing Body.
- A.3.22 To secure the implementation of the development plan with the collective support of the school staff.
- A.3.23 To consider the school's draft annual budget and put forward to the full Governing Body for consideration.
- A.3.24 To approve in conjunction with the Chair of Governors all year-end accounts and any financial returns required by the DfE.
- A.3.25 To ensure that the school has procedures in place for compliance with the requirements of the Data Protection Act 1998.
- A.3.26 To determine appropriate signatory limits for BACS, cheques and internet charge card payments.
- A.3.27 To approve the arrangements made to bank monies ensuring compliance to any requirement mandated by school insurance.
- A.3.28 To ensure familiarity with and compliance with the Finance Policy and Procedures Manual by Academy staff.
- A.3.29 To authorise all employment contracts.
- A.3.30 To authorise instructions to payroll provider, if required.

#### **A.4 Financial Responsibilities of the Chair of Governors**

- A.4.1 To approve in conjunction with the Headteacher all year end accounts and any financial returns required by the Local Education Authority and the DfE. In the absence of the Chair the Vice Chair may sign.
- A.4.2 To approve all personal non salary payments to the Headteacher e.g. travel expenses. In the absence of the Chair the Vice Chair may sign.
- A.4.3 To authorise payments and be a sole signatory of cheques to an upper limit of £3,000 and one of two signatories over £3,000 (other signatories include- Head teacher, Director of Finance and the two Deputy Heads).

#### **A.5 Financial Responsibilities of the Director of Finance**

- A.5.1 To prepare where practicable a three-year medium term budget incorporating changes outlined in the school's growth plan.
- A.5.2 To prepare the school's draft annual budget, on the basis of the agreed objectives of the school as set out in the growth plan for consideration by the Headteacher and Resources Committee. Present proposed budget to full Governing Body for approval.
- A.5.3 To monitor and control expenditure against the budget throughout the financial year.
- A.5.4 To prepare financial reports for the Headteacher, Resources Committee and Governing Body to enable effective financial control and appropriate decision making.
- A.5.5 To prepare all year-end accounts and any financial returns required by the DfE.
- A.5.6 To prepare for the Headteacher, a formal response to, and action plan for the Internal Audit report and Auditors report.
- A.5.7 To maintain complete financial accounts and full supporting financial records for all accounts.



- A.5.8 To set up and maintain access profiles for financial system users and ensure the production and security of back-up disks and files for finance system.
- A.5.9 To produce a register of staff responsible for managing budgets and monitor budgets.
- A.5.10 To review bank reconciliations on a monthly basis.
- A.5.11 To ensure the approved arrangements to bank monies are carried out.
- A.5.12 To propose to the Head teacher and Resources Committee, an appropriate amount of petty cash to be held.
- A.5.13 To ensure the completeness of financial records.
- A.5.14 To set suitable controls for the recording and collection of monies due for all accounts under the control of the school.
- A.5.15 To ensure the security of monies held on site and to be a school safe key holder.
- A.5.16 To approve virements of money between budget headings up to £5,000 and action all approved virements.
- A.5.17 To ensure compliance with purchasing regulations and authorise orders for all goods and services less than £10,000.
- A.5.18 To ensure that a minimum of two quotes or tenders (where practicable) are obtained for purchases and contracts valued at over £10,000 respectively.
- A.5.19 To ensure payment of gross pay is correct and complies with instructions signed by the Headteacher.
- A.5.20 To pay employee-related expenses such as refunds and travel expenses (where there is no tax liability) after authorisation by budget holder.
- A.5.21 To ensure all payments to the Headteacher have been authorised by the Chair of Governors as agreed by the Resources Committee.
- A.5.22 To authorise instructions to payroll provider in the absence of the Human Resources Manager.
- A.5.23 To ensure accurate and timely payment of employees.
- A.5.24 To ensure payment of employee deductions.
- A.5.25 To ensure safe storage of pay records.
- A.4.26 To implement the policy for security arrangements at the school (including procedures for call-out and key replacements).
- A.5.27 To ensure the physical security of the school's assets and maintain an up-to-date inventory.
- A.5.28 To propose adequate insurance cover for the school and maintain a register of policies taken out.
- A.5.29 To monitor the regulations of VAT, ensuring compliance by the school.
- A.5.30 To sign the reimbursement claim for VAT on a monthly basis.
- A.5.31 To authorise payments and be a sole signatory of cheques to an upper limit of £3,000 and one of two signatories over £3,000 (other signatories Head teacher, Director of Finance and the two Deputy Heads).

#### **A.6 Financial Responsibilities of the Finance Team**

- A.6.1 To assist in preparation of reports for the Head teacher, Resources Committee and Governing Body.
- A.6.2 To assist in preparation of all year-end accounts and any financial returns required by the DfE.
- A.6.3 To monitor curriculum budgets and assist budget holders where necessary.

