



## **King Edward VI School**

# **Finance Policy**

**including Charging and Remissions  
and  
Record of Financial Responsibility\***

<b>Version Number:</b>	n/a
<b>Drawn up by:</b>	Business Manager
<b>Reviewed by:</b>	Rosette Doxon – Business Manager
<b>Date reviewed:</b>	09 October 2025
<b>Approval by:</b>	Resources Committee
<b>Date approved:</b>	14 October 2025
<b>Review Cycle:</b>	Annually
<b>Date of next Review:</b>	October 2026
<b>*Record of Financial Responsibility</b>	November 2025
<b>Review Cycle:</b>	Annually
<b>Date of next Review:</b>	October 2026

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# **1 GOVERNANCE**

## **1a General**

A list of all Governors, their membership of committees and terms of reference is maintained by the Business Manager and the Clerk to the Governors who keeps the records. Terms of reference for each committee will be reviewed by the Governing Body at least every two years.

The Governing Body meets at least once a term.

Committees of the Governing Body meet at least once a term.

The Governing Body will aim to agree, no later than by the end of term, the dates of meetings for at least the next term.

## **1b The Governors**

The Governing Body approves the Governing Body Decision Planner which shows who is responsible for key tasks. This is reviewed in the Autumn Term. Although decisions may be delegated, the Governing Body, as a whole, remains responsible for any decision made under delegation.

The Governing Body is responsible for the overall direction of the school; it determines the school's spending priorities through the annual setting of a three-year budget plan, and evaluates the effectiveness of spending decisions.

## **1c The Headteacher**

The Governors delegate responsibility for the day-to-day management of the school to the Headteacher according to the Decision Planner.

The Headteacher and Business Manager ensure that sound systems of internal control are in place.

The Headteacher and Business Manager, after consultation within the School, will bring forward the draft Budget Plan for discussion with the Resources Committee. The approval for the first budget of the year remains with the Governing Body

The Business Manager monitors the Budget and Devolved Capital spending and supplies the Headteacher and Resources Committee with monitoring information at least at each Resources Committee meeting. The information for the Resources Committee takes the form of a budget report produced from the SIMS accounting system with annotations set with a written budget commentary, as required by the Record of Financial Responsibility.

## **1d The Staff**

Staff comply with financial regulations in Suffolk's Scheme for Financing Schools and any School specific requirements.

Staff are responsible for any budget whose management is delegated to them and are referred to as Budget Holders. They are responsible for completing an internal order form (before placing an order or making a purchase), passing signed paperwork to the School Office and monitoring their budgets. A printout is issued termly, but may be obtained whenever required.

#### 1e The Resources Committee

Governance of financial matters is managed by the Resources Committee within the delegations set out in the Decision Planner. Membership of this Committee is determined by the Governing Body and reviewed annually in the Autumn term. Its responsibilities are set out in its Terms of Reference that are reviewed at least every two years.

Any change in staffing under consideration is to be referred to the Resources Committee who will assess the budgetary implications and advise the Governing Body accordingly.

#### 1f Expenditure Limits

The inclusion of an item in the approved budget plan gives authority to spend.

The Headteacher authorises virements as detailed in the Record of Financial Responsibility (RoFR) (Appendix A). Above this amount the approval of the Resources Committee is to be sought. All virements are minuted at the Resources Committee.

#### 1g Orders

Quotations are obtained or tenders sought for purchases exceeding the limits set out in the RoFR (Appendix A) which is approved by Governors on an annual basis in the autumn term.

#### 1h Minutes

Minutes taken at the Resources Committee and Governing Body record the basis for any decisions made and clearly state the decisions themselves. Committee minutes are circulated to members of the Committee, are agreed, signed at its next meeting and are received at the next Governing Body meeting

#### 1i Register of Business Interest (Pecuniary Interest)

The Headteacher is to maintain a register of business interest for Governors and for staff with purchasing authority. The register is updated annually in the Autumn Term and is kept in the Finance Office (staff) and on GovernorHub (Governing Body).

## **2 FINANCIAL PLANNING**

The School Development Plan includes a statement of its educational priorities to guide the planning process. It provides sufficient detail to enable the construction budget plans.

There is a clear, identifiable link between the School's annual budget and the School Development Plan, which is shown on the Budget plan

For each of the key issues in the School Development Plan, costs and other inputs are identified so that budgets may be prepared.

The School Development Plan is reviewed in the Summer Term to ensure that educational priorities are stated for the next three years. It shows how the use of resources is linked to achieving the goals.

The School budget is revised after the review of the development plan and resources identified within the budget to deliver the plan's priorities.

The School budget is maintained for the current financial year and at least two further years.

The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.

The budget and cash flow forecast are profiled in accordance with likely spending patterns.

In the event of a budget surplus, this is earmarked for future specified use.

A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.

All new initiatives are appraised by the Resources Committee in relation to their costs, benefits, sustainability and value for money.

The main elements of the budget are fundamentally reviewed annually. The Integrated Curriculum and Financial Process (ICFP), supported by bench marking techniques, helps to identify priorities. The Business Manager will prepare such supporting information for review by the Resources Committee, as required, but not less than on an annual basis. Any benchmarking data should be assembled promptly after its release by the Department for Education.

