

Our Lady Queen of Peace Catholic Engineering College

MANAGEMENT OF FINANCES AND RESOURCES POLICY

Mission Statement

In Christ We Grow

As a Learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Introductions

The Governors have received and adopted the Lancashire County Council Financial Regulations and Standing Orders. This document outlines the Governors' policy and procedures for the management of finances within the school. The Governors have delegated management of finances and resources to the Headteacher. The procedures outlined cover three main areas as follows:-

- A) LA Delegated Funds – the Schools Budget Share
- B) Unofficial school funds – “non public funds or private fund”
- C) Management of school meals expenditure and income

A) LA Delegated Funds

The management of these funds is delegated to the Headteacher. Annually upon receipt of details of the school budget share the Business Manager, in liaison with the Headteacher, will draw up a budget for Governor's approval under the following cost groups incorporating the requirements of consistent Financial Reporting. The headteacher may sub-divide the budget determined by the governors on a departmental or other basis in order to facilitate day to day administration and control.

Employees	
E01	Teaching Staff
E02	Supply Teaching Staff
E03	Education Support Staff
E04	Premises Staff
E05	Administrative Staff
E06	Catering Staff
E07	Other Staff
E08	Indirect Employee Expenses
E09	Staff development and training
E10	Supply teacher insurance
E11	Staff related insurance
Premises	
E12	Building maintenance and improvement
E13	Grounds maintenance and improvement
E14	Clearing and caretaking

E15	Water and sewerage
E16	Energy
E17	Rates
E18	Other occupational costs
Education, Supplies and Resources	
E19	Learning resources
E20	ICT learning resources
E21	Examination fees
E22	Administrative supplies
E23	Other insurance premiums
E24	Special facilities (pupil premium)
E25	Catering supplies
E26	Agency supply staff
Services	
E27	Bought in services - curriculum
E28	Bought in professional services - other
Other	
E29	Loan interest
E30	Direct revenue financing

Income Codes

I08	Income from facilities and services
I09	Income from catering

Administration Reporting and Control

School finances relating to LA Delegated funds are to be administered on the SIMS Finance 6 system. The SIMS Finance 6 system is a secure platform that can only be installed by the ICT support team and is capable of assigning user level permissions as per the LCC Audit Team requirements.

Authority to use the module is given by using the Access Manager Password held by Mr Downing, Business Manager. Each user is given access rights appropriate to their role and responsibility. Use of the system is checked by LA Auditors as part of the visits. **Finance 6 passwords should be changed on a termly basis in accordance with the internal audit report action plan. 28/05/14 RED.**

At termly intervals the Business Manager, Mr Downing, will prepare for the Finance Committee a report comparing actual expenditure to estimated expenditure. The report will identify any concerns including budgets with a negative, high or unexpected balance.

Pupil Premium Projects

These will be as indicated on funding allocation this year and amounts will be coded to the appropriate expenditure code to meet the needs of CFR. A statement of expenditure will be posted for parents on the school website.

Virements

The Headteacher may exercise virement between budget headings up to a limit of 10% of the budget heading or £5,000, whichever is the lower. Such virements will be reported to the Governors Finance Committee at its next meeting using a virement form. Virements over the limit must first be approved by the Governing Body.

Arrangements for Contracts

All Governors and members of staff must disclose any pecuniary interest which may be seen to affect the choice of suppliers of goods or services. A register will be kept of these. Where a governor or member of staff has an interest in any suppliers he/she will withdraw from and decisions or discussion in that choice of supplier.

Arrangements for the ordering of resources

From 1st April 2002, Governors decided that the school would operate a local bank account. The Governors recognise the LA Guidance for the operation of Local Bank Accounts for Schools and the contents thereof will be followed.

The bank account is held at National Westminster, Skelmersdale. A current account for the payment of invoices and an interest bearing account for monies not immediately required are used. The Business Manager will arrange the transfer of funds between accounts to meet expenditure as necessary.

[Statements of bank accounts will be made available at the request of the Governors' Finance Committee or in line with the Schools' Financial Value Standard.](#)

The Headteacher may incur expenditure up to the value of £5000 without the prior approval of the Finance Committee acting for the Governing Body subject to sufficient funds being available in the budget heading.

