


CARDINAL POLE CATHOLIC SCHOOL



Finance Management Policy and Procedures 2024-25

Approved by
Governors

Signed:



20/03/2024

Review due date (1 year):



CARDINAL POLE
CATHOLIC SCHOOL

OUR MISSION

‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

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Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration** and **reward**, founded on Catholic values.

I. INTRODUCTION

Cardinal Pole Catholic School operates under the rules and regulations devised by Hackney Education (formerly known as Hackney Learning Trust) and is subject to the financial guidelines and procedures devolved by the Education and Skills Funding Agency (ESFA).

The Finance Management Policy and Procedures guide staff on the correct requirements of financial practices to ensure the school is operating the correct financial framework to meet required accounting and audit standards.

The simplest guidance on how the school should spend public money:

“Would you be happy to explain your expenditure in a Freedom of Information Request?”

Full guidance can be found in the Finance Procedures Manual for Schools produced by Hackney Education in October 2023:

<https://www.hackneyservicesforschools.co.uk/system/files?file=extranet/Financial%20Procedures%20Manual%20for%20Schools.pdf>

I.1 Purpose

The purpose of the Financial Management Policy and Procedures is to ensure that Cardinal Pole Catholic School maintains and develops systems of internal controls to meet the requirements of propriety and good financial management.

The Financial Management Policy and Procedures informs those involved in the financial aspects of running the school of what is expected of them, thus reducing the risk of procedures not being implemented properly.

Producing such a document also provides the following benefits:

- Allows continuity and consistency in the absence of changes to key financial personnel.
- Documents the financial procedures and internal controls within those procedures.
- Documents decisions received from the Governing Body.
- Reduces audit time in testing systems, procedures, and controls because they are properly recorded.
- Allows an opportunity to consider whether existing systems meet Hackney Education’s financial control objectives and whether the procedures are being implemented in the way intended.

1.2 Principles

Cardinal Pole must undertake all activities following the following principles.

Basic principles are taken from HM Treasury's handbook "Regularity, Propriety and Value for Money" 2004:

- do not bend or break the rules;
- do not deceive or knowingly mislead;
- do not allow a conflict of interest to affect, or appear to affect, decisions;
- do not use public money for the private benefit of yourself or others;
- do comply with the law;
- do put in place and follow clear and up-to-date procedures;
- do seek approval first, and from the right person where required;
- do record the reasons for decisions; and
- be honest, impartial, and fair.

Standards expected of all public services taken from HM Treasury's "Managing Public Money" 2013:

- Honesty, impartiality, openness, accountability, accuracy, selflessness, fairness, integrity, transparency, objectivity, and reliability; and
- Work must be carried out in the spirit as well as the letter of the law; in the public interest; to high ethical standards and should achieve value for money.

If any member of staff or Local Governing Body Governor suspects any fraud or malpractice, the school's Whistle Blowing Policy must be followed.

1.3 Application of the policy

The Financial Management Policy and Procedures is relevant to staff at all levels. All staff with duties involving financial administration should be made aware of the contents of this manual and have access to it. It is the responsibility of the Headteacher to ensure that staff follow the requirements of the Finance Management Policy and Procedures whilst delivering the service.

Examples of relevant financial activities are listed below. This list is not exhaustive but is intended to show the most frequent financial tasks

- Procuring goods, services, and works.
- Paying invoices.
- Posting journals
- Management of the school's credit card.
- Receipt of cash.
- Raising sundry debtor invoices.
- Budgets.
- Leasing equipment/vehicles.
- Internal audit.
- VAT matters.

1.4 Access to the finance management policy and procedures

An electronic version of this manual can be accessed from the staff Share Drive at the following path:

[Staff \(T:\)T:\Policies Policies](#)

Cardinal Pole Catholic School is responsible for maintaining the Finance Management Policy and Procedures and will issue updated sections at appropriate intervals.

2. FINANCIAL MANAGEMENT AND RESPONSIBILITIES

2.1 Organisation

Cardinal Pole Catholic School has defined the responsibilities of each person involved in the administration of the school's finances to avoid the duplication or omission of functions and to provide a framework of accountability for Governors and staff.

The detailed Finance Organisation Chart for the school can be seen in Appendix I.

2.2 Full Governing Body

The Full Governing Body has overall responsibility for the administration of the school's finances and compliance with the Scheme of Delegation (Appendix 2). The main responsibilities include:

- To meet a minimum of four times during the academic year.
- Establish an overall framework for the governance of the school.
- Determine membership, terms of reference, and procedures of Committees.
- Receive reports including policies, for consideration and ratification.
- Ensuring that delegated school grants from Hackney Education are used only for the purposes intended.
- Approval of the annual budget.

The following decisions are reserved to the Full Governing Body only:

- To appoint or remove the Chair and/or Vice Chair; and
- To formally appoint and consider the appraisal of the Headteacher.

2.3 Delegation of authority

In practice, for the Governing Body and the school to operate effectively, Governors will delegate authority to a committee, an individual Governor, or the Headteacher.

To delegate authority to a Committee, the Governing Body must establish 'Terms of Reference' for that Committee. To delegate authority to an individual Governor or the Headteacher, the Governing Body must establish a 'Scheme of Delegation'.

Both the 'Terms of Reference' and the 'Scheme of Delegation' must be documented, minuted as approved by the Full Governing Body, and cover:

- The authority that has been delegated.
- To whom it is delegated (named committee, Governor, Headteacher, or another responsible Manager).
- What the limits of authority are (values, timescales, or specific areas).

- Details of the reporting arrangements required.

2.3 HR, Finance and Premises Committee

The HR, Finance and Premises Committee is a committee of the Full Governing Body. The main responsibilities of the HR, Finance and Premises Committee are detailed in written terms of reference authorised by the Full Governing Body.

The main responsibilities include:

- The initial review and recommendation to the Full Governing Body of the annual budget.
- The regular monitoring of actual expenditure and income against budget.
- Ensuring the annual accounts are produced following the requirements of Hackney Education and the DfE guidance.
- Authorising the award of contracts in line with the Scheme of Delegation.
- Reviewing the reports on the effectiveness of the financial procedures and controls. These reports must also be reported to the Full Governing Body.

2.4 The Headteacher

The Headteacher, in conjunction with the Governing Body and its committees, takes overall responsibility for financial matters and has the following responsibilities:

- To work with the Director of Resources to construct and review the annual budget plan.
- To authorise in-year budget changes and virements up to the limit defined in the financial Scheme of Delegation, and assuming no worsening of forecast outturn.
- To authorise expenditure and to sign payments for individual transactions up to the limit defined in the financial Scheme of Delegation.

2.5 The Director of Resources

The Director of Resources works in close collaboration with the Headteacher. The Director of Resources also reports to the Governors via the HR, Finance and Premises Committee.

The main responsibilities of the Director of Resources are:

- The establishment and operation of a suitable accounting system.
- The management of the school's financial position at a strategic and operational level within the framework for financial control determined by the Governing Body.
- Implementation and operation of rigorous and robust audits and internal controls.
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the school.
- The preparation of monthly/quarterly and annual management accounts.
- Signing payments in conjunction with the Headteacher in line with the Scheme of Delegation.
- Oversight forms and returns are submitted to Hackney Education as required.
- Management of financial issues.
- The monitoring of the financial aspects of the Facilities Management, ICT, and Catering functions.
- To provide day-to-day guidance and support to the Finance and Payroll Manager.

