

Brady Primary School

Finance Policy and Procedures



Aims of Brady Primary School

“Inspiring teaching for ambitious learners”

At Brady Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self-worth, self-confidence, the ability to take responsibility for their own individual actions, and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children’s learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment, teaching and learning.

Equal opportunities and Inclusion

At Brady Primary school we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.

We’re committed to promoting learning and teaching environments, for all that embed the values of inclusive educational practices.

Through a child centred approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

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1. Introduction

This document sets out the roles and responsibilities of school management and staff in relation to the Financial Arrangements within the school. This Finance Policy abides with financial standards as set by the DfE, and the London Borough of Havering. The Governing Board controls this Finance Policy.

2. The Governing Board

An elected Governing Board manages the school. The Governing Board is responsible for delivery of an effective and efficient education for the pupils of the school. The responsibilities are wide ranging and cover all aspects of the curriculum, staffing, premises, health and safety, admissions (VA and foundation schools only), attendance, discipline and finance.

The governors currently serving on the Governing Board and the categories in which they serve are shown below:

Parent Governors	Authority Governors	Staff Governors	Co-opted Governors
Terri- Ann Cloak	Esther Joye	Holly Smith	Sonia Singh
Janine Bouwer			Julie Loynes
			Juliet Kelly

Further detail of the Governing Board is held by the Head Teacher and follows the relevant section of the Welcome to Governance issued by National Governors’ Association.

In terms of the finance responsibilities, the role of the Governing Board is:

- To take responsibility to ensure the available resources are used effectively and efficiently.
- To set controls for both the financial and operational aspects of the school that are consistent with best practice and statute as defined by the Financial Regulations for Schools.
- To formulate the budget plans and oversee the use of this budget.
- To evaluate financial reports from the Leadership and Management and Office Manager.
- Review the delegated responsibilities annually.

The Chair of governors is Jane Knight

The Vice Chair of Governors is: Sonia Singh

The Governing Board delegates some of its powers within a committee structure as well as the Head Teacher.

The Committees follow a defined terms of reference and functions are covered within the committee structure below.

The Leadership and Management Committee (+ Finance Monitoring)
The Teaching and Standards Committee.

The Governing Board meets termly as shown in line with the schools adopted timetable.

The Leadership and Management

The Leadership and Management adheres to the following terms of reference:

To review drafts of the annual budget and to recommend the annual budget for the full Governing Board to endorse.

Monitor the actual income and expenditure and forecasts against the agreed budget. This is done once each term and usually in the months July, November and February.

Maintain the Scheme of Delegation, recommending any required changes to the full Governing Board.

Review reports from Internal Audit and other officers with responsibility to report issues to the committee. E.g. the reporting of the Annual Inventory Check.

Complete the Schools' Financial Value Standard.

To monitor private fund accounts and receive audit report.

The current Leadership and Management is made up as follows:

Terri- Ann Cloak
Sonia Singh
Esther Joye
Christina Spraggon- Office manager
Michael Nunn (Headteacher)

The full remit of the Leadership and Management is shown in [Annex 2](#)

3. The Role of the Head Teacher

The Head Teacher controls the day to day activities within the school and all staff report to the Head Teacher within a management structure.

The Head Teacher is responsible for the day to day activities of finance and administration. The Head Teacher's role is:

- To advise the Leadership and Management and/or the Governing Board on the position of the school budget, which is monitored on a monthly basis by the Head Teacher and Office Manager.
- To ensure the Governing Board and/or the Leadership and Management are provided with relevant and timely information for them to discharge their duties.
- To ensure the requirements of the Governing Board are carried out.
- To alert or inform the Governing Board of any matters considered relevant.
- To ensure all financial matters are undertaken in compliance with DfE guidelines and the Financial Regulations for Schools.
- Manage the day to day budget in line with the expectations of the Governing Board.
- To ensure all financial returns are completed and submitted within the required time scales.

The Head Teacher delegates these responsibilities to the Office Manager.

4. Financial Regulations

The school aims to always follow the guidelines as documented in the London Borough of Havering Financial Regulations for Schools as issued by the LA. In adopting these guidelines, it is assumed that the school operates within the financial guidelines of the London Borough of Havering and the DfE.

5. General Arrangements for Financial Control and Accounting Arrangements

The school follows the guidelines for financial control and accounting as shown in the London Borough of Havering Financial Regulations for Schools, sections 1 and 2.

6. Banking

The schools main bank account is held with Lloyds and the signatories on the bank mandate are those also listed within the Scheme of Delegation.

The schools private bank account is held with Nat West.

Reconciliation of bank statements to the financial records held in Bromcom is carried out at least monthly. Copies of the reconciliations are sent to the LA each month.

