



## Finance Policy

Reviewed September 2017  
Date of next review September 2018

This statement sets out the Governors policy on the management of finances within the school. It applies to all funds delegated or devolved within the provisions of the Schools Standards and Framework Act 1998.

1. The Governors have overall responsibility for securing the efficient and effective administration of the school and its' resources. Accordingly the Governors regard proper control of the school finances as being of utmost importance. The Governors endorse and have adopted the principles of good practice contained within

- [Minimum Standards](#)
- Financial Regulations
- [The LMS scheme](#)

2. All staff involved in financial transactions are required to be fully aware of and to comply with these requirements.

3. There are two main strands to this:-

- Operational Control over spending and income collection
- Monitoring and control of the budget

4. The Headteacher is accountable to the Governors for the exercise of delegated authority and in turn staff are accountable through their line management to the headteacher. Staff must not exceed their delegated authority which must only be exercised within the above framework of overarching rules and school policies and will be held accountable for their decisions and actions. Any matter of financial consequence shall be drawn to the attention of the Governing body in a timely manner.

5. All financial dealings are to be conducted

- in a framework of openness thereby allowing proper scrutiny and evaluation and
- with absolute integrity and regard for the good reputation of the school.

6. Proposals for the deployment of financial resources shall be properly supported and each proposal shall demonstrate Best Value and its sustainability in the light of the resources likely to be available.

7. The regular comparison of spending against budget is intended to highlight those areas where the budget is under pressure to enable effective remedial management action and to identify those areas where resources may be released to further un-resourced elements within the school development plan. This process should take place at two levels

- Formal reporting to Governors
- Ongoing Internal monitoring

8. The Governors regard the passage of timely and accurate information as being central to the success of their policy. The Headteacher is responsible for putting suitable arrangements in place to ensure the financial data within school are both up to date and accurate so that any member of staff responsible for control of a budget can have an accurate position statement upon request. Internal monitoring is to take place not less frequently than monthly. Separate statements for each fund are required.

9. The staff identified as budget holders within this document are responsible for controlling those aspects of the budget and ensuring that the Headteacher is kept fully informed of spending against budget.

10. The Headteacher is responsible for ensuring regular monitoring of all budget lines and formal reporting to Governors. Formal reports with explanatory commentaries including information about changes in non financial data (e.g. pupil numbers) are required to be circulated no less than 7 days in advance of the relevant meeting. It is essential that the forecast year end position together with the implications for at least the next two years is kept under ongoing review.

11. Where routine budget monitoring reveals budgetary pressures requiring urgent attention which cannot await the next programmed meeting the Headteacher shall notify the chair of the Finance Committee with a view to a meeting being convened. The tables below set out the delegated authority and responsibilities of individuals together with the frequencies at which tasks and reports must be completed.

This policy was approved by the governing body on September 2016 and is signed on its behalf by

Chair of Governors.....

## Offwell C of E Primary School

### BEST VALUE STATEMENT

**The Governors of Offwell Primary School ( DfES No: 878 /3015 ) are committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement by:**

- **Challenge – Regularly reviewing how and why the services of the school are provided and setting targets and performance indicators for improvement**
- **Compare – Monitoring outcomes and performance of similar services with other schools and within the school**
- **Consult – With appropriate stakeholders before major decisions are made**
- **Compete – Through quotations and tenders to ensure that goods and services are secured in the most efficient and effective way.**
- **We strive to ensure that the school is using its resources effectively to meet the needs of our pupils.**
- **We will submit our Best Value Statement with the Annual Budget Plan. The progress of the Annual Budget Plan and the Best Value Statement will be monitored with the school’s improvement plan in order to determine the extent of continuous improvement.**
- **The school has in place a strategy and a set of guidelines, updated annually, which will ensure that Best Value will be reviewed and demonstrated.**

*Signed* (Chair of Governors)

*Signed* .Mrs Anne Billington  
(Headteacher)

*Date* ... September 2016.....

