



Financial Management Policy (Statutory)

PRACTICE AND PROCEDURES

This policy is to be read in conjunction with the Governance Policy's Terms of Reference of the Governing Body's Finance Committee and the attached appendices.

CONTENTS

1. Financial Management Policy and procedures, including:
 - Delegation and the Management and Virement of Funds
 - The Procurement of Goods and Services
2. Instructions to Office Staff on Financial Procedures
3. School Charging and Remissions Policy
4. Associated Documents

1. FINANCIAL MANAGEMENT POLICY AND PROCEDURE

1.1. AIMS

This document has been adopted by the Governing Body, as the basis for the administration and management of finances in relation to all delegated and devolved funds received from the Local Authority (LA) and other direct government grants. The aim of the policy is to create a framework within which the school conducts its finances, the delegation of responsibility and the methods of operations, so that all parties concerned are aware of their duties and responsibilities and that efficient and effective internal and financial controls are maintained.

The implementation of appropriate practice and procedures will ensure the best use of the limited funds available to enhance the education of the school's pupils.

The operation of the school's private fund is contained in Section 3.

1.2. OVERALL MANAGEMENT RESPONSIBILITIES

The Governing Body will manage its affairs in accordance with the high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are:

Burghfield St Mary's C of E (Controlled) Primary School



- Openness – open approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny;
- Integrity – honesty and objectivity, and a high standard of propriety and probity in the stewardship of public funds and resources;
- Accountability – the process whereby individuals are responsible for their actions and decisions.

The Governing Body will adopt and comply with the following regulations and guidelines as published by the LA to the extent that such apply to schools:

- WBC* Scheme for Financing Schools 2019
- WBC Financial Rules of Procedure December 2018
- WBC Contract Rules of Procedure December 2018
- WBC Confidential Reporting Code (Whistleblowing) November 2013
- WBC Anti-Money Laundering Policy and Procedure November 2019
- WBC Anti-Fraud and Corruption Policy November 2019
- WBC Bribery Act Policy and Procedure November 2019

*West Berkshire Council

Note: These documents are available in the school's office and on the school's website.

The Governing Body will also comply with Department of Education (DfE) and Audit Commission regulations and guidelines for budget management, including 'Keeping your Balance' and School Financial Value Standard, and the spending and receipt of monies, including School Formula Funding.

The Governing Body must operate in accordance within the requirements and standards laid down by both the DfE and WBC Audit and Accountancy Departments.

1.3. FINANCIAL POLICIES AND PROCEDURES

1.3.1 Delegation

The Governing Body has delegated certain functions and the making of certain decisions to its Finance Committee, in accordance with the terms of reference of that committee, set out in a separate document.

Subject to the terms of this policy and its appendices, the Governing Body delegates authority to the Headteacher (or in his extended absence a nominated representative) to:

- make purchases
- decide upon quotations received and enter into financial commitments
- undertake income-generating activity
- vire monies within the set annual budget.

Burghfield St Mary's C of E (Controlled) Primary School

Note: Authorised persons and levels of delegation are shown in the register of authorising officers



The Finance Committee will review the school budget at least 3 times a year, in line with its remit, and agree any action where appropriate in relation to (a) budget variances, anticipated expenditure and income, and (b) any significant virements made or anticipated where, in both cases, the amount is greater than £10,000. Below this level the Headteacher has full authority to agree budget variances and virements without reference to governors. Virement will be subject to any 'ring-fencing' restrictions and other restrictions as defined by WBC Schools Accountancy.

Authorisation is given for the Headteacher, and Deputy Headteacher to sign cheques and other instructions to the bank against the school's LA bank account. Two signatories shall always be required.

The Governing Body will note and approve the Headteacher's allocation of financial duties to staff so as best to achieve separation to ensure probity, and that shadowing of financial duties occur to provide continuity in the event of absence accepting that in our small school this is achievable in as much as possible and risks are reduced through reciprocal arrangements with link schools.

The Finance Committee will monitor the competencies of school finance staff and its own members and make recommendations to the Headteacher as appropriate.

1.3.2 Budget Management

The Governing Body will delegate to their Finance Committee the preparation of an annual budget for income and expenditure and take this preparation into account in setting an annual budget for income and expenditure.

When setting the budget the Finance Committee shall ensure that the budget and financial processes support the aims and objectives of the school and School Development Plan.

In setting the budget Governors will take due account of the need to resource the management and administration of the school's finances and to ensure, through regular review, that staff resource and competence is sufficient and is supported through appropriate development and training.

