



# **FINANCE POLICY**

Fully Approved by Budget Committee November 2009

## Finance Policy - November 2009

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## **FINANCE POLICY**

The School's Budget Plan is an essential part of the School Improvement Plan. The Budget Plan states how the school intends to use the funds raised and allocated to it, in line with agreed priorities in the Improvement Plan and to ensure the smooth day to running of the staffing and school facilities and to ensure the health and safety of all. It is a statement of agreement, by the school's managers, to accept responsibility for achieving the budgetary objectives.

The school's aim is to ensure the delivery of effective learning to its students. Throughout the year the progress of spending within the Budget Plan must be monitored to ensure that the aims of the budget are being met and that the finances of the school are being utilised effectively in the educational interests of its students and that best value is being received.

It is recognised that the school's finances are public money and as such are subject to tight controls, as laid down by the Children's Services financial regulations and procedures. In appreciation of this, Governors and staff are asked to declare any business interests, which is reviewed annually for staff and at every governors meeting.

### **RESPONSIBILITY FOR SCHOOL FINANCES**

The Governing Body has overall responsibility for the school's finances. In recognising this duty, they have established a Budget Committee and drawn up a Scheme of Delegation that lays down the duties and financial responsibilities of the school's staff and governing body.

Within this scheme it is the Headteacher and the Business Manager, are required to:

- Present suggested budget plans for the Budget committee to discuss and eventually recommend to the Governing Body
- Ensure that the Financial Regulations of Children's Services are adhered to within the school
- Present regularly to the Budget committee accounts of how spending and income within the Budget Plan is proceeding, highlighting any significant projected under- or over-spend and identifying options available to redress the over-spend or take advantage of the under-spend
- Advise the Governors on the financial implications of the appointment of staff and staff absence implications on the supply budgets.
- Advise on methods of making savings and generating income
- Bring to the attention of the Governors any areas in which the school's insurance cover may be deficient.

On a day to day level, the Business Manager and the Finance team will ensure that (further details attached under financial /premises procedures and tasks):

- Income and expenditure is monitored and that the Childrens Services financial procedures are adhered to
- All financial transactions are precise
- The school records, receipts, collects and banks promptly all monies to which it is entitled
- Checks and reconciliations are made in terms of bank and Children Services financial statements
- That the school cheque stationery/cheque book are administered correctly
- That the school's credit card is administered correctly .
- All orders and invoices are processed
- That all goods and services are cost effective
- All goods delivered to the school are checked, serial numbers recorded and security marked if necessary (after trial period)
- An inventory is kept of all items of school equipment of a portable and "attractive" nature valued at over £50, by faculties/departments
- That Petty Cash is overseen and controlled
- The financial data held on the SIMS system is backed up daily - ICT support team
- The staff absence records are kept up to date and reported regularly to County Hall and meetings held with staff who have breached the target.

Standards Funds are overseen by the Business Manager and School Fund is administered by the Finance team and overseen by the Business Manager.

A number of staff have responsibility for funds within the whole school budget. These funds are allocated to the relevant budget accounts when the Capitation and Standards fund budget is set and they received regular reports and have to complete a buget breakdown to estimate which headings they will be spending their allowance.

Budget account holders are responsible for:

Monitoring spending within the relevant budget account.

Signing all invoices to confirm that goods have been received and costs are agreed as per the order.

Ordering all goods via the Finance office keeping within agreed thresholds of spending and ensuring all goods ordered have a School Official Order Number.

Ensure that adequate, but not over large stocks are held within their curriculum or office area.

Ensuring that their budget account holds sufficient funds to cover termly reprographic costs.

Ensuring that the Budget committee is informed of any surplus stock and equipment that they wish to have written off, such items must not be disposed of, without the approval of the committee. To liaise with the Business Manager over this situation.

Issuing numbered receipts for income collected.

## THE BUDGET

Ratton School wishes and hopes to provide exciting and varied learning experiences for all students. Managing our finances effectively provides us with greater flexibility to organise resources to facilitate this purpose. This requires whole school management planning, involving all parties. All staff & governors must play a part in creating the vision by identifying needs, setting priorities, planning, implementing, evaluating, advising on future directions, needs and policies.

A budget is the means of providing resources for decisions about education and ensuring safe buildings for staff, students, governors and visitors

Our budget is led by educational aims.