The budget cycle is as follows:-

#### Spring Term:-

- The Headteacher and Business Manager, after consultation within the School, will bring forward the draft Budget Plan for discussion with the Resources Committee. The plan is approved by the Resources Committee, and subsequently by the full Governing Body at the budget meeting in the Spring Term. The plan must be approved by 31 March.
- The Business Manager submits the approved budget plan to the LA by 30 April each year.

#### Summer Term:-

- The Business Manager, in consultation with the Headteacher, prepares financial reports for the Resources Committee to consider. The Resources Committee will consider any virements that may be necessary in view of additional income or costs incurred that were not included in the original budget.
- The virements, once approved by the Resources Committee, are sent to the LA by the end of the Summer Term

#### Autumn Term:-

- The Business Manager, in consultation with the Headteacher, prepares financial reports for the Resources Committee to consider. The Resources Committee will consider any virements that may be necessary in view of additional income or costs incurred that were not included in the original budget.
- The virements, once approved by the Resources Committee, are sent to the LA by the end of the Autumn Term

### **3 BUDGET MONITORING**

The Business Manager produces monthly monitoring reports.

The Business Manager monitors the Budget and Devolved Capital spending and supplies the Headteacher and Resources Committee with monitoring information at least at each Resources Committee meeting.

The Business Manager identifies and recommends to the Resources Committee appropriate remedial action for budget variances.

The Business Manager prepares a cashflow forecast at the beginning of the financial year and this is reviewed by the Resources Committee. Further review will be triggered if the cash balance falls beneath £150,000.00.

The Business Manager recommends to the Resources Committee how to vire any in-year under spends in excess of £50,000.00.

The Headteacher and Business Manager monitor expenditure initiatives in the School Development Plan.

Budget Holders are supplied with monthly budget reports. The Business Manager monitors devolved budgets and agrees remedial action plans where necessary.

### **4 PURCHASING**

All orders comply with the LA's Standing Orders for contracts as published in Suffolk's Scheme for Financing Schools.

The School demonstrates value for money through competitive tendering, when appropriate, or other approved purchasing arrangements.

The School will not consider entering into any lease or financial agreement without first consulting with Schools Choice prior to inviting suppliers to quote or signing any contract. The School will ensure that any lease entered into is an 'operating lease' not a 'financial lease'.

For any order whose value is less than £5,000.00 educational discounts should be obtained where possible and SCC contract holders used.

For any order with a value £5,000.00 - £9,999.00 two estimates will be obtained and price comparison records maintained.

Three written quotations are obtained for any order whose value is estimated £25,000.00 or over.

If a quotation other than the lowest is accepted by the School (for expenditure above £10,000.00) it must be reported to Governors and the reasons clearly minuted.

For expenditure above £50,000.00, the School will enter into competitive tendering in line with SCC requirements. Responsibility for approval of the final tender will lie with the Governing Body.

Contract specifications will contain the following:-

- Contract duration
- Definitions
- Contract Objectives
- Services to be provided
- Service quantity
- Service quality standards
- Contract value and payment arrangements
- Information and monitoring requirements
- Procedure for disputes
- Review and evaluation requirements

The official financial information (SIMs) will be used for all orders. All orders (including all urgent verbal orders) will be entered onto the SIMs system within five working days.

Individuals will not use official orders to obtain goods or services for themselves.

All orders are signed by an authorised signatory. For all commitments above £1,000.00, two signatures are required on all orders, one of which will be the Headteacher or Business Manager. A list of authorised signatories is maintained by the Business Manager (a copy of which will be sent to the Payments at SCC and Payroll Section at Schools Choice). The authorised signatory is not permitted to create and certify any orders.

The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.

Each order placed is automatically entered into the School's financial system as a commitment.

The School checks goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order.

Authorisation of invoices for payment is detailed in RoFR (Appendix A).

Payment is made within the agreed time limits after certification by an approved signatory.

Payment is only made against the original suppliers' invoice and not on a statement.

Invoices are stored securely and in order.

### **Purchasing Card**

The Governing Body approved the use of a purchasing card at its meeting of 31 March 2011. From time to time, the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that will not invoice but will only accept a direct payment. In order to make use of these Best Value offers the school holds a purchasing card. The Headteacher will ensure that there is budgetary provision for all purchases and that there is a sufficient balance available in the bank to cover the expenditure

The primary method of payment remains invoicing and this shall generally be used in preference to card purchases where such is offered by the supplier.

- Cardholders are detailed in the RoFR (Appendix A).
- The purchasing card shall be issued by Lloyds PLC, the school's bankers.
- The card will be retained in the school at all time and in the school safe when not in use.

- Should the card be lost or stolen the loss shall be reported to the issuing bank, the police, the School Business Manager and the Headteacher immediately.
- Should fraud or misuse be suspected, the bank will be informed immediately so that the appropriate action can be taken.
- The purchasing card account shall have a spending limits as detailed in the RoFR (Appendix A). This can exceptionally be raised as detailed in the RoFR (Appendix A) but will automatically be reset to the lower value at the end of the relevant month.
- The purchasing card balance shall be settled in full automatically each month by direct debit.
- The purchasing card transaction will be entered in the accounts as soon as possible with the purchasing card authorisation number, to ensure the completeness of the accounting records & ready to be reconciled when the bank statement reaches the school.
- All receipts shall be authorised by the Headteacher, Finance Manager or a designated person.
- The cards shall not be used for personal expenditure under any circumstances.
- Cash withdrawals are not permitted. It is noted that for control purposes the Bank has set a £100.00 daily limit for cash withdrawals.
- Cardholders will authorise the school to recover the cost of any unauthorised transactions and where reimbursement is not received then the school is authorised to make a salary deduction for the unauthorised amount.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing.
- When a signatory leaves the employment of the school the Finance Manager or Business Manager shall notify the bank to ensure the signatory details are removed.