7. The Scheme of Delegation

The Scheme of Delegation lists the financial responsibilities of the staff and governors within the school. This delegation is the distribution of responsibilities of the Governing Board.

The Head Teacher and the Leadership and Management review the scheme annually ensuring that the correct levels of delegated powers are given to individuals or committees. The Full Governing Board endorses the review before any changes are exercised.

Delegated powers include both financial and non-financial functions.

The scheme sets out the delegated powers that come with the responsibility of a particular role. It assumes that the delegated power transfers to the new post holder if the original post holder leaves the school. However, whenever such a change occurs the scheme is updated to include the name of the new responsible member of staff.

The scheme ensures that no one individual has the authority to perform an entire process where school delegated funds are involved.

All staff are made aware of the delegated powers that they have been given and are required to complete a declaration accepting the powers and responsibilities.

The full list of delegations can be found in [Annex 3a](#), this is communicated to all staff and governors at least annually.

8. Pecuniary Interests and Relationships

It is the responsibility of the Head Teacher and the Governing Board to ensure that staff and governors do not directly or indirectly benefit financially when spending public money.

To control this conflict of interest, the school has established a register of pecuniary interests and relationships of all staff and governors.

Annually, in September, a list of current suppliers is produced from the Bromcom system to show governors what suppliers are associated with the school.

All governors, senior managers and staff with financial responsibility are required to disclose any interest they have in any of the firms on this list. Additionally, they are asked to disclose any links they have with local firms (or national firms if relevant) that may provide services to schools.

All staff and governors are required to disclose any interest as soon as they are aware of the link. At the start of every Governing Board and Committee meeting attendees are given the opportunity to declare any pecuniary interest.

The register is available for inspection in the school office.

The Declaration of Business Interest and Relationships can be found in [Annex 4](#).

9. School Development Plans and Budgets

The senior management of the school produce, annually, a School Development Plan (SDP). The aim of this plan is to develop a strategy for improvement in all aspects of the school.

The SDP covers a medium term strategy but is linked to annual budgets.

The Governing Board reviews the SDP in the Autumn Term and records the resource requirements arising from the plan in the annual budget for the relevant financial year.

The annual budget process must be completed for submission to the LA by 1st May each year.

The school management and the Governing Board also abide by the processes and procedures within the LA's Scheme for Financing Schools. Reporting of the budget to the LA follows the required format of the LA.

The school always aims to produce a balanced budget with the approval of the Governing Board and plans for 3 financial years in advance to ensure that current spending decisions do not impact adversely on future budgets producing deficits or excessive carry forward balances.

10. Budget Monitoring and Adjustments

The Head Teacher and the Office Manager monitor expenditure against the budget on a monthly basis and retain annotated monitoring reports as evidence of regular monitoring and for audit purposes. The Head Teacher will present a report on the budget position to the Leadership and Management each term. The meetings of the Leadership and Management are timed to support the planning process and are shown on the timetable in [Annex 1](#).

Any material variances in expenditure are reported to the Chair of the Leadership and Management as soon as they are identified.

In the management of the budget, there is on occasion a need to transfer budgets with changing priorities. All such budget adjustments or virements are recorded and must be authorised before being processed.

The authority to make budget virements is detailed in the Scheme of Delegation in [Annex 3](#).

Virements between the capital budget and revenue budget are not allowed. Virements into and out of other ring-fenced budgets is also not permitted.

11. Internal Financial Control and Data Security

All duties and financial procedures are in line with the LA regulations as documented in the Financial Regulations for Schools.

The LA conducts the programme of Internal Audit using LA and external audit services. These audits cover the use of public funds. Audits are conducted tri - annually. The school purchases an annual audit in the interim years.

School Private Funds are independently audited annually in the Autumn Term. The appointed Auditor is Radha Satkunam.

There are written descriptions of financial systems and procedures that are kept up to date and accord with any audit or other guidelines from the LA and the financial regulations of the Council.

Staff members are properly trained in the financial systems and procedures. The Leadership and Management undertakes regular reviews of training needs.

There are cover arrangements in place for key financial staff and management. These arrangements include the performance of key tasks and the transfer of responsibility during the period of cover.

Transactional control is supported by systems that include segregation of duties wherever possible:

- At least 2 people are involved in the ordering of goods and that one provides a check for the other.
- The duty of calculating, checking and recording of money is separated from duty of collecting and paying out money.
- Any alterations to original documents (such as cheques, invoices and orders) are made in permanent form. The use of correcting fluid and the erasure of information is not acceptable. Any alterations are properly and clearly initialled and dated. Where alterations are made early in the cycle of duty, all authorisations after the alteration must confirm note of the alteration.
- All financial transactions are traceable from the original documentation to accounting records both at school and local authority level and vice versa with all checks being carried out on documents being recorded.
- Financial records are kept properly and securely in accordance with the requirements of the LA regulations.