Ratton school budget is:

- Part of a whole school approach to planning for development and improvement - expressing in financial terms how resources will be distributed and managed over a given period.
- A tool to enable us to prioritise the way resources are allocated.
- A framework for planning and forecasting.
- A tool for monitoring expenditure.
- A framework for reference for later decision making.
- A means of what we expect to achieve in the next year. (pupil numbers, sen statements, floor area changes)

Budget planning is a process of logical thought but may not always guarantee success.

## ALLOCATING THE BUDGET

1. The first draft of the budget will be based on:
  - Historical data
  - Local Knowledge
  - Changes in pupil numbers / statement income/floor area adjustments
  - What has worked well/not worked well in previous years
  - Changes to Staffing - current and future
  - Environment/building needs
  - Priorities identified in the school Improvement Plan.
  - Review if current cost centres are suitable for the new year - need additional or some are now obsolete?
2. Expenditure will be phased to allow the best effects of Bank interest to be gained (currently not earning any due to low bank rates - therefore no discount factor applied from Schools Finance)
3. Some budget headings are ring fenced (standard fund grants) and virement to another heading will not be permitted.
4. Some budget headings will have cash allocated by a formula e.g. (capitation accounts),

and occasionally there will be allocations via a bidding process for additional items or via the school improvement bond scheme.

### **BUDGET MONITORING**

1. This will involve reviewing the budget on a regular basis with a view to having the ability to vire amounts between budget headings. This will be considered at "budget review meetings" held on a fortnightly basis with the Headteacher and the Business Manager during line management meetings. The budget situation can change during the year as it is a working budget and circumstances may force changes.
2. A Budget Report will be presented to the Budget Committee, this will include the following:
  - Notification of changes to the Budget Share Fund Allocation
  - Revised Budget plans: One year and Three Year Plans
  - Changes to pupil numbers
  - Changes to staffing
  - Areas of high expenditure and investigations into ways of reducing costs
  - Areas of concern
  - Reporting deficit/surplus balances and the reasons
  - Annual Budget listing: virement of funds in keeping with the Scheme of Delegation
  - Capital update
  - Approvals required by the Budget Committee
  - Approvals required by the Full Governing Body
3. A Budget Monitoring Report will be presented to the Budget committee linked with the above, relating actual costs, estimated future expenditure and predicted budget outcomes, this will be accompanied by the Cumulative Expenditure Analysis Report from FMS6 and reconciliation sheets of staff and expenditure codes.
4. Three Year Plan: Take into consideration three year cycle, staffing changes, staffing increments, changes to the curriculum (especially diploma implications), historical expenditure, repairs, replacements and improvements, expectations of grant funding.
5. The Headteacher and the Business Manager, will work with the Auditors, checking systems are adequate to allow school management to monitor and control spending.

### **LOOKING BACK AT THE BUDGET**

1. Was value for money achieved??
2. Success criteria will be built into budget when formulated.  
Example of general success criteria:
  - did we keep to budget plan;
  - did we meet identified priorities;

- did we further school aims;
  - did we ensure good service of building maintenance of school for both staff and students.
- 3 Other approaches to evaluation.
- examination of the percentages of expenditure and show change between financial years - see budget review booklet which expands for many years.

### BUDGET PREPARATION TIMETABLE

<b>April to December</b>	<p>Monitor spending within budget accounts and compare to projected spending to identify areas of under- or over-spending. Review by Budget committee for decision to vire funds to identified priorities. Produce revised budget plans if necessary.</p>
<b>January/February</b>	<p>Childrens Services notifies school of Indicative Budget Values and associated data. Business Manager check Indicative Data to ensure accuracy, pupil numbers essential and floor areas Business Manager prepares salary projections. Business Manager starts budget preparations - a wish budget for the new financial year prepared, presented to Leadership team and Budget committee at the next available budget meeting</p>
<b>During March</b>	<p>New financial year set up within the FMS6 module of SIMS.net. School notified of its Final Budget Share which is used along with the estimated carry-forward to decide on the Final Budget Plan to budget account level. Set up any new cost centres needs</p>
<b>April/May</b>	<p>Governing Body approve the Initial Budget Plan and estimated carry-forward. The Initial Budget Plan is forwarded to the Children's Services Finance for approval by the set deadline and published within the school. The Budget is set up within the FMS6 module. Capitation allowances are calculated and issued to curriculum and service managers. Closedown of the old year takes place (return certificate confirming carry forward is agreed)</p>
<b>May/June</b>	<p>Children's Services Finance confirms and school agrees the carry-forward. The Final Budget Plan and Three-Year Budget Plan is now finalised by taking into account any variance between the agreed and the estimated carry forward and forwarded to Children's Services Finance by the set deadlines. The budget is set in FMS6. Delete any cost centres not needed.</p>