- A.6.4 To reconcile all bank statements to school finance systems on a monthly basis.
- A.6.5 To ensure the security of all cheque books.
- A.6.6 To ensure all monies received have been prepared for banking and are then subsequently banked on a weekly basis.
- A.6.7 To prepare for payment all employee-related expenses such as refunds and travel expenses (where there is no personal tax liability) after authorisation by budget holder.
- A.6.8 To ensure all orders, invoices and transactions have been correctly authorised by budget holder.
- A.6.9 To prepare all financial transactions on the accounting system including preparation of BACS payments for authorisation.
- A.6.10 To assist in preparing instructions to payroll provider.
- A.6.11 To assist in checking accurate payment of employees.
- A.6.12 To prepare all salary input for the financial system.
- A.6.13 To ensure all payroll control balances are nil.
- A.6.14 To be a school safe key holder.
- A.6.15 To prepare all VAT returns on a monthly basis, ensuring compliance by the Academy.
- A.6.16 To ensure smooth, efficient running of Vericool and ParentPay Systems.
- A.6.17 To input day to day financial transactions on school finance system.
- A.6.18 To update school asset register as required and prepare reports.
- A.6.19 To ensure correct signatures are in place for all bank accounts.
- A.6.20 To enter all transactions in relation to the bank account and reconcile bank statements.
- A.6.21 To ensure correct procedure for all school trips is followed and arrange all financial transactions.

#### **A.7 Financial Responsibilities of Human Resources Manager**

- A.7.1 To ensure all salary changes are passed to the Finance Team correctly authorised by the Headteacher.
- A.7.2 To participate in the monthly payroll review process.
- A.7.3 To ensure, for all new staff, that all forms relating to pensions, tax and National Insurance are completed and passed to Administration Officer.
- A.7.4 To ensure that Finance are advised of any employee issues that have a financial impact i.e. pensions changes

#### **A.8 Financial Responsibilities of other departments**

- A.8.1 Clerk to the Governors
  - to ensure the completion of pecuniary interest forms for all staff.
- A.8.2 Catering Manager (Assistant catering manager in absence of catering manager)
  - To raise all orders for consumable goods.
  - To authorise invoices for consumable goods.
  - To stock vending machine and maintain cash levels maintaining float and bringing excess to administration office on a weekly basis for banking.

- A.8.3 Senior Resource Technician
- To collect all monies from sales of goods and deliver to administration office for preparation for banking.
- A.8.4 Front Office Reception Staff
- To ensure security of front office petty cash float.
  - To collect all monies from sales of goods and deliver to administration office for preparation for banking.
- A.8.5 Senior Science Technician
- To ensure security of science petty cash float.
  - To collect all monies from sales of goods and deliver to administration office for preparation for banking.

#### **A.9 Financial Responsibilities of Budget Holders/Trip Organisers**

- A.9.1 To review the trip schedule prepared by Finance and monitor actual expenditure against budgeted expenditure.
- A.9.2 To complete all order forms and pass to the Finance Team for processing.
- A.9.3 To check full and safe receipt of all goods or services and to sign invoice when received.
- A.9.4 To pass all invoices and delivery notes to the Finance office within 2 days of receipt of goods.
- A.9.5 To authorise all transactions including travel claims.
- A.9.6 To ensure that all income due to their budget centre has been received.
- A.9.7 To ensure all monies received should be passed immediately to the Finance office for banking or safe storage.

### SCHEDULE OF AUTHORITY LIMITS

Type of Commitment	Limits	Authorised Signatories
<b>Expenditure</b>  Purchase Orders, Invoices, Petty Cash, Staff Expenses, Payment Request Purchase Orders Purchase Orders Purchase Orders	Up to £10,000 £10,000 to £25,000 £25,000 to £50,000 Over £50,000	Budget Holder Headteacher / FRC / Chair of Govs. Resources Committee Full Governing Body
<b>Staff Changes</b>  That in aggregation amount to	Up to £25,000 £25,000 to £50,000 Over £50,000	Headteacher / Chair of Govs. Resources Committee Full Governing Body
<b>Cash &amp; Bank Payments</b>  Cheque/BACS Cheque/BACS Petty Cash	Up to £3,000 £3,000 & Over As cheque payments	One Signature from Bank Mandate Two Signatures from Bank Mandate As cheque payments
<b>Virements</b>  Virements Virements Virements Virements	Up to £5,000 £5,000 to £25,000 £25,000 to £50,000 Over £50,000	Director of Finance Headteacher/ Chair of Govs. Resources Committee Governing Body
<b>Bad Debts</b>  Write Off Bad Debts Write Off Bad Debts Write Off Bad Debts	Up to £1,000 £1,000 to £5,000 Over £5,000	Headteacher / Chair of Govs. Resources Committee Governing Body

To Facilitate Full Governing Body signoff the Resources Committee may occasionally invite all Governors to their meetings.