- Monitoring all insurance policies.

2.6 The Finance and Payroll Manager

The Finance and Payroll Manager works in close collaboration with the Director of Resources. The main responsibilities of the Finance and Payroll Manager are:

- The day-to-day management of financial issues.
- Update /maintain the school's financial system. Including purchase orders, invoices, journals and charge cards.
- Reconciliation of bank accounts, VAT, and charge card.
- Conduct month-end and year-end closures.
- Monitor spending against budget and report variances.
- Process payroll forms. Perform a monthly reconciliation between Staff Contracts and Payroll.
- Act as a conduit between the Headteacher via Human Resources, Hackney Payroll, and staff about all payroll matters.
- Ensuring authorised Payroll forms and returns are sent to Hackney Education as required.
- Responsible for the setup and monitoring of Parentpay.
- Ensure Construction Industry Scheme (CIS), Value Added Taxation (VAT), and payroll legislation is adhered to.

2.7 Other Staff

All staff are responsible for the security of the school's property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources, and for conformity with the requirements of the School's Financial Management Policy and Procedures.

2.8 Internal controls

The Governing Body must ensure that there are adequate internal controls in place. Several controls should be applied by the Governing Body (in practice through the Headteacher) to ensure that the risks of error or fraudulent activity are minimised:

- Staff expertise.
- Segregation of duties.
- Documentation.
- Registration of business interests.
- Financial Accounting records.

2.9 Registration of business interests

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 and under the ESFA's guidance, the Governing Body is required to establish and maintain a register that lists, for each member of the Governing Body any business interests they or any member of their immediate family have.

In addition to all Governors, all staff with significant financial or spending powers (Headteacher, Deputy Head, Director of Resources, Assistant Head, Budget Holders, and others) are required to declare any

financial interest they have in companies or individuals from whom the school may purchase goods or services.

The register must be kept up to date by the Headteacher notifying the Governing Body of changes. The Headteacher must ensure that the register is reviewed at least annually. It should include all business interests such as directorships, shareholdings, or other appointments of influence within a business or organisation which may have dealings with the school. The disclosures should also include the business interests of relatives such as a parent, spouse, or business partner where influence could be exerted over a Governor or a member of staff by that person.

The register is open to the public and must be available for inspection by Governors, staff, parents, and the ESFA. Where a Governor or Headteacher has no business interests, this should also be recorded on the register.

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 committee. Where an interest has been declared individuals should not attend that part of the committee or related meetings or be involved in any part of the decision making.

Please refer to Appendix 3 for the template 'Register of Interests Form' which must be completed annually or whenever a change in an individual's interest occurs.

2.10 Review of the finance management policy and procedures

The HR, Finance and Premises Committee, taking account of any changes in the instructions provided by Hackney Education and the ESFA, will review the Finance Management Policy and Procedures at the beginning of each financial year.

3. ACCOUNTING SYSTEM

All the financial transactions of the school must be recorded into 'Access Education Finance', the computerised financial information accounting system. Access Education Finance is designed exclusively for the education sector. The system is fully compliant with DfE and ESFA requirements. The software is delivered through a cloud-based platform, and it is fully integrated with the budget planning software. Software can be accessed in one place, anytime, anywhere, on any device.

3.1 System access

Entry into Access Education Finance is password-restricted and the Director of Resources is responsible for implementing internal controls to ensure passwords are changed at least every 6 months. The Director of Resources is responsible for setting access levels for all members of staff using the system.

3.2 Back-up procedures

Backup of the financial software occurs automatically and is stored on an off-site server.

The Director of Resources should also prepare a disaster recovery plan in the event of loss of accounting facilities or financial data. This should link in with the annual assessment made by the Governing Body, of the major risks to which the school is exposed and the systems that have been put in place to mitigate those risks.

3.3 Transaction processing

All journal entries in the Finance System must be supported on the appropriate journal form, processed by the Finance and Payroll Manager and signed by the Director of Resources. Bank transactions should be input by the Finance and Payroll Manager and the transaction must be checked and signed as evidence by the Director of Resources.

3.4 Transaction reports

The Director of Resources will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The report obtained and reviewed will include:

- The weekly audit trail reports.
- Master file amendment reports for the payroll, purchase ledger, and sales ledger.
- Management accounts summarising expenditure and income against budget at budget holder level.

3.5 Reconciliations

The Finance and Payroll Manager is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amount is cleared:

- Sales ledger control account.
- Purchase ledger control account.
- Payroll control account.
- All suspense accounts.
- Bank balance per the nominal ledger to the bank statement.
- VAT control account.
- Unreconciled transactions.

4. FINANCIAL PLANNING

Cardinal Pole Catholic School prepares both medium-term and short-term financial plans. The medium-term financial plan is prepared as part of the development planning process. The development plan indicates how the school's educational and other objectives will be achieved within the expected level of resources over the next three years.

The development plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the school and the planned use of those resources for the following year.

4.1 School Development Plan

The development plan is concerned with the future aims and objectives of the school and how they are to be achieved; that includes matching the school'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.

The form and content of the development plan are matters for the school to decide but due regard should be given to matters included within the guidance to the school and any annual guidance issued by the DfE.

Each year the Headteacher will propose a planning cycle and timetable to the Governing Body 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”.
- Feedback into the next planning cycle – “What worked successfully and how can we improve?”

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.

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.

For each objective, the lead responsibility for ensuring progress is made towards the objective will be assigned to a Senior Leader. The responsible Leader should monitor performance against the defined success criteria throughout the year and report to the Senior Leadership Team every term. The Senior Leadership Team will report to the Governing Body if there is a significant divergence from the agreed plan and will recommend an appropriate course of action

4.2 Annual budget

The Director of Resources is responsible for preparing and obtaining approval for the annual budget. The approved budget must be submitted to Hackney Education by 30th May each year. The Director of Resources is responsible for establishing a timetable that allows sufficient time for the approval process and ensures that the submission date is met.

The annual budget will reflect the best estimate of the resources available to the school 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.

The budgetary planning process will incorporate the following elements:

- Forecasts of the likely number of pupils to estimate the amount of delegated grant receivable.
- Review of other income sources available to the school to assess the likely level of receipts.
- Review of past performance against budgets to promote an understanding of the school cost base.
- Identification of potential efficiency savings.
- Review of the main expenditure headings considering the development plan objectives and the expected variations in cost e.g., pay increases, inflation, and other anticipated changes.

The annual budget will be agreed by the Full Governing Body, on the recommendation of the HR, Finance and Premises Committee.

4.3 Balancing the budget

A 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 allocated to areas of need.

4.4 Finalising the budget

Post approval, the 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 accompanied by a statement of assumptions and a hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document that may need revising throughout the year as circumstances change.

4.5 Budget holders

At the commencement of each year, the Headteacher shall decide which staff will be responsible for each area (or sub-area) of the budget. The Director of Resources or the Finance and Payroll Manager will notify budget holders of the amount delegated for the year.