BACS payments

The Office Manager produces the BACS report to be signed by an official signatory (cheque signatory). The Business Manager produces an audit trail report to confirm there are no changes to the supplier details since the BACS report was run. The second official signatory (cheque signatory) signs the BACS report and audit trail, and authorises the BACS payment

to be made. All reports are kept together for audit purposes. The two signatories then sign in and approve the BACS transactions using passwords and PINS.

12. Computer Systems

Control and security of data is maintained within the parameters of the Data Protection Act and legislation and DfE guidance on the safeguarding of children.

As such access to financial and operational systems is carefully controlled. The Access rights on the Bromcom financial systems are shown in [Annex 6](#). These access rights also support the Scheme of Delegation.

The Head Teacher ensures adequate separation of duties between personnel entering and authorising data on the computer system is in place.

The Head Teacher ensures that only authorised software is used in order to prevent the importing of computer viruses. Virus checking software is also used.

Passwords are changed regularly and are “strong” passwords, known only to the password holders. The System Manager has access rights to reset passwords for staff. Main system passwords are kept in the school safe.

A differential/full backup is taken daily.

The school has an Emergency Plan in place that ensures data can be recovered. It is recognised that all data needs to be backed up and held off-site. The company which manages the stored data complies with the Data Protection Act 1998 has clear guidelines on how data should be stored and transmitted and adheres to the current European Economic Area (EEA) guidelines.

Arrangements for backup of data are through the following provider and are detailed within the service level agreement:

Havering’s Education Computer Centre (as from April 2021)

Data is backed up and stored offsite as per the current EEA guidelines for seven years.

13. Purchasing

All school purchases made and contracts awarded comply with all relevant United Kingdom and European legislation and;

- ensure value for money is obtained
- maximise competition wherever possible
- are in accordance with best practice
- ensure a fair and transparent process

- demonstrate with evidence that there was a fair process and value for money was obtained for the audit trail

The school follows the LA's purchasing guidelines as documented in the **Financial Regulations for Schools, Section 8**.

Any Capital expenditure also follows these guidelines as well those shown in **Section 6, Financial Regulations for Schools**.

Financial expenditure quotation limits set with the Financial Regulations are also shown in Annex 7.

The Office Manager adds all new supplier details and updates current details in the Accounts Payable System in Bromcom.

Approval of invoices is carried out in accordance to the authority granted within the Scheme of Delegation (Annex 3).

Requisitions / Orders for goods and services are placed by the Admin Officer or Office Manager and these requests are counter-signed by Deputy Head Teacher / Head Teacher. Orders are placed and approved in accordance with the scheme of delegation. Receipt of goods/services is authorised by Premises Manager/ Admin Officer/ Office Manager. Invoices are checked against the order and goods received note. The invoices are approved and entered to the Accounts Payable system by the Office Manager / Admin Officer.

Payment of invoices is made using BACS Two authorised members of staff sign each cheque or approve the BACS payment. Ideally, the person authorising the invoice or the person who ordered the goods or services concerned, does not sign related cheque payment.

14. Leasing Arrangements

The school does not enter into Finance Leases as it is not permitted as per Schedule 1 of the Education Act 2002.

The school will only enter into an Operating Lease with express approval from the Education Office Manager (LA).

The school submits annual returns detailing leases held, to the LA.

15. Income Management

In addition to income received from the local authority for the school's delegated budget, the school collects income from the following sources:

Pupils	- for school trips/ties
Pupils	- as fund-raising donations
Parents Associations	- for specific funding of projects

All income collection is accounted for within the school office.

A record is kept for each type of income and where required (e.g. lettings) an invoice is presented to the hirer.

Money collected is banked promptly and at least weekly. Income relating to the school budget is banked in the school's main bank account. Private funds are banked in the School Fund Account.

16. Petty Cash

Small incidental expenses are paid in cash using Petty Cash held in the school safe.

A maximum limit of £100 per transaction is set by the Financial Regulations for Schools, however, the school has a limit of £50 per transaction. Any reimbursement above this value is made by cheque/ BACS.

The use of petty cash is in line with the Financial Regulations for Schools, Section 11.

17. Lettings

The school lets out its facilities and related equipment to the public outside school hours.

A charging scheme is operated that also outlines the facilities available for hire and the terms and conditions of hire. See [Annex 8](#).

The Governing Board reviews scales of charge annually to ensure the income is maximised.

The insurance and security arrangements are also reviewed annually to ensure there is adequate protection for both the school and the hirer.

