




Financial Procedures

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Related Policies	Scheduled of Delegation
Chair of Governors Signature	



**BOWSLAND GREEN PRIMARY SCHOOL
FINANCIAL PROCEDURES MANUAL**

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GENERAL

This manual covers the various financial procedures and practices current to Bowland Green Primary School operating as part of the South Gloucestershire Council. The procedures are specific to the school but should be read in conjunction with procedures produced by South Gloucestershire Council.

The procedures are written to take into account all financial audit requirements.

This manual has been prepared by the School Business Manager (SBM) and will be updated at regular intervals, as and when procedures are amended or authorities change. All amendments will be passed to the Resource Committee for approval.

Copies of the manual are held in the School and the SBM's office. Copies have been distributed to the Chair of Governors and Headteacher.

If there are any procedures that are unclear, or help is required please contact the SBM.

FINANCIAL AUTHORISATIONS & PECUNIARY INTERESTS

School Business Manager reviews and updates the authorised signatory listing, if out of date. Controlled Stationery Officer (ext 5425) will issue new sheets to complete. Checks need to be carried out that any persons who have left are not signatory to petty cash or school fund account. If so, request forms for any changes required to bank mandates for petty cash. SBM notifies Lloyds TSB bank for school fund to change bank mandate.

During the first three weeks of new School year, Administrative Officer/SBM automatically issues a blank register of pecuniary interest form to all staff and Governors for completion and return. Forms are held on main office. **(Appendix 1)**



FINANCIAL DETAILS

The main school bank account is part of South Gloucestershire Council and is held at National Westminster Bank at Filton.

School Bank Account: South Gloucestershire Council Schools General Fund

National Westminster Bank C/O South Gloucestershire Council

Petty Cash Account: Bowsland Green Primary Imprest Account
Sort Code: 52 10 05
Account Number: 08690456

Bank Signatories on this account are as follows:

Faye Kitchen	Headteacher
Michelle Engley	Acting Headteacher
Charlotte Harris	Acting Deputy Headteacher
Carly Colton	SBM

All cheques must be signed by two signatories.

The above account is held at:
National Westminster Bank
Filton Bristol Branch
PO Box
4 Church Road
Filton
Bristol
BS99 5AA

To add/remove signatures from the Imprest account:

- **Contact Lauren Sharpe Tel No: 5435
Email: <mailto:lauren.sharpe@southglos.gov.uk>**
- **Signature list and information are in the main office filing cabinet marked 'Finance Forms' Signature list.**

The Corporate Purchase Card is at National Westminster Bank Plc.

The Corporate Purchase Card:

- Peter Clements – Purchase Card Administrator – Tel: 4686
- Jon Snell – Purchase Card Administrator - Tel: 4693
- Lauren Sharpe - Controlled Stationary Officer Tel: 5435
- Information regarding the 'Purchase Card Account' **is in the main office filing cabinet marked 'Purchase Card'**

National Westminster Bank
C/O South Gloucestershire Council



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Bank Signatories on this account are as follows:

Faye Kitchen	Head Teacher
Michelle Engley	Acting Headteacher
Charlotte Harris	Acting Deputy Headteacher
Carly Colton	SBM
Alan Vining	Caretaker

Authorised spend for Faye Kitchen, Michelle Engley, Charlotte Harris, Carly Colton and Tony Irwin:

Single Transaction Limit: £1000

Monthly Transaction Limit: £5000

Lloyds TSB

The subsidiary bank account is also held at Lloyds TSB, Kingswood. The details of all the accounts are given below:

School Fund Account:	Bowsland Green Primary School Fund
Sort Code:	30 94 80
Account Number:	3684523

Bank Signatories on this account are as follows:

Faye Kitchen	Headteacher
Michelle Engley	Acting Headteacher
Charlotte Harris	Acting Deputy Headteacher
Carly Colton	SBM

The above accounts are held at:

Lloyds TSB
102 Regent Street
Kingswood
Bristol
BS15 2HT

All cheques must be signed by two signatories.