Budget holders can monitor their budget in the Access Education Finance system. The finance platform allows to keep track of how much has been spent against its cost codes.

4.6 Monitoring and review

The Director of Resources will prepare monthly/quarterly reports. The reports will detail actual income and expenditure against budget codes for the Headteacher, the HR, Finance and Premises Committee, and the Full Governing Body to review.

Any potential overspending against the budget must in the first instance be discussed with the Headteacher. The accounting system will not allow payments to be made against an overspent budget without the approval of the Director of Resources or the Headteacher.

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. It may be appropriate to vire money from another budget line in cases of budget overspending forecast. All budget virements must be authorised as per the Scheme of Delegation.

Actual income and expenditure against budget must be monitored at least twice per term by the HR, Finance and Premises Committee, and reported not less than once per term to the Full Governing Body. Reports will show reconciled figures to the monthly Trial Balance and bank accounts. Reports will also show clearly, budget virements, income and expenditure, profiled budgets, and forecast outturn to highlight where possible overspends are likely to occur, and their effects.

Any overspending of individual budget heads will be preceded by virement action.

All virements should be presented to the next HR, Finance and Premises Committee as per procedure whether their approval is required or not.

Authority to spend above budgetary amounts (or incur expenditure which is likely to result in a year-end budget overspend) will be permitted, without prior agreement, within the following limits:

| Member of Staff/ Governing Body | Statutory/Utility/ Emergency |
|--|---|
| Director of Resources | £10,000 |
| Headteacher | £20,000 |
| HR, Finance and Premises Committee | £20,001 - £39,000 |
| Governing Body | +£39,001 |

In addition, the HR, Finance and Premises Committee, with the Chair/Vice Chair of Governors, has full powers where statutory or utility over-expenditure arises wholly from demonstrable budget setting error. This can be rectified by virement, that is, will be funded from existing budgeted or extra income earned during the year.

The Full Governing Body must agree to any revisions to the budget once per term.

4.7 Financial reports

Every month the Finance and Payroll Manager will perform a soft close of the accounts and produce:

- Bank reconciliation, including unreconciled transactions.
- Trail Balance.
- VAT claim and control balance reconciled.
- Budget monitoring report

The Director of Resources will review and sign the end-of-month reports. The Finance and Payroll Manager will produce a monthly report to each budget holder detailing the expenditure on their budget area to date.

5. PAYROLL

The Director of Resources oversees the process of salary journals in the finance system to ensure the posting. Copies of payroll payment reports will be kept and properly filed to ensure an adequate audit trail.

Human Resources will inform all discretionary elements of permanent changes in allowances, pay spine points or other payments of a recurring nature. A signature evidencing this approval is to be obtained, on standard documents/memos, for record purposes. Copies evidencing this approval will be filed on the employee's personnel file.

The Human Resources Co-ordinator will keep securely locked on site all personnel files, including contracts of employment. Files must be easily accessible for audit purposes.

The main elements of the payroll system are:

- Staff appointments.
- Payroll administration.
- Salary contracts.

5.1 Staff appointments

The Full Governing Body agrees on a personnel structure for the school. Changes can only be made to this structure with the express approval in the first instance of the HR, Finance and Premises Committee to ensure that adequate budgetary provision exists for any establishment changes.

The Headteacher has the authority to appoint staff within the authorised structure except for Leadership Posts whose appointments must follow consultation with the Governing Body and the HR, Finance and Premises Committee.

5.2 Payroll administration

The school payroll is administered through Hackney Education's Payroll Department.

All staff are paid monthly. A master file is created for each employee to record:

- Gross salary.
- Allowances.
- Overtime.
- Bank account details.
- Personal details.
- Deductions.

The Headteacher authorises start/stop/increase pay, weekly timesheets, overtime, and special payments. The Finance and Payroll Manager completes the payroll form. The Director of Resources signs the forms to instruct payroll to apply variations. All payroll forms must be supported by the instructions letters signed by the Headteacher.

The Finance and Payroll Manager will perform a monthly reconciliation of staff contracts and payroll information for each staff to identify variances. Discrepancies in salary payments must be investigated swiftly.

5.3 Salary payments

Before payments are dispatched a printout of all data should be obtained from the payroll provider and this should be checked against contract documentation by the Finance and Payroll Manager and then authorised by the Director of Resources. The authority to release payment will be made by the Director of Resources. All salary payments are made by BACS. No person may authorise any part of his/her own pay.

The Finance and Payroll Manager should prepare a comparison between the budget and actual gross salary payments showing adjustments made for new appointments, resignations, pay increases, etc. This comparison should be reviewed with any appropriate action taken if variances highlight unexpected differences.

The payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for PAYE Tax, National Insurance contributions, and Pensions.

The Director of Resources should select one employee at random each month and check the calculation of gross to net pay to ensure that the payroll system is operating correctly, and this check should be recorded and available for checking by the auditors.

After the payroll has been processed the nominal ledger will be updated. Postings will be made both to the payroll control account and to individual cost centres. The Director of Resources will review the payroll control account each month to ensure the correct amount has been posted from the payroll system, individual cost centres have been correctly updated.

On an annual basis, the Director of Resources must check for each member of staff that the gross pay per the payroll system agrees to the contract of employment held on the personnel file.

6. ORDERING AND PURCHASING

The school must aim to achieve the best value for money from all purchases. This means all goods and services should be of the correct quality, quantity, and time at the best price possible. A large proportion of purchases will be paid for with public funds, hence the need to maintain the integrity of these transactions 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 school.
- Accountability, the school is publicly accountable for its expenditure and the conduct of its affairs.
- Fairness, that all those dealt with by the school are dealt with on a fair and equitable basis.

6.1 Orders

Most goods and services must have a Purchase Order raised through the Finance System. Payment may be delayed for invoices with no formal PO reference. There will be the following exceptions to facilitate the practicalities and day-to-day operations:

- Utility bills.
- Supply cover invoices.
- Photocopy lease invoices.
- Gym lease invoices.
- FM contract invoices.
- Postage.
- Food ingredient invoices.

Budget holders will be informed of the budget available to them at the start of the financial year. It is the responsibility of the Budget Holder to ensure that the funds available are not overspent.

The Scheme of Delegation sets out the values at which particular action must be taken to ensure correct authorisation and procedures to secure value for money in procurement are followed.

All orders will be made using the Access Education Finance accounting system, uniquely and sequentially serial numbered. When raising orders in the system, the following information will be needed:

- Name of the supplier.
- Expected delivery date.
- Best value evidence (cost, quality, level of service, support, speed of delivery, reliability, preferred supplier, good meet of objectives).
- Catalogue code (where appropriate).
- Specification of goods/services.
- Quantity.
- All relevant prices No VAT to be included.
- Budget.
- Quotes (where appropriate).

Budget Holders will authorise purchase orders in the system. In approving purchase orders, the authoriser should be satisfied that:

- The goods or services are necessary and appropriate for their intended purposes and not for any wastage or stocking for more than a term.
- The school does not already have similar goods or equipment.
- There are sufficient uncommitted resources available to fund the purchase.
- That value for money is obtained.
- Purchase orders above £5,000 must have at least three quotes to ensure value for money has been sought.