18. Inventory and Assets

The school maintains an Inventory Register based on the Inventory Control Policy provided by the LA. The register is recorded in electronic format.

The Office Manager is responsible for the maintenance of this register.

All assets are security marked using Ultra Violet Pens. The security marking is noted on the Inventory Register and Smartwater. The Inventory is reviewed and checked annually

(usually in March). The findings of this annual inventory check are reported to the Leadership and Management highlighting the condition of assets and also missing items.

The Inventory Control Policy is shown in [Annex 9](#).

19. Voluntary and Private Funds

The school has a safe and efficient system for the custody and control of voluntary funds under the control of the Governing Board.

The Office Manager acts as treasurer.

Voluntary funds and related records are kept separately from official school funds.

The accounting procedures reflect the standards for accounting for public money as with the Delegated School Budget above.

All controls described in the Finance Policy also apply to the Voluntary Funds.

The General Fund is used to fund activities and projects as agreed by the Governing Board.

Other collections are earmarked for specific projects.

An independent auditor Radha Satkunam approved by the Governing Board audits the fund accounts annually by the end of the Autumn Term.

The accounts are submitted annually and a report is presented to the Governing Board at the Autumn Term meeting.

Any suspected irregularities are reported to the LA auditor immediately.

The school is insured under the LA scheme.

The Governing Board reviews the above procedures annually in the Autumn Term.

20. Personnel, Salaries and Wages

The school uses the London Borough of Havering Payroll Service.

All information regarding staffing is provided to the service to ensure the correct processing of individual pay. The Office Manager ensures that school's staffing data software is updated promptly for all contract changes.

The Office Manager reconciles the payments made by the Payroll Service to the payment records of individual members of staff on a monthly basis.

Authorisation of additional payments outside normal contractual payments are made in accordance to delegated powers.

Payment of mileage allowances are made through payroll but other expenses incurred such as travel expenses are reimbursed either through petty cash, BACS or by cheque. All claims should be submitted to the finance office within three months of the expenses being incurred. Claims received after three months are not processed.

21. Insurance

Insurance cover is provided through the LA.

The Head Teacher ensures that insurance cover is commensurate with the risks associated with the school.

In the Spring Term of each year, the Leadership and Management considers whether there are any additional risks (not covered by the LA) that should be insured.

The Head Teacher is responsible for:

- Notifying the insurers/LA of any new risks (new property, equipment).
- Ensuring that the indemnity is not given to any third party without the written consent of the insurers.
- Informing the insurers immediately of all relevant matters (losses or other incidents).
- Ensuring that cover includes school property (such as musical instruments and computers) when off the premises.
- Maintaining a check to ensure that claims are processed within the required period.
- Ensuring that the police are informed of all claims where this is a requirement of the insurance.

22. Conduct, Bribery and Corruption

All staff, governors, pupils and parents are encouraged to report any acts they consider to be improper and or illegal.

The school has a “Whistle blowing” policy that has been approved by governors which sets out the process for reporting such acts or actions.

The school also has in place a “Hospitality and Gifts Register” which requires the recording of all hospitality and gifts received by members of staff. The Head Teacher records in the register his/her decision on whether or not the gift can be accepted.

23. Year End Accounting

The school will comply with the guidance and instruction provided from the Local Authority on closure of accounts.

The Head Teacher will ensure that all financial transactions for expenditure and income are posted to the correct financial year and within the 'accrual and pre-payment' de- minibus value of £1,000.

The Head Teacher will report to the Governing Board on the year-end position including proposed use of any balances carry forward and the recovery of any deficits.

24. Review Process

The Leadership and Management reviews the contents of this finance policy and procedures document annually usually in the Autumn Term.

The review considers any changes to associated publications such as the Financial Regulations for Schools issued by the LA and ensures the policy complies with any such changes.

The review considers changes to the structure and members of the Governing Board and the School Staff.

Any changes in responsibilities are also recorded and updated in the policy or related procedures. This includes responsibilities that may change as a result of a move to BACS electronic income collection and the use of charge cards.

Where elements of policy no longer apply, these are removed from the documentation.

The Leadership and Management then recommends the adaptation of the revised policy to the full Governing Board.

Annexes

Annex 1 - Annual Planning Cycle

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Prepare draft budget for next financial year												
Draft budget to Governing Board												
Final budget approved by Leadership and Management												
Approved budget submitted to LA												
Final budget ratified by full Governing Board												
Three year budget plan completed and submitted to LA												
SBM and HT meet to discuss budget												
Submit cash reconciliation to LA												
Submit Termly (cash to budget) Reconciliation to LA												
Submit budget reports to Governing Board	At least termly - date dependent on committee cycle											
Leadership and Management meeting - general	At least termly - date dependent on committee cycle											
Leadership and Management meeting - budget approval												
Full Governing Board meeting	At least termly - date dependent on committee cycle											
Submit quarterly spend reports to LA												
Review Finance Policy												
Submit approved Schools Financial Value Standard												
Submit approved Statement of Internal Control												
Review charges and Charging Policy												

Annex 2 – Remit of the Leadership and Management

The role of the Leadership and Management is to support the full Governing Board in the consideration of the financial aspects of decision-making and development strategy of the school.