## **Appendix A** **(further financial/premises task guidelines sheets at the end)**

### **Guidelines for Staff: “Everyday” financial transactions.**

#### **1) Collection of Monies from Students, Parents or Staff.**

On receipt of money, cash or cheque, must issue a numbered, signed receipt (or mark the reply slip) which states:

- the name of the person from whom the money was received,
- the date received,
- the amount collected,
- the purpose for which the money was collected.

Receipt book can be obtained from the Finance office. Staff should keep a written record of payments made.

In curriculum areas when money is collected for the replacement of textbooks, broken equipment etc, they must be provided with a receipt book that is made available for all staff.

#### **2) Security of Money Collected/Received.**

No monies should be left in classrooms, desks etc. no matter how small the total value.

It is the responsibility of staff to ensure that all monies collected are paid into the Finance office as soon as possible - we support at all times that we prefer all monies to come straight to Finance office.

#### **3) Security of Valuables.**

If staff confiscate items of value from a student, or agree to look after valuables for a student, then the member of staff is responsible for keeping these items in a secure place. The school is **not** insured against such losses. Welfare team do have safes that can be used for temporary purposes

If a member of staff is in need of a secure place to deposit such items, they should clearly label the item with their name, the name of the owner and the date on which it should be collected and ask for the item to be placed in the school safe in Welfare office. The same procedure should be followed for valuable items of lost property, having informed the Reception or Welfare that such an item has been found.

#### **4) Petty Cash**

The purchase of all goods by the school should be done, by raising an order. Occasionally, this will not be possible or convenient, at such times, if staff wish to be re-imbursed, they must be certain that the purchase has been sanctioned by the Budget Account Holder against whose account the cost will be debited, and that they collect an itemised VAT receipt.

This receipt must be presented at the Finance office, a Petty Cash slip will be completed, the member of staff will be re-imbursed and asked to sign that they have received the re-imburement. The maximum cash re-imburement from petty cash is £15.00.

Any goods amounting to more than £15 should not be bought without an official school order raised by the Finance Office.

**N.B. If a receipt for goods purchased is not produced, then no re-imburement will be made.**

## **5) Ordering Items**

### **ALL GOODS MUST BE PURCHASED VIA THE FINANCE OFFICE**

An internal order form for ordering goods is available from the Finance office or staffroom, N.B. These are not an official order form, unless signed by the budget holder.

The form should contain the item(s), a description (quoting catalogue number if relevant), the supplier, number required and Budget Account to be debited. Repeat orders, which make reference to a previous order, will not be accepted.

All order forms must be signed by the head of curriculum area/budget holder.

All orders are processed by the Finance team

All goods being purchased must have an official school order. This will be raised via FMS6 (regardless of where the goods are being bought).

Photocopies of the orders will be placed in pigeon holes.

**To ensure that the school is always getting value for money, the Finance Team are always willing to negotiate, or search for, the best price on your behalf. Please ask for this service especially when planning to purchase a high cost item or large quantities of a particular item.**

## **6) School Trips**

Staff arranging a school trip, in or out of school hours, must re-familiarise themselves with the school's "Visits Policy" on the Staff (H) drive, Offsite visits and the Website. **All trips should be approved by the EVC and Trips Committee before letters are sent out to parents (compiled by Office Manager). All staff have been issued with procedures for organising a trip**

Finance team can advise as to whether any of the costs are VAT refundable. If this is the case, an account will be opened within the FMS 6 system for the school budget. If not, an account within School Fund for the trip. All monies collected for school trips and all bills associated with such trips must be directed through School Fund and not the School Budget Share. All monies for trips are through Finance office and spreadsheets are kept and payment cards issued.

All invoices and bills associated with your trip should be given to Finance team for settlement.

**All trips in the U.K. and abroad (including hazardous) are covered by the School's block policy, with the exception of personal property and belongings.**

## 7) Receipt of Goods

The Finance office is responsible for the receiving and checking of all deliveries. Staff must collect the goods when informed that they are available or the site team will deliver them. Not only does this reduce the risk of goods getting “mislaidd”, but it reduces the pressure on the limited space in the Finance office.