Budget holders are responsible for ensuring that expenditure remains within budget. No individual will have the authority to spend, select the supplier/contractor, sign the order, and authorise the payment on his own.

Should funds not be available, the accounting system will reject the order. Only in exceptional circumstances (e.g., when a supply teacher is needed at short notice or it is an urgent order) should a purchase request be placed by telephone or email.

Limits for ordering and authorising payments are set on the Scheme of Delegation, as follows:

| Member of staff/ Governing Body | Expenditure Authority |
|--|----------------------------------|
| Budget Holder | £1,000 |
| Director of Resources | £15,000 |
| Headteacher | £49,000 |
| Governors / Chair of Governors | +£49,001 |

These limits will be reviewed and updated each year.

Orders under £5,000 may be authorised immediately after the signature of the budget holder and checking that the cost centre is within budget. Orders valued at over £3,000 up to £5,000 may only be placed (and authorised on the financial information system) after at least one written quotation has been invited. Access Education Finance system allows the upload of quotes to the purchase order to evidence compliance with the School's value for money procedure.

Orders or contracts exceeding £10,000 will be subject to a formal procurement process where a minimum of four written competitive quotes are required. Purchases or contracts over £214,904 will be subject to an EU tender process, including advertising in the Official Journal of the European Union.

https://assets.publishing.service.gov.uk/media/657c4b101c0c2a000d18ce2a/PPN-11_23-New-Thresholds.pdf

Non-competitive procurement for orders or contracts exceeding £10,000 will only be permitted in exceptional circumstances. Purchases under this category involve specialist suppliers or sole/single suppliers and will be only authorised by the Headteacher.

6.2 Deliveries

The Finance and Payroll Manager, will liaise with the Premises team, and D&T Technician to ensure:

- Receipt of goods: verifying packages against the delivery note.
- Distributions across the school.
- Liaise with the supplier for missing goods.
- Returns of goods: notify the supplier and plan for collection.

Discrepancies should be discussed with the supplier of the goods without delay.

If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Finance Department should be notified.

6.3 Invoices. Payment of invoices

The Finance Department will run as paperless as possible. All invoices are received by email at finance@cardinalpole.co.uk. The Finance and Payroll Manager processes all invoices in the accounting system and notifies budget holders. Budget Holders then authorise the invoices for payment.

The Finance Department shall be responsible for making all payments on behalf of the school under the following rules:

- All invoices (order, and non-order invoices) must be entered into the Access Education Finance system when received, and then notify the budget holder for approval.
- Budget holders are responsible for making sure non-order invoices will not exceed the budget.

The Director of Resources will authorise invoices for payment when the credit terms and conditions have expired and the Budget Holder has not authorised the invoice. The Finance and Payroll Manager will verify with the Budget Holder the reasons for the delay with the authorisation.

Before certifying an invoice payment, the Director of Resources must be satisfied that:

- Invoices have been checked against orders and delivery notes.
- An official order has been raised for the purchase and authorised the relevant budget holder.
- The goods or services invoiced are of the correct quantity and price.
- The invoice has not been previously paid.
- VAT charge on qualifying expenditure is shown.

All invoices are paid by BACS (see BACS section in this document).

6.4 UTR – Unique Tax Reference Numbers for payments to self-employed contractors/ consultants.

Self-employed people and consultants must be registered with HMRC and must be able to provide a Unique Tax Reference Number (UTR) printed on the invoice. If they work for a company/charity, the headed paper should display the company registration number or charity registration number. Please note that this applies to all external services requested by the school to run, including:

- Literacy workshops and special needs programs.
- Training.
- Music peripatetic teaching.
- Music concerts - external staff.
- Repairs of musical instruments.

- Writers in residence.
- Drama/Dance performers/trainers.
- External speakers.
- Club tutors – lunchtime clubs, summer clubs.
- Poetry workshops.
- Careers advisors / external consultants.
- Creative partnerships service providers.
- Photography.
- Advertising/Publicity.
- Staging/lighting for performances.
- Removals.

This list is not comprehensive.

6.5 IR 35 – Off-payroll working

As of April 2020, every medium and large business is responsible for setting the tax status of its contractors. The off-payroll working rules can apply if a worker (sometimes known as a contractor) provides their services through their own limited company or another type of intermediary to the client. The rules make sure that workers, who would have been employees if they were providing their services directly to the client, pay broadly the same Income Tax and National Insurance contributions as any other employee.

If this tax status is deemed incorrect, the school will be responsible for any fees and penalties, making it very important to get it right.

Cardinal Pole Catholic School will be affected by the IR 35 rules when engaging with:

- Workers who provide their services through their intermediary.
- Clients who receive services from a worker through their intermediary.
- An agency providing workers' services through their intermediary.

If the rules apply, Income Tax and employee National Insurance contributions must be deducted from fees and paid to HMRC. The Director of Resources is responsible for verifying the employment status for the tax to determine whether the IR35 rules should apply. This verification is performed using the check tool devised by HMRC <https://www.gov.uk/guidance/check-employment-status-for-tax>.

6.6 Government Procurement Card

Government Procurement Cards are 'charge cards' that operate in a similar way to credit and debit cards and can be used to purchase goods and services. The card can be used to acquire products or services if the purchase is within the school's single transaction and monthly limit.

Procurement cards should allow for card transactions to be monitored and controlled via the school's disbursement account. The card can only be used following ESFA guidelines on purchases conforming to regularity principles i.e., purchases can only be made for purposes intended to benefit the objectives of the school.

Procurement routine with the procurement credit card:

- Cards holders are the Director of Resources and the Finance and Payroll Manager.
- Cards are safeguarded from theft and misuse.
- Expenditure incurred using procurement cards is bona fide, lawful, and following the requirements of the service.
- Request for credit card purchases must follow the Purchase Order procedure and be authorised by the Budget Holder.
- All credit card purchases must be supported by an invoice and sale receipt.
- All money spent on the credit card is to be allocated to a budget code and authorised by the Budget Holder.
- The Finance and Payroll Manager is responsible for monthly reconciliation and audit compliance.
- Under no circumstances should PINs be written down or recorded on any documentation.
- The card operates by having a monthly direct debit set up to the school's main bank account to recover the full balance on the account. This will ensure that there are no outstanding amounts on the card at the end of the month.

Cardinal Pole Catholic School's credit card account monthly spending limit is £20,000. There are two procurement cards under one account. Each card is assigned to an individual cardholder who has personal responsibility for its proper operation. Individual credit limits are:

- Director of Resources: £20,000.
- Finance and Payroll Manager £20,000.

The credit limit is set by the credit account rather than individual cards. Most transactions are made using the Finance and Payroll Manager's card. Such practice allows flexibility in the segregation of financial duties to evidence probity and audit compliance. The Director of Resource's card is used in circumstances when the Finance and Payroll Manager is absent.

6.7 Expenses

Cardinal Pole Catholic School requires all staff to plan and follow the Procurement Procedure, and to use the resources available. The Finance Department discourages staff from spending their own money. However, there are rare occasions when staff may incur expenses that cannot be easily arranged through usual channels (i.e., travel expenses to attend training).

Expenses must be claimed on an appropriate form (Appendix 4), must be agreed upon in advance with the Budget Holder, and supported by the receipts. Expenses cannot be reimbursed in cash and will be only paid by BACS.