All material budgetary decisions will be communicated between all relevant and interested school staff and the Governing Body on a regular and timely basis to ensure that the financial context of the school is understood and that necessary actions are implemented. As required by the School Financial Value Standard, this financial management policy is available through the school website.

Burghfield St Mary's C of E (Controlled) Primary School

1.3.3 Purchasing



Value for Money: The school has in place rules for the procurement of goods and services to obtain best value for money from the resources available.

The instructions to staff on financial procedures are as at section 2.

1.3.3.1 Placement of orders

Purchase requests to order goods and services must be approved by the Headteacher, Deputy Headteacher or budget holder. In the case of a more complex transaction the advice of suitably qualified persons must be obtained in order that all considerations regarding pricing, specification, health and safety, etc. can be taken into account.

A formal computer generated order (marked confirmation of order if appropriate) on paper signed by the Headteacher, Deputy Headteacher or School Business Manager must always be retained in the school office with the original request form and copies of relevant documentation, including quotations.

Purchase orders may be placed using one of the following methods:

- Sent by email attaching a copy of the signed purchase order
- Ordered online quoting the purchase order reference where possible
- Sent directly from FMS by using the PDF purchase order facility
- Ordered by telephone quoting purchase order reference
- Sent by fax
- Sent by post

For amounts up to £250, minor reimbursements may be made by staff with prior authority from the Headteacher/relevant budget holder. They should be limited to those occasions when direct staff purchase is the only practical option. Where goods are to be delivered they must be delivered to the school. Related staff expenses claims must be signed by the budget holder and be presented for payment and dealt with within 30 working days of receipt. All reimbursements must have full appropriate invoices or receipts attached evidencing purchase and so that VAT can be reclaimed whenever possible. These must be made within three months of being incurred and within the financial year incurred and must not be more than £250 per month. Staff or pupil personal purchases cannot be processed through the school's accounts nor can personal cheques be encashed.

In cases of emergency a supplier may be called to the school to undertake work. The commitment must then be ascertained and recorded as soon as possible.

Copies of all orders and supporting documentation shall be kept and recorded promptly in the school's accounts. A monthly check of outstanding orders shall be made and any long outstanding orders investigated and removed if appropriate.

All order requests for individual items of £3,000 or more require at least three quotations appended or a written statement on the order as to why this was not possible.

1.3.3.2 Choice of supplier

In all cases any purchase or service contract must comply with current Legislation, including Health & Safety regulations where applicable.

The principles of obtaining 'best value' will apply. The School will operate within the limits defined by the LA's Contract Rules of Procedure and in particular:

Burghfield St Mary's C of E (Controlled) Primary School



- For supplies and services with a total contractual value below £3,000 (prev. £2,500) the school may select one supplier without obtaining competitive quotations. Where a sequence of small orders is likely to be placed with one supplier a check of their pricing against competitors should be made annually.
- For supplies and services with a total contractual value between £3,000 and £10,000 a minimum of three quotations shall be obtained, except where the nature of the purchase and/or the range of suppliers and/or the timescale precludes this, in which case this will be brought to the attention of the Finance Committee for consideration and approval and the reason for this shall be documented with the order. Quotations will be reviewed by and a decision to order made by the Headteacher or a member of staff with his delegated authority. Internet and catalogue quotations should be suitably documented for future reference.
- For supplies and services with a total contractual value of over £10,000 but less than £100,000, the nature of the contract may require additional procedures including the receiving of quotations from more than three suppliers and/or advertising on the Contracts Finder database. A procurement mechanism will be approved in advance in each case by the Governing Body, with appropriate specialist professional advice sought as necessary before commitment.
- For supplies and services where the total contractual value is £100,000 or above a formal tender process is required in line with the LA's Contract Rules of Procedure. The school will seek appropriate advice from the LA regarding this and relevant UK legislation. The Governing Body will be advised in each case and have oversight of the procurement process.

The most cost beneficial quotation will normally be accepted and if not, best value reasons for accepting a more expensive quote will be documented with the order.

1.3.4 Governor Reimbursements

Governors will only be entitled to claim expenses in exceptional circumstances as determined in advance by the Full Governing Body. Any allowance or reimbursement of costs incurred by the Chair of the Full Governing Body requires the approval of the Chair of the Finance Committee before payment. Any allowance or reimbursement of costs incurred by any other governor requires the approval of the Chair of the Full Governing Body before payment. Payments of allowances or costs to any Governor shall be reported to the Governing Body on an annual basis.

All expenses or reimbursements claimed, by Governors or staff, must be made within three months of being incurred. All claims must be made using the appropriate claims forms available from the school office and must be supported by appropriate receipts and /or VAT invoices.

Burghfield St Mary's C of E (Controlled) Primary School

1.3.5 Inventory and assets



The Governing Body is responsible for the safe custody and physical control of stores and equipment and is required to monitor the inventory of moveable, non-capital assets above the value of £250. The disposal of any assets must be authorised by the Headteacher in accordance with LA regulations.

The Headteacher is responsible for ensuring that assets under their control are correctly recorded in the inventory on the financial management system and will be available for inspection on an annual basis by the Governing Body.

An inventory check must be completed annually in October and a report made for the Governing Body. Any unaccounted items must be referred to the Governing Body for appropriate action.

The taking of any school property recorded on inventories off site must be approved by the Headteacher and noted, along with its return, on a permanent record.

Laptop computers on loan to teaching staff must be appropriately recorded and supported by a loan agreement letter signed by the member of staff.

The inventory must be updated with the acquisition of new items and will comprise of all items over £250 and all portable and desirable items and will contain the following data: make, model, serial number, date acquired, date disposed of, purchase cost, location, reference to security marking (Smartwater system) and for the overall inventory – who checked, when and any double check signature and date of authoriser.

1.3.6 Pecuniary and business interests statement

All governors and those staff with financial responsibilities shall declare any pecuniary or personal interest annually (or at such times as their interests change) through the Register of Business interests maintained by the school. All attendees shall declare any such interest relating to any Governing Body or committee agenda item at the start of that meeting.

1.3.7 Indemnity statement

No indemnity of any sort may be given to the benefit of a third party.

1.3.8 Insurance

The Headteacher will review the school's insurance needs annually and liaise with the LA to ensure that specific arrangements remain appropriate. Following approval by the Governing Body, the Headteacher will ensure that agreed arrangements are in place and, if these are outside those placed by the LA, then full evidence of sums insured, limits and cover will be supplied for approval.

Burghfield St Mary's C of E (Controlled) Primary School



The Headteacher will be responsible for ensuring that Governors are made aware of all new risks, and all incidents which may give rise to an insurance claim (e.g. accident, theft etc). These should be reported immediately to the LA. Any delay could prejudice the claim and lead to the Insurers refusing cover.

1.3.9 Computer Systems

The Governing Body recognise the importance of protecting the computerised financial management systems and the data therein. The Headteacher will ensure that the School and Governing Body are compliant with data protection legislation and controlling access to all data covered by such legislation.

The Headteacher will ensure that effective backup procedures are in place and that all back-up disks are stored securely.

Access to school management computer systems shall be limited to authorised staff. These staff will use passwords which shall not be disclosed and shall be changed regularly. Only authorised software will be used to prevent the import of computer viruses. Staff will only have access to those modules appropriate to their duties.

1.3.10 Personnel and Payroll

The Headteacher will, where possible, allocate duties to ensure that an appropriate division of duties exists in the area of completing / checking and authorising of all documents and claims relating to appointment and termination of employment and expenses / reimbursements.

Payroll transactions will be processed only through the payroll system. Payment for employment will not be made to staff or visiting teachers etc. through any other mechanism. Payroll transactions relating to school employed staff will be processed against a fund provided by the LA and not a voluntary unofficial fund.

1.3.11 School Fund/Other non-government funds e.g. trusts

The Governing Body is responsible for the school's voluntary unofficial fund. Although the voluntary unofficial fund is not public money, the principles of sound financial management outlined in this policy apply equally. This requires the proper minuting of all decisions taken by the Governing Body.

The objectives of the School Fund are to enable the school to function financially with funds not normally allocated by the LA. This includes income received from a variety of proper sources and payments made for the purchase of educational goods etc and the provision of services outside the scope of the budget share.

1.3.12 Petty Cash

No petty cash held.

Burghfield St Mary's C of E (Controlled) Primary School

1.3.13 De minimis level for capitalisation

Items of a capital nature (as defined by WBC) must be charged to the appropriate Capital Fund. The Governing Body has set its own de minimus of £500.