#### **Separation of duties is fulfilled by the following:**

- If a member of staff requires a purchase to be made via the internet they must liaise with the Finance Manager to place the order online providing they have sufficient budgetary provision and the authorisation of the Budget Holder.
- The Business Manager authorises the purchase and the use of the card.
- The Finance Manager makes the purchase.
- The Finance Manager/Finance Staff records the expenditure on the Accounting System.
- Finance Manager to reconcile direct debit on bank account statement against purchasing card statement.

#### **Purchases under £300.00**

- When using the purchasing card the money will be taken from the bank account once the purchase is complete even if the goods have not been received.
- A purchase shall be completed by the Finance Manager and after the Business Manager has authorised it.
- The Finance Manager enters the purchase onto the Accounting System and having previously confirmed that there is a sufficient cash balance at the bank to cover the expenditure.
- Print off the order confirmation immediately which must be coded and authorised and posted as a direct payment onto the Accounting System.
- A VAT (if applicable) receipt must be obtained.
- Purchasing records must allow correct coding in accounts.

#### **Purchases over £300.00**

- Must be ordered on the school premises.
- Telephone orders are permitted and the Business Manager must sign to agree it, in advance of the purchase.



- The official order is to be signed by the authorised official signatory. For purchases over £1000.00 a second signatory from the authorised list is to be obtained and must not be the cardholder.
- The Finance Manager enters the official order onto the Accounting System and will confirm that there is a sufficient cash balance at the bank to cover the expenditure.
- All orders must be delivered to the school address.
- A VAT receipt must be obtained.
- The school must have a record of receipt of goods/service at school, i.e. delivery note.
- The Finance Manager enter the expenditure onto the Accounting System at the point at which the purchase is made.

### **Fuel Card**

The school operates a scheme with Fuelgenie (Worldline IT Services UK Ltd). The school possesses two Fuel Cards permitting the purchase of fuel on a credit basis.

Each card will only be released for use in facilitating authorised School trips and visits. One card will be reserved for use with the School's own minibuses. The other may be used with vehicles hired by the School.

Only employees of the School will be permitted to use a Card. The Card can only be used to purchase fuel.

Each time a Fuel Card is used to purchase fuel a receipt must be obtained and a record of the journey(s) for which the fuel has been purchased must be made.

## **5 FINANCIAL CONTROLS**

The Headteacher has a secured contingency arrangement in place to ensure that financial control can be maintained in the absence of key staff. These arrangements are:

Cover for Business Manager – Finance Manager and Finance Assistant  
 Cover for Finance Manager – Business Manager and Finance Assistant  
 Cover for Finance Assistant – Business Manager and Finance Manager

The Headteacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.

The School maintains proper accounting records. An audit trail can be maintained for all financial transactions. Any alterations are made in ink and initialled to identify the person making the alteration.

Documents relating to financial transactions are retained for six years plus current. Registers are retained for seven years after the child reaches maturity. All documents are stored securely in the school basement and only accessed by authorised staff.

Where there is a requirement to account separately for earmarked funding the Headteacher ensures this is done and that money is spent on its intended purpose.

Members of staff are not allowed to use their own bank account for any payment or receipt connected to the school's budget.

## **6. CHARGING AND REMISSIONS**

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education.
- The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

### **6.1 School journeys in school hours**

The board and lodging element of all residential activities deemed to take place within school hours.

### **6.2 Activities outside school hours**

The full cost to each student of all activities deemed to be optional extras taking place outside school hours. e.g. theatre & educational visits, lunchtime or after school clubs, residential journeys taking place mainly at weekends or school holidays, school plays, discos etc.

### **6.3 Instrumental music tuition**

The cost to the student for providing individual instrumental tuition which takes place within or outside of school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum.

Resources are delegated to the Governing Body by the Local Authority for instrumental tuition. The Governing Body has the right to make a charge to parent/carer for all or part of the cost of providing such tuition. Charges will not exceed the cost to the school of such tuition.

A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents/carers will be informed.

### **6.4 Materials, instruments etc.**

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents/carers) in cases where it has discretion to do so.

The Governing Body may charge for materials or require them to be provided if the parent/carer has indicated in advance that they wish to own the finished product.

### **6.5 Examination fees**

- a) Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parent/carer.
- b) If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent/carer.

## **6.6 General**

- a) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- b) Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

## **REMISSIONS**

Where the parent or carer of a student are in receipt of:

- Universal Credit
- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Working Tax Credit run on
- Child Tax Credit but no element of Working Tax Credit and have an annual income that does not exceed £16,190.00
- If you are supported under Part VI of the Immigration and Asylum Act 1999

the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body reserves the right to apply this criterion for remission in respect of other provision for which a charge is made.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

## **7 INCOME**

The Resources Committee reviews the Schools Charging and Remissions Policy and reports its approval to the Full Governing Body every two years.