As such the Leadership and Management responsibilities are:

FINANCE

To ensure all relevant financial returns are produced for the LA, DfE and other statutory bodies as required and submitted by due dates.

To ensure that there is a clear strategic financial plan for the school that supports our vision and values and that school budget is planned to support the priorities identified in the School Improvement Plan, including outcomes for students.

To recommend the annual budget for the full Governing Board to endorse.

To ensure that there is effective budgetary control of all funds operated within the school and that accurate records of all financial transactions are kept in a manner allowing probity relatively easy.

To receive regular reports of income and expenditure, monitoring expenditure patterns against budgetary assumptions. This will include forecasts of the year and surpluses or deficits for the current and future years.

To approve virements and expenditure above the limits delegated to staff in Scheme for Financing Schools.

To ensure that there is a School Financial Policy and Procedures and a Scheme of Delegation and that these are reviewed annually and this remains in line with the guidelines of the Council and DfE.

To monitor and evaluate the effectiveness of funding received through the Pupil Premium.

To process tenders, service level agreements and contracts.

To approve quotations for goods or work in accordance with established procedures

To ensure value for money is applied to all areas of expenditure.

Review, annually, the school's insurance cover and ensure any new conditions or assets are covered.

To review areas of expenditure against benchmarking data so that informed choices can be made and services/contracts changed if appropriate.

To evaluate the potential for income generation and maximise all sources of funding.

To ensure that recommendations from financial auditors are considered and actioned where appropriate.

To ensure compliance with all financial regulations.

To receive an annual report on the school's inventory.

To complete the Schools' Financial Value Standard.

PREMISES

To receive minutes from the Health and Safety Committee in order to ensure statutory compliance with health and safety, fire and other regulations.

To consider and approve the annual maintenance and capital programmes.

To arrange the proper management and maintenance of the school's assets.

To ensure that the school has a strategic plan for premises consistent with the education needs of the school and statutory regulation.

PERSONNEL

To determine the pay policy for approval by the governing board.

To ensure an appropriate payroll service is in place for the proper treatment of salary payments to staff including statutory deductions.

To monitor the CPD budget and evaluate the impact of training on SIP priorities.

To review regularly the effectiveness of recruitment and selection procedures, including the requirements of safer recruitment.

To ensure that there is a proper Induction Programme for all staff.

To ensure that the school complies with all legal and statutory regulations with regard to employment legislation.

To review regularly indications of staff well-being, e.g. sickness absence, turnover of staff so that possible welfare issues are speedily addressed.

Statutory policies to monitor and review

- Pay and Conditions of Service
- Staff Appraisal and Capability
- Performance Management

- Disciplinary and Grievance
- Recruitment and Selection
- Staff Absence
- Accessibility / Equality in Employment
- Finance Policy
- Scheme of Delegation
- Charging and Remissions
- Asset Health and Safety
- Management / Premises
- Data Protection
- Governors' Allowances
- Complaints Procedure (unless reviewed by another committee)
- Child Protection /Whistle Blowing (unless reviewed by another committee)

Annex 3 – Scheme of Delegation

The Governing Board delegates its responsibilities to the staff to manage the day to day operation of the school.

The Scheme of Delegation covers the following areas:

- Bank / Cheques / BACS Payments
- Charge Cards (credit card)
- Petty Cash
- Expenditure Limits – Ordering
- Receiving Goods and Services
- Expenditure Limits – Authorising payment
- Lease Agreements
- Virements and Budget adjustments
- Write off of Bad Debts
- Inventory Disposal
- Staff Expenses

[Annex 3a](#) summaries all areas for which authorisation is required and levels delegated authority for the relevant staff and governors.

Bank/ Cheque Signatories / BACS Authorisers

[Annex 3a](#) details the persons authorised to make payments using all the school bank accounts including Voluntary and Private Fund Accounts.

Cheque Payments:

All cheques are signed by two signatories.

The following conditions are also followed:

It is common practice for the more senior signatory to sign the cheque last.

Generally, the Head Teacher or in their absence the Deputy Head Teacher will always be the second signatory.

Payment Authorisation

No cheque is signed by two governors without acknowledgement of the Head Teacher or the Deputy Head.

Any payment in excess of £5,000 is recorded at the meetings of the Full Governing Board.