To add/remove signatures from the 'School Fund Account'

- ***Go to Lloyds TSB 61-63 Gloucester Rd, Patchway, Bristol, Avon BS34 5JH***
- ***Pick a form***
- ***'Add' ID will be required from the person who is being added, take completed form with ID to the bank and they will process it.***
- ***A letter confirming the amendments will come through the post.***



PURCHASING

The School's Governing Body is responsible for the validity and necessity of all orders issued within the school, and responsible for the school following South Gloucestershire Financial Regulations. The Governing Body has delegated levels of authority for financial expenditure to the Head Teacher, Deputy Head and the SBM. These levels of authority are detailed in Scheduled Scheme of Delegation (**Appendix 1**) and Purchasing Policy (**Appendix 2**).

The Governing Body and its delegated authorities are also responsible for ensuring that value for money is achieved on all orders placed.

A South Gloucestershire Council (SGC) official purchase order (electronic) must be completed for all goods and services supplied to the school. In exceptional circumstances, minor items, which do not fall within the purchase order system, may be reimbursed via the Petty Cash imprested system (see page 10). The Petty Cash Account has a limit of £400.00.

All purchases made by the School must be authorised prior to the purchase being made. The only exceptions to the prior ordering systems are utilities, emergency repairs, supply and prepayment of pro-forma invoices –i.e invoices that are to be paid before goods are received.

The purchasing procedures are based on, and should be read in conjunction with, the South Gloucestershire Education Department Schools Financial Procedures Manual. A copy of that document is held in the school office.

PROCEDURES FOR STAFF PLACING ORDERS

Staff must complete an 'Order Requisition' form to be signed off by the Headteacher/Deputy Head/SLT before SBM actions the order, this includes all capitation expenditure items, including proposed expenditure via inspection copies and internet purchases.

If a written quote has been received please attach the original to the school order form along with any other quotes for the same product.

The SBM will check the budget as to affordability before authorisation.

PROCEDURES FOR FINANCE STAFF

A Purchase order (electronic) must be completed for all school orders. In addition to school orders for supplies and resources, a purchase order must be completed for lease/rental, utilities and emergency building work expenditure. Lease, utilities and emergency building work are the only services where a purchase order may be completed after receipt of the service.



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Orders for lease/rental hire, utilities or emergency repairs will not need to be issued to the supplier, but retained in school so that accounting systems can be updated. Orders for utilities may be kept open for a term or a year.

On receipt of the Order Requisition form, the SBM will complete a South Gloucestershire official order (electronic). This is done via 'Civica' which is password protected.

The following information should be included on the South Gloucestershire electronic official order form:

- i. **Department:** - The cost centre name or number to charge the order to i.e. BOW00.
- ii. **Supplier/Contractor** - Full name and address of supplier, including post code and telephone number.
- iii. **Date Issued** – The date of the order.
- iv. **Name of Person ordering the goods.**
- v. **School Details** – School Name, address, post code, telephone number and contact name.
- vi. **Description of the goods/services** – brief but sufficient to identify all goods including quantity of goods, unit price and total value excluding VAT, post and packing charges and any delivery instructions.

If a written quote has been received please attach the original to the order form, keeping a copy for our records and mark the order form 'As per attached quotation'. All quotations should be attached.

Goods must only to be delivered to Bowsland Green Primary School.

Orders are normally entered onto Civica within 5 working days. Details of order entry are given in the Civica user notes.

The outstanding orders are reviewed monthly and any orders not received will be investigated.

RECEIPT OF GOODS

Goods are delivered to the school office, checked against the delivery note and signed for by the receiving member of staff, usually the Admin Assistant. The goods will be distributed to the relevant member of staff and the delivery note passed to the SBM. It is important to check the delivery and packaging as the invoice is often included or attached. If the invoice is received with the goods, sign the invoice to say 'Goods Received' and pass to the SBM.

The SBM/Administrator will add items to the inventory before the item is delivered to the relevant person.

Any discrepancies in description, quantity, size or price should be notified to the supplier immediately so the query can be resolved quickly.