Proper records of all income due are kept. When this is not appropriate, the County's official 'A' Account pad is used. For transfers of funds between County Council departments, a Journal Transfer must be completed.

The responsibility of identifying and recording sums due is separated from the responsibility for collecting and banking income.

Receipts are issued for all cash amounts received over £50.00. Payment cards are issued for residential trips and class lists registers are used for other trips and theatre performances. Income is listed on a daily basis and logged for future reference. Receipt books are stored securely.

Payments received from students: students either give payments together with relevant documentation directly to staff in Student Services or use the drop off box provided.

These payments are recorded by the Subject Support Administrator based in Student Services, together with any documentary evidence on spreadsheets maintained for this purpose in the Student Services folder in the J Drive of the school data system. These spreadsheets can be reconciled to the banking.

All payments for banking purposes are recorded on either a carbon backed peach page for School Fund Accounts, or a white page for Capitation accounts. Once completed the sheets are totalled once completed, signed and passed to the Finance Manager (for School Fund) or Finance Assistant (for Capitation) to check and Bank

Lettings are approved by the Headteacher or an authorised member of staff and diarised to ensure that Personnel are available to secure the School.

Pending banking, cash and cheques are locked away in a secure safe.

Transfers of money between staff are recorded and signed for.

Revaluation machines are emptied by two people and details of funds received initialled by the people involved.

Income is banked within one week of receipt. Bank paying-in books show the split of cash and cheques (cheques to have student name written on the back) and list each cheque. Income is not used for making any payment or for cashing personal cheques, although the School may exchange a petty cash cheque for cash.

Income recorded in the accounts is reconciled monthly with the bank statement.

Where invoices are required, they are issued with a 30- day payment term. One-off lettings should be paid for in advance.

For official funds, the School banks with Lloyds Bury St Edmunds as detailed in RoFR (Appendix A).

Bank reconciliations are completed on receipt of statements, and the reconciliation checked and signed off by the Business Manager or Finance Manager. Any discrepancies are investigated immediately.

The School is not allowed to go overdrawn, and will apply to the LA for a cash advance will there be insufficient funds.

Each cheque written is signed by at least two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed.

All cheques are crossed 'account payee' and are stored securely when not in use.

## **8 BAD DEBT**

Wherever possible, income due will be collected before or immediately following the time that the relevant sale or service is provided. If this is not possible, an initial telephone call will be made, followed if necessary by a debtor's account.

All debts will be recorded, and non-payment will be followed by issuing reminders as follows:

- 3 weeks from date of account - 1st reminder
- 8 weeks from date of account - 2nd reminder
- 12 weeks from date of account – Final Reminder
- Contact with school to discuss further action

The final reminder is sent by recorded delivery, and threatens legal action if not settled within 14 days.

After 10 weeks from the date of the account, where the debt is still outstanding, legal action will be considered, and the debtor will be informed of this in writing.

If, after every effort has been made to collect the debt, and legal action is considered impractical or has been unsuccessful, individual bad (i.e. irrecoverable) debts may be written off in accordance with procedures detailed in RoFR (Appendix A).

## **9 SURPLUS EQUIPMENT**

Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £100.00 or sale is to be by public auction or competitive tendering, authority for disposal can be given by the Headteacher.

A Disposal of Equipment form will be completed for all items which are to be disposed of.

Governors' approval will be obtained for the disposal of equipment where:

- a. the estimated disposal value is between £100.00 and £500.00 and the sale is not to be by public auction or competitive tendering;
- b. the estimated disposal value is above £500.00, or;
- c. the sale is to a Governor or employee of the County Council.

Where the sale has been to a Governor or employee of the County Council records will be maintained to demonstrate that the amount realised was of current market value. A list of equipment disposed of will then be presented to the governing body at its next meeting. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

The school's inventory will be amended to show disposals and these entries will be endorsed by the Headteacher.

The net income (i.e. excluding VAT) from sales of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

All electrical equipment is disposed of in such a manner as to comply with the latest iteration of the Waste Electrical & Electronic Equipment (WEEE) Directive. Where necessary specialist contractors are used to manage this disposal.

## **10 PAYROLL**

Personnel procedures, including appointments, promotions and terminations are supervised by the Staff/Personnel Committee.

The Headteacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.

All staff data is entered onto the Schools personnel information package (SIMS) and is reconciled with the ORACLE download.

Payments to individuals are processed only through the payroll system, no local payments are made except for expenses to teaching staff via the petty cash system.

Only authorised staff are allowed to access personnel and payroll records. Arrangements have been made for staff to access their own personnel records and such requests are to be made to the Headteacher.

## 11 Expenses

Reimbursement of legitimate business expenses is managed through the Local Authority procedures and forms and is paid through payroll. Expense claims should be anticipated and approved by the relevant manager.

The principal expenses to be met are related to training and travel and the following guidelines apply:

### Travel Claims

It should be noted that mileage is paid from the school to the venue unless home to the venue is nearer.

It is expected that travel will be made by train where feasible, particularly for Central London venues.

Train tickets to be booked via the Business Office in advance (note tickets usually arrive within 48 hours). Train times will need to be 'named' as this will provide the cheapest option – open or flexible tickets will not be provided as they cost up to three times the price of tickets which have the named times. Please note – tickets can be booked up to three months in advance with considerable savings.

Taxi costs will not be met unless agreed prior to travel.

### Overnight Accommodation and Meal Allowances

If a meeting venue is within 2½ hours drive then accommodation will **not** be paid for.

If attending a meeting/training necessitates leaving before 6.30 a.m. breakfast will be paid for up to the value of £7.50. Lunch will **not** be paid for.

Where the school requires an employee to stay away from home or their normal place of employment, the school will meet the cost of reasonable hotel accommodation, including breakfast. The employee is required to book their overnight accommodation in advance and where multiple options are available should select the cheapest option i.e. Travel Lodge, Premier Inn etc. If accommodation (including breakfast) is over £100 per night, then approval needs to be sought from the Business Manager.

An evening meal can be purchased to the value of £20.00. Any other expenses such as drinks or telephone calls will not be met.

All expense requests must be covered by a detailed receipt.

Any costs that have not been listed on the green form will be passed to individual departments to meet.

## 12 PETTY CASH

The Governors have determined the level of petty cash to be held as detailed in RoFR (Appendix A).

Cash is held securely and access to it is restricted to authorised staff.

Payments from petty cash are limited to a level detailed in RoFR (Appendix A). Expenses over this amount are reimbursed to employees by means of cheque.

Payments from petty cash are supported by a petty cash claim form and VAT invoices/receipt. The form is signed by the recipient.

Transactions are entered onto the school Accounting System.

Petty cash is reconciled on at least a termly basis. A report of all transactions is run and the reconciliation statement countersigned by an authorizing signatory confirming the report balances with cash.

Personal cheques are not allowed to be cashed with petty cash

### **13 TAX**

The Headteacher ensures that all relevant staff are aware of provisions concerning VAT, tax and the construction industry scheme. They are informed that they can find further information in the Purple Folder and VAT Specialist at County on how VAT on business activities and school trips should be accounted for

Only VAT invoices are paid for transactions involving VAT. Payments are only made to contractors and subcontractors in accordance with the Construction Industry Scheme.

In the case of the reimbursement of expenses, the VAT invoice must be in the name of the School and not an employee, as VAT belonging to the County Council can only be claimed by Suffolk County Council.

The School completes a monthly VAT return on school Accounting System, which is reimbursed. This is done on the first available day after month end.

### **14 SCHOOL FUNDS**

School Funds are accounted for separately from the school's delegated budget.

The School has set up a separate bank account for the School Fund and are detailed in RoFR (Appendix A).

The school has appointed Mrs S Rose as Treasurer for the School Fund.

The Governing Body has appointed David Robertson & Co as Auditors for the School Fund.

The School produces regular financial reports as per the RoFR to ensure that the School Fund is monitored as rigorously as the delegated budget.

No income which relates to the official budget is credited to the School Fund.

Income received is banked weekly. Receipts are issued for any donations or income entering the School Fund. Bank reconciliations are undertaken between the accounting records and the bank statements and independently reviewed.

The school annually presents the Resources Committee with a report on the audited accounts, the audited accounts and the auditor's certificate each financial year. The audited accounts of the School Fund are sent to the LA within two terms of the end of financial year.

The school has insurance covering the School Fund, including fidelity guarantee insurance which covers fraud, misappropriation, embezzlement, etc.

## **15 ASSETS**

An up to date inventory is maintained of all items of equipment. Those that are portable, valuable and desirable are identified as School property by security marking that bears the School name and postcode.

Stock checks are carried out of levels of stock prior to placing orders to ensure that there is no over-ordering and to monitor usage.

The inventory is reviewed in the Summer Term and signed as evidence of the check having being undertaken. Completion of this check is reported to the Resources Committee.

Any discrepancies found during the inventory check as detailed in RoFR (Appendix A) will be notified to Governors and action taken (where appropriate) to reduce the risk of discrepancies occurring in the future.

A log of School property that is taken off site, by staff or students, is maintained. This property includes musical instruments and computers. The register is held by the appropriate team (e.g. IT Team). Teachers complete a Laptop Release form which records all the details of their laptops.

The safe is kept locked and the keys are removed and kept within the strong room. Keys to the room are held by the Business Manager and Finance Manager.

The School's asset management plan is supervised by the Headteacher.

## **16 INSURANCE**

The School reviews all risks annually to ensure that the cover available and the sums insured are adequate.

The Governors consider whether to insure against any uncovered risk at the start of the financial year with the budget process

The School will notify the LA/insurers of any new risks or any other alterations affecting existing insurance.

The School will not give any indemnity to a third party. The SCC disclaimer on trips consent form (PC07) is included on consent letters sent home to parents.

The School will immediately advise the LA/insurers of any accident, loss or other incident which may give rise to an insurance claim. Incident reports are kept by the Facilities Manager.

Insurance will cover the use of School property when off the premises, e.g. musical instruments/computers but not for unattended items.

## **17 MONEY LAUNDERING AND ANTI-BRIBERY**

The LA and schools are bound by the Bribery Act 2010. More information can be found at: <https://suffolklearning.com/finance/counter-fraud-services/>



## PROTECT: Record of Financial Responsibility (RoFR) 2025-26

<b>School Name</b>	<b>King Edward VI CEVC School</b>
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### **GOVERNOR RESPONSIBILITIES**

Governing bodies are responsible for making decisions regarding how to secure better value for money and delegation arrangements. This requires governors to act in the best interests of the school/college in line with the Nolan Committee's Seven Principles of Public Life:

- Selflessness:** No financial gain or other material benefits for self/family
- Integrity:** Independent of outside influence
- Objectivity:** Decisions made on merit
- Accountability:** Accountable for decisions/actions to the public
- Openness:** Open about decisions and actions taken wherever possible
- Honesty:** Declare private interests, resolve conflicts to protect public interest
- Leadership:** Promote and support principles by leadership and example

### **VALUE FOR MONEY**

Governors and school/college staff should have proper regard for value for money and school/college performance and the governing body should be prepared to be held to account by parents and the wider public.

Value for Money (VFM) is not necessarily about the lowest price, it's about getting the right balance between quality and cost and a widely accepted definition of VFM refers to three elements:

- Economy:** Minimising the costs of resources used
- Efficiency:** Relationship between outputs and the resources used to produce them
- Effectiveness:** Extent to which objectives have been achieved

It is therefore essential that minutes of governor meetings accurately reflect the discussions and decisions relating to securing value for money for the school/college and that the school/college retains all related documents so as to demonstrate that all actions have been to safeguard public funds and in the best interests of the students.

### **PECUNIARY INTEREST**

The General Interests Register will contain up-to-date Pecuniary Interest declarations from all governors and staff employed at the school. The Specific Events Register should also be completed where appropriate. Guidance on disclosing pecuniary interests and maintaining registers is available on the Suffolk Learning website.

### **RECORD OF FINANCIAL RESPONSIBILITY (RoFR)**

- The RoFR will be reviewed by the Governing Body on an annual basis and its approval recorded in the minutes of the meeting.
- The LA recommends that the RoFR is included as an appendix to the school's Finance Policy and that the Finance Policy refers to the RoFR for individual values/limits in order to avoid the risk of inconsistencies occurring.

<b>Date RoFR approved:</b>	Oct 25	<b>Chair of Governors:</b>	<b>Chair of Resources Committee:</b>
<b>Date of next review:</b>	Oct 26	<i>Signed:</i>	<i>Signed:</i>
		<i>Print name:</i> R STIFF	<i>Print name</i>

## **PROCUREMENT/LEASING/CONTRACTUAL ARRANGEMENTS**

Schools are advised to comply with the advice of the LA Procurement Team, Schools HR Team and also assess the risks prior to the Governing Body taking a decision on each contract (including leases, staffing contracts and those of no monetary value). The Headteacher must provide governors with an explanation where a contract has been entered into without prior approval; governors must then consider and approve this explanation. Contracts will be reviewed regularly to confirm that value for money continues to apply. Schools should contact the Procurement Team with any procurement/leasing queries (01473 260266 or [procurement@schoolschoice.org](mailto:procurement@schoolschoice.org)).

Poor procurement and contractual decisions and a failure to comply with procurement/employment legislation could result in legal challenges from suppliers, employees, contracts being cancelled and financial penalties which can be costly, time-consuming and impact on your school/college's reputation and confidence in the governing body.

<b>Value above which full competitive tendering arrangements must be applied:</b>	
<b>£50,000</b>	The <u>Council's Procurement Regulations</u> require that an advertised tender exercise is conducted for all goods/services costing more than £50,000. N.B. The OJEU (Official Journal of the European Union) static level of £189,330 over the contract duration cannot be changed.
<b>Responsibility for approval of full competitive tenders:</b>	
	<u>Responsibility for the approval of full competitive tenders sits with the Governing Body.</u>
<b>Value above which three competitive quotations must be sought:</b>	
<b>£25,000</b>	Each individual transaction value should not exceed the value set without obtaining three quotations. The Council's Procurement Regulations require that purchases of goods/services costing more than £25,000 are sourced via a minimum three competitive quotations.
<b>Responsibility for approval of purchasing and contracts over the quotation threshold:</b>	
<b>Headteacher/ Business Manager</b>	<u>Approval for purchasing and contracts above the quotation threshold is detailed within the Finance Policy.</u>
<b>Value above which price comparisons must be recorded:</b>	
<b>£5,000</b>	<u>Price comparison records are kept.</u>
<b>Expenditure limit above which Governing Body approval is required:</b>	
<b>£ - see note</b>	<u>Provided expenditure to be incurred is detailed within the annual budget and supporting documents as approved by the Governing Body, no further approval is required for individual transactions. This has been delegated to the Headteacher and includes expenditure funded by Capital Budgets. Expenditure that breaches the approved budget to the extent that it requires a virement of greater than £50,000 requires the approval of Governors.</u>

## **PAYMENTS – DELEGATED BUDGET BANK ACCOUNT**



Note: only one account in respect of the school/college delegated budget is permitted.

Bank Signatories (minimum 3)		
1) Headteacher: D O'Regan	2) Deputy Headteacher: B Tucker	3) Business Manager: R Doxon
4) Facilities Manager: M Shaw	5) Finance Manager: S Rose	6)
View-Only On-Line Access to Lloyds Account Data (Pilot Scheme Autumn 2014)		
The school has view-only on-line access or is actively working with SAT to enable access	NO	
<i>Note: delegation arrangements for access authorisations are set out in the Governors' 'On-Line Banking Policy' document (page 3)</i>		

## **PAYMENTS – DELEGATED BUDGET PETTY CASH**

<b>Maximum Petty Cash Held On-Site (In-Hand):</b>	<b>Maximum Individual Payment:</b>
<b>£500.00</b>	<b>£100.00</b>

## **PAYMENTS – DELEGATED BUDGET PAYMENT CARD**

<b>Number of Cards Allowed:</b> (LA recommends maximum of 3)	<b>Single Transaction Limit</b>	<b>Monthly Limit</b>
<b>Three but only one card issued by bank to school</b>	<b>£10,000.00</b>	<b>£10,000.00</b>
<b>Individual Cardholders</b>		
1) Business Manager: R Doxon (but delegated to S Rose during any period of extended absence of R Doxon)	Signed acknowledgement in confirmation of my understanding and abidance of the card policy:  R Doxon	Signed acknowledgement in confirmation of my understanding and abidance of the card policy:  S Rose

## **INCOME – DELEGATED BUDGET**

Details of current cash limits are set out in the *Damage/Loss Risk Pool Insurance Document* which can be found on the secure section of the Schools' Choice website. For queries, contact the Insurance Team: [insurance@suffolk.gov.uk](mailto:insurance@suffolk.gov.uk)

<b>Limit above which receipts must be issued for cash received:</b>		
<b>£50.00</b>	Official SCC Receipts should be used.	
<b>Insurance Limits: Cash</b>	<b>Insurance Limits: Cheques</b>	<b>Insurance Limits: In Transit</b>
<b>£5,000.00</b>	<i>Cheques are not covered</i>	<b>£5,000.00 - by employee to Bank</b>

## **INCOME COLLECTED VIA 3<sup>rd</sup> PARTY ORGANISATIONS (e.g. Parent Pay)**

<b>Compliance checks on 3<sup>rd</sup> Party Organisations:</b>	
Compliance to be checked by: Business Manager	Finance Regulations state that schools are responsible for ensuring that account data is PCI DSS protected by any third party organisations (e.g. ParentPay) undertaking payment operations on behalf of the school.

### **CREDIT/DEBIT CARD HANDLING**

<b>Completion of the annual PCI DSS <u>Self-Assessment Questionnaire B:</u></b>	
The Self-Assessment Questionnaire will be completed by: Business Manager	Finance Regulations state that schools handling/processing credit/debit card data are responsible for ensuring that they are fully compliant with PCI DSS requirements and that all staff are aware of the school's PCI DSS Policy & Procedures

### **SCHOOL CERTIFYING OFFICERS**

<b>Name</b>	<b>Document Type(s)</b> (E.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings)	<b>Individual Transaction Limit</b>
Head /Deputy Head/Business Manager	All – Must not certify order and invoice relating to same transaction or authorise reimbursing self with petty cash or cheque	In accordance with SCC finance & school regulations and any order or commitment above £1,000. For orders or commitments above £10,000 three signatories must be obtained one of whom must be either the Headteacher or the Business Manager.
Subject Leaders (SL)/ Heads of Departments/Year/ Senior Support Staff	Orders/invoices/petty cash/staff expenses – but not authorising order and invoice for same item or authorising reimbursing self with petty cash or cheque. Can authorise claims for extra hours, although not their own.	In accordance with SCC finance & school regulations and up to a value of £1,000. Above that value and up to £9,999 Budget holder and either Business Manager or Headteacher must sign
Staff authorised by Headteacher/Deputy Heads/ Business Manager/SL/ Department Heads	Orders/invoices/petty cash – but not authorising order and invoice for same item or authorising reimbursing self with petty cash or cheque	In accordance with SCC finance & school regulations and up to a value of £1,000. Above that value and up to £9,999 Budget Holder and either Business Manager or Headteacher must sign
Chair of Governors	Certifying Headteacher expenses & reimbursements	

### **FINANCIAL MANAGEMENT DELEGATION ARRANGEMENTS**

<b>Modification to the Annual Budget after initial approval by the Governing Body delegated to:</b>
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Resources Committee	This should be consistent with the Governing Body Decision Planner and Terms of Reference for Working Parties and Committees
<b>Approval of the Strategic Financial Plans delegated to:</b>	
Resources Committee	This should be consistent with the Terms of Reference for Working Parties and Committees
<b>Virement - Limit above which Resources Committee approval is required:</b>	
<b>£50,000</b>	This can be a fixed amount or % of the Delegated Budget. Each individual transaction value of the virement should not exceed the value set without approval of the whole governing body
<b>Financial Benchmarking delegated to (Committee and/or Individual):</b>	
Business Manager prepares for review by the Resources Committee	<p>Integrated Curriculum and Financial Planning (ICFP) is the primary tool for comparison of school financial statistics.</p> <p>The DfE's <b>Schools Financial Benchmarking website</b> enables schools to benchmark their spending against other similar schools in detail. Schools can prepare charts that compare their income and expenditure profile with that of similar schools</p> <p>The DfE makes available income and spending data for all publicly funded schools in England; the data is published in <u>Performance Tables</u> alongside attainment data. The data lets schools and the wider public compare how far schools are achieving value for money across all their spending and ask questions about how they can use their resources more effectively.</p>
<b>SFVS – Self Assessment to be performed by (Committee and/or Individual):</b>	
SFVS is completed by the Business Manager. Two Governors with appropriate expertise review the report. The report is presented to Full Governing Body for approval and signed by the Chair of Governors	<p><b>SFVS is a mandatory annual self-assessment.</b></p> <p>Schools Choice offers an optional one-day <u>SFVS Support Service</u> for schools wishing to purchase an in-depth, independent assessment. This service assists schools in completing the documentation ready for final review and sign-off by governors.</p>
<b>Approval of the SFVS:</b>	
Governing Body	<p><b>This cannot be delegated.</b></p> <p>Following the self-assessment the governors need to summarise remedial actions and the timetable for reporting back, ensuring that each action has a specified deadline and an agreed owner.</p> <p><b>A copy of the signed, complete SFVS must be sent to the LA by 31 December 2023</b></p>
<b>Monitoring the progress of SFVS actions delegated to:</b>	
Resources Committee	Governors must monitor the progress of SFVS actions to ensure that all actions are cleared within specified deadlines.
<b>Statement of Internal Control (SIC)</b>	

A SIC will be completed every two years (agreed by Finance Committee meeting on 21 January 2020)	<p><b>It is not a requirement of SFVS to complete a SIC.</b></p> <p>However the SFVS concentrates on financial management aspects so a review and testing of controls will also provide reassurances to governors on the robustness of internal processes.</p> <p>Schools Choice offer a <u>Statement of Internal Controls (SIC) Service</u> that is designed to provide governors and school leaders with an external independent review on the robustness of internal controls and an indication of the integrity of transactions. It is designed to complement the statutory School Financial Value Standard (SFVS) which concentrates on financial management.</p> <p><b>SIC due in AY 23/24</b></p>
<b>Debt Write-Off - Limit above which Governing Body approval is required:</b>	
<b>£500.00 - Headteacher &amp; report to Governing Body</b> <b>£500.00 + Governing Body via Resources Committee</b>	<p>LMS Scheme:</p> <ul style="list-style-type: none"> <li>Debt write-offs above £100.00 must be reported to the Governing Body</li> <li>SCC Head of Strategic Finance must be consulted where a debt exceeds £1,000.00</li> <li>VAT may not be written off without specific written consent of SCC Head of Strategic Finance.</li> </ul>
<b>Disposal of Equipment - Limit above which Governing Body approval is required:</b>	
<b>£500.00</b>	
<b>Inventory Check - Limit above which discrepancies should be reported to the Governing Body:</b>	
<b>£500.00</b>	
<b>Management review of the Diary of Events delegated to:</b>	
<b>Finance Manager</b>	The school is expected to maintain the <u>Diary of Events</u> throughout the year.

### **INTERNAL BUDGETS DELEGATION ARRANGEMENTS**

<b>Delegated Budget/ Cost Centre</b>	<b>Responsibility for Monitoring (name)</b>	<b>Individual Transaction Limit</b>
All including ESS cost centres	Business Manager	No upper limit - follow SCC financial guidelines and the above certification limits
ESS Budget Cost Centres	Authorised Budget Holders and Business Manager	None - to follow SCC financial limits and not to overdraw without Business Manager's consent and the above certification limits

### **COMMISSIONING ADDITIONAL STAFFING**

<b>Name</b>	<b>Employment Categories (e.g. Additional Hours/Supply/Agency Staff)</b>
Headteacher	Teaching staff appointments
Business Manager	Support Staff additional hours. Replacement Support Staff or new Support Staff posts following approval by Headteacher and Resources Committee.

Cover Manager HR Manager	Teaching Staff – Supply claims and Agency invoices – short term Teaching Staff – Long term Agency invoices
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## **FINANCIAL REPORTING ARRANGEMENTS**

The grid below should be updated/amended where appropriate to reflect the governors' delegation arrangements. 'Blank' should be replaced with the appropriate report(s) or 'none'.

Governors are required to consider and approve reports, with copies being retained in the minute book.

	<b>Monthly</b>	<b>Termly</b>	<b>Annually</b>
<b>Full Governing Body</b>	None	*Budget Monitoring Reports *Virement Report	Outturn Report *Budget Plan *Strategic Plan *School Development Plan
<b>Resources Committee</b>	None	*Budget Monitoring Reports *Virement Report Cashflow Report	*Outturn Report Budget Plan *Strategic Plan *School Development Plan Cashflow Report
<b>Headteacher</b>	Half Termly - Cost Centre Cost Centre Summary by CC	None	None
<b>Budget Holder</b>	Departmental Budget Report - Monthly	None	None

*\* Copies of these documents should be circulated to all governors even where responsibility for approval is delegated to a committee.*

## **SEPARATE SCHOOL FUND – BANK ACCOUNT**

<b>Bank Signatories (minimum 3)</b>		
1) Headteacher: D O'Regan	2) Deputy Headteacher: B Tucker	3) Business Manager: R Doxon
4) Facilities Manager: M Shaw	5)	6)
<b>Value of accumulated fund at last audit: 31 Aug 24</b>	<b>Name of Auditor:</b>	<b>Honorary Auditor?</b>
<b>£5,475</b>	Knights Lowe Accountants	NO