6.8 Tendering process

Tendering is the process by which the school invites contractors to place a bid for work on a project. Contractors' bids are based on the tender documents. The successful tenderer becomes the 'contractor' and a 'party' to a contract with the school. The tender documents are legally binding and are signed by all parties involved. The completed tender documents become part of the contract documents.

Forms of Tenders

There are three forms of tender procedure: open, restricted, and negotiated. The circumstances in which each procedure should be used are described below.

- 1. Open Tender:** This is where all potential suppliers are invited to tender. The Budget Holder must discuss how best to advertise for suppliers e.g., general press, and trade journals or to identify all potential suppliers and contact them directly if practical. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds.
- 2. Restricted Tender:** This is where suppliers are specifically invited to tender. Restricted tenders are 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 school's requirements.
 - The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.
- 3. Negotiated Tender:** The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:
 - The above methods have resulted in either none or unacceptable tenders.
 - Only one or very few suppliers are available.
 - Extreme urgency exists.
 - Additional deliveries by the existing supplier are justified.

As part of the tender process, depending on the Contract, the support of the Governing Body may also be required.

Preparation for Tender

Full consideration should be given to:

- Objective of the project.
- Overall requirements.
- Technical skills required.
- After-sales service requirements.
- Form of contract.

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

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

An invitation to tender should 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.
- Form of response.

Aspects to Consider:

a) Financial

- Like-to-like comparison. Consider whether a lower price means a reduced service or lower quality as 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 costs.
- Scope for negotiation.

b) 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.

c) 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 services. It may be appropriate to have an accountant or similarly qualified person to examine audited accounts etc.

Tender Acceptance Procedures

The invitation to tender should state the date and time by which the completed tender document should be received by Cardinal Pole Catholic School. Tenders should be submitted in plain envelopes marked to indicate they contain tender documents. The envelopes should be stamped with the time and date of receipt and stored in a secure place before tender opening. Tenders received after the submission deadline should not normally be accepted.

Tender Opening Procedures

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 per the Scheme of Delegation.

A separate record should be established to evidence the names of the firms submitting tenders and the amounts tendered. This record must be signed by both people present at the tender opening.

Tendering Procedures

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.

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

Full records should be kept of all criteria used for evaluation and value contracts as per the Scheme of Delegation along with a report for the Governing Body and the HR, Finance and Premises Committee highlighting the relevant issues and recommending a decision.

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.

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

7. INCOME AND CASH COLLECTION

The main sources of income for Cardinal Pole Catholic School are the delegated grants from Hackney Education and additional grants to the School from the DfE. The Director of Resources monitors the receipt of these sums ensuring that all grants due to the school are collected.

Cardinal Pole Catholic School also obtains income from:

- Students, mainly for trips, clubs, and sale of additional learning resources (i.e., revision books).
- The public, mainly for donations and occasional lettings.

7.1 VAT

Value Added Tax (VAT) is a tax on consumer expenditure and is chargeable on all supplies of goods and services within the UK except those specifically exempted or zero-rated. It is administered by Her Majesty's Revenue & Customs (HMRC) whose officers may visit all VAT-registered persons and organisations. During these visits they examine business and accounting records and extract data for period VAT returns, to ensure compliance with all VAT regulations.

Cardinal Pole Catholic School operates within the London Borough of Hackney's overall framework. The School is bound by the same conditions and regulations as LBH and is registered under Hackney Council's VAT registration reference: 220 5529 95.

The general principles of VAT apply to Hackney Council and its schools in the same way as they do to other organisations. Hackney Council is allowed to reclaim most of the VAT that it has incurred on expenditure. Expenditure in schools' Council funds is charged net of VAT. The VAT element is charged to the VAT account and reclaimed monthly from HMRC.

Cardinal Pole Catholic School must identify the VAT element of any expenditure, as well as charge VAT on income, where applicable. VAT must be processed correctly, as penalties may be incurred if errors are made, and the School is financially liable for any penalties incurred by its actions.

Business versus Non-Business Activities

The VAT system makes a distinction in the purposes for which the expenditure has been incurred. Transactions not carried out during, or in furtherance of a business activity, are non-business and are outside the scope of VAT. Typical examples of business and non-business activities:

| Business | Non-Business |
|--|---|
| <ul style="list-style-type: none">- School lettings- Car parking- Sale of clothing- Sale of meals to staff and visitors | <ul style="list-style-type: none">- Primary and Secondary education- Educational school visits- Career service- Meals supplied to own students |

VAT Categories

Cardinal Pole Catholic School must charge the appropriate rate of VAT on its supplies of goods and services, and as consumers pay the appropriate rate of VAT on the goods and services purchased. The current rates of VAT are:

| | |
|---------------------------------|---|
| Standard rate | 20% |
| Reduced rate | 5% - this applies to qualifying use of fuel and power and certain women's sanitary protection products. |
| Zero-rate | Taxable supplies for which Parliament has decided that the rate of VAT is 0%. |
| VAT exempt | Supplies of goods and services which are not taxable. In most cases, a business that makes all or mostly exempt supplies cannot recover all the VAT on its purchases. |
| Outside the scope of VAT | Non-business, including supplies made by LBH to its schools and by the schools to Hackney Council. |

VAT for Building related expenditure

Cardinal Pole Catholic School is a voluntary aided school. However, as the school is under the Building School for the Future scheme, specific rules apply for the application of VAT claims. Cardinal Pole can claim VAT through Hackney for building works below £50,000.

7.2 Catering

Cardinal Pole Catholic School has been managing an in-house catering provision since November 2023. The School operates a cashless catering system by means of students purchasing their food. Once issued with an account parents/carers can add money to their child's account using the online facility ParentPay; login details are attached where possible. No cash will be accepted at the tills or on the school site. The tills recognise student accounts via a PIN system. Students are allocated a unique PIN to use, similar to that of a banking PIN, details of which should not be shared.

The school understands the challenges of frequently adding money to the ParentPay account. Students will no available balance will be given a daily credit equivalent to the value meal to ensure they have access to a daily meal. The total amount will not be more than the equivalent of five days. The money owed to the school will be deducted from the next top-up.

Students receiving free school meals will automatically be credited with the value to spend at lunch and break each day – the balance is not carried forward.

For VAT purposes, the whole school site is now considered to be an “outlet” for catering. Therefore, all food and drink sold by the school from the dining hall, the food pod, the Generation Juice machines, and vending machines, will be added together and treated in the same way no matter where they are located within the school site.

Supplies of food and drink to staff and visitors will be subject to VAT depending on the VAT liability of the item sold. The treatment of catering supplies to students is non-business and outside the scope of VAT, provided the charge made is “at or below cost”.

7.3 Debtors - Invoicing

The school will raise invoices for its business activities using the accounting finance system. Usually, invoices will be for:

- Teacher cover for INSET days.
- Teacher’s salary for collaboration with Hackney Education, or other schools.
- Some Local Authority Grants.
- Charges for damages.

7.4 Debts management

Debts are sums of money owed to Cardinal Pole Catholic School. The debtor’s control account must reflect the total amount owed by all individual debtors. The Finance and Payroll Manager will pursue all outstanding debts and will make sure payments are made within 30 days of the invoice.