Table of Delegated Authority  
Financial Management

Function	Governors	Resources Ctee	Nominated Gov Usually the Chair	Headteacher	Administrator	Clerk to Goves	SF Fund Co-ord	Budget holder								
Comply with Financial Regulations	√	√	√	√	√	√	√	√								
Comply with Minimum Standards	√	√	√	√	√	√	√	√								
Ensure separation of duties	√		√	√	A		A									
Ensure internal controls operate correctly	√			√	A		A	A								
Ensure Governors Policies are complied with	√	√	√	√	√	√	√	√								
<b>3 Year Development plan: updated annually</b>																
Prepare including costings (new + next 2 yrs)	A	A	A	√	A		A	A								
Sets spending priorities	√	A		√	A		A	A								
Approves costed items for new year budget	√	A														
Review plan outcomes	√	A		√	A											
<b>Annual Revenue Budget</b>																
Prepare				S	√		A									
Approve	√															
Monitor	√	√		√												
<b>Register of Interests</b>						√										
<b>School Census</b>				OA	√											

Key to all tables

Frequency	Functions	Notes
O = Ongoing	O = Oversee	# Substitute name of fund or b
W = Weekly	S = Supervises	£ Insert individual limits.
M = Monthly	R = Reports	
H = each half term	C = Co-ordinates	
T = Termly	√ = does	
Y = as soon as possible after Year-end	A = Assists as required	



Table of Delegated Authority  
Financial Administration

Function	Governors	Resources Ctee	Chair of Goves In absence of Head	Headteacher/ Senior Teacher	Administrator	Clerk to Goves	Senior Teacher
<b>Spending decisions</b>							
Authorise appointment of staff	√	A		A	A	A	
Authorise spending: routine recurrent items*			√2.5K	√2.5K			
Authorise spending on approved costed items provided in current years budget.*			√as agreed by govs	√ as agreed by govs			
Authorise spending on other items (non routine /not identified in plan)*	√	£5k		£2.5k			
Open tenders				√	A		
Accept tenders				√	A		
Evaluate tenders		√		A	A	A	
Receive goods				√	√		
Verify invoices				A	√		
Certify spending at “2”			√	√			
Petty cash authorise payments			√	√ £500	√ £500		√ £500
Sign petty cash cheques (2 to sign)				√ £500	√ £500		√ £500
Spend of school debit card – Mrs J Davey/Mrs A Billington				√ £500	√ £500		
Ensure correct attribution of costs				√S	√		
<b>Income</b>							
Approve write offs		√		√£100	A		
<b>Virement</b>							
Authorise virement	√	£10 K		£5K			
<b>Asset protection</b>							
Security of Property				√S	√		
Security of Cash				√S	√		
Data protection registration				√S	√		
Compliance with data protection rules				√O	√		
Maintain back-up of data				√O	√		
Maintain security of data				O	√		
Maintenance of Inventories				O	√		
Checking and certification			√	√			

\*Subject to compliance with Governors Best Value requirements

The Governors require that all purchasing decisions are made after adequate market testing or research.

Quotations and tenders as appropriate are required as shown below.

A note of verbal quotes for lower value items should be made and retained.

Estimated value of goods or services	Number of quotes required	Number of Tenders
£100-£1000	None required but should be obtained if appropriate	
£1000- £2500	2 written or 2 verbal	
£2500 - £10000	3 written	
£10000-£50000	4 written	3
£50000-EU Threshold		4
Over EU Threshold		5

#### **NB**

Below £2500 Headteacher has delegated authority to accept lowest.

Over £2500 or in case of not accepting lowest quote must go to Resources Committee

#### **Budget Monitoring Policy**

1. This statement sets out the Governors policy on the monitoring of the use of monetary resources provided for school related purposes. The Governors regard control of the budget as being of utmost importance.
2. The regular comparison of spending against budget is intended to highlight those areas where the budget is under pressure to enable effective remedial management action and to identify those areas where resources may be released to further un-resourced elements within the school development plan. This process should take place at two levels
  - Formal reporting to Governors
  - Ongoing Internal monitoring
3. The Governors regard the passage of timely and accurate information as being central to the success of their budget monitoring policy. The Headteacher is responsible for ensuring the financial data within school are both up to date and accurate so that any member of staff responsible for control of a budget can have an accurate position statement upon request. Internal monitoring is to take place not less frequently than monthly. Separate statements for each fund are required.
4. The staff identified as budget holders within the Finance Policy are responsible for controlling those aspects of the budget and ensuring that the Headteacher is kept fully informed of spending against budget.
5. The Headteacher is responsible for regular monitoring of all budget lines and formal reporting to Governors. Formal reports with explanatory commentaries including information about changes in non financial data (eg pupil numbers) are required to be circulated no less than 7 days in advance of the relevant meeting. It is essential that the forecast year end position is kept under ongoing review.
6. Where routine budget monitoring reveals budgetary pressures requiring urgent attention which cannot await the next programmed meeting the Headteacher shall notify the chair of the Resources Committee with a view to a meeting being convened.
7. The table below sets out the responsibility of individuals and the frequency at which tasks and reports must be completed.

Responsibility for budget monitoring.

	Governors		Resources Cttee		Headteacher		Administrator		Budget Holders	
		Frequency		Frequency		Frequency		Frequency		Frequency
Maintenance of records					S		√	W		
Download of Data					S		√	W		
Reconciliation of Data					S		√	W		
Updates forecasts & resource forecast model					S		√	M		
Monitoring of budget lines/cost centres					C	M			√	M
Maintain forecast of year-end position.					√	O				
Initiates management action*					√	O				
Prepares formal budget monitoring statement for each fund					√	H	A			
Prepares commentary					√	H	A			A
Presents updated resource forecast model					√	H				
Receives report			√	H						
Initiates management action* /makes recommendations to Governors			√							
Receives report	√	T								
Amend Development Plan (if req)	√									
Outurn report	√	Y			√	Y	A			

Key

Frequency	Functions
O =Ongoing	S = Supervises
W = Weekly	R = Reports
M = Monthly	C= Co-ordinates
H = each half term	√ = does
T = Termly	A =Assists as required
Y= as soon as possible after Year-end	* Acts within delegated powers and if required

## Offwell Primary C of E Primary School

### Delegations – Personnel Appointments

Task	Body able to make decision		
	Full Governing Body	Delegated to Resources Committee	Delegated to Head Teacher
Approval to recruit and make an appointment which adds to staff complement	√		
Approval to recruit and appoint to a vacated post, already on complement – Teaching Post	√	√	
Approval to recruit and appoint to a vacated post, already on complement – Non Teaching Post or any temporary contract to cover an on complement post (teaching or non teaching) other than a Headteacher or Acting Headteacher	√	√	√
Approval to recruit and appoint a Headteacher/Acting Headteacher or any Leadership post	√		

In all cases the decision to make recruit and appoint must be taken in the light of the then approved budget. The decision making body must satisfy themselves that the post can be afforded within a 3 year budget time horizon.

The decision making body shall also assume responsibility for drawing up the required job specification and arranging a suitable recruitment process.

24 June 2008



## Table of Delegated Authority

## School fund/non public funds

Function	Governors	Resources Ctee	Chair of Govs	Headteacher	Administrator
<b>School fund/non public funds</b>					
Appoint auditor	√				
Set objectives	√			A	
Custody and control of fund				√	√
Receive management reports	√	√			
Presents accounts for audit (within 1 month of period end)					√
Receive audit reports and certificate (within 3 months of period end)	√	√		√	√
Authorise spending: routine recurrent items Any 2 signatures				√	√
Authorise spending on other items Any 2 signatures – spending limits conditional to balance in hand				√	√
Authorise bank accounts & signatories			√	√	√
Security of Cash				O	√

## FINANCIAL POLICY STATEMENT FOR OFFWELL V C PRIMARY SCHOOL

### A. AIMS

This document has been adopted by the Governing Body, as the basis for the administration and management of finances. 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 and stewardship in an efficient and effective way.

### B. OVERALL FINANCIAL MANAGEMENT

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

1. *Openness* - an open approach to all interested parties in the disclosure of information, that lends itself to necessary scrutiny.
2. *Integrity* - this is best described as both straightforward dealing and completeness.
3. *Accountability* - the process whereby individuals are responsible for their actions and decisions.

Governors will have regard to :-

- (a) minimum standards of financial management as set out in the Finance for Schools manual which contains the Devon County Council Scheme for the Financing of Schools, Formula for the Financing of Schools, Financial Regulations and the Finance Manual.
- (b) advice and guidance relating to the financial performance of schools arising from the work of OFSTED, Internal Audit, the District Audit Service and other interested parties.

### C. OVERALL FINANCIAL POLICIES - detailed as appropriate in later pages.

#### 1. Organisation of Responsibility and Accountability

The **responsibilities** of each person and the committees involved in finances are defined to avoid duplication or omission of functions and provide a framework of **accountability**. This framework will be approved by the Governing Body.

#### 2. The School Planning Process

To provide a clear focus for activity a **school development plan** will be prepared and approved annually. This will set out the aims and objectives of the school within the projected available resources for a period covering at least 3 years.

#### 3. Budget Management

To allow effective financial management of resources an **annual revenue budget** will be prepared. This shall be prepared in a timely manner and in **sufficient detail** to allow regular meaningful budget monitoring and reporting to take place. It shall be consistent with the aims and objectives included within the school's development plan.

#### **4. Insurance**

The Governing Body will annually review and approve the insurance arrangements, taking account of insurance needs, risks and costs.

#### **5. Computer Systems**

The Governors recognise the importance of protecting computerised management systems and data held within them and will approve procedures to achieve this objective.

#### **6. Purchasing**

The Governing Body aims to achieve best value for money from all its purchases and has established procedures for testing the market, placing of orders and paying for goods and services in accordance with financial regulations.

#### **7. Personnel and Payroll**

The Governing Body will approve annually policies relating to the payment of honoraria, gratuities and other emoluments, and ensure systems are in place to allow all payroll transactions to be processed correctly and only through the Payroll system.

#### **8. Security of Stocks and Other Property**

The Headteacher will ensure procedures exist for the safe custody of cash, the security of other property and for stock control.

#### **9. Income and Banking Arrangements**

Charging and remission policies will be approved by the Governing Body. We follow the Devon County Council Policy - as outlined in Annex C of the Local Management of Schools document. All income and monies due to the school will be correctly accounted for and banked in accordance with procedures set out in financial regulations.

#### **10. Standards Fund Management**

The Governing Body will ensure that there is an efficient system for the control of the Standards Funds.

#### **11. School Funds**

The school will ensure that there is a secure and efficient system for the custody and control of voluntary unofficial funds. The funds will be administered on behalf of the governing body by the Headteacher/administrator in accordance with the LEA's guidance contained in the document entitled "Management of Voluntary Unofficial funds".

#### **12. Governors' Expenses**

Payment of expenses (if any) to Governors will be in accordance with the policy agreed annually and put in our Annual Report to Parents.

#### **13. Register of business interests of Governors and Staff**

The Governing Body recognises the importance of maintaining high standards of Public Sector administration and require a register of Business Interests to be maintained.

## **D. DETAILED POLICIES and PROCEDURES**

### **1. Organisation of Responsibility and Accountability**

#### **(A) Clear Limits of Delegated Authority**

The Governing Body recognises the importance of clearly defining the roles and responsibilities of its committees, the Headteacher and other staff. The terms of reference for the Governors' Resources Committee are laid out in a separate document (*see Appendix A 'The Resources Committee'*).

In accordance with the school's needs and priorities as laid out in the School's development plan, the following arrangements have been approved in relation to LEA funds :-

The full Governing Body will decide how to spend the budget allocated within the LEA's scheme of delegation subject to :-

- (a) any conditions in the LEA's scheme included to protect its legal duties;
- (b) the budget must be spent only for the purposes of the school.

