

Kingsland CE Primary School

Finance and Procedures Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

January 2026

Kingsland CE Primary School

Finance and Procedures Policy

Date for full implementation: January 2026
Review date: January 2026



AIMS

Kingsland CE Primary School recognises the need for good financial control over the school's resources and has formulated this policy as the basis for the administration and management of finances and to clarify the procedures for the management of the school's budget. The aim of the policy is to create a framework within which individual members of staff, Governors and other interested parties, can exercise financial management in an efficient and effective way and so provide optimum benefit for all pupils.

ROLES AND RESPONSIBILITIES

The Role of the Governing Body

The Governing Body is collectively responsible for setting educational and financial priorities to provide a strategic view of how the School will effectively use the financial resources under its control to raise standards of achievement and promote effective teaching and learning.

The Governing Body oversees that procedures are in place which ensure accountability for and the proper stewardship of the public money delegated to the School.

The Governing Body will:

- consider the annual budget plan, approve the budget and consider and approve any proposed revisions to the budget plan.
- establish and review annually the financial limits of delegated authority.
- monitor and evaluate the effectiveness of the school's financial management procedures and ensure that the school's financial arrangements comply with the LA financial regulations and standing orders, the scheme for financing schools.
- review regularly the schools register of interests and ensure its accuracy by updating at least annually.
- be consulted on the LA scheme of delegation and take account of this when considering the budget.
- ensure the school has a written statement of its aims and objectives (School Improvement Plan) in sufficient detail to provide the basis for constructing budget plans and to ensure that a sound and balanced budget is approved in line with the School Improvement Plan and statutory curriculum requirements.
- ensure that the budget is managed effectively and accurate records are maintained and that these are available for audit and inspection as required.

- ensure that the school's policies are regularly reviewed, updated and approved.
- consider the recommendations from audit reports and ensure that required action is carried out promptly and effectively.
- determine the staff pay policy and ensure, in conjunction with the head teacher, that salary payments are made only to school employees in accordance with their appropriate conditions of employment and for services provided for the school and to ensure that payroll changes are accurately recorded and promptly processed.
- establish a written performance management policy in respect of staff appraisal to include all staff employed within the school.
- Provide challenge and support to the head teacher.
- consider budget variations and virements over £10,000.
- adopt the 4 principles of best value (compare how the school's performance compares with that of other schools; challenge whether the school's performance is enough; compete to secure economic, efficient and effective services; consult with stakeholders about services provided) and evaluate the effectiveness of spending decisions.
- ensure that financial policies and procedures are in place and well documented.
- ensure that the school meets its statutory obligations and financial requirements from Hoople.
- approve and review the school policy on charging and remissions annually.
- consider annual insurance premiums.
- clearly minute all decisions and retain relevant paperwork.

Delegated Authority

The full Governing Body has elected to delegate responsibility for the financial administration of the school budget including the overseeing of its preparation, monitoring its implementation and controlling expenditure against it to the Resources Committee.

The statutory responsibility for the oversight of financial management in the school will remain with the full Governing Body.

Reporting Arrangements

All Sub-committees will report back to the full Governing Body who will consider the minutes of the Sub-committees and endorse their recommendations where appropriate.

Sub-committee Structure

The school has the following Sub-committee structure:

- Resources Committee
- Staffing Committee
- Teaching and Learning Committee – 'Love to Learn'
- Ethos Committee – 'Learn to Love'
- Admissions panel
- Admission appeals panel

- Complaints panel
- Pupil discipline panel
- Staff discipline panel
- Headteacher performance management panel

The frequency of Sub-committee meetings will be reviewed annually by the Head Teacher and Chairs of the Committees and a timetable produced.

The full Governing Body will meet at least termly or more frequently as required.

All Sub-committee / full Governing Body meetings will be arranged to coincide with key financial deadlines.