The Director of Resources will be responsible for a sound debt management system to:

- Ensure all payments are confirmed in writing.
- Debtors are contacted promptly for overdue payments.
- Produce a monthly debtor-aged analysis report as part of the month-end procedure.
- Make sure invoices meet customer’s requirements.

A debt to the school up to £500 can be written off only at the discretion of the Director of Resources.

A debt to the school up to £1,000 can be written off only at the discretion of the Headteacher.

A debt to the school from £1,001 to £5,000 can be written off only at the discretion of the HR, Finance and Premises Committee.

Where debts exceed £5,001, the school must first obtain the approval of the Assistant Director of Finance at Hackney Education and then the HR, Finance and Premises Committee to write the debt off (Appendix 2).

7.5 Lettings

Cardinal Pole Catholic School is currently considering its lettings provision. The school will offer the following areas for external lettings throughout the year:

- Astro Pitch.
- Sports Hall.

- Gymnasium.
- Dance/Drama Studio.
- Basketball Court.
- Dining Hall
- Classrooms including specialist rooms such as Food, and IT Suite.

Lettings will be available from 5 pm onwards during the school term. During weekends and school holidays the school may be available for both daytime and evenings. The Director of Resources will be responsible for managing lettings.

8. SCHOOL BANK ACCOUNTS

Cardinal Pole Catholic School holds one disbursement bank account with NatWest. The school account is a branch of the London Borough of Hackney Account.

The Director of Resources has a statutory responsibility under the provisions of Section 151 of the Local Government Act 1972, and Section 114 of the Local Government Finance Act 1988, for the secure and efficient financial arrangements of the bank accounts.

The school must not plan to overdraw its bank account or make arrangements for loans or any other forms of credit or deferred purchases without the written permission of the Secretary of State for Education and Employment. This restriction does not apply to Licensed Budget Deficits and the Loan Scheme operated by Hackney Education under the Scheme for Financing Schools.

8.1 Internet Banking

Online banking also called Internet banking, allows the school to use all the banking services from a computer that has Internet access. The school can perform financial transactions on a secure website operated by the bank.

Online banking offers features such as bank statements, up-to-date and immediate account balances, and uploading BACS files to pay suppliers. Online banking allows a better and more efficient monitoring of the school's money.

In managing the online banking, the Director of Resources must ensure:

- To remove from the bank mandate and online facility an authorised person when they leave the school.
- The Headteacher will be the only person authorised to set up Internet banking users.
- Payments made through Internet banking must be accompanied by the authorising paperwork with relevant signatories before payment is made.

8.2 BACS Payments

Bankers' Automated Clearing System (BACS) payment is a bank-to-bank transfer between banks in the UK. Cardinal Pole Catholic School pays exclusively by BACS. Cheque payments are very rare. The school keeps a contingency of 100 cheques to safeguard the school in cases when BACS payments are unavailable.

The process to authorise BACS payments:

- Invoices are available for payment as soon as the budget holder authorises them in the accounting system.

- The Finance and Payroll Manager generates the BACS reports and BACS files for uploading to Bankline.
- The Director of Resources reviews and signs the BACS report.
- The Finance and Payroll Manager seeks the authorisation of a second bank signatory for the BACS reports.
- The Finance and Payroll Manager uploads the BACS file to Bankline.
- The Director of Resources authorises the payment in Bankline.
- A second signatory must authorise the payment in Bankline when the amount is over £20,000.

Current bank signatories:

- Adam Hall – Headteacher.
- Alex O'Donoghue – Associate Deputy Headteacher.
- Eleanor Connolly – Deputy Headteacher.
- Mylene Joa-Longartt – Director of Resources.
- Peter McEvoy – Safeguarding Co-ordinator.

BACS reports must be signed by two bank signatories. These reports are kept on file and available for audit purposes.

8.2 Petty cash

The purpose of petty cash is to enable staff to pay cash for minor expenditures relating to curriculum purchases, travel, and other ad-hoc payments. It is designed for small, urgent incidental expenses where it is unfeasible or impractical to use normal purchasing means, not as a method to bypass the School's Accounts payable or purchasing systems.

Cardinal Pole Catholic School keeps petty cash use to an absolute minimum. The petty cash float held on premises is £300. The following general restrictions apply to the use of the petty cash float:

- Petty cash must not be used to cash personal cheques
- Salaries and wages must not be paid through petty cash.
- Petty cash must be replenished through the correct bank account and not through income collected at the school.
- All payments from petty cash must be supported by invoices or receipts. If VAT is being paid, the vouchers must meet the VAT requirements.
- Petty cash is to be used only for reimbursing up to £50. Reimbursement of expenditure above £50 must be made by BACS payments. Unless in case of emergency with Headteacher approval
- As a general rule, if a receipt is not available, a signed explanatory voucher must be completed, agreed, and countersigned by the Director of Resources or the Headteacher, before any reimbursement can be made.

8.3 Deposits

ParentPay

Cardinal Pole Catholic School operates a cashless system. ParentPay is recognised as a secure solution for online payments meeting IT and Financial Industry standards. Parent Pay is safe, simple, and convenient and

there is no longer a need for students and staff to carry cash into school. It allows parents/carers and staff to pay for school meals, trips, activities, music lessons, etc. quickly and securely anytime, anywhere via a website.

Cashless systems reduce the administrative time spent on banking procedures and help to keep accurate records of payments. Parents and staff can view accounts and payment history to check when payments need to be made and set payment reminders. The Finance and Payroll Manager is responsible for the administration of ParentPay.

Cash deposits

Cardinal Pole Catholic School collects small amounts of cash during special activities, such as non-uniform days. This money must be recorded through a paper receipt and banked into the school's account. Deposits are routinely undertaken ad-hoc when circumstances require to. Usually, the sum collected is then paid out to a charity of choice.

The Finance and Payroll Manager is responsible for counting and collection of money for banking, this should take place in a secure location. Specifics 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.
- A reference, such as the number of the receipt or the name of the activity.
- Total banking slips.

8.4 Bank Accounts Reconciliation

The Finance and Payroll Manager performs the Bank each month. The Director of Resources reviews, signs, and dates the bank reconciliation at the end of each month to ensure:

- The Finance and Payroll Manager records all transactions to the correct budget lines.
- All bank accounts match the amount recorded in the finance system.
- Adjustments arising are dealt with promptly.

8.5 Cash Flow Forecasts

The Director of Resources is responsible for preparing cash flow forecasts to ensure that the school has sufficient funds available to pay for day-to-day operations.

8.6 Custody

All cash and cheques must be kept in the Finance Office safe before banking. Banking should take place every week or more frequently if the sums collected exceed the insurance limit on the school's safe.

Monies collected must be banked in their entirety in the appropriate bank account. The Finance and Payroll Manager is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The reconciliation must be prepared promptly after each banking and must be reviewed, signed, and dated by the Director of Resources.

9. GOVERNORS' ALLOWANCES

Cardinal Pole Catholic School's Governing Board believes that paying Governors' allowances for certain items is important in ensuring equality of opportunity to serve as Governor for all members of the community and so is an appropriate use of school funds.