Direct Debits

The use of direct debits is restricted to payments to the London Borough of Havering, lease payments and to companies authorised by the LA' s School Finance Team.

Either the Chair of Governors or the Chair of the Leadership and Management approves the set-up of direct debits.

The Office Manager presents a list of all current direct debits to the Leadership and Management each term.

Standing Orders

The use of Standing Orders follows the same rules as Direct Debits. However, it is current policy not to make payment by standing orders.

Charge Cards

Permission has been obtained from the Leadership and Management and the LA's School Finance Team before applying to the schools bank for a charge card. The school follows the procedures laid out in the Charge Cards and Credit Cards in Schools procedures and user guide. Permission is sought from the budget holder before expenditure is incurred on the card.

Petty Cash

The school holds a petty cash float of £500 and is controlled by the Office Manager.

The Petty Cash payments are restricted to incidental expenses of low value. The maximum sum paid in cash is £50. Payments above this value are made by cheque or BACS.

The Head Teacher/ Deputy Head Teacher approves all petty cash payments.

If the payment is for the Head Teacher, either the Chair of Governors or the Chair of the Leadership and Management approves the payment. The Head Teacher, Chair of Governors or Chair of Leadership and Management will approve the payment if it is for the Deputy Head Teacher or Office Manager.

Expenditure Limits – Ordering of Goods and Services

[Annex 3a](#) below shows the staff able to order goods and services.

Staff, other than the Head Teacher, can only order goods and services for their own departments.

All goods and service orders must be raised on the schools finance software prior to dispatch to supplier. Where an online or telephone order is placed, the finance software is updated on the same day.

Only the Head Teacher and Deputy Head can order the employment of temporary or supply staff.

Expenditure Limits – Receipt of Goods and Services

All goods delivered to the school are checked on receipt. The Premises Manager/Admin Officer checks for damage and quantity before signing for the goods and sending the relevant paperwork to the Office Manager for processing.

It is the responsibility of the person who ordered the goods to confirm this check and report any discrepancies to the Finance Office immediately. Any goods received that do not quote the schools official order number must be reported to the Head Teacher and Office Manager. The Office Manager reports these instances to the Leadership and Management.

In terms of Services of Supply and Temporary staff, timesheet is signed by the Head of Department to confirm the hours signed timesheets are passed to the Office Manager for processing/ despatch to payroll provider to meet payroll deadlines.

Expenditure Limits - Approval of Invoices

Approval of Invoices is subject to the limits set in [Annex 3a](#) below.

No one person can order goods / services and authorise the related invoice.

No one person can order goods / services and sign the cheque for the payment of that order.

The payment of the invoices is in accordance with the bank mandate signatory limits.

Expenditure Limits – Tendering Process

All purchasing arising from a tender process is made in accordance with the Scheme of Delegation within this Finance Policy. See [Annex 7](#) for tendering limits.

Budget Virements and Adjustments

A virement is deemed as any transfer of budget allocation where the budget will be used for a different purpose. This is effectively a change to the budget allocations that were agreed by the Governing Board at the start of the financial year and therefore alters the budget available under any particular heading. The Governing Board has set a limit to the level of virement that can be agreed by the Head Teacher and/or the Leadership and Management as below.

Head Teacher: £5,000

All other virements should be approved in advance by the Leadership and Management.

All virements and budget adjustments should be reported to the Governing Board showing how the overall budget has moved. A written record of the agreed virements must be kept e.g. minutes of the governing board/Leadership and Management meeting and the schools financial accounts should be updated promptly.

Lease Agreements

Any equipment to be acquired under a leasing arrangement must have prior approval by the Leadership and Management as well as the Education Office Manager at the LA.

The school does not enter into any Financing Leases.

System Processing

It is the aim of the school to ensure that staff that process financial transactions are not involved in the approval process.

Bad Debts

The Head Teacher can approve write off of Bad Debts up to the value of £100.

The Leadership and Management can approve write-offs of up to £500.

The Governing Board approves write off above this value with consultation with the Education Office Manager of the LA.

Approval of Staff Expenses

Each Head of Department first approves expenses before additional approval from the Head Teacher.

The Chair of Governors approves the expenses of the Head Teacher.