All equipment and valuable “tempting” items must be security marked and entered on to the Department/office inventory. A report will be issued annually for checking and signing off.

All books must be identified with the school name, using an appropriate rubber stamp.

## 8) Claiming for Travel Expenses

All claims for travel expenses must be made within the term that the journey took place.

Claims for the re-imbusement of travel expenses must be made on the school Travel Expenses Claim green form available from Finance office or staffroom. If applicable, you should provide your ticket for the journey, or proof of purchase.

**REFUNDS WILL NOT BE MADE, UNLESS YOU HAVE A RAIL TICKET OR RAIL CARD RECEIPT.**

Claims of £15.00 or less can be paid from petty cash. Larger amounts will be repaid by cheque.

## Appendix B

### Credit Card Guidelines:

CREDIT CARDS CAN ONLY BE USED WHERE IT IS NOT POSSIBLE TO MAKE NORMAL COMMERCIAL CREDIT ARRANGEMENTS: i.e. Order (when a purchase order is not acceptable) - goods received - invoice.

The following guidelines have been taken from Children’s Services Finance and Audit’s recommendations.

### Approved Transactions:

1. You will be required to reimburse the school for any transactions which are not approved.
2. The monthly limit per card will be £1,000 (total transactions)
3. The limit for a single transaction will be £500.
4. The card **must not be used for personal purchases**
5. The card **must not be used for cash withdrawals**
6. You must ensure you have the approval from the appropriate budget holder (in accordance with the school’s Scheme of Delegation and Finance Policy) and the there is sufficient budget available before making any purchases.
7. You must notify the Finance Team of any intended purchases which exceed the school’s petty cash transaction limit.
8. You must ensure that contract standing orders, procurement rules and regulations are being adhered to.
9. Credit cards can be used to purchase from the internet or from high street suppliers, but not for building works or utility bills.
10. Payment in advance of receipt for goods and services with the Credit Card is permitted provided schools can demonstrate that by doing so, they have obtained best value.
11. Full VAT receipts must be obtained for all relevant purchases.

### **Purchasing from the Internet:**

1. You should provide the school's finance e-mail address
2. Goods and services must be delivered to the school and not to your private address
3. Internet orders must only be processed on a school computer that is linked to the Internet through the school firewall
4. You should always check that you are not being overlooked when using the credit card online. Many secure websites use password access to authenticate cardholders and passwords must remain confidential
5. On-line purchases should only be made on a secured web page. A secured page should have a little padlock (that is locked) displayed in the lower right corner of your browser. The web address will start "https" (other Web sites normally start "http"). Cardholders can check the level of security that the site has in place by moving you mouse pointer onto the padlock to see what number is displayed. If the number is less than 40, the site should not be used for on-line purchases, because this does not give a sufficiently secure connection to protect sensitive, financial or personal information
6. You should be wary when an on-line service you have already registered for asks for verification of billing information by sending it again via an on-line form. This is likely to be a fraudulent attempt to steal your credit card details and personal information. Even if the request seems legitimate you should not respond on-line, just call the company on the telephone
7. Credit card/payment information should not be sent to a merchant via e-mail or instant messenger (MSN Messenger etc). If information cannot be sent via a secured web page, then cardholders should telephone the supplier instead. Internet sites will often record all details (name, address etc) for the purchase before switching to a secure web page for entering card details
8. You should never give personal details that are commonly used for identity verification (e.g. mother's maiden name) over an insecure internet connection. Even over the telephone, this information should only be given if the company ABSOLUTELY requires it.

### **Internal Procedures & Record Keeping to be carried out by the Finance Office:**

1. The credit card will be kept locked in the school safe in the Finance Office
2. All transactions which require the use of the credit card will be made by the Finance Office (in keeping with the above guidelines)
3. Budget Holders will place their orders in the normal way with the Finance Office. Best value will be obtained and the credit card used as appropriate
4. A purchase order will be raised in FMS6 using 'Natwest Bank' as the supplier, with the suppliers details in the special instructions box. This will then be debited to the appropriate cost centre and ledger code.
5. A copy of the purchase order will be kept on the Natwest file
6. The delivery note will be kept on the Natwest file
7. A copy of the transaction log will be filed on the Natwest file
8. Payment of the credit card statement will be made by direct debit
9. The finance team will reconcile the statement to all the receipts and orders held on the Natwest file
10. The finance team will enter the invoices against the orders and then run a natwest dummy cheque.