Chairs of Sub-committees will receive copies of relevant agendas and adequately detailed minutes (including appendices) and financial reports for information purposes and in order to support Sub-committee decisions.

The Role of the Resources Committee

The Resources Committee is responsible for ensuring proper financial administration arrangements are in place to enable the Governing Body to fulfil its statutory responsibilities for financial management and also demonstrate the achievement of key financial administration standards required by Ofsted and the Audit Commission.

The Resources Committee also oversees that the management of the School's finances complies with the LA Financial Regulations and Scheme for Financing Schools and considers the strategic financial issues on behalf of the Governing Body, ensuring that the Governing Body is kept fully informed about financial issues through the presentation of minutes and briefings.

This committee:

- is supported by the head teacher and School Business Manager.
- elects its own chair and clerk
- meets regularly and particularly at times to ensure that key financial deadlines are met.
- has its remit and membership reviewed annually to ensure a full range of financial competencies.
- conducts its meetings in an open manner where all members can freely contribute to the debate.
- is responsible for overseeing budget planning, staff resourcing and all areas of financial control.
- considers predicted pupil numbers and income levels.
- formulates the distribution of the annual budget and then monitors and oversees its implementation.
- receives copies of the monthly reports from LMS & Finance summary reports and if required from the school's Business World system (showing committed expenditure) with relevant explanations through which it monitors the budget.
- monitors movement of budget funds (virements) that are outside the agreed financial plan.
- reviews end of year out-turn figures.

- ensures all large contracts/purchases estimated to exceed £5,000 are considered to put to tender and/or three quotations are obtained.
- explores and assesses different expenditure options and bids.
- clearly minutes all decisions and retains relevant paperwork.
- reports back to the main governing body on a regular basis.
- approves disposals and write-offs and reports such activity to the full governing body.
- ensures the school fund is properly managed and that audits are carried out and reported on.
- receives new information on school financial management and ensures that staff are appropriately trained.
- ensures that there are written descriptions of financial systems and procedures and that these are kept up to date.
- will review any audit reports produced by the Local Authority.

Delegated Authority

The Resources committee has authority to make decisions on behalf of the full Governing Body to enable it to fulfil the responsibilities shown above. Decisions or recommendations will be reported to the full Governing Body for ratification.

Reporting Arrangements

The Resources committee will receive all relevant LA finance reports / information and Business World reports to enable the setting of a balanced annual budget and regular budget monitoring throughout the year.

The Resources committee will report to the full Governing Body on a termly basis and all such reports should include a section on the financial implications of any decisions or recommendations.

The Role of the Head Teacher

The Head Teacher provides vision, leadership and direction for the school and will ensure that it is internally managed and organised to meet its aims and targets. He will formulate aims, objectives and policies for attaining the agreed targets.

In respect of financial management, the Head Teacher will:

- lead and manage the creation of the School Improvement Plan (SIP), ensuring it is underpinned by and identifies sound resource planning, and identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvements.
- plan for effective monitoring, evaluating and reviewing of the SIP to secure progress and school improvement.
- ensure that the relevant LA financial regulations and standing orders, scheme for financing schools and DFE requirements are adhered to.
- set appropriate priorities for expenditure, allocate funds and ensure effective administrative control.
- ensure that resources and staffing are dedicated to ensuring the highest standard of achievement for all pupils whilst working to best value principles.

- establish sound internal financial controls which are managed on a daily basis by the School Business Manager.
- ensure the effective implementation of current financial systems, policies and procedures.
- compile a draft budget using the HCSS programme (under the guidance of the LA Schools Finance advisor – currently T Brisco) for Governing Body approval, in consultation with the Resources committee, ensuring delegated funds are correct.
- check the funds delegated by the LA are correct.
- ensure the production of regular, reconciled budget/financial reports.
- in conjunction with the School Business Manager, consult with the LA budget advisor to discuss budget profile.
- to provide written reports to the governing body on a termly basis, to include details of the approved budget and other monitoring information including explanations of major variances and details of actions and/or recommendations.
- ensure governing body approval for budget virements.
- consider and respond promptly to recommendations identified in audit reports and advise the governing body of remedial actions to be implemented.
- prepare a charging and remissions policy for approval by the governing body.
- ensure the maintenance of an electronic inventory for all school responsibility items.
- ensure the adequacy of the school's insurance arrangements.
- implement the school pay policy and appointments procedures, reviewing staffing requirements and curriculum needs as necessary.
- monitor adherence to the school's purchasing and tendering procedure.
- ensure the range of financial competencies of staff is such that the school is not over-reliant on one individual.

