



Ranelagh School

Financial Regulations Policy

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1. Introduction

- 1.01 The purpose of this manual is to ensure that the Academy maintains and develops systems of financial control which conform with the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreement with the Secretary of State for Education, through the Education Funding Agency (EFA).
- 1.02 The Academy must comply with the principles of financial control outlined in the Academies Financial Handbook. This manual expands on that and provides detailed information on the Academy's accounting procedures and system manual should be read by all staff involved with financial systems.
- 1.03 This manual serves as an adjunct to the scheme of delegation providing information on the day-to-day operations and practicalities forming from its financial regulation manual.

2. Organisation

- 2.01 The Academy has defined the responsibilities of each person involved in the administration of Academy finances to avoid the duplication or omission of functions and to provide a framework of accountability for governors and staff. The financial reporting structure is illustrated below:

The Governing Board

- 2.02 The Governing Board has overall responsibility for the administration of the Academy's finances. The main responsibilities of the Governing Board are prescribed in the Funding Agreement between the Academy and the DFE and in the Academy's scheme of government. The main responsibilities include:
- ensuring that grants from the EFA is used only for the purposes intended;
 - ensuring that funds from sponsors are received according to the Academy's Funding Agreement, and are used only for the purposes intended;
 - approval of the annual budget;
 - Appointment of the Headteacher and
 - Appointment of the Head of Finance and Resources, in conjunction with the Headteacher.

The Finance, Infrastructure and Personnel Committee

- 2.03 The Finance Committee is a committee of the Governing Board. The Finance Committee meets at least once a term but more frequent meetings can be arranged if necessary.
- 2.04 The main responsibilities of the Finance Committee are detailed in written terms of reference which have been authorised by the Governing Board. The main financial responsibilities include:

- the initial review and authorisation of the annual budget;
- the regular monitoring of actual expenditure and income against budget;
- ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DFE guidance issued to academies;
- authorising orders and the award of contracts over £50,000;
- authorising changes to the academy personnel establishment and
- reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and controls. These reports must also be reported to the full Governing Board.

Headteacher (Accounting Officer)

- 2.05 Within the framework of the Academy development plan as approved by the Governing Board the Headteacher has overall executive responsibility for the Academy's activities including financial activities. Much of the financial responsibility has been delegated to the Head of Finance and Resources but the Headteacher still retains responsibility for:
- approving new staff appointments within the authorised establishment, except for any senior staff posts which the Governing Board have agreed should be approved by them;
 - Budget virement of £15,000 or less;
 - authorising orders and contracts between £3,000 and £50,000 in conjunction with the Head of Finance and Resources;
 - signing cheques and BACs payments in conjunction with the Head of Finance and Resources or other authorised signatories.

Head of Finance & Resources (Chief Financial Officer)

- 2.06 The Head of Finance and Resources works in close collaboration with the Headteacher through whom he or she is responsible to the Governors. The Head of Finance and Resources also has direct access to the Governors via the Finance Committee. The main responsibilities of the Head of Finance and Resources are:
- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
 - the management of the Academy financial position at a strategic and operational level within the framework for financial control determined by the Governing Board and Headteacher;
 - the maintenance of effective systems of internal control;
 - ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
 - the preparation of monthly management accounts;
 - authorising orders and contracts up to a value of £50,000 in conjunction with budget holders and the Headteacher;
 - signing cheques and BACs payments in conjunction with the Headteacher or other authorised signatories and
 - ensuring forms and returns are sent to the EFA in line with the timetable in the EFA guidance.

The Responsible Officer/Peer Reviewer

- 2.07 The Responsible Officer (RO) is appointed by the Governing Board and provides governors with an independent oversight of the Academy's financial affairs. The main duties of the RO are to provide the Governing Board with independent assurance that:
- the financial responsibilities of the Governing Board are being properly discharged;

- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained and
- financial considerations are fully taken into account in reaching decisions.

2.08 The Responsible Officer will undertake a quarterly/termly programme of reviews to ensure that financial transactions have been properly processed and that controls are operating as laid down by the Governing Board. A report of the findings from each visit will be presented to the Finance Committee and to the Full Governors meeting
It has been agreed by the Governing Board that the RO checks are carried out by Crowe Clark Whitehill agreed by Finance Committee.

Other Staff

2.09 Other members of staff, primarily the Finance and Personnel Officer and Budget Holders, will have some financial responsibilities and these are detailed in the following sections of this manual. All staff are responsible for the security of Academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the Academy's financial procedures.

Register of Business Interests

- 2.10 It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all academy governors and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from whom the academy may purchase goods or services. The register is open to public inspection.
- 2.11 The register should include all business interests such as directorships, share holdings or other appointments of influence within a business or organisation which may have dealings with the academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Governor or a member of staff by that person.
- 2.12 The existence of a register of business interests does not, of course, detract from the duties of Governors and staff to declare interests whenever they are relevant to matters being discussed by the Governing Board or a committee. Where an interest has been declared, Governors and staff should not attend that part of any committee or other meeting.

3. Financial planning

- 3.01 The academy prepares rolling 3 to 5 year budgets. The budget cycle is as follows:
- Autumn term (Sept-Dec)
 - Implementation of the current budget plan
 - Monitoring expenditure (continuous-monthly)
 - Reconciliation and closure of previous financial year
 - Spring term (Jan-Mar)
 - Monitoring and Reviewing of year's Budget
 - Revised Budget where appropriate

- Re-planning new financial year
- Summer term (Apr-Aug)
 - Planning for forthcoming year
 - Preparation and submission of financial budget plan
 - Review of current year's budget

All requirements of the EFA, in particular relating to carry forward of unspent funds, will be taken into account in preparing and submitting the budget.

- 3.02 The medium term financial plan is prepared as part of the development planning process. The development plan indicates how the Academy's educational and other objectives are going to be achieved within the expected level of resources over the next three years.
- 3.03 The development plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the academy and the planned use of those resources for the following year.
- 3.04 The development planning process and the budgetary process are described in more detail below.

Development Plan

- 3.05 The development plan is concerned with the future aims and objectives of the academy and how they are to be achieved; that includes matching the academy's objectives and targets to the resources expected to be available. Plans should be kept relatively simple and flexible. They are the "big picture" within which more detailed plans may be integrated.
- 3.06 The form and content of the development plan are matters for the academy to decide but due regard should be given to the matters included within the guidance to academies and any annual guidance issued by the EFA.
- 3.07 Each year the Headteacher will propose a planning cycle and timetable to the Governing Board which allows for:
- a review of past activities, aims and objectives - "did we get it right?"
 - definition or redefinition of aims and objectives – "are the aims still relevant?"
 - development of the plan and associated budgets – "how do we go forward?"
 - implementation, monitoring and review of the plan – "who needs to do what by when to make the plan work and keep it on course" and
 - feedback into the next planning cycle – "what worked successfully and how can we improve
- 3.08 The timetable will specify the deadlines for the completion of each of the key stages described above. Lead responsibility for the completion of each of the stages will be assigned by the Headteacher.
- 3.09 The completed development plan will include detailed objectives for the coming academic year and outline objectives for the following two years. The plan should also include the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievement can be measured.
- 3.10 For each objective the lead responsibility for ensuring progress is made towards the objective will be assigned to a designated member of the senior Leadership Team. The responsible manager

should monitor performance against the defined success criteria throughout the year and report to the SLT on a quarterly basis. The SLT will report to the Governing Board if there is a significant divergence from the agreed plan and will recommend an appropriate course of action.

Annual Budget

- 3.11 The Headteacher and Head of Finance and Resources are responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Headteacher, Finance Committee and the Governing Board.
- 3.12 The approved budget must be submitted to the EFA by 31st July each year and the Head of Finance and Resources is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.
- 3.13 The annual budget will reflect the best estimate of the resources available to the academy for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the development plan objectives and the budgeted utilisation of resources.
- 3.14 The budgetary planning process will incorporate the following elements:
- forecasts of the likely number of pupils to estimate the amount of EFA grant receivable;
 - latest estimate of other EFA funding e.g. pupil premium, Yr7 Catch-Up or other specific funds;
 - review of other income sources available to the academy to assess likely level of receipts;
 - review of past performance against budgets to promote an understanding of the academy cost;
 - identification of potential efficiency savings;
 - review of the main expenditure headings in light of the development plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes;
 - all carry forward balances;
 - any unspent grants from the previous financial year; and
 - any funds held in Trust.

Balancing the Budget

- 3.15 Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where cuts can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need in accordance with the Development Plan.

Finalising the Budget

- 3.16 Once the different options and scenarios have been considered, a draft budget should be prepared by the Head of Finance and Resources for approval by the Headteacher, the Finance Committee and the Governing Board. Later, a final budget should be approved in the same way. The final budget should be communicated to all staff with responsibility for budget headings so that everyone is aware of the overall budgetary constraints. The budget should be seen as a working document which may need revising throughout the year as circumstances change.
- 3.17 The approved budget is then entered onto the finance system at the start of the new financial year.

Monitoring and Review

- 3.18 Departmental reports will be prepared and sent out every month with details of actual income and expenditure against budget both for budget holders and at a summary level for the Headteacher once a term.
- 3.19 Any potential overspend against the budget must in the first instance be discussed between the Headteacher and Head of Finance and Resources.
- 3.20 The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated and action taken where appropriate.
- 3.21 Budget virement to the agreed bottom line of £15,000 or less may be authorised by the Headteacher and reported to the Finance Committee. Budget virement to the bottom line over £15,000 must be agreed by the Finance Committee.
- 3.22 Reports are prepared by the Head of Finance and Resources for each Finance Committee, these include:
- Cash flow forecast
 - One-page summary highlighting and explaining variance of at least 5% or £10,000

4. Independent Checking procedures

- 4.01 Termly Responsible Officer visits are carried out by Crow Clarke Whitehall to undertake testing on a number of areas agreed between the Head of Finance and Resources and the audit firm. Reports are then reviewed at the Finance committee meetings and any issues or recommendations are followed up.

5. Review of regularity

- 5.01 The Headteacher (in their role as Accounting Officer) reviews the following documents termly to ensure the academy trust is working within the boundaries of regularity and propriety:
- reviews management accounts
 - reviews compliance against the scheme of delegation
 - reviews transactions for evidence of connected party transactions
 - value for money practice
- 5.02 The Accounting Officer has delegated the following responsibilities to the Head of Finance and Resources:
- adherence to tendering policies
 - review of transactions confirming in line with delegated authorities as set out by the Academies Financial Handbook

6. Annual accounts

- 6.01 The academy trust must prepare annual audited financial statements for the accounting period to 31 August.
- 6.02 The accounts are outsourced to our auditors for preparation.
- 6.03 The accounts are then submitted as follows:
- by 31 December – to EFA
 - by 31 January – published on our own website
 - by 31 May – to Companies House

Value for money statement

- 6.04 As part of the annual accounts the trust must include 3 focussed examples of value for money.
- 6.05 The Head of Finance and Resources??? is responsible for collating the examples which are then confirmed by the Finance Committee.

7. Audit arrangements

- 7.01 External auditors must be appointed in accordance with the Academies Financial Handbook.
- 7.02 The Head of Finance and Resources is responsible for managing the audit process, by liaising with the auditors, arranging the timetable for accounts and audit completion and ensuring deadlines are met.

Work undertaken during accounting period

- 7.03 The Head of Finance and Resources is responsible for the following tasks to be undertaken during the year to facilitate a smooth audit process:
- reviewing the structure of the trial balance
 - maintaining a fixed asset register
 - monthly depreciation charges
 - maintaining income and expenditure records (including filing of invoices)
 - reviewing aged debtors for any provisions required
 - control account reconciliations (bank, wages, debtors, creditors)
 - monitoring & reporting to the Accounting Officer and Board of governors/trustees
- 7.04 The Clerk to the Governors is responsible for the following tasks to be undertaken during the year to facilitate a smooth audit process:
- maintaining a record of governors/trustees interests, related and connected party transactions
 - maintaining a record of meeting attendance

Work undertaken for the year end

- 7.05 The Head of Finance and Resources is responsible for the following tasks to be undertaken at the end of the year to facilitate a smooth audit process:

- stock take and including of year end stock value
- prepayments for IT licenses
- prepayments or accruals for grant income, and other income
- control account reconciliations (bank, wages, debtors, creditors)
- close down of the purchase ledgers
- close down of the Sales ledgers and aged debtors
- monthly depreciation charges

7.06 The Auditors undertake the following work as part of the year-end process:

- pension valuations
- Pension Audit

8. Accounts Return

8.01 The academy trust must prepare an annual accounts return for the accounting period to 31 August, which is submitted to the EFA by 31 January.

8.02 The accounts return is prepared in house by the Head of Finance and Resources.

9. Document retention

9.01 Documents are retained for the following amount of time:

- Finance records – current year plus preceding 6 years
- Payroll and travel records – current year plus preceding 6 years
- Personnel records – 5 years after an employee has left
- All student files until the student reaches the age of 21

10. Accounting system

10.01 All the financial transactions of the Academy must be recorded on the FMS 6 (Finance Management Software) accounting system. The academy payroll is administered by our Local Authority, Bracknell Forest Payroll.

10.02 Entry to FMS 6 is password restricted and the Head of Finance and Resources is responsible for implementing a system which ensures that passwords are changed regularly.

10.03 Access to the component parts of FMS 6 can also be restricted and the Finance & Personnel Officer with the guidance of the Head of Finance and Resources will set access levels for all members of staff using the system.

Back-up Procedures

10.04 The Network Manager is responsible for ensuring that there are effective backup procedures for

the finance system. The finance data should be backup up every hour with the capability to restore from at least 4 weeks. Data should have live synchronisation in two different buildings.

- 10.05 Backups of the data should be held in different buildings in locked, air conditioned, dedicated server rooms. The data should be held on two storage area networks and a separate backup server containing the stored backups of the finance server and the data held within it. This data should be moved onto a tape and stored securely offsite at the end of each week.

Transaction Processing

- 10.06 All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual. The detailed procedures for the operation of the payroll, the purchase ledger and the sales ledger are included in the following sections of the manual. All journal transfers must be filed and authorised by the Head of Finance and Resources prior to being input to the accounting system. Bank transactions should be checked and reconciled by the Head of Finance and Resources whilst carrying out the monthly reconciliation.
- 10.07 Detailed information on the operation of FMS 6 can be found in the user manuals held in the Finance Office and within the FMS software.
- 10.08 The Head of Finance and Resources will obtain and review system reports to ensure that all transactions are posted correctly to the accounting system. The reports reviewed will include:
- audit trail reports;
 - management accounts summarising expenditure and income against budget at budget holder level.

Reconciliations

- 10.09 The Head of Finance and Resources and Finance and Personnel Officer are responsible for ensuring the following are reconciled each month:
- sales ledger control account;
 - purchase ledger control account;
 - bank balances per the FMS to the bank statements;
 - petty cash;
 - VAT control accounts;
 - Accruals and Prepayments; and
 - Any other Balance Sheet accounts.
- 10.10 Any unusual or long outstanding reconciling items must be brought to the attention of the Head of Finance and Resources. The Head of Finance and Resources will review and sign all reconciliations as evidence of review.

11. Cash Management

Bank Accounts

- 11.01 Ranelagh School has a main bank account and a Private Fund account and both accounts require two signatures.

The signatories are:

Beverley Stevens - Headteacher
Mark Williams – Deputy Head
Carolyn Moir – Head of Finance and Resources

Deposits

- 11.02 Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include: the amount of the deposit and a reference, such as the number of the receipt or the name of the debtor.
- 11.03 The Finance and Personnel Officer is responsible for updating the accounting system (within 2 working days) for deposits placed.

Payments and withdrawals

- 11.04 All cheques and other instruments authorising withdrawal from Academy bank accounts must bear the signatures of two authorised signatories (see 11.01).
- 11.05 This provision applies to all accounts, public or private, operated by or on behalf of the Governing Board of the Academy. Authorised signatories must not sign a cheque relating to goods or services for which they have also authorised the expenditure.
- 11.06 For cheques over £20,000 at least one signatory must be the Headteacher.
- 11.07 Signatories may not sign a cheque reimbursing themselves.

Administration

- 11.08 The Head of Finance and Resources must ensure bank statements are received regularly and that reconciliations are performed at least on a monthly basis. Reconciliation procedures must ensure that:
- all bank accounts are reconciled to FMS 6;
 - reconciliations are prepared by the Finance and personnel Officer or Head of Finance and Resources;
 - reconciliations are subject to a termly review and signed by the Headteacher.
 - adjustments arising are dealt with promptly.

Academy Credit Charge Card

- 11.09 The Academy has 1 credit card and the card holder is:
- Carolyn Moir - Card Limit £15,000
- 11.10 This card is only to be used when cheque or BACS payments are not possible. It is mainly used for internet purchases, or for the purchase of small items when it is not possible to order these elsewhere.
- 11.11 Receipts must be retained and matched to monthly statements

See ANNEX 1

Academy Currency Cards

- 11.12 The Academy has the use of Caxton currency prepayment cards for trips. The trip leader will be issued with a card for anticipated trip payments up to a maximum sum of £2,500. Receipts will be retained to reconcile with the card statement at the end of the trip

Petty Cash Accounts

- 11.12 The Academy maintains a maximum cash balance of £200 for the Finance Office petty cash box. Petty cash box is administered by the Finance and Personnel Officer, for the purchase of minor items.
- 11.13 The only deposits to petty cash should be from cheques cashed specifically for the purpose prior to banking. The receipt should be recorded in the petty cash system on FMS with the date, amount and a reference, normally the cheque number, relating to the payment. All other cash receipts for whatever reason should be paid directly into the bank.

Payments

- 11.14 In the interests of security, petty cash payments are limited to £25. Payments are made on production of a valid till receipt or other proof of payment and are subject to the same authorisation procedures as purchases from the main bank account.

Administration

- 11.14 The Finance and Personnel Office is responsible for entering all transactions into the petty cash records on a regular basis and regular as well as unannounced cash counts should be undertaken by the Head of Finance and Resources to ensure that the cash balance reconciles to supporting documentation. The Head of Finance and Resources will sign off all petty cash expenditure on a monthly basis.

Physical Security

- 11.15 Petty cash should be held in a locking cash box which is put in a safe overnight.
- 11.16 All monies and banking is kept in the safe until collected by Loomis.

BACS Payments

- 11.17 On receipt of an invoice, the budget holder signs the payment slip attached to the invoice, to signify:
- an official purchase order has been raised for the purchase;
 - the delivery note has been checked;
 - the delivery is of correct quantity, quality and price;
 - it has not been previously paid;
 - funds are available in the relevant budget;
 - VAT chargeability on qualifying expenditure is shown;
- 11.18 The payment is then prepared and the BACS payment is then passed on to two of the cheque signatories who check in ensure that the invoices have been correctly authorised, and raises any queries. Once satisfied the invoices are valid the signatories approve payment.

- 11.19 Normally, BACS payments are processed within a month of receipt, although every effort is made to ensure the school benefits from early payment discounts.

12. Reserves

- 12.01 Any overall surpluses or deficits (reserves) at the end of the year are carried over to the following year.
- 12.02 The Headteacher, as the Accounting Officer must inform the EFA immediately if a deficit is anticipated.
- 12.03 If the academy is anticipating a deficit at the end of any financial year, the Governing Board and Headteacher have a responsibility to ensure action is taken at the earliest opportunity to address this issue. The Governing Board must ensure that a recovery plan is submitted and approved by the EFA.
- 12.04 If the academy trust has a surplus larger than 12% of its GAG allocation, the Governing Board through the Accounting Officer, will need to submit a detailed plan stating why the academy trust requires reserves to be held at this level together with a plan for the date of expenditure.
- 12.05 The academy trust aims to carry forward a contingency reserve of approximately £500k of reserves, designed to meet the long-term cyclical needs of renewal and any other unforeseen contingencies.

Capital Reserves

- 12.06 Any overall surpluses at the end of the year are carried over to the following year.
- 12.07 It is the responsibility of the Head of Finance and Resources to keep accurate records of the capital funds, especially where grants have been received for capital projects.

13. Payroll

Staff Appointments

- 13.01 The Governing Board has approved a personnel establishment for the Academy. Changes can only be made to this establishment with the express approval in the first instance of the Headteacher who must ensure that adequate budgetary provision exists for any establishment changes.
- 13.02 The Headteacher has authority to appoint staff within the authorised establishment except for Deputy Head and SLT whose appointments must follow consultation with the Governors. The Headteacher and Head of Finance and Resources maintains personnel files for all members of staff which include contracts of employment. All personnel changes must be notified to the Head of Finance and Resources who will inform Bracknell Forest Human Resources and Payroll.
- 13.03 The Head of Finance and Resources and Finance and Personnel Officer are responsible for obtaining the relevant DBS checks and ensuring these are retained on file.

Payroll Administration

- 13.04 The monthly Academy payroll is administered by Bracknell Forest Payroll
- 13.05 New staff can only be added to the payroll with the express approval of the Headteacher and notified to the Head of Finance and Resources for implementation. New staff must complete all relevant payroll documents issued by the Finance Office. Failure to do this may result in non-payment of salary. In these circumstances, the salary payment may not be made until the next payroll run in the following month.
- 13.06 Salary amendments can only be made with the express approval of the Headteacher and notified to the Head of Finance and Resources.
- 13.07 Staff can only be terminated from the payroll with the express approval of the Headteacher and notified to the Head of Finance and Resources.
- 13.08 Payment for sickness or maternity must be authorised by the Headteacher in line with the employment contract for the individual.
- 13.09 Where leave of absence is discretionary, payment can only be made with the express approval of the Headteacher and notified to the Head of Finance and Resources.
- 13.10 Staff who are paid on submission of a time-sheet must complete and return their time-sheet to the Finance Office by week ending nearest to end of each month. Failure to do this may result in non-payment of salary by the Academy. In these circumstances, the salary payment may not be paid until the next payroll run in the following month. Time-sheets are then authorised by the Head of Finance and Resources.
- 13.11 The Head of Finance and Resources is authorised by the Governing Board to make all mandatory changes to the payroll without further authority e.g. Tax, NI and pension contribution rates, tax code changes, attachment of earnings etc.

Payments

- 13.12 After the payroll has been processed but before payments are made, a print of salary payments for each individual should be obtained from Payroll. The print must be reviewed and authorised by the Head of Finance and Resources, who will then give authority to the Payroll to release payments.
- 13.13 All Salary payments are made by BACS via Bracknell Forest Payroll.
- 13.14 Payslips are available electronically to paid employees before salary payment is made into bank/building society accounts, this enables employees to raise any errors.
- 13.15 The amounts payable are summarised on a printout from Bracknell Forest Payroll and should be checked by the Head of Finance and Resources and authorised for payment by the due date.
- 13.16 After the payroll has been processed the Head of Finance and Resources will update the nominal ledger with the payroll costs for the month.

Salary Advances

- 13.17 The trust does not award salary advances.

Overtime

- 13.18 Overtime must be pre-approved and is then recorded by the individual and submitted by the last working day of the month to the Finance Office for authorisation.
- 13.19 Payment is made via Bracknell Forest Payroll.

Severance Payments

- 13.20 The academy is able to self-approve the non-contractual element of severance payments up to £50,000. A business case must be presented before agreeing payment, using the form provided by the EFA on Gov.uk.
- 13.21 Where the non-contractual element is on or over £50,000 prior approval from the EFA must be sought.
- 13.22 The Headteacher must sign off and review each business case.

Ex-gratia payments

- 13.23 Any ex-gratia payments must be submitted to the EFA for prior approval.

See ANNEX 2

Staff Expenses

- 13.24 All staff expenses must be authorised by the Line Manager. The Headteacher's expenses must be authorised by the Chair of Governors.

14. Purchasing

- 14.01 The Academy wants to achieve the best value for money from all our purchases. This means they want to get what they need in the correct quality, quantity and time at the best price possible. A large proportion of their purchases will be paid for with public funds and they need to maintain the integrity of these funds by following the general principles of:
- **Probity**, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy;
 - **Accountability**, the Academy is publicly accountable for its expenditure and the conduct of its affairs;
 - **Fairness**, that all those dealt with by the Academy are dealt with on a fair and equitable basis.

Routine Purchasing – Orders up to £10,000

- 14.02 Budget holders will be informed of the budget available to them at least one month before the start of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. A print detailing actual expenditure against budget will be supplied to each budget holder each half term and budget holders must keep their own records of orders placed but not paid for.
- 14.03 Routine purchases up to £1,000 can be ordered by budget holders, orders between £1,000 and £10,000 should be counter signed by the Head of Finance and Resources. In the first instance a

supplier should be chosen from the list of current suppliers maintained by the Finance Office. A quote or price should always be obtained before any order is placed unless there is a genuine emergency e.g. emergency repairs. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the current supplier list, then the Head of Finance and Resources must approve the addition of the new supplier.

- 14.04 Whilst three quotations do not need to be obtained for all orders below £10,000, competitive quotations should be sought where time permits by budget holders and comparisons made re quality to achieve Best Value.
- 14.05 All orders should be made, or confirmed, in writing using an official order form via the FMS system, unless there is a genuine emergency. The order request must bear the signature of the budget holder and must be forwarded to the Finance Office where the Finance and Personnel Officer will enter the order onto the FMS system and will check to ensure adequate budgetary provision exists before authorising the order on the FMS system.
- 14.06 The FMS system will allocate a reference number to the order which should be printed and countersigned by the Head of Finance and Resources or Headteacher and dispatched to the supplier by the Finance Officer or via automated online ordering via the FMS finance package after authorisation.
- 14.07 The budget holder must make appropriate arrangements for the delivery of goods to the Academy. On receipt the budget holder must undertake a detailed check of the goods received against the goods received note (GRN) if provided and make a record of any discrepancies between the goods delivered and the GRN. Discrepancies should be discussed with the supplier of the goods without delay.
- 14.08 All invoices should be sent to the Finance Office. The invoice will be recorded by the Finance and Personnel Officer who will attach a payment voucher to the invoice and send to the budget holder for authorisation. This will include:
- goods/ services received;
 - budget to be charged for payment;
 - prices
 - date
 - authorising signature.
- 14.09 If a budget holder is pursuing a query with a supplier the Finance Department must be informed of the query and periodically kept up to date with progress.
- 14.10 Once a week the Finance and Personnel Officer will produce a list of outstanding invoices from the purchase ledger and this list together with supporting documentation will be reviewed by the Head of Finance and Resources.
- 14.11 The Finance and Personnel Officer will input details of payments to be made to the purchase ledger and generate the BACS payments or cheques required. The BACS payments or cheques must be signed by two of the nominated bank signatories, one of which must be either the Headteacher or the Finance and Personnel Officer.
- 14.12 Cheques will be dispatched to suppliers by the Finance and Personnel Officer BACS payments will be notified to suppliers by email or post.

Orders over £10,000 but less than £50,000

- 14.13 At least three quotations should be obtained for all orders between £10,000 and £50,000 to

identify the best source of the goods/services. Written details of quotations obtained should be prepared by budget holders and attached to orders passed to the Finance Department. This is for audit purposes. Telephone quotes are acceptable if these are evidenced before a purchase decision is made.

- 14.14 The Headteacher, Deputy Head or Head of Finance and Resources will sign orders for goods between these values.

Orders over £50,000

- 14.15 All goods/services ordered with a value over £50,000 or for a series of contracts which total exceed £50,000 must be subject to formal tendering procedures, or procured via a Framework Agreement, and must be discussed with the Head of Finance and Resources to ensure correct procedures are followed from the outset.

Official Journal of the European Union

- 14.16 Purchases over **£164,176** (threshold from 01/01/2016) excluding VAT will fall under EU procurement rules which requires advertising in the Official Journal of the European Union. Guidance on the OJEU thresholds is given in the Academies Financial Handbook.

Goods and services for private use

- 14.17 No goods are ordered or services provided to include any elements of private use by governors and staff.

Forms of Tenders

- 14.18 There are three forms of tender procedure: open, restricted and negotiated and the guidance for circumstances in which each procedure should be used are described below.

Open Tender: This is where all potential suppliers are invited to tender. The budget holder must discuss and agree with the Head of Finance and Resources how best to advertise for supplier's e.g. general press, trade journals or to identify all potential suppliers and contact directly if practical. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds.

Restricted Tender: This is where suppliers are specifically invited to tender.

Restricted tenders may be appropriate where:

- there is a need to maintain a balance between the contract value and administrative costs;
- a large number of suppliers would come forward or because the nature of the goods is such that only specific suppliers can be expected to supply the Academy's requirements;
- the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

Negotiated Tender: The terms of the contract may be negotiated with one or more chosen suppliers. This may be appropriate in specific circumstances:

- the above methods have resulted in either no or unacceptable tenders,
- only one or very few suppliers are available,
- extreme urgency exists,
- additional deliveries by the existing supplier are justified.

Preparation for Tender

14.19 Full consideration may be given to:

- objective of project
- overall requirements
- technical skills required
- after sales service requirements
- form of contract.

14.20 It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

Invitation to Tender

14.21 If a restricted tender is to be used then an invitation to tender should be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

14.22 An invitation to tender may include the following:

- introduction/background to the project;
- scope and objectives of the project;
- technical requirements;
- implementation of the project;
- terms and conditions of tender and
- form of response.

Aspects to Consider

Financial

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision.
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs.
- Is there scope for negotiation?

Technical/Suitability

- Qualifications of the contractor
- Relevant experience of the contractor
- Descriptions of technical and service facilities
- Certificates of quality/conformity with standards
- Quality control procedures
- Details of previous sales and references from past customers.

Other Considerations

- Pre sales demonstrations
- After sales service

- Financial status of supplier. Suppliers in financial difficulty may have problems completing contracts and in the provision of after sales service. It may be appropriate to have an accountant or similarly qualified person examine audited accounts etc.

Tender Acceptance Procedures

14.23 The invitation to tender should state the date and time by which the completed tender document should be received by the Academy. Tenders should be submitted in plain envelopes clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tenders received after the submission deadline should not normally be accepted and any reason for accepting them should be recorded.

Tender Opening Procedures

14.24 All tenders submitted should be opened at the same time and the tender details should be recorded. Two persons should be present for the opening of tenders as follows:

- For contracts – two of the Authorised Signatories.

14.25 A separate record details the names of the firms submitting tenders and the amount tendered. The record is signed by both people present at the tender opening.

Tendering Procedures

14.26 The evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest, then that person must withdraw from the tendering process.

14.27 Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.

14.28 Full records should be kept of all criteria used for evaluation of contracts over £25,000 and a report should be prepared for the Finance Committee highlighting the relevant issues and recommending a decision.

14.29 Where required by the conditions attached to a specific grant from the DFE, the department's approval must be obtained before the acceptance of a tender.

14.30 The accepted tender should be the one that is economically most advantageous to the academy. All parties should then be informed of the decision.

Use of Framework Agreements

14.31 Subject to the prior approval of the Finance Infrastructure and Personnel Committee the use of Framework Agreements is encouraged for the procurement of significant contracts and purchases in the interests of efficiency, ensuring best value and technical expertise where appropriate. These may include (but are not limited to):

- major building projects;
- project management, building and architectural services;
- energy procurement;
- cleaning services;
- IT equipment
- insurance

Assisted Instrumental Purchase Scheme (AIPS)

14.32 The AIPS – Assisted Instrument Purchase Scheme – due to changes in the 1995 VAT (Education) order enables pupils to purchase musical instruments free of VAT. The procedure for this scheme has been approved by HM Customs Excise and was reviewed in September 1995 by the VAT Office. To comply with HM custom and Excise rules the following criteria must be satisfied.

Criteria for Support

- The student must be in full-time education at school
- The student must be receiving music tuition at the school
- The student must be involved in the school orchestra/concerts
- The instrument must be appropriate for the student's needs
- The instrument must be portable
- The instrument must change hands on Educational premises

Practice

- The school must place the order for the instrument and accept the delivery
- The school must be invoiced – enabling them to recover the VAT
- The transaction between the student and the school must take place on school premises in a room that is normally used for teaching.
- The instrument must be appropriate to the student's needs and ability.
- The instrument must be portable and taken to school on a regular or weekly basis for use during lessons.
- The school must sell the instrument to the student at cost price.

Parents who wish to discuss this scheme further or take up the opportunity should contact the Head of Finance and Resources in order to process an application and relevant form to be signed by Director of Music.

15. Income

EFA grants

15.01 The main sources of income for the academy are the grants from the EFA and from Bracknell Forest Council. The receipt of these sums is monitored directly by the Head of Finance and personnel who is responsible for ensuring that all grants due to the Academy are collected.

15.02 The Academy also obtains income from:

- students, mainly for trips and catering
- the public, mainly for use of sports facilities.

Trips

15.03 A lead teacher must be appointed for each trip to take overall responsibility for the trip. The lead teacher in conjunction with the Finance Administrator must prepare a record for each student intending to go on the trip showing the amount due.

15.04 Students should make payments online via Scopay.

- 15.04 The Finance Administrator monitors the Scopay records for each student showing the amount paid and the amount outstanding, and chases up student that still owe money.
- 15.06 Trips should be run at cost price, although allowance can be made for administrative fees and additional staff cover. Any surplus greater than £10 per pupil is redistributed to parents. If the school decided to subsidise the school trip the amount of subsidy must be approved by the Headteacher in advance of the booking being made.

See ANNEX 3

Catering Income

- 15.05 The income received daily must be reconciled against the summary reports from Cunningham Cashless System.
- 15.06 The income is collected from the revaluator by the Finance and Personnel Officer for safe custody prior to banking.
- 15.07 The Finance and Personnel Officer must input the income details from the paying in slip onto FMS. Any discrepancies must be reported to the Head of Finance and Personnel immediately.

See ANNEX 5

Lettings Income

- 15.08 The Head of Finance and Resources is responsible for maintaining records of bookings of sports facilities and for identifying the sums due from each organisation. Copies of invoices produced must be filed in the finance office.
- 15.09 The Head of Finance and Resources will be responsible for chasing outstanding debts and ensuring no use is made of the facilities unless payment has been made.
- 15.10 No debts should be written off without the express approval of the Finance Committee (the DFE's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).
- 15.11 Organisations using the sports facilities should be instructed to send all payments to Ranelagh School
- 15.12 The income received by Lettings must be reconciled against invoices, and then banked.
- 15.13 The income is then kept in a safe and taken to the Finance Department prior to banking.
- 15.14 The Finance Department must input the income details from the paying in slip onto FMS. Any discrepancies must be reported to the Head of Finance and Resources immediately.
- 15.15 Copies of the organisations up to date relevant Public Liability, indemnity, insurance and qualifications (where relevant) are kept with the Letting Agreements and are reviewed at least annually.

See ANNEX 4

Gift Aid

- 15.16 To ensure the academy, in its position as an exempt charity, receives all the monies it is entitled to the Head of Finance and Resources:
- reconciles income against records to confirm expected amounts have been received by the donor;
 - ensures the tax reclaimable from HMRC has been obtained and any relevant business use deductions have been made.

Bad debts

- 15.17 The academy trust chases all monies due, and those that have not been paid within 30 days of an invoice being issues, by telephone or letter.
- 15.18 If the debt remains unrecoverable after 6 months, or it becomes clear that the debt will not be repaid, the Head of Finance and Resources submits a report to the Headteacher for approval of write off.
- 15.19 The following write off limits apply:
- Up to £150 – Accounting officer
 - £151 to £500 – Finance Infrastructure and Personnel committee
 - Over £500 – Full Governing Board and refer to debt collecting agency

16. Fixed assets

Asset register

- 16.01 All items purchased with a value over the Academy's capitalisation limit of £1000 must be entered in an asset register. All other vulnerable purchases may also be included in the asset register at the discretion the budget holders and Head of Finance and Resources. The asset register should include the following information:
- asset description
 - asset number
 - serial number (if available)
 - date of acquisition
 - asset cost
 - source of funding (% of original cost funded from DFE grant and % funded from other sources)
 - expected useful economic life
 - depreciation
 - current book value
 - location
 - name of member of staff responsible for the asset

A copy of the asset register should be held in the safe.

- 16.02 The Asset Register helps:

- ensure that staff take responsibility for the safe custody of assets;
- enable independent checks on the safe custody of assets, as a deterrent against theft or misuse;
- to manage the effective utilisation of assets and to plan for their replacement;
- help the external auditors to draw conclusions on the annual accounts and the Academy's financial system and
- Support insurance claims in the event of fire, theft, vandalism or other disasters.

Depreciation

16.03 Depreciation on assets is as follows:

- Freehold Buildings 2% straight line
- Motor Vehicles 25% straight line
- Plant & Machinery 15% straight line
- Furniture & Equipment 25% straight line
- Computer Equipment & Software 33.333% straight line
- No depreciation is provided on freehold land.
- Depreciation on assets in the course of construction is not charged until they are brought into use.

Security of assets

16.04 Equipment must be secured by means of physical and other security devices.

16.05 All the items in the register should be permanently and visibly marked as the Academy's property and there should be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the register should be investigated promptly and, where significant, reported to the Finance Committee. Inventories of academy property should be kept up to date and reviewed regularly. Where items are used by the academy but do not belong to it this should be noted.

Disposals

16.06 Disposals, where applicable are in line with the Academies Financial Handbook.

16.07 Asset items which are to be disposed of by sale or destruction must be authorised for disposal by the Head of Finance and Resources, and larger items by the Finance Committee and, where significant, should be sold following competitive tender. The academy must seek the approval of the EFA in writing if it proposes to dispose of an asset for which capital grant in excess of £20,000 was paid

16.07 Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the academy obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the academy would need to ensure licences for software programmes have been legally transferred to a new owner.

16.08 The academy is expected to reinvest the proceeds from all asset sales for which capital grant was paid in other academy assets. If the sale proceeds are not reinvested, then the academy must repay to the EFA a proportion of the sale proceeds.

16.09 All disposals of land must be agreed in advance with the Secretary of State.

Loan of Assets

- 16.10 Items of Academy property must not be removed from academy premises without the authority of the Headteacher. A record of the loan must be recorded on a loan of equipment form kept in the School Office and booked back into the Academy when it is returned.
- 16.11 The Curriculum Leader will be asked for a copy of a loan of equipment form, should an item of equipment be missing when a fixed asset audit is undertaken.
- 16.12 If assets are on loan for extended periods or to a single member of staff on a regular basis the situation may give rise to a benefit-in-kind" for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the Academy's auditors.

ANNEX 1

RANELAGH SCHOOL

PROCEDURES FOR USE OF CORPORATE PROCUREMENT CARDS

Scope: This document covers Ranelagh School and its entire staff. Compliance with the policy is mandatory for all employees of Ranelagh School.

Objectives: To clarify with member of staff are permitted to make use of internet auction sites to buy and sell goods on behalf of Ranelagh School and to establish clear rules for these kinds of activity.

To ensure that expenditure through internet auction house is properly authorised prior to Ranelagh School being committed to such expenditure.

To ensure that all internet based purchases, sales and financial transaction comply with other School policies.

- Ranelagh School has been issued with Corporate Procurement Card. It is for the purchase of goods and services for Ranelagh School.
- To be used by the Head of Finance and Resources, and Personnel Officer for all purchases relating to Ranelagh School
- Office Manager to have temporary use during Prize Giving.
- The Headteacher and Deputy Head have authorisation to use the card in the Head of Finance and Resources absence.
- The following notes contain guidance for members of staff who wish to make online purchases, or other purchases which need to paid for using a credit card.
- **Staff must not use personal credit cards for any transactions; personal credit card transactions will not be recognised as a school liability.**
- **Online purchases**
Members of staff who wish to make purchases on the internet should transfer the relevant items into the shopping basket on the website, and e-mail the shopping basket page to the Head of Finance and Resources/ Finance and Personnel Officer. The Finance and Personnel Officer will enter the order on FMS to record the commitment against the appropriate department. They will then complete the purchase using the Corporate Card.
- **Normal purchasing procedures, as set out in the Financial Procedures section of the Staff Handbook, will apply.**

Use of online auction sites (eg eBay)

Purchasing from online auction sites will be permitted under the following conditions:

- The Headteacher's authorisation must be obtained in advance, and she will set a limit on the amount which may be bid.

- The member of staff requesting the purchase must demonstrate to the satisfaction of the Head of Finance and Resources and the Headteacher that they can obtain the goods at a price at least 33% below that at which they would be able to buy them elsewhere.
- The amount bid must not exceed the limit set by the Headteacher.
- Purchases may only be made from a trader with a minimum feedback score of over 10, and with a 98% or higher positive feedback result.
- Purchases must be made using the School's eBay account, details of which are available from the Head of Finance and Resources.

If any of these conditions are broken, the transaction may not be recognised as a school liability.

If a member of staff bids successfully for an item, they must send an e-mail to the vendor to inform them that it is a school purchase and that payment will be made on the next working day. They must then pass the details to the Finance Office promptly for settlement using the Corporate Card.

Notes for Procurement Card holders

- Individual transaction limits and overall credit limits will be set at the same limit as agreed by the Governors.
- Cardholders must comply with the conditions of use set by the issuing bank, both of which they will receive when they apply for a card. The conditions set out in this document are additional to the above.
- Corporate Procurement cards **may not** be used for withdrawing petty cash. Any petty cash required must be requested from the Finance and Personnel Officer.
- Cardholders **may not** use personal loyalty cards (eg Nectar, Clubcard etc) in conjunction with the Corporate Procurement card. If any such use is made, it will give rise to a taxable benefit in kind.
- When using an internet purchasing site, the user **must** delete the credit card details on completion of every transaction.
- Card users are responsible for keeping receipts for any purchases made using the card. Please note that **all** transactions on the receipt must be allowable purchases; it is not acceptable to make **any** private purchases using the card, even if reimbursement is made to the school.
- On receipt of the statement each month, the cardholder must match each transaction to a receipt. The statement and receipts must all be passed to the Finance Office.
- The Finance and Personnel Officer will check that all the transactions are valid and supported by receipts, and will then code the transactions for posting. The documents will then be passed to the Head of Finance and Resources for checking and for approval.

RANELAGH SCHOOL

REQUEST FOR EBAY PURCHASE

Name:.....

Budget to be charged:.....

Item to be purchased	
Reason for purchase from eBay (delete as appropriate)	Item is unavailable elsewhere Item can be bought on eBay at a saving of at least 33% of next best price (documentary evidence to be provided)
Estimated cost of item	£

I understand that if my request is approved I will be issued with a password for the school's eBay account, which will be valid only for this one transaction. I also understand that I will be given a limit above which I cannot bid. Any expenditure over this limit or which is not included in this authorisation will be my own responsibility, and I will be liable to reimburse the school for it.

Signed.....

Date.....

Authorised by Headteacher:.....

Maximum bid £.....

Bid completed date.....

Payment date.....

Cardholder signature.....

ANNEX 2

Ranelagh School

Payroll Policy

Staff Appointments

The Headteacher has authority to appoint staff within the authorised establishment. The Headteacher maintains personnel files for all members of staff which include contracts of employment. All personnel changes must be notified to the Head of Finance and Resources.

Payroll Administration

The Academy payroll is administered by Bracknell Forest Council Payroll. All staff are paid monthly through this payroll.

New staff can only be added to the payroll with the express approval of the Headteacher. New staff must complete all relevant payroll documents issued by the Finance Office. Failure to do this may result in non-payment of salary. In these circumstances, the salary payment may not be made until the next payroll run in the following month.

Salary amendments can only be made with the express approval of the Headteacher.

Staff can only be terminated from the payroll with the express approval of the Headteacher.

Payment for sickness or maternity must be authorised by the Head of Finance and Resources in line with the employment contract for the individual.

Where leave of absence is discretionary, payment can only be made with the express approval of the Headteacher.

Staff that are paid on submission of a time-sheet must complete and return their time-sheet to their Line Manager by the last week of each month. Failure to do this may result in non-payment of salary by the Academy. In these circumstances, the salary payment may not be paid until the next payroll run in the following month. The manager must then check and sign the time-sheet and return it to the Finance Office. Time-sheets are then authorised by the Head of Finance and Resources or Finance and Personnel Officer.

The Finance Office is authorised by the Governing Board to make all mandatory changes to the payroll without further authority e.g. Tax, NI and pension contribution rates, tax code changes, attachment of earnings etc.

Payments

After the payroll has been processed but before payments are made a print of salary payments for each individual should be obtained from Bracknell Forest Payroll. The print must be reviewed and authorised by the Head of Finance and Resources, who will then give authority to the Bracknell Forest Payroll to release payments.

All salary payments are made by BACS unless cheque payment has been authorised by the Head of Finance and Resources.

Payslips are available online to paid employees the day before salary payment is made into bank/building society accounts. The payroll automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are summarised on a printout and payments for these amounts should be prepared by Bracknell Forest Payroll and authorised for payment by the Head of Finance and Resources by the due date.

Monthly checks are made by the Head of Finance and Personnel against the monthly payroll and the expected cost by employee to ensure accuracy.

ANNEX 3

Ranelagh School

Charging & Remissions Policy

General Policy

While adhering firmly to the principle of free education, the governors will make some charges in accordance with the 1988 Education Act. Families in difficulty are helped as far as possible to meet these charges by means of a discretionary fund provided by the Friends of Ranelagh. Extra-curricular activities and visits to the school by outside speakers are arranged with the help of voluntary contributions, in particular through the Special Activities Fund.

Activities for which charges are made

The governors will make the following charges to parents for activities concerned with the education of their children at the school:

- 1 Board and lodging on residential visits.
- 2 Costs associated with tuition for individuals or groups of up to four students in the playing of a musical instrument, whether in or out of school, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- 3 Costs of supplying materials and ingredients required for Technology if parents have indicated a wish to own the finished products.
- 4 Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such activities include visits to theatres, museums and conferences. If in school time, they can only take place if all those in a group invited to take part are prepared to pay through voluntary contributions. Whether in school time or not such activities may receive some help from the Special Activities Fund.
- 5 Small subscriptions to clubs and societies. In such instances the contribution is entirely voluntary.
- 6 Fees for public examination prescribed by the school and entered with the agreement of a parent, where the student fails to take the examination without good reason.
- 7 Candidates will be charged for all retakes and any requests for enquiries about results from the examination boards.
- 8 Costs of entering for a public examination not prescribed in regulations to be issued by the Department for Education and costs of preparing the student for such examination outside school hours.
- 9 Replacement of lost books or equipment damaged as a result of a student's behaviour.
- 10 Parents can expect to pay the cost of travel from home to a place of work experience or Action in the Community.

Remission of Charges

The governors will remit all charges for those families on Income Support or Family Credit and will consider doing so in any case where parents have written confidentially indicating financial difficulty.

Purchase of Non-Compulsory Items

On the basis of the charging criteria set out in points 1 to 9 above a number of opportunities have arisen for enhanced provision of specific items as a result of parental contribution. For example, bulk purchases by departments on behalf of students of items such as calculators and set texts. In such cases where students prefer not to own such items, the school will lend them free of charge on the understanding that

they will be returned in good condition and, in the case of texts, unannotated.

Parents have also made substantial contributions to the purchase of lockers for securing their children's personal possessions and schoolbooks for which they are responsible. This has enabled funds to be released for the purchase of educational equipment. Those children whose parents do not contribute are still provided with a place for their possessions. Parents are under no obligation to fund such purchases.

ADVICE ON APPLYING THE SCHOOL'S CHARGING POLICY

Charging by Departments

When students are invited to buy items for themselves, this should be done without pressure and students should not be disadvantaged if they choose not to buy. Therefore, for example, if magazines are offered, a copy should be available in the department.

Public Examination fees

The general principle is established in the Charging Policy that the school pays fees for examinations for which students have been prepared. 'Prepared' in this context means taught through a time-tabled course.

The following examination fees shall not be paid for by the school:

- 1 If a student is entered for an examination for which he/she has not been prepared by the school.
- 2 If the examination is not on the set list but the school arranges for the student to take it.
- 3 Where the student fails without good reason to meet any examination requirements for that syllabus.
- 4 Associated Board music examinations.

ANNEX 4

RANELAGH SCHOOL

LETTINGS POLICY

Since Section 4.2 of the 1986 Education Act came into force on 1st September 1988 for schools, governing bodies have been in control of the use of school premises outside school hours. This defines 'lettings' for the purpose of this policy document.

It is the Governors' intention that full use is made of all resources for the benefit of students. Active pursuit of lettings puts that intention into effect.

- 1 Aims
 - a. To generate income for the school which can be added to funds available for the delivery of the curriculum
 - b. To enable events from which students benefit directly to take place
 - c. To generate goodwill within the community and enhance the reputation of the school
- 2 Clients

The Governors recognise two categories of lettings, commercial lettings and those which do not generate a profit

Commercial Lettings

The Governors are willing to let to any groups not thought likely to damage the fabric of the school or its reputation. No letting should be detrimental to the curriculum and should be in accordance with the aims and ethos of the school, though a minimal disturbance of facilities is acceptable. Excessive annoyance of neighbours is to be avoided.

Hence a letting for a student's party would be considered unacceptable, as would a letting where proper use of the gymnasium floor could not be guaranteed.

It is the Governors' policy that lettings for social events on Sundays are acceptable, provided a licence for the sale of alcohol is not included. A letting finishing later than midnight on any day would be considered unacceptable.

Care should be taken that trading laws are not infringed, and that the latest advice from the Local Authority on VAT exemption is heeded.

Non Profit-Making Lettings

The Governors acknowledge the statutory rights of the Parish Council and political parties to hold meetings on school premises, noting also the Governors right and duty to have regard to the safety of the buildings.

The school's own use of its premises outside the site staff's normal working day should be considered a let because there is a cost to the school, even though there may be no income. In this category lie PTA social events. Since students benefit from these whether or not there is a fund-raising element in the activity, such lettings are consistent with the aims set out above.

Where possible such lettings should be co-ordinated with other, simultaneous lettings, in order that caretaking and heating costs are minimised.

Charges

The following costs should be taken into account when considering charges:

1. Fuel costs, having regard to season and to zoning
2. Water and sewerage
3. Caretaking and cleaning. Any letting to non-school groups is classified as an 'A' let and requires the presence of site staff, or other member of staff, throughout the letting
4. Wear and tear
5. Administration costs
6. Additional costs of lending specific equipment, including VAT where appropriate
7. Insurance costs (see also under Procedures)
8. Kitchen costs, including caterers' right of presence where appropriate; these are paid directly and separately to the contract caterers
9. A profit margin set with regard to the lettee's ability and willingness to pay

The costings should be revised at the end of each summer term.

All lettings income is payable to the school's delegated budget under the relevant code and cannot be paid to individual departments. However, if departmental property is damaged through a letting, recompense is available from the equipment repairs budget.

Implementation

The following procedures should ensure smooth running of lettings consistent with the Aims:

1.
 - a. The Head of Finance and Resource ensures the date of a proposed let does not clash with school activities. However, where a regular let occurs on the same day each week, this should be given due consideration when school events are added to the diary. Preparation time for lettings also needs to be considered.
 - b. The Head of Finance and Resource to check site staff are available - they have first option on the overtime. Once they have agreed, the date, time and venue should be entered in the Lettings Diary kept in the Finance Office. The Lettings Diary should also contain other information about the letting, as a two-way communication system.
 - c. The Head of Finance and Resource to consult the caterers if use of the kitchen is required and agree changes and right of presence.
 - d. The Head of Finance and Resource to check outside users have sufficient party liability insurance to meet the County Council's requirements. Where this is not available the necessary cover should be provided through the LA and additional charge made, as a condition of the let.
 - e. Persons may have to undergo, at the discretion of the Governors, a police check. When lettings involve access to Ranelagh School students all personnel involved must have a DBS disclosure report. These checks to be made prior to the letting (at least half a term's notice in advance to ensure checks are carried out)
 - f. Consider all costs carefully, ensuring full knowledge of the facilities and equipment required by the customer at an early stage.
 - g. The Head of Finance and Resource to prepare a signed application form for all lets, indicating the requirements of both parties. All administrative paperwork completed as advised by the LA.

- h. Payment should be made in advance, or monthly. Payment is required within seven days of receipt of invoice.
- i. Car parking arrangements should be clarified
- j. To ensure a good service is given to hirers, written details of requirements are to be given to site staff and other parties as appropriate
- k. As with all financial transactions every possible measure should be taken to ensure correct administrative procedures
- l. Obligations of the hirer
- m. Three clear days' notice is required in the event of the need to cancel a booking. If due notice is not given, the hirer will be required to pay the full hire charge.
- n. Hirers not known to the school may be required to give the name of a responsible person to whom reference may be made. A non-refundable deposit will be charged at the discretion of the Headteacher.
No hirer will be permitted who is under 21 years of age.
- o. Hirers will conform with the non-smoking policy within the school buildings
- p. A hirer must not sub-let to another party.
- q. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- r. Hirers will have access only to the particular room(s) let to them, including where practicable the use of toilets. In no case is access permitted to any other part of the premises.
- s. All Hirers are responsible for ensuring that users have agreed evacuation procedures in place. The Hirer must have immediate access to members' contact details. Use of the school telephone is available in the event of an emergency.
- t. The Hirer shall ensure that premises are vacated promptly at the end of the letting. The hirer is responsible for supervising children until they are collected and ensuring named adults collect them.
- u. The Governors will hire and pay for a person to be responsible for the security of the premises before, during and after the hire. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Headteacher of the school.
- v. Hirers must supervise equipment being issued and its safe return. The Hirer is liable for damage; loss or theft of school equipment they are using. No use may be made of apparatus such as stage fittings, pianos etc without specific permission. Staging set up for school use will not be dismantled during the weeks it is in use.
- w. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this is not adhered to an additional cost will be charged.
- x. Any electrical equipment brought by the Hirer onto the school site must comply with the

LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA.

- y. The Governing Board reserves the right of access to the premises during the letting. The Headteacher/LA or Governors will monitor activities from time to time.
- z. In all matters of interpretation of this policy, the decision of the Governing Board is final.
- zz. Ranelagh School operates a no smoking policy which covers the school property and grounds.

Sports Hall

The following conditions which are deemed to be included in the General Terms of Conditions for the Hire of School Premises shall apply to the use of the Sports Hall.

1. The Sports Hall may be available at the following times:

Monday – Friday – School Term time 17.30 to 22.00
School holidays 09.00 to 22.00
Weekends 09.00 to 22.00
Bank Holidays – by negotiation

The school reserves the right at any time to modify these times and will endeavour to offer alternative times to any hirer who has confirmed bookings.

2. The hirer is not permitted to take any cigarettes, food, alcohol or other drinks into the Sports hall. Ranelagh School operates a no smoking policy which covers school property and grounds.
3. No outdoor footwear may be worn in the Sports Hall. The only permissible footwear is trainers with non-marking soles.
4. School equipment may not be used except by prior arrangement at the time of the booking.
 - a. All equipment must be carried and not dragged across the sports hall floor.
 - b. Changing rooms must be left clean and tidy.
 - c. The Hirer shall report to the school as soon as possible any breakages or damage to equipment.
 - d. There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid kit. Use of the school's resources is not available.
 - e. All adults working with Ranelagh School students must be appropriately qualified and sports coaches must follow LA guideline and checks.
 - f. The hirer shall ensure that all persons who are permitted to enter the premises for the purpose of the letting are made aware of the terms of these Special Conditions
5. Action to increase lettings income
 - a. Improvements to premises with lettings in mind, in particular the improvement of parking facilities, without loss of other amenities

- b. Direct approaches to potential customers, in particular 'multilets', which add to revenue but not to costs
- c. Market research to gain information about charges made elsewhere
- d. The information will also be posted on the school's website.

ANNEX 5

Ranelagh School

Biometric Cashless Catering

Ranelagh School uses Cunningham's – Impact Cashless School Meals System for school meals. Pupil information used is received from the SIMS Network which is password controlled.

The Cunningham's cashless catering system allows for Free school meals to be automatically loaded daily and used only at lunchtime without other pupils being aware.

Biometric Technology

The Cunningham Cashless System (Biostore from 1st June 2018) uses fingerprint details are recorded for identification purposes by producing a unique set of 15 numbers which makes it impossible to recreate a pupil's fingerprint from the data. (There is no image of any fingerprints stored on the system)

When starting at Ranelagh School each pupil and member of staff will be asked for their fingerprint to produce their unique set of numbers so they can use the Cashless System.

Alternative arrangements can be made for any pupil or member of staff if they do not wish to give their biometric data.

Financial Procedures

Pupils and staff can put money onto their cashless catering account by using the Revaluator until 31st May 2018 when this facility is removed, which will take 50p, £1, £2 coins and £5, £10, and £20 notes. Cheques are collected from the box in the Finance Office and inputted onto the relevant accounts by break and lunchtime each day.

The Revaluator machine is emptied daily and counted and reconciled to printouts produced by the system, and prepared for banking.

All cheques and cash are stored in the safe and collected each Friday by Loomis cash collection service.

All revenue is paid into the main school budget and put onto FMS 6 against the cost centre for Cunningham's.

All queries and printouts are available from the Finance Office.

There is no VAT charged on Free School Meals or Duty Meals. The school is unable to claim back from HM Customs & Excise the VAT on staff meals, so this is passed on to members of staff. Monthly invoices are received from Wilson Jones for the cost of the meals.

Updating of prices is carried out by Wilson Jones after consultation with the Headteacher and SLT.

The school completes a financial year-end reconciliation of income received (cash and cheques) and invoices to Wilson Jones for paid meals to ensure viability of system. Balances on cards are carried forward into the next financial year.

A training manual is kept in the Finance Office

Annex 6

Register of Certifying Officers

Name	Position	Signature	Authorisation				Financial Limit					
			Orders	Invoices	Local Cheques	Payroll	£ Orders Within Budget	£ Capital Within Budget	£ Invoices Within Budget	£ Cheques (2 Signatures Required)	£ Payroll	£ BACS (2 Signatures Required)
B Stevens	Headteacher		Yes	Yes	Yes	Yes	50,000	Budget Plan	50,000	100,000	Budget Plan	100,000
M Williams	Deputy Head		Yes	Yes	Yes	Yes	50,000	Budget Plan	50,000	100,000	Budget Plan	100,000
C Moir	Head of Finance & Resources		Yes	Yes	Yes	Yes	50,000	Budget Plan	50,000	100,000	Budget Plan	100,000
H Starr	Assistant Head		Yes	Yes	No	No	25,000	N/A	25,000	N/A	N/A	N/A
E Combes	Assistant Head		Yes	Yes	No	No	25,000	N/A	25,000	N/A	N/A	N/A
S Johnson	Assistant Head		Yes	Yes	No	No	25,000	N/A	25,000	N/A	N/A	N/A
N Bermejo	Assistant Head		Yes	Yes	No	No	25,000	N/A	25,000	N/A	N/A	N/A
C Brombley	Finance & Personnel Officer		Yes	Yes	No	No	1,000	N/A	1,000	N/A	N/A	N/A
R Bullock	Head of IT & Estates (From September 18)		Yes	Yes	No	No	10,000	10,000	10,000	N/A	N/A	N/A
V Penfold	IT Manager (Until September 18)		Yes	Yes	No	No	2,500	N/A	2,500	N/A	N/A	N/A
S Sinclair	Site Manager		Yes	Yes	No	No	2,500	N/A	2,500	N/A	N/A	N/A
Any	Budget Holder		Yes	Yes	No	No	1,000	N/A	1,000	N/A	N/A	N/A

In addition to the above Mrs B Stevens or Mr M Williams, and Mrs C Moir may authorise the monthly payroll to be paid by BACS up to a limit of £500,000 per month.

Items over the above limits of that of Mrs B Stevens, Mr M Williams and Mrs C Moir must be approved by the Chair of FIP or Chair of Governors.

Two signatures are required on all school bank accounts according to the bank mandate for each account.

All limits are to be within Budget Plan

Approved by Governors

Signature

Date