N.B. If you leave the school, you must return your card together with all supporting documentation to the Headteacher or Business Manager.

#### **Stolen Cards:**

1. Report immediately to the Natwest Bank as laid out in their instructions
2. Notify the Business manager or the Headteacher
3. Notify Children's Services Finance

#### **Appendix C                    Open Procurement**

1. Orders may be placed via the 'OPEN' website (for training or more information, please see the Finance Office). This also is good for gaining additional quotes for best value.
2. After selecting goods, please notify the Finance Office who will process your order, (providing budget holders have the appropriate funds).
3. Once the goods are received, these will be checked in either by the Finance Office or your Curriculum Leaders/Technicians as normal.
4. Invoices will be processed as normal.

**N.B. All processes will be dealt with in accordance with the 'OPEN' and FMS6 Open Procurement guidelines.**

#### **PROCUREMENT GUIDELINE FOR ALL STAFF - TOP 10 TIPS**

- Develop procurement expertise - nominate and train someone to co-ordinate everything centrally
- Plan Ahead - identify your requirements early to get the best deal
- Know your own power - How much can you spend, are there limits?
- Don't buy unless you need to - does anyone have a spare?
- Don't spend hours saving a pound - consider the total cost of procurement
- Look for alternatives - branded products may not always be the best
- Improve your buying power - work with your local consortium or authority to get a better deal
- Negotiate, Negotiate, Negotiate - get the best deal for your money
- Get it in writing - read and understand small print
- Share best practice - if you've got a good deal, share it!

**DO NOT JUST USE KENT COUNTY SUPPLIES OR THE FIRST BOOK YOU PICK UP!**

## Appendix D

## GUIDELINES FOR DEPARTMENTS/OFFICES YEAR-END ORDERS

### YEAR END PROCEDURES:

- Just a reminder, that all orders must be received into the Finance Office **by Friday, first week of February**. We will not be ordering goods after this date. (We need this time to receive goods, pay all invoices, so that we can close the accounts by the end of March).
- We will only reimburse travel expenses after this date and any items to the value of £15.00, which will be reimbursed in cash, to the end of March. (Providing you have receipts for either).
- Please make sure you take into consideration any photocopying charges before spending balances.
- Currently any balances in capitation at year-end are re-allocated. This could change in the future in line with school balances with Childrens Services. If over a certain percentage, it could be clawed back and use for whole school resources.

## Appendix E

## GUIDELINES FOR REFRESH (Handling Cash/ordering/invoicing/stock)

1. All cash will be recorded and banked daily by the Cook Supervisor or Catering Manager in her absence
2. The 'tear off slip' from the paying-in bank bags together with the income sheet, will be passed to the Finance Office daily for banking
3. The paying-in bank book will be held by the Refresh staff after banking
4. All invoices and delivery notes will be passed to the Finance Office
5. All till receipts will be held by the canteen
6. All Free School Meals (FSM) will be recorded on the Expenditure sheet
7. All sales transactions will be recorded on the Expenditure sheet and passed to the Finance Office at the end of the week
8. A petty cash float of £100 will be held by the canteen for purchasing incidental

items (i.e. milk, bread etc.)

9. Receipts for petty cash items must be produced, to enable the float to be reimbursed.
10. For reimbursement of the float, the goods must be itemised with matching receipts as evidence of purchase
11. Stock sheets will be passed to the Finance Office at the end of every term

## Refresh

### TILL PROCEDURES

Personnel trained on tills prior to use

Tills operated on a rotational basis

Floats of £20.00 allocated and retained in tills

Till user responsible for float, takings and till roll and receipts

Tills cash off after each service x 2

Free School Meals (FSM) numbers taken and documented

Staff vouchers counted and retained

Till user counts money and rings total into till under No Sales button

Till user completes a X and Z reading

Monies taken to the Kitchen office and Cook Supervisor checks and documents monies on Refresh Sales sheet and Banking sheet and reading retained in kitchen, 2 readings attached to Sales sheet

Banking sheet and income with paying in book taken to Finance office after lunch service.