Delegated Authority

The Headteacher may delegate day-to-day tasks to the School Business Manager and may also nominate members of staff as curriculum budget holders.

Reporting Arrangements

The Headteacher will receive monthly LA finance reports / information and BUSINESS WORLD reports to enable monitoring of the overall budget position and those funds delegated to members of staff. The Headteacher will report to the Resources committee and full Governing Body accordingly.

The Role of the School Business Manager

The School Business Manager maintains and develops the School's systems of internal control and financial administration in order to enable the proper processing of the school's transactions and activities.

Working with the Head Teacher, the School Business Manager:

- assumes day to day responsibility for placing orders, receiving goods and processing invoices using the finance programme (Business World), and school fund software packages (Arbor).
- processes any income received by the school.
- operates the petty cash imprest account including the administration of the school procurement cards. This process is strictly controlled by the Local Authority.
- ensures the accuracy of payroll details on a monthly basis.
- produces regular reports for the head teacher and governors giving a clear indication of the school's current financial position (to include committed expenditure).
- ensures with assistance from the LA that all relevant income and expenditure is correctly recorded against appropriate CFR codes to facilitate benchmarking exercises.
- reviews and develops financial management procedures on an annual basis and recommends changes as necessary.
- maintains an inventory annually in electronic form for all school responsibility items.
- ensures all financial records are retained as required under the records management policy
- maintains an orderly system of recording all transactions.
- manages the school fund account and ensures accounts are prepared and accessible for their annual audit. The annual audit is undertaken by a qualified accountant and a declaration signed and forwarded to the Local Authority. In addition a Governor will carry out a finance inspection to satisfy the conditions as set out in the annual School Financial Value Standard.

Clerk of the Governing Body

The Clerk of the Governing Body attends all meetings of the Governing Body and the Resources committee. The Clerk is responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. The Clerk secures the continuity of Governing Body business and observes confidentiality requirements at all times.

The Clerk maintains:

- accurate Minutes of meetings and deals with all governor correspondence;
- the Register of Business Interests of Governors and staff who may influence financial decisions, which is reviewed annually and published on the school website.

Should any conflict arise that may be deemed as "awkward" then the clerk will withdraw from that discussion and return once finished. Minutes will be taken by a member of the governing body to minute the discussion until the clerk joins in the meeting once again. The minutes of the confidential item will be circulated to those involved in the discussion.

ORDERING / PURCHASING / TENDERING

Signatories

The Hoople Authorised Signatures & Financial Limits form held in the office gives details of those staff authorised to sign financial documents. Where possible orders should be signed by a different member of staff to who authorises invoice payments.

If it is not possible to obtain quotes for any reason, then this and associated reasons must be recorded and minuted at the next Governors' meeting.

Any one budgetary transaction should not amount to more than £5,000 without informing the Resources committee, with the exception of the use of supply teachers covering sickness absence. The orders for such transactions are to be countersigned either by Chair of Governors or Chair of the Resources committee. However, this rule may not always be applicable when purchasing ICT equipment through the Hoople's School Support department as in order to comply with support contracts, their advice has to be followed. The Council's ICT Procurement Department will seek the lowest cost if asked for a quotation.

