

## **FINANCE POLICY**

### **PURPOSE**

The purpose of this policy document is to clarify the procedures for the management of the budget.

### **AIMS**

- To ensure that all the Governors retain ultimate responsibility for the management of the budget
- To provide a framework within which the Headteacher can manage the budget on a day-to-day basis
- To ensure that all parties are aware of their roles in the financial management of the school.

### **GOVERNORS**

1. The Governing Body elects a Finance Committee which is responsible for setting the budget each year and which reports back to the Governors' termly meetings
2. The Finance Committee monitors the budget and is responsible for decisions on virement of funds, etc

### **DELEGATION TO THE HEADTEACHER**

1. The Headteacher is accountable to the Governors for the exercise of all delegated authority
2. All persons who are authorised to exercise delegated authority on behalf of the Headteacher will be accountable to her in the first instance
3. The Headteacher will comply with the standards for the conduct of financial management and administration as set out in 'Financial Services: A Guide for Schools' (Cornwall Council)
4. Where action is required in circumstances where the Headteacher does not have the delegated authority to act (e.g. overspend, virement or other), the Headteacher should obtain a specific authorisation for appropriate action from the Chairman of Governors. Each such action would then be reported back to the next Financial Committee meeting
5. The Headteacher shall have the authority to expend resources from within the budget provided that such expenditure does not:



Deputy Headteacher  
Senior teacher  
(all cheques require 2 signatures)  
Cheques over £1,000 require 3 signatures  
one of which must be the Chairman of  
Governors

3. Cheque stationery is held at school in a locked cabinet. Further supplies are obtained by contacting the firm responsible for printing, completing a request form, which is authorised by the Headteacher
4. Goods received are checked by the department responsible for the order. Payment for such orders are certified by the Headteacher

### **VAT**

The secretary is responsible for monthly VAT returns.

### **INCOME**

1. All fees and charges are made in agreement with Governors suggested charging policy
2. The hirer completes a letting agreement and all fees are paid to the school office
3. A receipt in respect of lettings charged is issued by the secretary

### **SCHOOL FUND ACCOUNT**

1. A private fund account held at the Midland Bank entitled St Mary's School Fund
2. This fund is used mainly for the collection and payment of money relating to residential trips, entertainment, school photographs, fund raising events and small local purchases. Larger items may be purchased from this fund when specifically identified
3. Contributions are made to this fund from events organised by the school's PTA, sale of school photographs, residential visits, etc
4. Two signatories are required for cheques drawn on this account. In this instance it is the Headteacher and a senior member of staff
5. The School Fund is audited annually

### **SECURITY OF MONEY**

Only a small amount of money is kept on the school premises. Money collected at school is collected and banked by the secretary. When necessary, money

kept on the premises is locked in the school safe which is situated in the study. The key holder of the safe is the secretary.

## **STOCK AND STORES**

1. The Headteacher decides on the sale of assets and the writing off of obsolete equipment
2. Items of school equipment are not leased or rented

## **PAYMENTS TO GOVERNORS**

Members of the governing body are able to claim any of the expenses as listed below:

- Child care or babysitting expenses at the rate of £10.00 per child per governors meeting
- Traveling expenses necessarily incurred to attend governor training. This would be reimbursed at the same rate as paid to staff of St Mary's at the time

## **COMPUTER**

Accounts are kept by means of the school's administrative computer (SIMS FMS) and monitored by the council's LMS team

The Headteacher and the secretary have access to the accounts

In the event of any absence of the Headteacher, the Deputy Headteacher will automatically assume the position of Acting Headteacher

## **INTERVIEW EXPENSES**

A rate of 40p per mile was agreed, but not to exceed 50 miles, or second class local transport to Truro or St Austell up to a maximum limit of £50. Should a position be offered and subsequently rejected then no expenses should be paid

## **PECUNIARY INTEREST**

All governors and staff are asked to fill in a declaration of Pecuniary Interests

This policy will be reviewed in 2017

Signed .....  
(Chairman of Governors)

Dated .....

Signed .....  
(Headteacher)

Dated .....