Members of the Governing Board may claim allowances to cover expenditures necessary to enable them to perform their duties.

Claims may be made against the following costs:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner).
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport, and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
- Telephone charges, photocopying, stationery, postage, etc.
- Any other justifiable allowances.

Governors may not be:

- Paid attendance allowance.
- Reimbursed for loss of earnings.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by The Chair of the HR, Finance and Premises Committee before they are incurred.

Governors wishing to make claims under these arrangements should complete a reimbursement claims form (Appendix 4), attach receipts, where possible, and return it to finance@cardinalpole.co.uk within two weeks of the date the expenses were incurred. The claim will then be submitted for approval by the Chair of Governors or Chair of the HR, Finance and Premises Committee for final approval.

Travel expenses where a Governor uses their vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (Appendix 5). Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear to be excessive or inconsistent.

10. ASSET MANAGEMENT

10.1 Capitalisation Limit

Items over £5,000 are to be moved to capital funds and reported to Hackney Education as part of the year-end procedure. Future asset acquisitions will be capitalised (or not as the case may be) following this policy.

10.2 Asset register and asset management

All items purchased with a value over the school's capitalisation limit set out in the Scheme of Delegation must be entered into an asset register. The asset register should include the following information:

- Asset description.
- Asset number.
- Serial number.
- Date of acquisition.
- Asset cost.

- Source of funding.
- Expected useful economic life.
- Location.
- Name of staff responsible for the asset.

The asset register helps:

- To ensure that staff take responsibility for the safe custody of assets.
- To 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.
- To support external auditors to conclude the internal controls.
- To support insurance claims in the event of fire, theft, vandalism, or other disasters.

10.3 Asset Management

The Director of Resources will oversee that an accurate and up-to-date stock record/inventory is maintained by the ICT Contractor.

All the items in the register should be permanently and visibly marked as the school'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 Headteacher.

Any item that is lost, stolen, or unusable will be deleted from the stock records. Stock records/inventories will be authorised by the Director of Resources at the end of each financial year. This should be subject to a write-offs/disposals procedure, signed off by Governors. An audit trail of items should be retained. Write-off values for equipment are available from the Scheme of Delegations.

10.4 Security Arrangements

The overall security arrangements for the school will be the responsibility of the Headteacher and the Director of Resources. Stores and equipment must be secured using physical and other security devices. Only authorised staff may access the stores.

The Facilities Manager will be responsible for ensuring that the alarm and security arrangements for the buildings are maintained in line with insurance and health and safety requirements. Safes, and similar receptacles, will be kept locked and the keys removed. Keys and/or security will be carried/known by the authorised safe key holder.

School key holders are:

- Facilities Management Team.
- Director of Resources.
- The Key Holding Company.

Safe key holders:

Cash will be kept only in the safe with keys being available to authorised personnel only.

- Director of Resources.
- Finance and Payroll Manager.

10.5 Disposals

The Director of Resources authorises and reports the HR, Finances and Premises Committee items to be disposed of by sale or destruction. Where disposals pass thresholds as per the Scheme of Delegation, they should be sold following competitive tender.

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

All disposals of land must be agreed in advance with the Secretary of State as per the Scheme of Delegation.

10.6 Loan of Assets

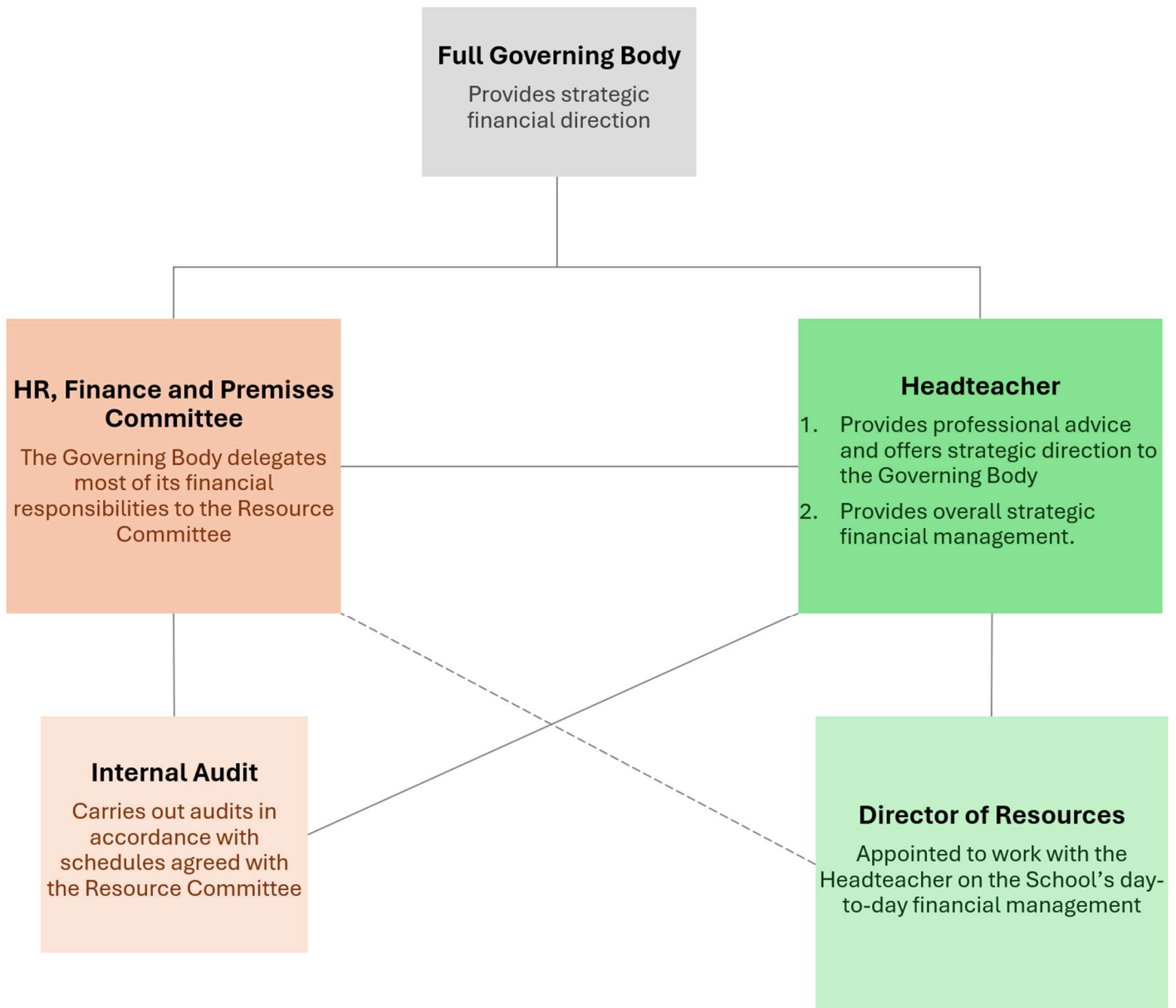
Items of Cardinal Pole Catholic School's property must not be removed from school premises without the authority of the Director of Resources or the Headteacher. A record of the loan must be recorded.

If assets are on loan for extended periods or to a single member of staff regularly 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 school's auditors.