2. INSTRUCTIONS TO OFFICE STAFF ON FINANCIAL PROCEDURES

2.1 Table of responsibilities and cover arrangements – Finance and inventory

Member of staff	Purchase Requests	Purchase Orders	Cheques / BACS payments	Inventory
Headteacher	Signing up to £10,000	Signing	Signing	Authorising and authorising write-offs
Deputy Headteacher	Signing up to £10,000	Signing	Absence cover - signing	Absence cover -authorising write-offs
School Business Manager	N/A	Signing and processing	Preparing and second signature	Administration and annual report
Office Manager	N/A	Processing	Second signature	N/A
Finance Assistant	N/A	Signing and processing	Absence cover - preparing	Administration and annual report
ICT Technician	N/A	N/A	N/A	Administration and annual report
Teaching assistant	N/A	N/A	N/A	Administration
Finance Officer, Garland Junior School (Reciprocal agreement)	N/A	Absence cover - processing	Absence cover - preparing	Absence cover administration and annual report

Burghfield St Mary's C of E (Controlled) Primary School

2.2 Table of responsibilities and cover arrangements – Payroll and HR



Member of staff	ED11/ED13 forms to Payroll/HR	Absence returns to Payroll	Timesheet returns to Payroll
Headteacher	Signing	Signing	Signing
Deputy Headteacher	Absence cover - signing	Absence cover - signing	Absence cover - signing
School Business Manager	Preparing	Absence cover - preparing	Preparing
Office Manager	N/A	Preparing	Absence cover - preparing
Finance Assistant	N/A	N/A	N/A
ICT Technician	N/A	N/A	N/A
Teaching assistant	N/A	N/A	N/A
Finance Officer, Garland Junior School (Reciprocal agreement)	Absence cover - preparing	Absence cover - preparing	Absence cover - preparing

2.3 Register of Authorising Officers

Burghfield St Mary's C of E (Controlled) Primary School



v6 **WEST BERKSHIRE COUNCIL – REGISTER OF AUTHORISING OFFICERS – SCHOOLS**

As at Sept 2023

SCHOOL NAME: **Burghfield St Mary's C of E Primary** **COST CENTRES:** **91900/91908/91913/91976/91999**

This register records each member of staff and school governor who is authorised to sign instructions to West Berkshire Council for school financial transactions to be processed centrally by Schools Accountancy. Limits should reflect the practice and procedures stated in the school's Financial Management Policy.

SURNAME	INITIALS	POSITION	SIGNATURE	VIREMENTS	INTERNAL TRANSFERS	JOURNALS	OVERDRAFT	IMPREST CLAIMS
				<small>Changes or corrections to original budget to be processed by WBC Schools Accountancy</small>	<small>Expenditure owed to another WBC School/ost centre to be processed by WBC Schools Accountancy N.B. Cheques drawn on Imprest Bank Account should not be issued to other WBC school/ost centres</small>	<small>Request to transfer expenditure/income between school fund codes to be processed by Schools Accountancy</small>	<small>Maximum value of overdraft on school's Imprest Bank Account that individual can request</small>	<small>Please enter a tick against each individual who is authorised to sign the "declare that the information given in this form is true & complete" box on an imprest return.</small>
				£	£	£	£	✓
Carmichael	K	Headteacher		10,000	10,000	10,000	10,000	✓
Lappin	M	Deputy Headteacher		10,000	10,000	10,000	10,000	✓
Roth	D	School Business Manager		N/A	500	500	N/A	N/A
Lambdon	J	Chair of Governors		#Unlimited	#Unlimited	#Unlimited	#Unlimited	N/A
Dunham	S	Chair of Finance Committee		#Unlimited	#Unlimited	#Unlimited	#Unlimited	N/A

Chair of Governors and/or Chair of Finance is a signatory with unlimited authority as long as any instruction is counter signed by the Headteacher

Notes - please read the Good Practice Guide 25, Register of Authorising Officers Guide before completing this form
 Assistance in its completion can be obtained from WBC Schools Accountancy
 Any change to staff, staff roles or financial limits/Imprest account must be notified through the submission of a new form
 N/A should be written in any box not applicable to that person

Discussed and agreed at Full Governing Body Meeting 17th July 2023 17/07/2023

Confirmed by (signatures)				
	Headteacher	Date	Chair of Governors	Date

On completion, please scan and email to schoolsaccountancy@westberks.gov.uk. The signed original should be retained in school.