It is the responsibility of the SBM to check the delivery note against, and attach it to, the original order while awaiting the invoice.



THE CORPORATE PURCHASE CARD

Before the 'Purchase Card' is used it must be discussed with the Headteacher/Deputy Head and or the SBM.

All receipts are given to the SBM and are recorded on a 'Purchase Transaction log' (**Appendix 3**) and receipts are kept with each monthly log.

SBM reconciles at the end of each month against CIVICA reports and statements.

SBM will recode the purchases and VAT to the correct code on CIVICA.

RECEIPT OF SERVICES

Services to the School include:

Utilities	e.g. electricity, gas, water
Emergency Repairs	e.g. vandalism repairs
Lease/Hire of equipment	e.g. photocopiers
Services agreements	e.g. maintenance contracts
Supply Teachers	e.g. agency staff
Individuals providing service	e.g. one-off training, consultancies

UTILITIES/EMERGENCY REPAIRS/LEASE/HIRE AGREEMENTS/SUPPLY COVER

The SBM is responsible for invoices for the above services and for passing payment.

Emergency repair invoices are checked by the SBM, and signed when services has been completed satisfactory.

Supply Teacher invoices are checked against the supply diary and the order.

PAYMENT OF ACCOUNTS

The Head Teacher and the Deputy Head are Authorised Officers and are responsible for the examination, verification and certification of related invoices requests for payment. A list of people authorised to sign invoices, together with specimen signatures, is sent to Financial Services.

To provide for a suitable division of duties, the SBM inputs the payments but cannot authorise them. This ensures at least two people are involved in paying invoices.

All payments of accounts must be made against a valid invoice. Where appropriate this should be a full tax invoice, which quotes/references the school order number. Accounts will not be paid against a statement.



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INVOICES

Invoices received at the school, either accompanying an order or separately by post, should be passed directly to the SBM.

No invoice should be retained by staff.

The invoice is checked by the SBM against the order and delivery note.

If an order has not been raised, a South Gloucestershire order form (electronic) is completed on Civica.

If the invoice is incorrect, the SBM will contact the supplier immediately so an amended invoice or credit note can be arranged (a credit note is essential if the account is subject to VAT).

If the invoice has a query and held back from payment, details should be attached noting all conversations or communication with supplier.

PROCESSING INVOICES

The invoice is checked against the requisition order and details of price, amount and VAT is double-checked. Where possible the order lines are marked off as received. If the details are correct the SBM puts the invoice Net Amount, VAT and Gross Amount onto the order.

Details of the invoice are entered onto Civica.

The certification stamp is stamped on each invoice. **(Appendix 4)** This is completed with the GRED number (a unique number generated in the inputting process), which is also recorded on the order form.

Invoices are passed to the Head Teacher, or Deputy Head, for authorisation, before scanning and emailing to schoolsinvoices@southglos.gov.uk

The 'order reference form' is completed, in order number, company, supplier code number and detail code.

PROCESSING CREDIT NOTES

Where there is a discrepancy on the invoice resulting in an overcharge, a credit note should normally be obtained from the supplier.

Credit notes are actioned by sending them directly to Exchequer Services, without entering on Civica, with a copy kept in the order file.



STANDARD REQUIREMENTS FOR SERVICES FROM 'SELF-EMPLOYED' PEOPLE

If individuals are used for delivery of specific events, projects, help in class e.g. life models, enrichment activities, music events etc, the following details must be established.

If they work for a Company and can provide a company invoice on headed paper, prepare an official order prior to the event, as normal, and pay the invoice against the order.

If they are already employed by the Council and on the Council payroll system, agree a rate of payment with them in writing and complete a South Gloucestershire Casual Employment Form (**Appendix 5**).

If the person states that he/she is self employed and **not** on the South Gloucestershire payroll - agree a rate of payment with them in writing in advance; they must complete an invoice with the following details.

Date	Date of Invoice
Name.	
Full Address and Post Code.	
Description of Goods or Description of Services and the date supplied.	
Agreed rate for the job.	
Please make cheque payable to:	
Declaration: I am registered as self-employed and submit a Schedule D Tax return.	
The county accepts this for up to 3 occasions per year; if the service is used more times please contact Exchequer Services.	

Further advice can be obtained from South Gloucestershire Corporate Finance, or for payroll issues contact Payroll Department.



PETTY CASH

The school holds a petty cash limit of £400. Petty Cash can be paid out for purchases of minor expenses where normal ordering is not suitable.

Request for Petty Cash

All requests for reimbursement via Petty Cash for goods/services must have a completed petty cash voucher (**Appendix 6**), and be completed in ink giving the following details.

- i. Charge Code: e.g. BOW00/5010 – Curriculum Stationery
- ii. Amount of claim
- iii. Details of payee name to whom cheque or cash is payable to
- iv. Details of expenditure e.g. cooking ingredients
- v. Date of request
- vi. Authorising Signature – Headteacher/Deputy Head
- vii. Signature of claimant once money received

The petty cash voucher must be completed and dated by the person requesting the money. The SBM should check that the slip is fully and correctly completed.

An original tax (VAT) receipt, or copy paperwork for other payment, must be attached. Tax receipts are important so the school can reclaim any VAT.

Credit card/switch records are not valid tax receipts and should not be submitted.

Payment will not be made if there is no supporting paperwork – ie invoice, receipt or explanatory paperwork.

Petty cash requests for cheques or cash should be passed to the SBM. This will normally take 3 to 5 days to process. The SBM checks the request has been completed and the correct evidence attached and prepares a cheque or cash accordingly and makes an entry in the petty cash file.

If the request has not been correctly completed or the correct evidence attached, it will be returned to the claimant.

It is the responsibility of the person requesting the money/reimbursement to collect the cash or cheque. Money cannot be left in staff pigeon holes.

All reimbursements must be checked by the recipient and signed for on the petty cash voucher.

Request for Cash Advance

In exceptional circumstances a member of staff can request a cash advance, prior to purchasing an item. A petty cash voucher must be completed with a statement of explanation.

“Goods to the maximum of £25.00 (being the amount borrowed)” under the description.



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The petty cash voucher should be signed and an entry in the petty cash file completed.

When the goods are purchased, the tax receipt is attached to the voucher slip and the actual amount entered under the total. Any change is given to the SBM.

A petty cash account reconciliation is prepared by the SBM, to reconcile the cash to the petty cash file and Bank Statement (**Appendix 7**). This is then authorised by the Head Teacher/Deputy Head.

Once the reconciliation has been authorised it is forwarded to Exchequer Services for payment.

The Headteacher does spot checks on the petty cash in the safe.

Notes

On no account shall personal cheques be cashed or money borrowed from the Petty Cash Account.

Petty Cash must not be used for paying employees, or self-employed personnel for services provided.

No payments to sub-contractors for building work should be made from the Petty Cash account.



INCOME

The main sources of income to the school, apart from school delegated funds, are:

Main School Accounts:

- Lettings of school facilities
- Insurance claims
- Tuition Fees
- Sales of books, materials and photocopying
- Sale of equipment and fixed assets
- Reimbursement for staff
- Donations

School Fund:

- Money for Trips and Visits
- Charity collecting – eg non uniform day

SALES INVOICES

School lettings – invoice are prepared for all school lettings and are held in the Budget file.

Lettings forms are completed for all lettings, internal and external, giving details of the letting, dates, and space required. The price of hiring rooms is agreed each year with the Governors' Resource Committee, and the lettings are costed accordingly and agreed with the hirer. Invoices should be prepared at the beginning of each month for the lettings that were completed for the previous month.

Tuition Fees – invoices for music tuition fees are prepared on a termly basis by the Admin Assistant. A list of students receiving tuition from peripatetic music teachers is compiled, together with a record of payment. Invoices are emailed to parents and money is received via Sims Agora electronic payment.

Ad hoc invoices – invoices for other services are prepared on request.

SALE OF EQUIPMENT/INVENTORY

Any staff member that wishes to sell or dispose of a piece of school equipment or furniture must inform the SBM. Approval will be sought from the Headteacher/Deputy Head.

The item will be identified on the inventory register and the price discussed. VAT must be charged where appropriate. The SBM will prepare a sales invoice for the item. Money should be received from the purchaser, prior to the release of the equipment.

The inventory register will be marked with the sale.



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NON-INVOICED INCOME

Donations received by the school are logged. Each donation must be receipted, with a copy being sent to the donor with a letter of thanks. Details of donations to the school are required on an annual basis for the Governors Report and by Audit department.

Where donations of equipment are received by the school, the donation is entered into the inventory register at market value and details added to the annual donation list as above.

Monies given to the school by 'Friends of Bowsland' (FOBG) are treated as donations.

Other income received by the school will be itemised in the receipt book and paid into the bank regularly.

PAYING IN CASH/CHEQUE AND BANK PROCEDURES

All money should be sent to the office, where it is collated and placed in the safe. Money is kept in the safe until it is banked.

If money is not passed to the Administrator or SBM, and kept in the safe, individuals may become liable for any loss or shortfall.

Cheques for payment to the school budget should be made payable to South Gloucestershire Council.

Banking will normally take place once a week. All income to be banked in the school budget is totalled and banked weekly on controlled and pre-numbered stationery.

Paying in Book - (FIN/BBF/5 APR 2007)

SIMS AGORA ON-LINE PAYMENT SYSTEM

New pupils are given a reference code to create an account in Sims Agora. This is our on-line payment system which is used for lunches, trips, music lesson etc.

This will reduce cash being stored in the safe and to enable parents to pay at a time convenient for them.



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FINANCIAL PROCEDURES FOR THE SCHOOL FUND

The School Fund account is administered by the SBM and has its own Bank Account. An excel file has been created and can be located in **(admin folder/finance/schoolfund)** which has a capacity for many sub accounts and payees for use in monitoring and reconciling all trips and events in school.

Curriculum staff are to identify educational visits and complete a pro-forma pack which includes details of the trip, risk assessment and costings.

These costings are passed to the Head Teacher for authorisation before the booking of any trip to ensure no excessive loss/profit is made on the trip.

Once approved and confirmed an account is set up for the trip/event. The Administrator monitors payments via Sims Agora electronic payment system.

School Fund receipts are issued on request or when the amount is £20.00 or more.

Larger trips e.g. camp, which involve multiple payments, are administered by the School Administrator. These payments are paid through Sims Agora electronic payment system. Ad hoc payments are set up on a spreadsheet for collection of monies and a Payment Card, which is marked every time a payment is made. Each payment is collected and entered onto an analysis sheet **(Appendix 8)** by the School Administrator. Each payment is recorded on the spreadsheet and a payment card **(Appendix 9)** is issued to the parent/carer for their records.

Money collected is either in cash or cheques made payable to Bowsland Green Primary School. Collected money is kept in the safe until banked on a regular and timely basis and recorded on Cash/Cheque Deposit form **(Appendix 10)**.

SIMS AGORA ON-LINE PAYMENT SYSTEM

New pupils are given a reference code to create an account in Sims Agora. This is our on-line payment system which is used for lunches, trips, music lesson etc.

This will reduce cash being stored in the safe and to enable parents to pay at a time convenient for them.

Payments are made on an as and when basis via cheque and recorded on a School Fund Payment Voucher **(Appendix 11)**. Cash payments are possible if cash is available and all payments are recorded as cash or cheque on the School Fund excel spread sheet. Payments will not be made if there is no supporting paperwork – i.e. invoice, receipt, or explanatory paperwork. All paperwork is marked with date paid, cheque number or cash payment number and amount of payment.



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INVENTORY

A full inventory of equipment and resources is kept as an electronic copy. This is printed off and checked on an annual basis to tie in with the beginning of the academic year. It is then signed by the Head Teacher/SBM and the person carrying out the check as an accurate record and kept in the safe.

All ICT and electrical equipment purchased throughout the year is security marked and entered onto an inventory.