Expenditure over £5000 must have the prior approval of the Finance Committee and be reported to the Governing Body. The use of Office of Government Commerce (OGC) Contracts or contracts arranged by the County Council through centralised purchasing arrangements is acknowledged as compliance with these Standing Orders.

Procedure for Ordering

Upon receipt of the appropriate order requisition form the Secretary, will raise an order for the goods or service. Arrangements for e-procurement will be put into place via the Finance 6 module. All e-orders will be authorised by the Business Manager in the module. Orders should specify, wherever practical, the services, goods or works to be provided, price, terms of payment and any other relevant terms and conditions.

The Headteacher and Business Manager are authorised to sign orders.

Goods/Services must not be ordered without an official order number. Confirmation orders should only be used by designated departments. Confirmation orders are a risk to the school financial systems as they do not allow the school to evaluate its true budget position as committed expenditure is not recorded. Confirmation orders create the risk that inappropriate orders may be placed e.g. a budget holder may raise an order when the appropriate funding is not available in their budget.

The Finance and Resources Officer or P Moore, will produce cheques from the SIMS system for invoices. Mrs N Barber will verify the cheques from the SIMS system for invoices. Cheques will be signed by two people. The following users have the authorisation to perform the following tasks. It should be noted that their Sims FMS6 user permissions should reflect these permissions.

Responsibility	Authorisation	Notes
Input Orders	All Finance 6 users	
Authorise Orders	JMS, ACF, AK, RED	1 required
Authorise Invoices	PM, LT	1 required
Prepare Cheques	PM, LT	
Authorise Cheques	JMS, ACF, AK, RED	2 Required
Reconcile Bank Account	PM, LT	
Order Cheques	JMS, ACF, AK, RED	
Hold Cheque Stock	PM, LT	
Reconcile Bank Account	PM, LT	
Authorise Petty cash	Budget Holder, JMS	Both required

Mrs Tipton, Finance Officer, will reconcile bank statements.

Subject Leaders and budget holders are responsible for spending plans within their areas and may plan to carry forward a balance from one financial year to the next provided that the Headteacher is satisfied with the reasons and the balance to be carried forward does not impact on the LCC clawback arrangements.

Following the 15th day of each calendar month the Business Manager will provide a statement of spending for each Subject Leader. A summary of these statements will be provided for the Headteacher. Departments calculated to be moving towards overspending will be reported to the Headteacher. Photocopying charges will be deducted on a monthly basis.

Mrs Tipton, is responsible for the payment of Petty Cash upon receipt of a voucher authorised by the Headteacher. Budget Holders may spend up to £50 on items to be funded from Petty Cash. Reimbursement up to £50 or less may be made in cash. Purchases over £50 should not be made via petty cash and should be made using the normal requisition, order and invoice system.

Petty cash claims will only be reimbursed following the production of a completed CT336 form and valid receipt of purchase.

A prior check must be made to ensure that sufficient funds are available in Petty Cash to meet the expenditure. Re-imburement of expenditure made by staff using credit cards is

not permitted. ONLY budget holders may incur expenditure on behalf of their departments. Other staff who may be requested to make purchases MUST obtain the written endorsement on form CT336 of the budget holder whose account will bear the cost.

Budget Holders are reminded that Petty Cash is for SUNDRY disbursements ONLY and should NOT replace the system of commitment expenditure.

Personal credit cards must not be used to pay for items, the costs of which are to be re-claimed.

A record of budget holders will be kept.

A record of specimen signatures of those allowed to sign documents on behalf of the school will be kept.

The Headteacher may enter into contracts up to £5,000 in value without the need to seek quotations or tenders provided that he/she is satisfied that the best value is being achieved.

The Headteacher may enter into contracts between £5,000 and £50,000 in value provided 3 (three) written quotations have been obtained. Details of these will be reported to the Governors at their next meeting. In cases when a contract is arranged under the LA arrangements the need for three quotations may be waived.

Contracts over £5,000 in value must first be approved by the Finance Committee on behalf of the Governing Body.

Any building contractors must have adequate insurance (£2m minimum).

The Governors will review annually these arrangements.

Contracts over £50,000 need to receive a minimum of 3 written tenders following public advertisement.

A school debit card is held by the Business Manager who is authorised to make purchases using it observing all relevant guidance.