**Capital Expenditure Form**

<b>Order Date</b>	
<b>CapEx Number</b>	

<b>Supplier Name</b>	
<b>Total Cost excluding VAT</b>	

Project to:  
**Justification:**

		<b>Authorisation</b>	
<b>Project Number</b>	<b>CP- /</b>	Head Teacher	Date
<b>Project Date</b>	<b>/ /</b>	Chair Resources	Date

Description of Goods or Services	Supplier	P/O Number	Asset Category	Total VAT exclusive
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

<b>Actual Project Cost</b>	<b>Total Project Cost (Net of VAT)</b>
<b>Completion Date</b>	
<b>Completed by</b>	

Finance Team Use

**MONTH:**

**RIVERS MULTI ACADEMY TRUST**

**NEW EMPLOYEE FORM**

**Personal Details** Please use BLOCK Capitals

Surname:	Forename(s):															
Address:	Title:															
	DES Number (if applicable):															
	Date of Starting:															
	DOB:															
National Insurance Number:												Department:				

**Bank Details**

<b>Sort Code:</b>							<b>Bank Account Number:</b>									
	-			-												
Building Society Roll/Reference Number (if applicable):																
Name of Bank/Building Society:																
Name in which Account is held:																

**Salary, Tax and Pension Details**

Attached (ring as appropriate): P45    P46    P38

Pay Scale: \_\_\_\_\_ Salary PA: \_\_\_\_\_

Point /Grade: \_\_\_\_\_ London Weighting PA: \_\_\_\_\_

FTE (if applicable): \_\_\_\_\_ Other Allowances: \_\_\_\_\_

Joining Pension Scheme (mark as appropriate): Y    N

Pension Scheme Name: \_\_\_\_\_

Petty Cash Voucher

Date	Nominal Code	Cost Centre
/ /	LEV	

Amount required: \_\_\_\_\_

Requested by: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

**\*Claims over £50 should be claimed through staff expenses**





Account	Title	Budget Holder
C_ART	Curriculum - Art	Sue Jeffries
C_ENG	Curriculum - English	Caroline Reeve/Mark Robertson
C_HUM	Curriculum - Humanities	Matt Hall
C_INF	Curriculum - Information Technology	Mike Wills
C_INN	Curriculum - Innovations	Malcolm White
C_LAN	Curriculum - Foreign Languages	Laetitia Lynch
C_LRC	Curriculum - LRC	Claire Truman
C_MAT	Curriculum - Maths	Michael Payne
C_MDEV	Curriculum - Music Development	Justin Reece
C_MUS	Curriculum - Music	Justin Reece
C_MUS02	Curriculum - Music Lessons	Justin Reece
C_PART	Curriculum - Performing Arts	Vicky Young
C_PHY	Curriculum - Physical Education	Simon Lawrence
C_SCI	Curriculum - Science	Hazel Cunningham
C_SPE	Curriculum - Special Educational Needs	Catherine Cusick
C_SSCI	Curriculum - Social Science	Winsome Ball
C_TEC	Curriculum - Technology	Mike Chittick
C_VOC	Curriculum - College Courses	Malcolm White
E_ADM	Admin/Office Costs	Wendy Shannon
E_BAN	Banking	Sarah Bayley
E_CAT	Catering	Kate Ross
E_CATAL	Catalyst	Jon Locke
E_COMMITMENT	Commitments	Sarah Bayley
E_DEP	Depreciation	Sarah Bayley
E_EVE	Evening Classes	Wendy Shannon
E_GOV	Governors	Jackie Moodie
E_HEA	Head teacher's Contingency	Jon Locke
E_HOSP	School Hospitality	Wendy Shannon
E_ICT	ICT Licences & Software	Darren Addicott
E_ICTM	ICT Maintenance	Darren Addicott
E_IND	Indirect Employee Expenses	Wendy Shannon/Jon Locke
E_INS	INSET	Wendy Shannon
E_ITT	Initial Teacher Education	James Dyke
E_LSF	Learning Support	Catherine Cusick
E_NSS	NSS & Challenge Partners Costs	Jon Locke
E_OTH	Other Expenses	Sarah Bayley
E_POST16	Post 16 Bursary Expenses	Nick Broadhead
E_PRO	Professional Services	Jackie Moodie
E_PUB	Publicity	Jackie Moodie
E_PUP	Pupil Premium Expenses	Catherine Cusick
E_REC	Recruitment	Wendy Shannon
E_STA	Stationery & Materials	Darren Addicott
E_TRI	Trips	James Dyke
E_VEH	Vehicle Running Costs	Wendy Shannon
F_CHAR	Charity Fund	Sarah Bayley
F_CONC	School Concert Fund	Justin Reece
F_DOFE	Duke of Edinburgh Fund	Matt Hall
F_HARD	Hardship Fund	Catherine Cusick/Dave Harvey
F_PROD	School Productions Fund	Sue Jeffries
F_PROM	Year 11 Prom	Sarah Bayley
F_SIX	Sixth Form Fund	Sarah Bayley
F_TENT	Tents Fund	Dave Harvey
H_BAR	Barnard	Ronan Kennedy
H_CAR	Careers/Work Experience	James Dyke