Burghfield St Mary's C of E (Controlled) Primary School



2.4 Procurement Card Register of Authorising Officers

This register records each member of staff and school governor who is authorised to use a procurement card for purchases. The card is issued by Nat West for use through the school's IMPREST Account. It is subject to West Berkshire Council and the banks terms and conditions and code of conduct. Its use should be approved by the governing body. The responsibility for its management rests with the Headteacher. Limits should reflect the practice and procedures stated in the school's Financial Management Policy. N/A should be written in any cell not applicable to that person.

Surname	Initials	Position	Signature	Monthly Orders limit *(£)	Single Transaction Limit (£)	Merchant/Retailer Type	Account Administrators
CARMICHAEL	K	HEAD TEACHER		2,500	2,500	Restrictions: 10, 14, 16, 25, 26, 28, 34-Cash	D ROTH
ROTH	D	BUSINESS MANAGER		1,500	500	Restrictions: 10, 14, 16, 25, 26, 28, 34-Cash	D ROTH
LAPPIN	M	DEPUTY HEAD TEACHER		1,000	1,000	Restrictions: 10, 14, 16, 25, 26, 28, 34-Cash	D ROTH

* Authorisation by the Chairman of Governors/Finance Committee is acceptable above the limit stated and would be communicated by means of a letter signed by the Chairman and Headteacher submitted together with supporting evidence noting the appropriate minute number referencing full Governing Body approval.

2.5 Recording of transactions and accounting

All financial transactions, journals and virements must be properly recorded without undue delay on the school's SIMS FMS computer system system. The Office Manager is responsible for ensuring the LA remote back up service is successfully completed.

2.6 Budget management and monitoring

The SBM will monitor the budget and on a monthly basis reconcile Agresso printouts from WBC with the school's FMS computerised accounting system, perform period closes in FMS and annually closedown FMS on a timely basis ensuring that carry forward figures correctly match Agresso.

Meetings to review at account code level the budget and forecast position will take place with the Headteacher and SBM on a monthly basis.

Reports for the Finance Committee should be prepared, to be sent with each meeting's agenda at least a week in advance. The Committee will need to be informed of the forecast of the school's outturn positions for the financial year, robustly based on information held to date, in order to make any necessary consequent strategic budget management decisions. The Chair of the Finance Committee or representative will report to the Full Governing Body.

The SBM will be expected to attend all meetings of the school's Senior Leadership Team whenever financial considerations are relevant.

Burghfield St Mary's C of E (Controlled) Primary School

School budget holders should receive up-to-date printouts from FMS of their budget position on a termly basis. Instruction in budget management and report interpretation will be the responsibility of the Headteacher and SBM.



Reports will be produced as required by the Headteacher and Finance Committee including the latest Agresso report, a summary of main issues and a budget monitoring and forecast report.

2.7 Invoices and payment

Invoices for payment must be originals or certified copies and fulfil VAT requirements. The invoice must be checked and initialled by the Headteacher or Deputy Headteacher, marked as paid and details of the cheque issued attached to avoid possibility of duplicates being paid or faulty goods being paid.

Invoices should be checked for arithmetic accuracy. No invoice should be paid whose value exceeds 5% or greater than £10 of the original order price without reference to the budget holder. Service, contract and utility invoices should be checked against preceding payments to ensure periodic continuity without overlap.

Paid invoices, including those paid centrally by WBC and direct debit invoices, must all be filed appropriately and a check made that all invoices are present before the file is completed.

The payment of invoices will be made no less than monthly and imprest returns to reclaim the principle sum (less any income received) and net VAT paid/received made accurately and promptly in line with WBC requirements at least once a month. The imprest account should not be allowed to overdraw and its level reviewed regularly to ensure that it meets the school's cash flow needs. Any exceptional overdraft request and WBC confirmation must be properly recorded.

2.8 Procurement Card

Requests can be made to the School office by completing the Procurement Card Requisition form for purchases up to £2,500 and must be signed by the Head Teacher.

Purchases by the internet/telephone using the procurement card should only be made to secure best value.

The order must be placed by the Headteacher or SBM only.

Copies of all transactions must be kept and noted in the school's accounts via a requisitions spreadsheet.

