



Finance Policy

March 2023

Policy Review

This policy was adopted, reviewed and agreed by the Governing Board on 21st March 2023

It is due for review in Spring 2026 (up to 3 years from the above date).

Signature Chair of Governors:

Mrs K Redrup

All the governors and staff of Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	Feb 2016	SW	Y	
2		AD	March 2023	HT Authorisation changed to £10k in line with other schools and DfE

Finance Policy

We are committed to having in place sound financial controls in order to ensure that money is correctly handled, apportioned and accounted for. We believe we provide value for money and that we are worthy custodians of public money.

When planning the budget, we will consider:

1. the school's objectives as outlined in the School Development Plan;
2. the school's current financial position; changes in the pupil roll; curriculum provision; and other main costs such as staffing, premises, supplies and services, service level agreements and transport.

Aims

- To provide sound financial controls so that money is accountable and transparent.
 - To achieve value for money and being worthy custodians of public money.
 - To make budgetary decisions for the benefit of the children of this school.
 - To raise standards by making the correct budgetary decisions.
- To work with other schools to share good practice in order to improve this policy.

Role of the Governing Board

The Governing Board has powers and responsibilities to:

- help formulate the budget for each financial year linking decisions to the School Development Plan
- delegate powers and responsibilities to the Headteacher to ensure all relevant school personnel are aware of and comply with this policy
- ensure that the school complies with all financial standards
- ensure good financial management and honesty are in place and to achieve best value for money
- ensure funding is in place to support this policy
- ensure this policy and all policies are maintained and updated regularly
- ensure all policies are made available to parents and carers
- ensure effective implementation, monitoring and evaluation of this policy
- to monitor the implementation of the budget
- to put forward recommendations to the Governing Board for ratification.

Role of the Headteacher

The Headteacher will:

- delegate financial responsibilities to the School Business Manager
- establish good financial systems
- establish security systems to protect staff
- organise financial training
- work closely with the School Business Manager to present half-termly financial reports to the Governing Board
- work closely with the School Business Manager to monitor the budget
- provide costings on the School Development Plan which are linked to the budget
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy
- report annually to the Governing Board on the success and development of this policy.

Role of the School Business Manager

The School Business Manager will:

- work closely with the Headteacher to provide an efficient and effective financial system
- be well trained in the operation of the Schools Information Management System
- prepare half-termly financial reports for the Full Governing Board
- attend training organised by the Headteacher.

Budget Preparation

We have in place a timetable to monitor the budget and to prepare for the next financial year.

The budget will:

- be based on realistic estimates of all expenditure and income, including any grant income, so that planned expenditure does not exceed the available budget
- include details of all budgeted surpluses that have been earmarked for specific future needs, thus ensuring that pupils benefit from a planned approach to spending that does not deprive them of resources in any given year
- be approved in principle by the Governing Body and Headteacher, after careful consideration and before the beginning of the relevant financial year
- be formally ratified by the full governing body and Headteacher by the 31st May
- be submitted promptly to the Local Authority, once it has been finally agreed and ratified
- be input and fixed on the school's accounting system as the Original Budget

Monitoring of the Budget

We have in place an effective and efficient system for monitoring the budget:

- The Headteacher and School Business Manager prepare and present half-termly reports to the Full Governing Board.
- Frequent meetings take place between the Headteacher and School Business Manager.
- Auditing of the budget takes place at least monthly.

Financial Controls

We have in place sound financial controls:

- All financial transactions are authorised, documented and recorded
- All financial records and documents are held securely
- All computer files are backed up
- Clear job descriptions are in place and adhered to.

Authorisation

Decisions on expenditure of up to £10,000 should be authorised by the Headteacher without the need for further consultation and virements up to £10,000.

Proposals for expenditure in excess of £10,000 should be referred by the Headteacher to the Full Governing Body for approval and virements in excess of £10,000

Tendering for Contracts and Equipment

- If the anticipated value of a contract or purchase is below £5,000, the school does not need to obtain a set number of bids or quotes but will demonstrate value of money.
- If the anticipated value of a contract or purchase is between £5,000 and £10,000 the school will need to invite at least 2 written bids/quotations (Consider obtaining 3 quotes if difference between 2 quotes is greater than 100% of the lowest cost).
- If the anticipated value of a contract or purchase is between £10,000 and £60,000, the school will need to invite at least 3 written bids/quotations
- Contracts with a value of over £60,000 must be subject to at least three competitive sealed tenders, the administration of which will follow the requirements in the Council's Standing Orders relating to Contracts for Schools.
- All decisions on expenditure will be made using the Best Value principles, whether these are for goods or services.
- All contracts entered into will have detailed specifications defining the service to be provided in terms of its nature, quality standards, information & monitoring requirements and contract review procedures.
- School staff and Governors will not use official orders to obtain goods or services for their private use.
- All orders will be signed as approved by the Headteacher, or Deputy Head or Assistant Head in their absence.
- Invoices will be paid with the time limits specified in law for the payment of debts, and only once a valid invoice has been received, checked, coded and certified for payment.
- All invoices will be signed as approved by the Headteacher, or SLT in their absence.

Security of Assets

The following are in place to ensure the security of all assets:

- An inventory is in place
- All cash and school debit cards are kept in a safe.

Risk Management and Insurance

The Governing Board has in place:

- Public liability insurance (IWC)
- Insurance for the school (IWC)
- Health and safety policies
- Risk assessments

Data Protection

The School is fully compliant with the requirements of the Data Protection Act (1984). The school has an SLA in place with Isle of Wight Council for them to act as Data Protection Officer. Systems are in place to report any breach of data security in line with the General Data Protection Regulations.

Income

The school uses a cashless payment system for all transactions which involves payment for services used by parents, including school dinners, trips, and after school club. These entries are automatically credited to the school bank account.

Non-cash income paid into the bank account is usually advised via a remittance advice and is reconciled against the bank statement on at least a monthly basis