



# Finance Policy

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# Finance Policy

## Singlewell Primary School

Revision Summer 2025: section 3.6.1 Leases

### 1. Introduction

The Governors of Singlewell Primary School are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Headteacher and the Governing Body have drawn up this Finance Policy to provide the guiding principles for which all Governors and staff will operate within.

This Policy has been drawn up in accordance with the Local Authority's (LA) Scheme for Financing Schools.

### 2. Principles

Our Finance Policy adheres to the following principles;

- The responsibilities of the Governing Body, its committees, the Headteacher and staff will be clearly defined, and limits of delegated authority established, where applicable.

The **Governing Body** is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by;

- Using both performance data and financial benchmarking to **compare** to similar schools locally and nationally.
- Using the information gained to **challenge** performance and set new targets
- Using fair **competition** through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way
- **Consulting** parents on policy development and major changes in the use of resources

The school will establish sound internal financial controls, based on the LA's [Financial Controls](#) to ensure the reliability and accuracy of its financial transactions.

The budget will reflect the school's prioritised educational objectives through its links to the School Development/Improvement Plan, which indicates the resource implications of each priority.

The budget will be subject to effective monitoring, allowing the Governors, Headteacher and staff to maintain financial control in line with the Balance Control Mechanism by reviewing the current position and taking any remedial action necessary.

The school will be adequately insured against exposure to risk.

The school will ensure that:

- The Budget Share is spent for the purpose of the school only
- Purchasing arrangements achieve value for money
- There are sound procedures for the administration of personnel matters
- There are sound procedures for the administration of payroll matters
- Stocks, stores and assets are recorded and adequately safeguarded against loss or theft
- All income due is identified and all collections receipted, recorded and banked promptly
- The operation of the bank account and the reconciliation of bank balances with the accounting records are properly controlled
- The use of petty cash is strictly controlled
- The use of a NatWest **onecard** is strictly controlled
- The School Voluntary Fund and any other non-public funds are administered as rigorously as public funds
- Any suspected irregularity will be reported immediately to the LA's Head of Internal Audit
- The school will adhere to current GDPR and Data Protection legislation
- Appropriate training in financial administration will be given to enable staff cover at all times

### **3. Putting Policy into Practice**

#### **3.1 Delegated Authority**

The Full **Governing Body** has overall responsibility for the management of all of the school's finances covering the revenue budget, other budgets delegated or devolved by the LA and other funds (e.g. the School Voluntary Fund).

The **Full Governing Body** will ensure the annual detailed report of the Schools Financial Value Standard (SFVS) is provided to them and the chair of governors will sign the completed form prior to sending a copy to the Local Authority.

The ***Finance Committee or equivalent*** is delegated responsibility by the Full Governing Body for the following aspects of financial management;

- Evaluate and recommend the three-year budget plan, which shows clear links to the School Development/Improvement Plan, for approval by the Full Governing Body
- To review the Finance Policy and agree levels of delegation for approval by the Full Governing Body
- To review the Charges and Remissions Policy Charges for school activities for approval by the Full Governing Body
- To review a Pay Policy for approval by the Full Governing Body
- To make decisions in respect of service agreements and insurance
- To advise the Full Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation
- To report monitoring and the outturn position to the Full Governing Body, highlighting any significant variances
- Evaluate any proposed virements (if applicable)
- Evaluate and report on Tenders for Contract Services to the Full Governing Body
- Keeping in-school financial procedures under review
- Benchmark the school's financial performance and report to the Full Governing Body

The ***Headteacher*** is responsible for implementing the decisions of the Governing Body and for the operational management of the school. The general administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher and this delegation should be documented in the Finance Policy.

***Insert here if Headteacher has delegated authority to any other member of staff***

### **3.2 Internal Financial Controls**

The school's internal financial controls follow the financial controls set out in the LA's Scheme for Financing Schools.

### **3.3 Financial Links to the School Improvement Plan**

The School Development/Improvement Plan has sufficient scope and depth of the financial implications, and it is reflected in the school's three-year budget plan.

### 3.4 Monitoring and Virements

The school recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management. To this end, the Headteacher carries out a monthly internal monitoring procedure, copied to the Chair of the Finance Committee. A monitoring report is taken to all meetings of the Finance Committee which reports, if required, to the Full Governing Body. Monitoring reports are submitted to the LA in accordance with its timetable. Governors should ensure their meetings are timed to see all monitoring submitted to the LA either prior to submission or soon after. This will ensure they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Virements up to £8,000 - The Headteacher, reported to the Finance Committee

Virements from £8,000 to £15,000 – The Finance Committee

Virements over £15,000 – The Full Governing Body

### 3.5 Insurance

Insurance is held through *the Kent County Council (KCC) 'Safe Hands' Scheme* with relevant cover, as identified by the schedule.

### 3.6 Purchasing

Budgets are delegated to named subject leaders/class teachers.

Where there are Budget holders a 'needs budget' is prepared and submitted for their area of responsibility, for approval by the Headteacher in line with the priority needs of the school and the School Development/Improvement Plan. A list of authorised signatories, containing name, position, budget held and value of budget, should be held in school as an appendix to the Finance Policy (**See Appendix B**).

All staff adhere to the KCC procedures for purchasing items, detailed in financial control no7, ensuring regard to value for money at all times. The Budget Holder or the authorised delegated deputy is responsible for authorising all order requests and invoices prior to payment.

Where the school purchases larger items, we adhere to the procedure for [Spending the Council's Money](#) as laid down in the [Scheme for Financing Schools](#) in summary:

- For purchases up to £24,999 (exc VAT) it is considered good practice to hold one written quotation.
- For purchases of £25,000 (exc VAT) and up to the current public procurement threshold, three written quotations are obtained and submitted to the *Finance Committee or FGB* for approval according to the TOR responsibilities.
- For purchases above the public procurement threshold for goods and services, or above £1m for works, a tendering procedure compliant with public procurement regulations is required.

All of the above will be minuted at the appropriate committee/Governing Body meeting to ensure that the school is seen to be obtaining value for money at all times.

### 3.6.1 Leases

**Please refer to Scheme for Financing section 3.6 and Finance control no3 for full details.**

The distinction between operating and finance leases has ended, however there are strict criteria for allowable leases not needing the consent of the Secretary of State (detailed in the scheme and controls). All leases are classed as borrowing.

Any lease a school enters into must be done so within the parameters of the School's Finance Policy and Spending the Councils Money.

Schools should seek advice before entering into any lease or asset rental or buy-back scheme to ensure it is legal. All lease agreements are subject to the rules on contracts and the relevant limits apply.

All leases will now count in principle as capital, unless the total value of the lease is below the local capitalisation threshold. Where a lease counts as capital, it must not be included in the revenue expenditure lines E12 to E25. Instead, it must be included in E30 as direct revenue financing of capital.

### 3.7 Personnel Matters

At the start of every financial year the **Headteacher** uses a financial planning tool to calculate the salary costs of all members of staff, including increments, where applicable. These details are used by the **Finance Committee** for incorporation into the school budget planning process.

The **Pay Panel Committee** undertakes an annual review of the Headteacher's salary, and recommends enhancements, if applicable, to the Full Governing Body for approval.

The Headteacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Body.

Details of all salaries are recorded as a confidential item in the minutes.

### **3.8 Payroll Matters**

Our payroll provider is HR Connect. The Headteacher signs off the monthly payroll reports once they have been checked for accuracy (*refer to finance control 9*).

### **3.9 Safeguard of Stocks, Stores and Assets**

All staff are responsible for the security of school assets. Co-ordinators, subject managers and class teachers safeguard their assets and maintain asset registers, which are checked at least on an annual basis and certified by the Headteacher or designated deputy. Other school assets are recorded on a general asset register, maintained and updated by the school office.

Items of value are held in a locked cupboard/cabinet, wherever possible and all items are visibly security marked to deter theft.

Where assets are to be written off and disposed of, the Finance Committee\* (\*edit name if applicable) agrees this on behalf of the Full Governing Body and the agreement is minuted.

Where school assets are loaned to staff or pupils, a loans book is completed and signed when borrowing the item and again when the item is returned.

### **3.10 Income**

The Lettings Policy is reviewed and approved by the Governing Body.

Where debts are required to be written off, after every effort has been made by the Headteacher and Governors to recoup the monies, the Full Governing Body will approve up to £1,000. Approval to write off debts over £1,000 is required in writing from the LA Finance Business Partner CYPE. ([schoolfunding@kent.gov.uk](mailto:schoolfunding@kent.gov.uk))

The School is a cashless school where possible. The total cash (income) held in the school must not exceed the school's cash insured levels. Cash is insured up to £250 (as per school's insurance policy schedule)

Governors have agreed that the maximum level of cash that can be held collectively at any one time is £250.

Cash will be receipted, recorded to the system and banked regularly, at least once a term (or sooner if insured limit is reached) without exception.

### 3.11 The School Bank Account

The school operates its school bank account(s) in accordance with the regulations in the LA's Scheme for Financing Schools. The school operates only one current account for the administration of KCC official funds.

Bank account signatories are updated immediately there is a change in staffing and details are copied to Schools Financial Services, as a matter of course.

Suppliers and Invoices are paid via BACS ensuring it adheres to all financial controls within the Scheme for Financing Schools.

Bank statements are received/printed out on at least a monthly basis and reconciled in accordance with LA guidelines (*refer to Finance control no1*). The Headteacher or designated deputy signs and dates the bank statement as soon as possible after the reconciliation has been checked.

### 3.12 Petty Cash (state if no Petty Cash is held)

No Petty Cash is held at Singlewell Primary School

**Staff must not use their own cash, personal debit or credit cards for the purchase of any items for the school.**

Personal Reward cards must not be used in conjunction with any school purchase.

### 3.13 NatWest onecard (state if no cards held)

Approved **onecard/s** are held as an additional method of payment in accordance with the LA guidance. (*refer to Financial Control no7*)

*Please list:*

<b>Cardholder and/or Position</b>	<b>Single transaction limit</b>	<b>Monthly card limit</b>
Sandra Mason	£1,000	£2,000
Layla Hazeldene	£250	£500
Jo-Anne Nicholls	£1,500	£2,000
Anthony Wade	£500	£1,000

### 3.14 The Voluntary Fund (state if not applicable)

Singlewell Primary School does not operate a school Voluntary Fund

### 3.15 Fraud and Irregularities

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

Schools must ensure they have:

- An Anti-Fraud, Bribery and Corruption policy
- A Whistleblowing policy
- A Gifts and Hospitality policy (and annually complete the associated register).

All Staff are made aware of these policies and particularly to whom they should report any concerns. As good practice this information is included in the induction process for new school staff and governors.

### **3.16 Data Protection**

The school (as Data Controller) adheres to the GDPR and the Data Protection Act 2018 including paying a data protection fee to the Information Commissioners Office (ICO). The school pays £47 as determined by the ICO. The schools designated Data Protection Officer is Adam Halsey and Stacy Williams of Invicta Law, and can be contacted via: [dpo@invicta.law](mailto:dpo@invicta.law).

### **3.17 Information Systems**

A password protection procedure is adhered to as laid down in the staff handbook. Systems are backed up regularly and the backups held securely, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the administration network.

### **3.18 Financial Administration**

Two members of staff are trained in the use of the finance software and financial administration procedures, to cover any staff absence. We also purchase a support contract through Schools Financial Services which is reviewed on an annual basis, allowing us the option to purchase additional support, if required.

#### **Revision History**

*Revisions Sept 2024: section 3.6, 3.15 & 3.16*

*Revision Oct 2024: section 3.6, 'best practice' to obtain one written quote*

## Appendix B

All order requests/invoice authorisation must be signed by the budget holder. A list of authorised signatories, containing name, position, budget held, and value of budget should be included as an appendix to the schools Finance Policy. The school office should hold a copy that includes a specimen signature for each budget holder.

This document should be updated annually as part of the budget setting process.

### Budget holders for year 2025/2026

Name	Position	Delegated Budget Held (indicate if person is the authorised deputy)	Budget Value	Specimen Signature
Rebecca Catt	Headteacher	All Budgets / Jo Broad - DHT	n/a	
Maureen White	Teacher	Music / Sound Hub	£250 / £2,800	
Amber Harvey	Associate Lead/Writing	English	£600	
Ellie Watson	Teacher	Maths	£400	
Megan McCormack	Teacher	Geography	£100	On maternity leave until Term 3.
Laura Shaw	Teacher	History/Forest School	£500 / £100	
Grant Roe	Assessment Lead/PE	PE/Assessment	£1,230	
Layla Hazeldene	SENCO	SEN	£1,200	
Sandra Mason	Business Manager	Admin Supplies Admin Software & Systems Building Maint & Improvement Grounds Maint & Improvement Cleaning & Caretaking Class Furniture Water & Sewerage Energy Other Occupational Costs	£4,885 £18,750 £7,000 £6,000 £27,700 £1,000 £5,500 £35,200 £19,051	

Name	Position	Delegated Budget Held (indicate if person is the authorised deputy)	Budget Value	Specimen Signature
Fiona Fisher/Parminder Gill	Teacher	Science	£500	
Maria Rivers	EYFS Lead	EYFS - General Resources	£15,000	
Emily Jones	Teacher	PHSE- General Resources		
Abby Hassell	Teacher	Phonics & Early Reading - General Resources		
Lexi Kilmister	Teacher	Reading - General Resources		
Alisia Bird	Teacher	School Council - General Resources		
Heather Khader	Teacher	Art & DT - General Resources		
Lily Meredith	Teacher	Personal Development - General Resources		
Holly Bellars/Leanne Mills	Teacher	Computing/French - General Resources		
Amy Atkinson	Teacher	RE - General Resources		

Agreed by:

Headteacher – Mrs Catt .....

Co-Chair Governors – Mr Murphy .....

Date: .....

Date: .....

Co-Chair Governors – Mrs Bishop .....

Date: .....