## Appendix F

# FINANCIAL / PREMISES PROCEDURES & TASKS

## **DAILY FINANCE TASKS**

- Check telephone messages
- Open Post
- Date stamp all post
- Distribute post to relevant staff
  
- Put authorised stamp on all invoices and complete relevant boxes with account, code and order number
- Put invoices in staff pigeon holes for authorisation
  
- Raise orders as requested by staff
- Ensure budget holders have enough money to cover the order
- Orders to be signed by Finance Team or Combined Leadership team
- Once signed fax the order to company or send in post
- Place the hardcopy of the order in the files in Finance Office
- Budget holders should receive a photocopy of the order for their budget files
  
- Deliveries – ensure parcels are marked and ready for distribution by the site team
- Report any discrepancies to companies as soon as possible
- Delivery notes attached to back of order
- File authorised invoices in the concertina system awaiting cheques to be raised
- Make a record of any phone discussion when disputing goods or services
  
- Receive trip income from students
- Ensure all income is recorded on the relevant spreadsheet and placed in safe
- Receive income from staff (all should have a receipt book that is completed before handing to Finance Office (this should be small as all trip income now comes directly to the office and not staff)
- Bank Catering income, it is completed by Refresh staff, Finance staff check coin bags, paying book details and then complete deferred banking bags
  
- Process any dates into the lettings diary and complete paperwork to hirer & site team
- Update master inventory file with any new equipment purchased, include value
- Deal with enquiries from students, staff or parents (can be financial or school related)
- Arrange for outgoing post to be done
  
- Book CPD courses instructed by AHT Learning Leaders (Cover & CPD)
- Enter course details on member of staff training records
- Carry out supply adjustment if necessary

*ALL ASSOCIATE STAFF OVERTIME TO BE APPROVED INITIALLY BY LINE MANAGER AND THEN PROPOSED TO BUSINESS MANAGER/HEADTEACHER FOR AUTHORISATION*

### WEEKLY FINANCE TASKS

- Check which cheques are due for payment
- Process invoices in FMS
- Instruct Business Manager to print off cheques or arrange BACS payments
- Two signatories needed for cheques
- Attached print slip to invoice and completed remaining parts of the stamp
- Post cheques in window envelope
- File in cabinet in cheque number order
  
- Pay out petty cash due to staff (yellow payment request & receipts must be provided) – only up to £15.00 allowed for cash payments.
- Chase up any outstanding orders
- Ensure orders are cancelled if goods are no longer available
- Process invoice and non invoice LMS income – using receipt record sheet in tray and then entering into FMS6 and the bank book – ensuring all 3 systems balance.
- Process receipts for income and send to debtors
- Take LMS income to the bank for crediting to school account
- Enter catering income into FMS and carry out journal transfers for Free School Meals, duty meals & hospitality
  
- Process any payments out of school fund, invoices must be authorised
- Manually write cheques
- Attached cheque print slip to invoice and file in box file
- Empty vending machine with colleague present
- Process all income for school fund, using receipt record sheet in tray and then enter into school fund accounts and complete banking slip. All three should agree
- Take school fund income to the local Natwest for crediting to school fund.
- Make staff aware with an update and financial forecast of trips and workshops they could be running.
- Process all requests for trip applications and ensure all paperwork and finances are in place
  
- Complete office filing
- Check E-zone for circulars and latest news on upgrades to FMS6 & Personnel
- Ensure best value is sought when engaging services or placing orders
- Ensure correct number of quotes are received for works or services depending on size of contract
  
- Order supplies for staffroom
- Update operational diary for absent associate staff in the forthcoming week

- Test fire alarm system and complete log sheet
- Weekly Site Walkabouts and allocation of work to site members of repairs needed

## MONTHLY FINANCE TASKS

- Reconcile LMS bank accounts
- Reconcile school fund
- Reconcile School's finance report from County Hall & report any discrepancies
- Ensure salary actuals are checked to salary commitments in FMS
- Report any pay discrepancies to staff, personnel and payroll
- Send any necessary paperwork to personnel for leavers, amendments and new staff by 3<sup>rd</sup> of each month, liaising with Headteacher & Headteacher's PA
- Ensure personnel module is updated and run system in FMS to ensure commitments in FMS are fresh
- Ensure supply claims are sent to SERCO
- Ensure overtime claim forms are forwarded to SERCO by the 10<sup>th</sup> of each month (two signatures on all claim forms)
- Send in all absences (A&B) forms to personnel
- Prepare lettings invoices to send to debtors
- Empty telephone coin box with colleague
- Run the bank history report for the month and file with cheques
- Enter petty cash expenditure and reconcile to cash tin (must be checked by second person)
- Chase any outstanding debtor accounts
- Process any budget virements and check accounts for spending
- Distribute budget statements to budget holders
- Complete line management meetings
- Consider requests for associate staff training
- Process journals between standard fund accounts and main budget
- Check monthly income from Schools Finance
- Ensure receipt of grant funding from external sources (Teaching Training agencies, universities, etc)
- Replenish central stores cupboard with stationery as required
- Run bank history report in FMS6 and file with cheque payments for the month
- Generate BACS payments / use OPEN for best value