H_COMM	Community Liaison	Alex Francis
H_CUT	Cutforth	Adam Beardwell
H_EXAM	Exam Fees	Malcolm White
H_FAW	Fawbert	Adam Sydes
H_LAW	Lawrence	Ben Allen
H_NEW	Newsom	Megan Reeve
H_PAS	Pastoral	Catherine Cusick/Alex Francis
H_PRES	Presentation/Reward	Jon Locke
H_QUA	Quality Assurance	Jackie Moodie
H_RIV	Rivers	Dominic Dann
H_SIX	Sixth Form	James Dyke
H_STA	Staff Wellbeing	Alex Francis
H_STU	Student Voice	Alex Francis
H_TEA	Teaching & Learning	Belinda Kistell/ Dave Harvey
H_YENT	Youth Enterprise	Winsome Ball
P_CONT	Premises Contracts	Wendy Shannon
P_OPS	Premises Operations	Wendy Shannon
P_SPC	Other Facilities Exp - SportsCen	Jon Locke
P_SWP	Other Facilities Exp - Swim Pool	Jon Locke
<b>Payroll Cost Centres:</b>		
S_ADM	Admin Staff	Wendy Shannon
S_CAT	Catering Staff	Wendy Shannon
S_EDU	Education Support Staff	Wendy Shannon
S_EXA	Exam	Wendy Shannon
S_LSA	LSA Staff	Wendy Shannon
S_OTH	Other Staff (Lunch cover)	Wendy Shannon/Jon Locke
S_PRE	Premises Staff	Wendy Shannon
S_RECH	Staff Costs Recharge	Sarah Bayley
S_SUP	Supply Teaching	Wendy Shannon/Jon Locke
S_TEA	Teaching Staff	Wendy Shannon/Jon Locke



**Leventhorpe**  
a business and enterprise academy

Please enter a cross which applies; New Supplier Account  or Supplier Change of Bank Details Form

Relevant details are to be entered in the green sections only. Use the TAB key to move down the form.

**SECTION 1** Must be completed by Leventhorpe and authorised by the appropriate Budget Holder in accordance with Financial Approval Limits.

**SECTION 2 & 3** May be completed by Leventhorpe or passed to the Supplier for completion. Proof of Bank details must be supplied and VAT registration must be provided for all suppliers that are VAT registered.

**SECTION 3- Only requires completion for a change of an existing supplier's bank details.**

To enter a cross in one of the boxes , click on the relevant box; to remove cross just click on box again. This form should be completed prior to placing any orders with suppliers. Failure to complete this form may result in delayed payment. Completed forms should be returned to Finance via email to [finance@leventhorpe.net](mailto:finance@leventhorpe.net)

**SECTION 1 – refer to notes above**

1. Dept		2. Originator:		3. Date :	
4. Name of Supplier you wish to place an order with:					
5. Brief description of goods/services to be ordered:					
6. Initial Order Value (exc. VAT):		8. Anticipated number of orders in next 12 mths:			
Authorised by (Leventhorpe):		Title/Position :			

**SECTION 2 – refer to notes above**

Details for Orders & Correspondence		Details for Remittances (if different to orders & correspondence)	
Supplier's Trading Name :		Supplier's Trading Name :	
Full Address :		Full Address :	
Post Code :		Post Code :	
Contact Name:		Contact Name:	
Title/Position:		Title/Position:	
Tel. No. :		Tel. No. :	
Email Address (for orders):		Email Address (for remittance advices):	

**SECTION 3 ACCOUNT AND VAT DETAILS – refer to notes above and attach proof of Bank details.**

Account No. :		Sort Code :	
7 digit a/c no. must be preceded by a leading '0'			
Account Holder's Name:		Proof of Bank details attached	YES <input type="checkbox"/> NO <input type="checkbox"/>
VAT Reg. No. :	G B		
<b>Leventhorpe's standard terms of payment are 30 days from date of invoice.</b>			

FINANCE TEAM USE ONLY			
Date Received	CHQ <input type="checkbox"/> BACS <input type="checkbox"/> Direct Debit <input type="checkbox"/>	VAT <input type="checkbox"/>	PSF Supplier Code
Change of address or account only <input type="checkbox"/> Evidence of address and a/c details attached and verified <input type="checkbox"/>	Input by and date		Checked by and date