10.7 Finance Documents Retention

The Director of Resources shall ensure that documents are retained for periods following the requirements of the auditors, the Inland Revenue and Customs and Excise.

Appendix I - Finance Organisation Chart



Appendix 2 – Scheme of Delegation

The following table summarises the levels of financial authorities delegated by the Governing Body:

| Delegated Authority | Purchasing threshold | Enter into a contract | Transfer monies | Debt Write-off |
|---|----------------------|-----------------------|-------------------|-----------------|
| Governing Body | +£80,001 | +£80,000 | £40,000+ | £5,000+ |
| HR, Finance & Premises Committee | £49,001 - £80,000 | £50,000 - £79,000 | £20,000 - £39,000 | £1,001 - £5,000 |
| Headteacher | Up to £49,000 | Up to £49,000 | Up to £20,000 | Up to £1,000 |
| Director of Resources | Up to £15,000 | Up to £15,000 | Up to £15,000 | Up to £500 |
| Budget holders | Up to £1,000 | N/A | N/A | N/A |

For debts above £5,000, the school must first obtain approval to write off the debt from the Head of Finance at Hackney Education, before seeking the approval of the Governing Body.

The Headteacher can request the Chair's action within the limits of the Scheme of Delegations when an immediate decision is required and it is not practical to convene a full meeting of the governing body in time. Such request must be made to the Chair of the Governing Body and the Chair of the HR, Finance and Premises Committee.

The use of the Chair's action is governed by regulations, and it is important for the Chair to document the reasons for using this power and to report the action taken to the governing body in the following meeting.

Appendix 3 – Declaration of pecuniary and personal interest

**You are required to complete and sign this form even if you have no interests to declare **

**You are required to complete and sign this form even if you have no interests to declare **

STAFF REGISTER OF BUSINESS INTERESTS FORM

Why do I need to declare conflicts of interest?

- Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook.
- The School and Early Years Finance (England) Regulations 2013 provide for local authority financing schemes to keep a Register of Interests for the trustees, governors and staff of schools and statutory guidance says that the recorded interests of governors and associate members should be displayed on the school's website.

What is the rationale for declaring conflicts of interest?

- Staff have a legal duty to act only in the best interests of their schools and avoid any conflict between personal/pecuniary interests and those of the school.
- Where a situation arises in which there is a conflict, steps should be taken to identify, prevent and record the conflict to ensure that members of staff, governors or trustees are acting in the best interests of the school.
- The requirement for declarations of potential conflicts of interest (used to create the Register of Business Interests) also goes some way to show that in spending public money.

What will the school do with my completed form?

- The completed form will be kept in a file in school and will be part of a public document, open to inspection by, for example, parents, the local authority and inspectors.
- It will be retained for a period after your term of office ends, in case questions arise thereafter.
- It will also be used to create a Register of Interests and the interests may be published on the school's website.

What if I do not declare relevant interests?

- Failure to declare a relevant interest is a serious matter.
- It might be an oversight, but a deliberate failure would be cause for suspension from the governing body.

What if my interest ceases or a new interest arises?

- Should your circumstances change, you may revise your entry at any time.
- The Governing Body will review the Register as a whole annually and governors are requested to complete a form each year in the Summer Term.

What interests should I declare?

- You should declare any pecuniary/personal interests that have the potential to conflict with the interests of the school.
- These include direct pecuniary interests (eg. if you supply goods/services to the school) and indirect pecuniary interests (eg. if your spouse or relative supplied services to the school).
- There may also be non-pecuniary interests (conflicts of loyalty) whereby the member of staff does not stand to gain any benefit but a declaration should still be made (eg. if a family member works in the school and a decision is made which affects the family member).
- You do not need to declare an interest as a parent of a child at the school; a teacher at the school; or any other interest which is implicit in your appointment (eg. for ex-officio posts).

What if I am unsure whether an interest is a relevant interest?

- If you are in any doubt about whether to declare a particular interest, it is probably best to do so.
- If you feel that further details would be helpful (e.g. making clear where a possible conflict might lie), again it is probably best to give them, if necessary in a separate letter which will then be kept on the file with this form.
- To assist you, a list of questions is included in this form on page 2 and advice is available from the Clerk.

SCHOOL: Cardinal Pole Catholic School

STAFF REGISTER OF BUSINESS INTERESTS FORM

| | |
|------------------------|--|
| Name: | |
| Date appointed: | |
| Post Held: | |

What interests should I declare?

- You should declare any pecuniary/personal interests that have the potential to conflict with the interests of the school.
- The questions below are included to assist you in highlighting common interests which should be declared.
- However, the list is not exhaustive so **if you are in any doubt about whether to declare a particular interest, it is probably best to do so.**

| Question | Yes | No |
|---|------------|-----------|
| Are you a governor, trustee at another educational establishment *? | | |
| Are there any staff members of the school who are a related person **? | | |
| As an individual or contractor, do you provide goods or services to the school / trust or have other financial dealings with the school / trust? | | |
| Are you aware of a related person ** who provides goods or services to the school / trust or has other financial dealings with the school / trust as an individual or contractor? | | |
| Are you a staff member, director, shareholder, trustee, partner or owner of an organisation *** or do you have another relevant interest in an organisation *** that provides or may provide goods or services to the school / trust or has or may have other financial dealings with the school / trust? | | |
| Are you aware of a related person ** who is a staff member, director, shareholder, trustee, partner or owner of an organisation *** or has another relevant interest in an organisation *** that provides goods or services to the school / trust or has other financial dealings with the school / trust? | | |

* An **educational establishment** includes places like a school, university or Children's Centre.

** A **related person** is somebody who could possibly exert influence over you including but not limited to a relative (parent, spouse, child etc.), partner, co-habitee or business partner.

*** An **organisation** includes a company, business, partnership, contractor, charity, trust etc.

Potential conflicts of interest:

- If you answered "Yes" to any of the above questions or if you have any other interests to declare, please provide details below including the date the interest began.
- Continue on a separate sheet if necessary, but please ensure that you sign and date that sheet too.

| |
|--|
| <ul style="list-style-type: none">If you do not have any potential conflicts of interest, please state "<u>NONE</u>" |
| |

Signed

Date _____

Appendix 4 – Expenses claim form



REINBURSEMENT CLAIM FORM

Please ensure that this form is fully completed and all receipts are attached before handing in to be authorised.

Claimant's Name : _____

Date of Claim : _____

| Receipt Number | Date | Supplier | Reason for expense | Amount |
|----------------|------|----------|--------------------|--------|
| 1 | | | | £ |
| 2 | | | | £ |
| 3 | | | | £ |
| 4 | | | | £ |
| 5 | | | | £ |
| 6 | | | | £ |

No payment will be made without a receipt.

Total claim

| |
|---|
| £ |
|---|

By submitting this form, the claimant hereby declares that the above expenses were incurred wholly and necessarily in the course of Cardinal Pole Catholic School business and no other claim has been made for them

Signature of Claimant : _____ Department : _____

I hereby authorise payment of the above

Authorised by: _____ Signature of Authoriser : _____ Date Authorised : _____

Appendix 5 – Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

| TYPE OF VEHICLE | FIRST 10,000 MILES | ABOVE 10,000 MILES |
|-----------------|--------------------|--------------------|
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |