



Will Adams Academy

Finance Policy

This policy should be read in conjunction with the school's policies listed-

Charging & Remissions Policy

School Name:	Will Adams Academy
Date Created	April 2022
Next Review Date:	April 2023
Review Period:	Annually

1. Purpose

The purpose of this policy is to ensure that Will Adams Academy maintains and develops systems of financial control which conform with the requirements of propriety and good financial management.

Compliance with the regulations laid down within this policy is compulsory for all staff and members of the Local Governing Body and should be read and signed as agreed by all involved in financial transactions in any way.

2. Principles

Will Adams Academy will adhere to the following principles:

1. The responsibilities of the Local Governing Body, its sub-committees, the Headteacher and staff will be clearly defined and limits of delegated authority established, where applicable.

2. The Local Governing Body is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by:

2.1 Using both performance data and financial benchmarking to compare to similar schools locally and nationally.

2.2 Using the information gained to challenge performance and set new targets.

2.3 Using fair competition through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way.

2.4 Consulting stakeholders on policy development and major changes in the use of resources .

3. Financial Operations

The school will establish sound internal financial controls, based on the Local Authority's Financial Controls to ensure the reliability and accuracy of its financial transactions.

The budget will reflect the school's prioritised educational objectives through its links to the School Development/ Improvement Plan, which indicates the resource implications of each priority.

The budget will be subject to effective monthly monitoring, allowing the Local Governing Body, Headteacher and staff to maintain financial control in line with the Balance Control Mechanism by reviewing the current position and taking any remedial action necessary.

The school is adequately insured against exposure to risk.

The school will ensure that:

- the Budget share is spent for the purpose of the school only;
- purchasing arrangements achieve value for money;
- there are sound procedures for the administration of personnel matters;
- there are sound procedures for the administration of payroll matters ;
- stocks, stores and assets are recorded and adequately safeguarded against loss or theft;
- all income due is identified and all collections receipted, recorded and banked promptly;
- the operation of the bank account and the reconciliation of bank balances with the accounting records is properly controlled;
- the use of petty cash is strictly controlled;
- the use of a Corporate Card is strictly controlled;
- any suspected irregularity will be reported immediately to the LA's Head of Internal Audit;
- the school will adhere to the current GDPR and Data Protection Legislation;
- appropriate training in financial administration will be given to enable staff cover at all times.

4. Delegated Authority

The full Local Governing Body of Will Adams Academy has overall responsibility for the management of all the school's finances covering the revenue budget, other budgets delegated or devolved by the Local Authority and other funds, with operational responsibility delegated to its sub-committee, the Finance & General Purposes Committee.

The Finance & General Purposes Committee of Will Adams Management Academy will ensure the annual detailed report of the Schools Financial Value Standard (SFVS) is provided to them and the chair or his/her nominated representative will sign the completed form prior to sending a copy to the Local Authority.

The Finance Committee is delegated responsibility by the full Local Governing Body for the following aspects of financial management:

- evaluate and recommend the three-year budget forecast, which shows clear links to the School Development/ Improvement Plan, for approval by the full Local Governing Body;
- to review the Finance Policy and agree levels of delegation for approval by the full Local Governing Body;
- to review and approve the Charging and Remissions Policy;
- to make decisions in respect of service agreements and insurance;
- to advise the full Local Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation;
- to report monitoring and outturn position to the full Local Governing Body, highlighting any significant variances, providing reasons/ explanations for such where applicable;
- evaluate any proposed virements (if applicable);
- evaluate and report on Tenders for Contract Services to the full Local Governing Body;
- keeping in-school financial procedures under review;
- benchmark the school's financial performance and report to the full Local Governing Body.

The Headteacher is responsible for implementing the decisions of the Local Governing Body and/or Finance & General Purposes Committee and for the operational management of the school. The general administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher.

4.1 Internal Financial Controls

The internal financial controls operated by Will Adams Academy follow the financial controls set out in the Local Authority's Scheme for Financing Schools.

4.2 Financial Links to the School Improvement Plan

The School Development/ Improvement Plan has sufficient scope and depth of the financial implications and it is reflected in the school's three-year budget plan.

4.3 Monitoring and Virements

Will Adams Academy recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management. To this end, the Headteacher, with the School Business Manager, carries out a quarterly internal monitoring procedure, copied to the Chair of the Finance & General Purposes Committee, which is presented to the full Finance & General Purposes Committee at the next meeting and should, if necessary, be reported to the full Local Governing Body by the Chair of the Finance & General Purposes Committee. Monitoring reports are submitted to the Local Authority in accordance with its timetable. Committees should ensure that their meetings are timed to see all monitoring submitted to the Local Authority prior to submission or soon after. This will ensure that they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Virements up to £5,000- The Headteacher, reported to the Finance Committee

Virements between £5,000 and £10,000- The Finance Committee

Virements over £10,000- The full Local Governing Body

4.4 Insurance

Will Adams Academy is insured through Medway Council with relevant cover, as identified by the schedule received from the Local Authority's Insurance section.

Will Adams Academy recognises that cash to the value of £500 is insured under the current arrangements.

4.5 Purchasing

At Will Adams Academy, budgets are delegated to key staff and some teachers. Budget holders prepare a 'needs budget' for their area of responsibility, which is approved by the Headteacher in line with the priority needs of the school and the School Development/ Improvement Plan.

All staff adhere to the school procedures for purchasing items, as explained below, with consideration for value for money at all times. The Headteacher or School Business Manager authorise all orders and invoices prior to payment.

As a matter of good practice, orders over £1,000 have three quotations sought.

Where the school purchases larger items, we adhere to the procedure for spending the council's money as laid down in the Medway Scheme for Financing Schools-

“schools cannot be required to seek fewer than three quotes in respect of any contract with a value exceeding £10K in any one year”.

All of the above will be minuted at the appropriate committee/ Local Governing Body meeting to ensure that the school is seen to be obtaining value for money at all times.

Goods/ services cannot be ordered via the telephone and/or online without a completed order form, authorised by the Headteacher or School Business Manager. The School Business Manager will ensure these purchases are within the allocated budget to avoid overspending. Orders over the value of £500 require both signatures.

Goods/ services ordered from a retailer/ supplier with whom we have a business account still need a completed form authorised by the Headteacher and/ or Business Manager prior to the order being made. The order number must be given to the retailer/ supplier at the time of order.

Any goods delivered must be checked off against the delivery note ensuring that the correct goods and quantities are included. Any discrepancies should be flagged to the school's Receptionist and School Business Manager. This should be done via email. Delivery notes should then be passed to the School Business Manager to await the invoice.

Large orders or those of ICT goods can only be made by the School Business Manager, with the authorisation of the Headteacher. Staff should discuss any “wishlist” that they have with the School Business Manager, who in turn will discuss it with the Headteacher.

The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.

4.6 Personnel Matters

At Will Adams Academy, at the start of each financial year the Headteacher, with support from the School Business Manager uses a financial planning tool to calculate the salary costs of all members of staff, including increments, where applicable. These details are used by the Finance & General Purposes Committee for incorporation into the school budget and creation of the three-year forecast.

Nominated representatives from the Local Governing Body undertake an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the full Local Governing Body for approval.

The Headteacher undertakes an annual review of all other staff, in accordance with the school's Pay Policy and a report is made to the Finance Committee. Any issues/ discrepancies from the original budget are brought to the attention of the full Local Governing Body at the next scheduled meeting.

Details of all salaries are recorded as a confidential item in the meeting minutes.

4.7 Payroll Matters

The payroll provider at Will Adams Academy is Medway Council, who provides payroll services to the specification laid down by the LA. The Headteacher signs off on the monthly payroll reports once they have been checked for accuracy.

4.8 Safeguard of Stocks, Stores and Assets

All staff at Will Adams Academy are responsible for the security of the school assets. Co-ordinators, subject managers and class teachers safeguard their assets and maintain asset registers, which are updated as assets are acquired, removed and/ or re-located and these are checked on an annual basis and signed off by the Headteacher. Other school assets are recorded on a general asset register, maintained and updated by the Finance Team.

Goods must be added to the asset register on arrival at the school, prior to distribution and use. Each asset is tagged with an asset tag to ensure it is trackable and logged on the School's Parago system.

Items of value are held in a locked cupboard/ cabinet, wherever possible and all items are visibly security marked to deter theft.

Where assets are written off and recycled/ disposed of, the Finance & General Purposes Committee agrees this on behalf of the Full Local Governing Body and this is minuted.

Where school assets are loaned to staff or pupils, a loans form is completed and signed when borrowing the item(s) and again when the item(s) is returned. These forms are kept on file by the School Business Manager.

Income

At Will Adams Academy, lettings are reviewed and approved on a case by case basis by the School's finance committee. Where debts are required to be written off, after every effort is made to recoup the monies, the Local Governing Body will approve a sum up to £1,000. Approval to write off debts above £1,000 is required in writing by the Schools Financial Services Manager.

The sum of £500 has been approved to be held in cash on the school premises at any one time. Cash will be receipted, recorded and banked promptly at all times.

Tutors must not handle any monies offered by students but instead direct them to Reception, preferably before Period 1, or alternatively at break or lunch times.

All communications sent to parents/ carers requesting money must state that the money should be placed in an envelope marked for the attention of the Finance Administrator, together with the name of the student, tutor group and the title of the trip/ subject with cheques made payable to the Will Adams Academy.

The School Bank Account

Will Adams Academy operates its own bank account in accordance with the Local Authority's Scheme for Financing Schools. The school operates only one current account for the administration of Medway official funds.

Bank account signatories are updated immediately there is a change in staffing and details are copied to the Schools Financial Services, as a matter of course.

Will Adams Academy pays suppliers invoices by cheque ensuring it adheres to all financial controls within the Scheme for Financing Schools.

Bank statements are printed on at least a monthly basis and reconciled in accordance with the Local Authority's guidelines. The Headteacher signs and dates the bank statement as soon as possible after the reconciliation has been checked.

Petty Cash

Petty cash is held securely at all times and the limit for petty cash is £400. Petty cash transactions are kept to a minimum and the maximum value of any one transaction is £25. All staff must obtain proper VAT receipts for petty cash purchases, as this demonstrates value for money, allows the Academy to re-claim the VAT amount and satisfies legislative requirements.

Petty cash is held as an emergency fund and should be used only where there is no alternative but to make immediate payments in cash. Payment from Petty Cash will only be made if a valid receipt is presented and a pink claim form is submitted.

Car mileage allowance/ fare reimbursement

On occasion staff may be required to use their own vehicle or public transportation for school business. Forms for reimbursement are available from the Finance Administrator, and should be submitted at the end of the month that the travel is incurred. Forms submitted for reimbursement in a later period may not be authorised. Public transport fares will be paid on submission of a ticket or receipt and mileage claims must be accompanied by a VAT petrol receipt to enable the council to reclaim VAT. All travel reimbursement must be paid through payroll and not

processed through petty cash. All forms must be authorised by the Headteacher. The car mileage allowance is currently 14.4p per mile.

Car Insurance

Any staff member using their own car for school business should ensure that he/ she is insured to do so. Students must not be transported in a member of staff's car without the appropriate insurance. A copy of an insurance certificate showing the business use clause should be handed to the Business Manager annually to be kept in staff personnel files.

Keys

Keys and fobs are issued to staff according to their needs. As some of these are master keys extreme care must be taken of them to safeguard the school. Keys should not be passed to other members of staff without first consulting the Business Manager or Headteacher. In the event of any loss this must be reported to the Business Manager immediately.

There is a charge of £5 for replacement keys/ fobs. Should a staff member lose a fob that cannot be found they may be charged for the fee incurred by the school to change the staff team's fobs for security reasons.

Damage to school property

Staff must report, and insofar as is possible investigate damage to the school building, furniture and fittings. If known, the name of the student(s) responsible should also be reported to the Headteacher. This should be done immediately to ensure that where the school, as a result of inappropriate and/ or violent behaviour on the part of students, incurs expenditure; action can be taken to recoup the cost from parents/ carers as per the school's Charging & Remissions policy.

It is the responsibility of all staff (not just those on duty at a particular time) to assist in ensuring preservation of the school environment. Tutors and subject leaders should also regularly monitor the corridors around their tutor and curriculum bases and report any maintenance/ repair works required to the School Business Manager.

Corporate Cards

Will Adams Academy operates an approved Corporate Card, One Card, in accordance with the Local Authority guidelines. There are two cards in the names of Mrs Karen Bennett and Mrs Sinéad Grimes. They are the approved users. The monthly card limit is £3,500.

Irregularities

All staff at Will Adams Academy are aware of the Local Authority's Whistleblowing arrangements and to whom they should report concerns. These details are available to staff in the secure staff area of the policies page on the school website.

Data Protection

Will Adams Academy, as a Data Controller, adheres to the GDPR and the Data Protection Act 2018 including registration with the Information Commissioner's Office (ICO).

Information Systems

Will Adams Academy has a password protection procedure. Staff cannot access the network without a password. Systems are backed up regularly and the backups held securely off-site, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the administration network.

Financial Administration

At Will Adams Academy, two members of staff are trained in the use of the finance software and financial administration procedures, in event of staff absence. We also purchase a support contract through the Schools Financial Services which is renewed on an annual basis, allowing us the option to purchase additional support if required.

If you have any questions or queries related to the content contained within this policy please contact the School Business Manager via the email address finance@willadams.medway.sch.uk.