*ONLY BUSINESS MANAGER/HEADTEACHER OR DEPUTY ARE AUTHORISED TO SIGN CLAIM FORMS FOR SUPPLY & OVERTIME IN ADDITION TO LINE MANAGER*

### TERMPLY FINANCE TASKS (6 terms)

- Oversee budget and predict outturn situation and inform headteacher, leadership team and governors when the committee is due
- Prepare all reports and papers in readiness for Budget & Premises committee
- Attend governor meetings as agreed and ensure all paperwork is fully explained and followed through.
- Assist with preparation of agenda for premises and budget committees
- Arrange Associate staff meetings and inset days and professional development requirements

### QUARTERLY FINANCE TASKS

- Prepare VAT returns and supporting papers and send to Schools Finance
- Check maintenance contracts are within budget and servicing has been taking place
- Check grounds maintenance with site manager
- Prepare and issue finance newsletter to staff
- Reassess Catering business plan in line with budget set at the start of the financial year

### TERMPLY FINANCE TASKS (3 Terms)

- Health & Safety site walkabout with Site Manager, Governor & H&S officer
- Room Safety check lists (presented to Governors)
- Continually assess risk assessments
- Review fire procedures
- Attend Business Manager's forum
- Attend Eastbourne Finance group forum
- Issue updated training records to all staff

- Follow up associate staff progress on expert trail
- Check on New Qualified Teachers funding
- Check Warranties and leasing contracts
- Update Special Educational Needs budget dependent on statement income

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## YEARLY FINANCE TASKS

- Carry out year end procedures (April – May)
- Carry out annual inventory and certification (September)
- Annual review of scheme of delegation (March)
- Annual review of lettings charges and booklet (November)
- Prepare school fund closedown (Aug – September)
- Ensure all software licences are purchased (April) – ICT Network Manager
- ICT Rolling programme (March – April) – ICT Network Manager
- Complete Budget review booklet
- Audit School Fund accounts
- Prepare annual school's budget (January to April)
- Prepare Catering Business Plan
- Agree services to school's requirements (March – April)
- Make changes to FMS structure as per guidelines and school's own need (March)
- Finalise schools budget including carry forward (June)
- Three year budget plan (April to June)
- Control Assurance statement
- Benchmarking
- Distribute annual leave cards
- Best Value Statement (June)
- Pecuniary interest register (September)
- Hours of work sheet (September)
- Portable Appliance Testing (December-January)
- Fire equipment testing (October)
- Servicing of doors (Feb & August)
- Maintenance contracts for premises equipment
- Review of Health & Safety Policy (Feb & March)
- Update trips forms
- Send out new lettings forms and charges (August)
- Ensure insurances are in place (April & September)
- Prepare for Prospective Parents evening (September)
- Compile maintenance programme for the year and plan major projects with Governor (March-April)
- Check personnel contracts sheet (September)
- Review school improvement plan
- Review school travel plan
- Update and review finance task sheets
- Set up annual performance management review of associate staff
- Issue Head with spreadsheet for salary assessments statements (teachers/assoc)
- Issue Head with performance pay spreadsheet detailing UPS and TMS points

## Appendix G

### Current School Staff for Finance, Premises and Personnel Tasks:

Anne Wardle	Acting Headteacher
Liz Fitzpatrick	Acting Deputy Headteacher
Tracy Comfort	Business Manager
Lesley Morgan	Finance Assistant
Jackie Carter	Finance Assistant

#### Assistant Headteachers:

David Brown  
Ian Anderson  
Mark Adams  
Emma Pajak  
Janine Peters  
Jamie Welsh  
Jeremy Taylor  
Guy Kingham  
Steph Lock  
Nikki Smith  
Chris Rampley

#### Site Team:

Steve Comfort	Site Manager
Albert Todd	Deputy
Mick Foster	Assistant
Alan Grimes	Apprentice

#### Catering:

Chris Wheeler	Catering Manager
Elaine Lemon	Cook Supervisor