**Authority has been delegated** from the Governing Body :-

- (a) to the Resources Committee to **authorise spending** up to the sum of £5000., on any one order subject to the necessary budget provision being available. Beyond this level the approval of the full Governing Body will be required.
- (b) to the Resources Committee to **authorise virements** from one budget heading to another up to the sum of £10,000. Beyond this level the approval of the full Governing Body will be required. Any such virements will be recorded and reported for information to the next full Governing Body.
- (c) to the Resources Committee to oversee the signing of leasing contracts eg. for the photocopier where the commitment has long term financial implications.
- (d) to the Headteacher to **authorise spending** on any one order up to the sum of £2,500. Beyond this level the approval of the full Resources Committee or the Governing Body will be required.
- (e) to the Headteacher to **authorise virements** from one budget heading to another up to the sum of £5,000. Beyond this level the approval of the Resources Committee will be required. Any such virements will be recorded and reported to the next meeting of the Resources Committee of the Governing Body.

#### **(B) Effective operation of the Finance Function**

The Headteacher is responsible to the Governing Body for ensuring the **effective operation** of the finance function. The Headteacher will ensure that :-

- (i) the roles of each member of staff are **clearly defined** and the duties of staff concerned with financial transactions will as far as is practicable be distributed to ensure that key tasks are assigned to separate members of staff and that appropriate systems of **internal check** exist;
- (ii) Devon County Council Financial Regulations and Finance Manual are adhered to;

(iii) systems are in place to ensure that financial control is maintained at all times including procedures in the absence of key staff;

(iv) appropriate documentation and records of transactions are maintained to specified standards.

## **2. The School Planning Process**

Despite the uncertainties over future years' budget allocations the Governors recognise the importance of **long term planning** and require a school development plan covering 3 years to be submitted annually for approval. This will be prepared by the Headteacher.

## **3. Budget Management**

The Headteacher is responsible for preparing the **annual revenue budget** in sufficient detail to conform with LEA requirements and to enable the effective management of the available funds by the Governing Body which is responsible for ensuring that total forecast expenditure does not exceed the available funds. To ensure this can be done, the Headteacher will provide **regular reports** (at least termly) to the Governing Body. As a minimum standard the Governors shall expect to see :-

- a separate budget monitoring statement for each of the funds provided by the LEA. The statement should show a comparison of expenditure to the approved budget. Expenditure should be broken down into those sums actually spent, sums already committed and amounts of expenditure which are planned but to which the school is not yet committed. The statements should show, as accurately as possible, the forecast year end position.
- a written report should accompany financial statements providing details of major variations and highlighting areas of uncertainty. The report will also show virements made between budget headings (*see note 2*) and show the latest forecast pupil numbers and the financial implications of any revised forecasts.

It is essential that reports produced are accurate as far as is reasonably possible. The Headteacher is responsible for ensuring that **quality controls** are in place so that reports are of a sound standard. Staff responsible for the production of financial reports must ensure they take appropriate steps to guarantee the reliability of the information.

The Headteacher may delegate elements of the budget to staff where this is appropriate. These budget holders must operate within the same objectives and controls as those agreed for the school as a whole. **Delegated budget holders** within the school will be provided with **sufficient information** to enable them to perform adequate monitoring and control. Such budget holders are to be accountable to the Headteacher who is responsible for ensuring mechanisms exist to enable such delegated budgets to be monitored.

Governors and the Headteacher will periodically review the provision of financial information to ensure that what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative information.

## **4. Insurance**

The Resources Committee will review the **insurance needs** of the school annually and liaise with the LEA where appropriate to ensure that specific insurance arrangements remain appropriate. Following the approval of the Governing Body, the Headteacher will ensure the agreed arrangements are in place.

The Governing Body following advice from the Resources Committee will periodically consider whether to **insure risks** which are not covered by an existing policy arranged by the LEA or other voluntary body. The cost of premiums for any additional cover should be met from the School's budget share.

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** (eg. accident, theft, etc) are reported immediately to the insurers, the Authority or their agent.

## **5. Computer Systems**

The Governors recognise the importance of protecting computerised financial management systems and the data held within them. The Headteacher will ensure that the school is **registered** in accordance with the **Data Protection Act 1984**.

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

**Access** to school management computer systems will be limited to **authorised staff**. These staff will use passwords which should not be disclosed and should 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.

## **6. Purchasing**

The Governing Body aims to achieve best **value for money** from all its purchases. The Headteacher is responsible for ensuring procedures are in place for testing the market, placing of orders and paying for goods and services in accordance with financial regulations.

### **(A) Value for Money**

**Written competitive quotations** will be obtained for expenditure exceeding £2,500. and the Headteacher will obtain quotations for expenditure not exceeding this sum unless exceptional reasons prevent this. At least four written competitive quotations will be obtained for expenditure exceeding £10,000. and procedures for advertising, submission, receipt and opening and recording of tenders must conform with standing orders. The Headteacher has **delegated authority** to accept the lowest quotations for all expenditure below £2,500. In instances where the lowest quotation is not accepted this should be reported to the Resources Committee and the reasons for the decision recorded in the minutes of the meeting. For quotations above £5,000. the **approval** of the full governing body must be sought.

### **(B) Orders for Goods and Services**

Orders will be raised on receipt of a **Requisition Form** signed by the relevant Budget Holder and the Headteacher. Any telephone orders must be followed by a confirmation order within 24 hours. The Requisition Form should be retained with the copy order.

### **(C) Payments of Accounts**

Invoices will only be paid when the budget holder has shown approval that goods or services have been received and are of the quality expected. Payment should be made within reasonable limits and discounts taken for quick payment where appropriate.

### **(D) Imprest**

The Headteacher is responsible for the overall operation of the Imprest account. Day to day running is under the control of the administrator. The actual Petty Cash should only be used to cover postage expenditure.

## **7. 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 appointments/terminations of employment and expenses. (These roles must not be the sole responsibility of one person.)

**Payroll transactions** will be processed only through the payroll system. Payments for employment will not be made to staff or visiting lecturers etc. through any other mechanism. Payroll transactions relating to Devon County staff will be processed against a fund provided by the Authority and not a voluntary unofficial fund.

The Governing Body have delegated to the Headteacher authority to approve honoraria and gratuities subject to an annual report to the Governing Body of such payments.

## **8. Security of Stocks and Other Property**

The Headteacher is responsible for the **safe custody of cash**, the **security of other property** and for **stock control**.

The Headteacher will ensure that **inventories** are maintained in accordance with the Finance Manual (Section 10) and in a format provided by the LEA. Inventories will be checked at least annually and any discrepancy shall be investigated and shall be reported to the Resources Committee of the governing body.

**Safes** and similar storage facilities will be kept locked and keys removed to be held by the **key holder** who will be nominated by the Headteacher. Normally keyholders will carry keys on their person and keys must not be left on the premises overnight except in another safe. A list of keyholders will be maintained by the school and loss of any keys must be reported to the Headteacher and if necessary to the LEA.

## **9. Income and Banking Arrangements**

### **(A) General Income Matters**

The Headteacher is responsible for the **correct accounting** of all income due to and cash collected for the school. Where possible, the Headteacher will ensure the responsibility for determining **sums due** to the school is separated from the responsibility for **collecting and banking** such sums. (It is recognised however that in many instances this is not practical.)

Where invoices are to be raised, the school will do so promptly using **authorised arrangements**. Where cash is collected, whether it is due to a fund provided by the LEA or an unofficial fund, a **receipt** will be issued or in agreed circumstances Collection Listings may be used. The receipt books used will be those approved by the County Treasurer and separate books will be used for LEA and unofficial funds.

Cash and cheques collected will be **locked away** until the time of banking. Income collected will be banked in its entirety as promptly as possible and will not be used to cash personal cheques or for other payments.

Sums received will be **reconciled** to the sums banked. Through reconciling to the Devon County Council Financial Information System, the school will ensure that sums banked to the DCC bank account are correctly attributed to the school.

### **(B) Charging and Remission of Fees**

The Governing Body will determine **charging and remission policies** annually on the basis of recommendations put forward in a written report by the Headteacher. The policies adopted will be based on the guidance issued by the Authority. We follow the Devon County Council Policy.

### **(C) Banking Arrangements**

The Headteacher is responsible for ensuring arrangements operated are in accordance with procedures specified by financial regulations.

## **10. Standards Fund Management**

Overall financial management of the Standards Fund is the responsibility of the Governing Body and where appropriate the Resources Committee.

## **11. School Fund**

The school has a separate policy on Voluntary Unofficial Funds which is reviewed annually - *see Appendix C*.

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 school will ensure that there is a secure and efficient system for the **custody and control** of the voluntary unofficial fund.

## **12. Governors' Expenses**

The policy relating to Governors' Expenses will be approved annually and if payable will be in accordance with the LEA Scheme.

## **13. Register of Business Interests**

A register will be maintained by the Clerk to the Governors and will be reviewed annually at the first governors meeting of the school year.

## **14. Lettings**

Governors are responsible for the letting and charging for the school premises and St Mary's Hall. A separate lettings policy is held.



## **OFFWELL VOLUNTARY CONTROLLED PRIMARY SCHOOL**

### **VOLUNTARY UNOFFICIAL FUNDS (General Policy Statement)**

**Offwell C of E Primary School – School Fund Current Account  
School Fund Business Reserve Account  
No 1 account  
No 2 account**

**Offwell School Carers and Relatives Association Current account – held and controlled  
by PTFA officers**

**Offwell School Carers and Relatives Association Savings account – held and controlled  
by PTFA officers**

1. The Governing Body approve the operation of all the voluntary unofficial funds (except the PTFA accounts), which will be administered in accordance with the recommendations noted in the manual for the Management of Unofficial Funds, as issued by the County Treasurer.

2. The accounts are to be maintained within the constraints of the funds' objectives which have been approved by the Governing Body.

#### *School Fund Objectives – Current and Business Reserve Accounts*

*To receive income from a variety of proper sources, which will enable the school to function financially in such a way as to purchase educational goods and provide benefits and services with funds not normally allocated by the Local Education Authority.*

#### *No 1 account Objectives –*

*No 1 account will be used to provide benefits and services to disadvantaged children with funds not normally allocated by the Local Education Authority.*

#### *No 2 account Objectives –*

*No 2 account will be used in a way which will enable the school to function financially in such a way as to purchase educational goods and provide benefits and services with funds not normally allocated by the Local Education Authority.*

*Offwell School Carers and Relatives Association Current & Savings account Objectives –Now under the control of PTFA officers who arrange audit separately*

*To receive income from money raised by the properly formed PTFA (OSCAR), which will enable the school to function financially in such a way as to purchase educational goods and provide benefits and services with funds not normally allocated by the Local Education Authority.*

3. The fund Auditors will be appointed annually by the Governing Body and it will be their responsibility to conduct the annual audit in accordance with the Objectives and as recommended by the County Treasurer. The timescale for the preparation and delivery of the audited report to the Governing Body will be, within three months of the funds' year end.

4. Bank accounts are to be maintained at Barclays Bank Plc, Honiton for the **School Fund Current Account** and **School Fund Business Reserve Account**

Accounts are to be maintained at NatWest Bank Plc, Honiton for the **No 1 account** and **No 2 account**.

5. Signing Officers for **all accounts**:-

a. Mrs A Billington

b. Mr C Thomas

c. Mrs. J. M. Davey

### OPERATIONAL POLICY

- A minimum of two signatures are required on all fund cheques.
- A formalised monthly reconciliation statement to all the cleared bank balances is required. The statement should be signed as correct by the Headteacher.
- All income is to be properly receipted.
- Expenditure must be supported by proper invoices and/or vouchers, which must be retained for period of not less than 6 years.
- Wages, honoraria, loans or ex-gratia payments are not to be made from the School Fund.
- Governors should receive as part of normal budget monitoring process regular detailed updates on the financial position at least termly.



For and on behalf of the Governing Body.....

Chair.



Headteacher.....Mrs A Billington.....

Date.....September 2016.....