It should be ensured that:

- orders are only used for goods and services provided to the school.
- staff gain approval from the head teacher prior to making a request to the School Business Manager to process any order
- non-orders are used only for items such as gas, electricity and water.
- invoices are date-stamped on submission to the LA for payment.
- the person who requested the order checks the delivery against the delivery note and passes this to the school office who retain all delivery notes on file.

The main types of orders raised by the school are:

- Official numbered orders are raised on Business World; their estimated cost is committed against the appropriate heading and then they are passed to the Headteacher/senior teacher for authorisation. Copies of all orders are kept on file electronically.

Purchasing

The purchasing procedure needs to be subject to rigorous controls in order to:

- Protect individuals from being wrongly accused of corrupt or wasteful practices
- Protect the school from fraudulent practice both internally and externally
- Prevent payment errors
- Ensure that the school complies with current legislation
- Ensure that every effort is made to secure value for money

Segregation of Duties

No one officer should be able to complete the chain of processes including ordering, certification of invoices and payment without an independent verification and approval. The school's segregation of duty is as follows:

Orders initiated by staff are agreed with Head Teacher before order is raised.



School Business Manager will order goods online – all orders are acknowledged via email.

School Business Manager raises order on BUSINESS WORLD system.



Headteacher or Authorised Signatory authorises order after satisfying themselves that the goods or services ordered are appropriate and needed and that there is adequate budgetary provision and quotes or tenders have been obtained if necessary.



The member of staff who requested the goods will check goods upon receipt to ensure that they are in accordance with the order/delivery note.



When the invoice is received, the School Business Manager will check that the amount charged is correct and goods are satisfactory and as ordered.



The Head Teacher or Authorised Signatory authorises the payment on Business World.

Tendering/Contracts

Contracts fall into two categories: those managed on behalf of the school by an outside contractor, and those managed directly by the school.

Contracts for:

- 5 year electrical wiring inspection and testing
- Mechanical heating plant inspection, testing and maintenance and gas soundness
- Firefighting equipment inspection and testing
- Telephone system maintenance
- Fire alarm and emergency lighting servicing
- Grounds maintenance
- Intruder alarm and security systems service and maintenance

Annual charges for the above services are notified to the school annually; acceptance of the service is agreed and approved by the Head Teacher. Such contracts are monitored regularly by the school and action taken if problems arise.

Service contracts are reviewed by the Governing Body. Direct management of service contracts relate to the following provisions:

- ICT technical support
- ICT SIMS software support

The school recognises that the lowest tender/quotation may not equate to best value in each case. Sometimes, the lowest quotation may not be the one which is accepted. In such cases associated reasons must again be presented and minuted in the next Governors' meeting.

With regards to tendering, advice from the LA/Diocese will always be sought and followed regarding tendering arrangements.

Documentation relating to school contracts is kept in the School office.

Leases

Leases exist for two photocopiers. Details of the agreements are maintained in the school office.

Capital Expenditure

For capital building works and ICT projects the Resources Committee meets at least termly to review works completed and discuss future projects.

Works/projects are identified by the Head Teacher and brought to the Resources Committee for information and approval.

In the case of a small capital building project under £10,000, the school may opt to obtain quotes and organise this work themselves.

The Resources Committee then meets to discuss and agree projects and the items are brought to the attention of the full Governing Body.

Under no circumstances should an invoice for capital be paid by the School.

Value for Money and Best Value

Kingsland CE Primary School follows the principles of Value for Money; namely it strives to be economic, efficient and effective, ensuring the sound, proper and effective use of the schools' financial resources.

Staff are advised, when purchasing items for school, to question what they are spending money on and whether they are achieving value for money.

The school addresses this by:

- Reviewing financial procedures to ensure that they are sound.
- Ensuring that the items purchased reflect the school's overall priorities and strategy.
- Monitoring whether the money has achieved its desired results.

Schools are also required to demonstrate that they are following Best Value principles by:

- Challenging why, how and by whom services are provided.
- Comparing performance with that of other authorities (benchmarking).
- Consulting with service users and the local community.
- Competing fairly, wherever practical, to secure efficient and effective services.

Payments of Accounts

Kingsland CE Primary School is a non-bank account school and the paying of invoices etc., is carried out by the Hoople Payments Section.

ITEMS PURCHASED BY STAFF

All purchases for school should be done through the school office, following ordering procedures.

Staff should not use their personal credit/debit cards to purchase or make payments for goods or services for school, as if the goods are not delivered or arrive damaged, etc., the school is under no obligation to reimburse the member of staff. In addition, there is the added complication of possible interest charges on credit card transactions, which the school cannot reimburse.

Staff should not use personal store points/rewards cards when making purchases to be reimbursed through petty cash.

If staff wish to purchase small items and cannot use the official school ordering system, they may do so, but only if the items are less than £150. A proper receipt must be provided (a proper VAT receipt where applicable) in order that the school can reimburse them, following approval from the Head Teacher, with an Imprest cheque, raised via completion of an internal payment voucher. This receipt/invoice needs to have the supplier's name and address, VAT registration number (if applicable), date of supply, description to identify goods and the invoice total including any VAT. Copies of relevant supporting accounts/receipts must be submitted with the form to the Payments Section of Hoople.

INVOICES

Invoices are submitted as soon as possible to the Payments Section for processing.

Invoices must show the school address, full details of the goods/services supplied, order number and, where applicable, a correct VAT number. If a copy invoice is to be processed – the Business World system does not allow for an invoice to be paid twice.

- Invoices are date stamped upon receipt and checked by the School Business Manager to ensure that correct prices are being charged and that correct goods were received in a satisfactory condition.

- The invoice is entered against the correct commitment on the Business World system and sent to Hoople for payment.
- The Head Teacher or Authorised Signatory will approve the invoice on the Business World system.
- An electronic copy of the invoice is retained.

BUDGETARY COMMITMENTS

Sometimes, a member of staff makes a verbal commitment to expenditure on the budget or the School Fund Account such as arranging a school trip or visit from a theatre group/music workshop etc. In such cases, the School Business Manager is informed and an order then raised for approval by the Headteacher.

INSURANCE

The Governing Body and Head teacher ensures that adequate insurance is purchased with the Local Authority to cover all risks and accepts the advice of the Local Authority.

- The Governing Body shall ensure that the insurance purchased covers equipment while off school premises.
- Annually review schedule of Insurance.

COMPUTER SYSTEMS

- the Headteacher shall ensure that the school is registered with the ICO.
- the School Business Manager shall ensure that an effective back up procedure is implemented, including the secure storage of back up discs
- the Headteacher shall ensure that password protection is maintained at all times and that access to the systems are limited to those needing access to the data for their normal duties.
- unauthorised software may not be used on the computers in school.
(see also E-safety policy)

PERSONNEL

- The Head teacher shall ensure that all process' of completing, checking and authorising any documents and claims related to appointments, terminations of employment, expenses and promotions are carried out by more than one person.
- Payroll transactions shall be handled by Hoople.
The School Business Manager ensures that payroll checks are carried out at regular intervals.
- All timesheets submitted by a member of staff are checked by the School Business Manager then authorised by the Headteacher and then processed electronically and forwarded securely to Employee Services.
- The Governing Body will decide on advice from the Headteacher whether supply teacher insurance cover shall be taken out and the extent of the cover. All claims submitted by supply teachers should be authorised by the Head Teacher.

STOCK CONTROL

- The Headteacher is responsible for ensuring that cash and property is kept safe in accordance with LA recommendations.
- The Headteacher shall ensure that stock levels are maintained in such a way as to ensure the continuity and availability of materials, maximum efficiency of annual budgets, good conditions of stock and efficient use of storage capacity.
- An inventory must be maintained of stock with a value of over £500. The inventory is held electronically.
- The Governing Body must be informed of write offs identified in the inventory and of disposals of surplus stock and equipment.
- The Headteacher will keep a close watch on the quantities of consumable items in school such as stationery, cleaning equipment and sports equipment and the frequency of ordering.
- Any money in school will be kept in a locked cupboard or the safe with the keys stored securely.
- Key holders for school property must report any losses of school keys to the Headteacher immediately.

INCOME

- all receipts and records of income will be retained.
- the School Business Manager will ensure that all cash and cheques are locked away to safeguard against theft
- all income due to school must be banked promptly.

PETTY CASH

- The school has a petty cash limit of £9,000 used for making purchases. The Headteacher, Senco – Mrs S Green and School Business Manager are the authorised signatories on the account (two of three to sign).
- The School Business Manager must submit regular claims for reimbursement, properly certified by vouchers and receipts.

PROCUREMENT/CREDIT CARD

A card is held in the name of Mr S Debenham with a limit of £1,000, Mrs S Lewis with a limit of £2,000. Balances are paid in full monthly from the school's budget revenue account.

SCHOOL FUND ACCOUNT

- The accounts of the school fund are maintained on a day to day basis by the School Business Manager. All income and expenditure are entered into the accounts, in detail and a bank reconciliation is performed on receipt of bank statement.
All cheques must have two out of three authorised signatories (Headteacher, Mrs Green and School Business Manager).
- The School Fund Accounts must be properly separated from the official school budget and must be audited by an independent auditor.
- The audited accounts must be presented to the Governing Body.
- Chaps payments can be made electronically from School Fund in certain circumstances. There will be a paper trail for all these transactions authorised in advance by the Headteacher. The Headteacher receives a text alert when chaps payments are made. The Headteacher checks and signs the bank statement at regular intervals paying particular attention to this type of

transaction. A designated governor will carry out a finance visit and report to governors annually.

PECUNIARY INTERESTS

The Governing body must establish a register of pecuniary interests for the governors and this must be published on the school website.

RESOURCES COMMITTEE TERMS OF REFERENCE

In consultation with the Head Teacher, to draft the first formal budget plan of the financial year.

- To monitor the budget at least termly and report significant developments and anomalies, including virement decisions to the full Governing Body.
- To ensure that the school operates within the financial regulations of the Local Authority.
- To make decisions in respect of service agreements.
- To determine whether sufficient funds are available to pay increments as recommended by the Head teacher.
- The quorum for any committee meeting and for any vote must be half of the memberships of that committee.

GOVERNORS' FUNDS

- Treasurer is responsible for the maintenance and expenditure of Governors' Funds in accordance with the decisions of the Governing Body.
- Two nominated signatories are required to sign cheques.
- Treasurer will report termly to the Governing Body on the balance of the accounts.
- Treasurer will prepare annual accounts, duly audited by an independent and experienced auditor.
- Accounts will be presented to the Governing Body at least annually.

GOVERNOR ALLOWANCES AND EXPENSES

Kingsland School Governing Body will consider paying allowances to cover costs for travel that have been incurred to enable the person to perform their duty as a Governor. i.e. Attendance at LA meetings/training etc. This does not include payments to cover loss of earning for attending meetings/training. Travel expenses must not exceed the HM Revenue and Customs approved mileage rates. All expenses will be on provision of a receipt and approved by the Resources Committee.

DEBT RECOVERY ARRANGEMENTS

Debt Recovery arrangements – for non-payment of charges e.g. lettings, the finance assistant writes reminders to individuals after 30 days of the invoice. After a further 30 days if the debt is still unpaid, the Council is contacted for their advice.

INCURRING DEBT

Parents are requested to pay for Stay and Play Club and Breakfast Club in full before the children attend the club. If a level of debt is incurred above £50 per child between the two clubs, the school reserves the right to remove the offer of a place at the clubs until the debt is paid in full. Parents are encouraged to discuss any financial concerns confidentially with the school.