The Governors, in consultation with the Headteacher, will decide upon the staffing establishment of the school.

Any offer of gifts or hospitality will be reported to the Governing Body. Senior Leadership Team will prioritise use of gifts with reference to School Development Plan and department / pastoral development. It may include bids for specific projects.

Mrs Tipton, Finance & Property Manager, will ensure appropriate arrangements for security of the building in consultation with Senior Leadership representation.

Banking of all school monies will be either via a cashier or the quick deposit system. If monies are to be left on school premises overnight they should be stored in a secure location in a certified safe.

B) Unofficial School Funds

The Governors have delegated the administration of unofficial school funds to the Headteacher. Mrs Tipton, Property and Resources Officer, is the Manager of unofficial school funds.

Unofficial School finances relating to the private fund account are to be administered on the Tucasi SCO system. The Tucasi SCO system is a secure platform that can only be installed by the ICT support team and is capable of assigning user level permissions as per the LCC Audit Team requirements.

The facility exists to create individual or user accounts for different purposes and these are used for trips, individual departments, charity collections etc. No other funds should be held by any person in connection with monies pertaining to school or equipment etc.

Accounts are presented to Governors ANNUALLY after the end of each academic year for audit. The Governors appoint a suitably qualified person to audit unofficial school funds and report back to the Chair of the Finance Committee who will in turn report to the Governing Body.

Arrangements for the administration of School Funds

Bank

An account is held at National Westminster Bank, Skelmersdale into which ALL unofficial monies are paid. This account is a current cheque account which attracts interest to its balance.

Following consultation with colleagues, the following users have the authorisation to perform the following tasks. It should be noted that their Tucasi SCO user permissions should reflect these permissions. The signatories are reviewed annually.

Responsibility	Authorisation	Notes
Authorise Cheques	ACF, JMS, KL, RED, NB	2 Required
Expense payment request	Budget holder, ACF, JMS, KL, RED, NB	1 budget holder and 2 other
Petty cash Voucher	NA	

Miss Knight will verify, at intervals, all activity and sign a statement confirming her findings.

Expenditure

All expenditure is CHEQUE expenditure – no cash. Mrs Moore will only provide cheques on production of a completed CT336 form, an appropriate expenditure voucher and where possible accompanied by the relevant invoice.

Mrs Tipton, Finance Officer, is responsible for income, and School Secretary, Mrs Moore, is responsible for expenditure. On request Mrs Tipton, Finance Officer, will provide a statement of individual user accounts.

Procedure for staff on the collection of monies

- No member of staff may collect money from Learners – only Finance Staff (Mr Downing, Mrs Smith and Mrs Tipton) are authorised to do this. Exception is Class Charities.
- Learners will take money to Mrs Smith who will receipt the payment in their journal.
- Mrs Smith will prepare the banking of cash and enter the details on to the computer.
- All cheque payments to school must be made a minimum of 7 days before the intended event in order to minimise the possibility of returned cheques.
- At least 7 days notice of any intended financial activity must be given to Finance personnel in order that the appropriate preparations are being made.
- Online payments will be balanced by Mrs Tipton

C) Managing of School Meals Expenditure and Income

Expenditure

Mrs Lucas, Catering Manager, will order materials and foodstuffs as required and forward the orders to Mrs Moore daily.

Income

From 28 June 2006 catering facilities became cashless. Revaluation units (paying in machines) are situated in the Learner Welfare Area. Learners and staff pay cash in to these machines and credit their accounts. Special tills in the Dining Room recognise individuals by their fingerprints and accounts are debited with the cost of food taken. Parents can also make electronic payments using the Tucasi online payments system.

Mrs Smith, Resources Assistant, is responsible for emptying machines, banking the contents and reconciling the income against reports.

The software used is IMPACT software which was provided by Cunninghams Ltd.

Invoices

When an invoice is raised by the school it should be numbered consecutively with the prefix QPIN and the last 2 digits of the financial year e.g. QPIN14XXXX. 28/05/14 RED

Revised June 2003
 Revised Feb 2004
 Revised June 2004
 Revised October 2005
 Revised September 2006
 Revised January 2008

Revised October 2008
Revised December 2010
Revised January 2011
Revised July 2013
Revised July 2014