Every request must be counter signed by the SBM or Headteacher:

- The overall card limit for the school shall be set at £2,500 for any single purchase by the Headteacher, £500 for any single purchase by the SBM and a monthly limit of £1,500 and Deputy Headteacher £1,000 , any single purchase £1,000.
- No cash withdrawals will be permitted
- Access to the cards will be restricted and PIN(s) will be kept secure

Burghfield St Mary's C of E (Controlled) Primary School



- Only the main contact (SBM) has access to information on the account via the use of passwords
- Purchases shall relate to official funds for school activities only and shall be supplied and delivered to the school. Personal items shall not be purchased using this card.
- A valid invoice/receipt from each supplier with VAT details is required for each purchase and shall be attached to the requisition order
- Upon receipt of the monthly card statement it shall be checked and reconciled against the requisition/goods received spreadsheet by SBM. There is a period of 7 days before the payment date to raise any queries with the bank (or to notify any fraudulent activity).
- Where the SBM has a Procurement Card and is also responsible for reconciliation and payment the Headteacher should review and sign the SBM's individual card statement to ensure that the transaction were properly authorised and for the purposes of the school.
- The full outstanding balance shall be paid by direct debit on or before 20th of each month and the cashbook journal shall be posted on FMS on or before the monthly payment date to ensure it is included in that month's Imprest claim.

2.9 BACS

Any requests for payments to be made by BACS should be made to the SBM and BACS details should be supplied on an official letterhead from the supplier.

A paper record must be kept of all suppliers BACS details and these details should be thoroughly checked before the details are entered into FMS. These should be entered by one member of staff and verified by another member of staff, each will initial and date the document after entering the details. These details will then be used to pay the supplier.

Any changes to suppliers BACS details should be received on an official letterhead from the supplier. When these changes have been made in FMS, the document should be initialled and dated.

School staff may only log into Bankline from within the school and not from remote locations (e.g. home) and this access must be made using school owned PCs or laptops.

Only payments which have been generated through FMS can be made on Bankline.

An authorised signatory must compare and sign the FMS payment schedule with the Bankline payment schedule.

Bankline users must not share user names or PIN numbers to ensure that no one individual can both make a payment and approve a payment in the Bankline system.

All Bankline cards must be kept securely locked away except when in immediate use.

Any member of staff who leaves the employment of the school shall have their Bankline access removed immediately and must return all cards to the school for destroying prior to their last day on site.

Only Bankline roles defined by the central West Berkshire administrator may be used by the school.

Burghfield St Mary's C of E (Controlled) Primary School

All Bankline payments reflected on the bank statements must be reconciled to the invoices received and any receipts obtained.

The Headteacher will undertake a termly random check of these procedures.



2.10 Security

No more than a combined total of £1,500 public funds, private funds and cash shall be held in the safe without approval of the Headteacher.

All cash, cheque books, franking cards and secure boxes must be stored in the safe, which must be kept locked except when in immediate use. Hard copy financial records and vouchers should be kept in School office and be clearly identifiable, the office being fully secured when not in use.

Safe combination holders are the Headteacher, Deputy Headteacher, SBM, Office Manager and Admin Assistant.

All portable and valuable items over the value of £250 must be security coded using the 'smart water' system.

2.11 Bank Accounts, authorisations, income and banking

Copies of all bank mandates (Direct Debits, BACs etc) and LA lists of authorising officers must be held in a lockable filing cabinet in the School office to allow easy access for reference.

Bank accounts will be reconciled at least once a month, and on the final day of the financial year, and petty cash held similarly agreed monthly. Reconciliation must be approved by the Headteacher.

All collections of income by cheque, cash or otherwise shall be sent to the School office as soon as possible. The School office will check totals, and store the funds in the safe pending banking. An email receipt will be issued for cash and cheque payments received from parents. For any other payments no receipts will be issued except on request.

Invoices, internal transfers and other claims for funding will be issued / raised promptly and payment chased effectively until received.

All cheques and cash will be banked half-termly. No monies due to the main school budget (including lettings income) may be banked into staff or other third party (including school fund) bank accounts under any circumstances.

Cheque signatories will scrutinise and confirm relevant voucher documentation before signing cheques. Only manuscript signatures are allowed.

The writing off of any amounts under £100 due to the school and unpaid shall only be made by the Headteacher, above £100 may only be made with the formal consent of the Finance Committee and in line with WBC regulations.

A copy of each contract relating to lettings income shall be retained in the School Office.

Burghfield St Mary's C of E (Controlled) Primary School

3 ASSOCIATED DOCUMENTS

- Terms of Reference of the Governors' Finance Committee (Governance Policy)
- School Financial Value Standard
- School Development Plan
- Health & Safety
- West Berkshire Council Hirer's liability agreement form
- Hiring School Facilities Guidelines
- Hiring School Facilities Guidelines additional agreement for Burghfield Oaks After School Club