Annex 3a – Scheme of Delegation

Action	Responsibility	Financial Limit
Authorising orders	Deputy Head Teacher Head Teacher L&M Committee Full Governors	Up to £ 24,999 Up to £ 24,999 Up to £ 99,999 Up to £ 174,000
Input of E-Orders	Admin Officer & Office Manager	Up to £ 24,999
Authorising E-Orders	Deputy Head Teacher/ Head Teacher	Up to £ 24,999
Receiving goods	Premises Manager Snr Admin Officer Admin& Finance Officer Office Manager	Checks quantity/damage Report any discrepancies
Authorising Invoices	Deputy Head Teacher Head Teacher L&M Committee Full Governors	Up to £ 24,999 Up to £ 24,999 Up to £ 99,999 Up to £ 174,000
Signing cheques (delegated budget)	Deputy Head Teacher Head Teacher Authorised Teacher – (any two) Assistant Headteacher or Early Years Lead	Up to £ 174,000 Up to £ 174,000 Up to £ 174,000
Signing cheques (central fund)	Head Teacher Deputy Head Teacher Authorised Teacher – (any two) Assistant Headteacher or Early Years Lead	Up to £ 24,999

Action	Responsibility	Financial Limit
Authorising new appointments	Head Teacher Deputy Head Teacher Chair of Governors	Headteacher
Authorising leaver forms	Head Teacher Deputy Head Teacher	N/A
Authorising time sheets	Head Teacher Deputy Head Teacher	Agency supply/temporary staff Site staff – lettings/overtime Staff overtime
Authorising of Mileage Claims	Head Teacher Chair of Governors	All staff Head Teacher
Authorisation of staff expenses:		
Teaching Staff	Deputy Head Teacher Head Teacher	Up to £ 50.00 Up to £ 50.00
Associate Staff: Payments to Head Teachers Payments to Chair of Governors/DHT/BM	Chair of Governors Head Teacher	Up to £ 50.00 Up to £ 50.00
Authorisation of system users	Head Teacher	N/A
Back up of data	ICT Company (LBH – ECC)	N/A
Maintenance of Inventory	Office Manager	FMS Inventory ICT register
Disposal of Equipment	Head Teacher L&M Committee Full Governing Body	Up to £ 24,999 Up to £ 99,999 Up to £ 174,000
Authorisation of Bad Debt write offs	Head Teacher L&M Committee Full Governing Body	Up to £ 100 £ 500 Above £ 500 in consultation with the Education Finance Manager of the LA

Action	Responsibility	Financial Limit
Approving budget virements	Head Teacher L and M committee Full Governing Body	Up to £ 5000 Up to £ 10,000 £ 10,000+
Authorisation of bank reconciliation	Office Manager	N/A
Authorisation of petty cash (Individual transactions should not exceed £100 – as set out in 11.3 of the Financial Regulations for Schools)	Deputy Head Teacher Chair of Governors Head Teacher	Up to £ 50.00 Up to £ 50.00 All payments to Head Teacher Up to £ 50.00 All payments to DHT/BM Up to £ 50.00 Payment above £50 is made by cheque. Cash payments above £50 must be approved by the L&M Committee. Impressed currently set at £500.
Lettings/Invoice authorisation	Head Teacher Deputy Head Teacher	N/A

Action	Responsibility	Financial Limit
Authorisation of Issue of new purchase cards	Chair of Leadership and Management Committee	N/A
Corporate card holders/type of expenditure (delegated budget)	Head Teacher Deputy Headteacher Assistant Headteacher	£ 1000 single & monthly transaction limit (general supplies) £ 1000 single & monthly transaction limit (general supplies) £ 1000 single & monthly transaction limit (general supplies)
Journal Processing of Corporate Charge Cards (Central/Delegated A/C's) Reconciliation of Corporate Charge Cards (Central/Delegated A/C's) Authorisers of purchases	Office Manager Office Manager Head Teacher Deputy Headteacher Assistant Headteacher	Cards for; Head Teacher Deputy Headteacher Assistant Headteacher Cards for; Head Teacher Deputy Headteacher Assistant Headteacher

Annex 4 – Declaration of Business Interests and Relationships

Name of Governor or Member of Staff

Date of Entry	Name of Business	Nature of Business	Nature of Interest / Relationship	Date of Appointment or Acquisition

Relationship with (name)	Nature of relationship

I certify that I have declared all beneficial interests which I or any person closely connected with me have with businesses or other organisations which may have dealings with the school.

Signed..... Date.....

Annex 5 – Budget Virements Monitoring and Authority Schedule

The school maintains a record of all budget virements.

These are recorded in one of two ways:

- Virements made between budget lines of income / expenditure
- Virements made between cost centres
- Virements made following a change in funding

A hard copy of the schedule is signed by the authorising manager and held with any supporting documentation in the Budget Adjustment Folder in the Finance Office.

Annex 6 – Rights to Bromcom Finance Software

Access rights are divided into categories that follow the tasks performed on the system. These categories are:

- Supervisor
- Supervisor Defined
- Enter and Authorise
- Authorise Only
- Enter Only
- Read Only
- No Access
(Used for people no longer allowed access to the system e.g. past employees)

The level of access to the finance software is based on the tasks each of them needs to perform.

The school aims to segregate system duties so as to prevent a single person performing entries and authorising and initiating payments. However, there are some occasions where this is not possible.

The school is using E-Ordering. The person who processes orders cannot also authorise those orders. To ensure that this cannot happen a Supervisor Defined level of access has been created with the ability to authorise orders removed.

The Table below shows the access rights of all members of staff that use Bromcom (Finance)

The Head Teacher controls the System Manager Access.

Level of Access	Name	Position
Supervisor	Mr M. Nunn Mrs C Zaayman Miss R Line	Head Teacher Deputy Headteacher Assistant Head Teacher (Acting Deputy 1/7/22/- 28/6/23)
Supervisor Defined	Miss C.Spraggon	Office Manager
Enter and Authorise	Mrs S. Franklyn Mrs Di Palma	Snr. Admin Officer Nursery / BASC Administrator
Authorise Only		
Enter Only		

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It may be necessary from time to time to give access to a member of staff for a limited period. e.g. prepare suppliers details for BACS. Access is removed as soon as task is completed.

Annex 7 Contracts and Tendering

London Borough of Havering Corporate Procurement Framework

The table below is an extract of the Council's Procurement Framework which will be updated periodically.

The Framework highlights the need for schools to conform to the Council's, National and European Procurement legislation as well as the application of best practice.

Schools should adapt the approval levels in accordance with their scheme of delegation. Guidance is shown within the table

Financial Thresholds Summary – Latest financial thresholds

Summary of Financial Thresholds

Value	Procedure	Decision By
Less than £4999	One quote (record in writing)	Staff member with appropriate authority
£5,000 - £24,999	Two quotes (record in writing)	Staff member with appropriate authority
£25,000 - £99,999	Three written quotes	Two post holders with appropriate authority, one being at least the Head Teacher.
£100,000 - £174,000	Mini Tender - 1-Stage competitive tender without prior advert against written specification of requirements 3 Tenders	Two post holders with appropriate authority, e.g. Head Teacher and Chair of Governors.
Above £174,000	Advertised competitive tender process 3 Tenders	A Project team reporting to the Chair of Governors and including appropriate specialists e.g. legal finance, procurement, health and safety
Above £174,000	Full advertised 2-stage competitive process 3 Tenders	A Project team reporting to the Chair of Governors and including appropriate specialists e.g. legal, finance, procurement, health and safety

- Thresholds are compulsory.
- Values exclude VAT.
- Values are TOTAL values (NOT annual values e.g. 2 years at £10,000 per annum is £20,000, which requires 2 written quotations).
- Contracts over £100,000 must be executed under seal.
- Requirements are MINIMUM requirements. E.g. to obtain three written quotes, you may need to seek 5 or 6. In appropriate cases to demonstrate value for money you may consider following the procedure for a higher value contract.
- Values are to be aggregated e.g. if you have a recurring need on an annual basis for supplies.
- It is a breach of Contract Procedure Rules to deliberately divide up contracts to avoid these rules.
- Make a reasonably accurate estimate of the total purchasing requirement/whole life costing/financial implications, e.g. including on-going maintenance and support costs. If variable factors are such that an accurate estimate cannot be made then further information should be acquired before starting the procurement process.
- The valuation should include the value of possible contract extensions and possible additional options.
- You must have adequate budget provision.
- The valuation should include the value of possible contract extensions and possible additional options.

The financial thresholds under the Public Contracts Regulations 2015 (PCR), the Concession Contracts Regulations 2016 (CCR) and the Utilities Contracts Regulations 2016 (UCR) have been amended as follows:

Contract Type	Threshold incl. VAT as from 1 st January 2022
PUBLIC CONTRACTS REGULATIONS 2015 (PCR)	
Supplies/Services: Sub-Central Authorities (incl. local authorities, universities, CCGs)	£213,477
Works	£5,336,937
“Light Touch Regime” Services	£663,540
UTILITIES CONTRACTS REGULATIONS 2016(UCR)	

Supplies/Services	£426,955
“Light Touch Regime” Services	£663,540
Works	£5,336,937
CONCESSION CONTRACTS REGULATIONS 2016 (CCR)	
Concessions (works/services)	£5,336,937

Annex 8 – Lettings Policy

The school lets out part of its premises and related equipment for public use outside normal school hours. These lets’ are short term and generally charged on an hourly basis.

The premises available for hire are:

5-a-side pitch (Astro Turf)
Demountable

Each let is made on the hirer’s acceptance of the terms and conditions of hire as noted below.

FIRE INSTRUCTIONS – LETTINGS

Event organisers must:

- Familiarise yourself with the fire exit doors and call points prior to start of function.
- Keep all fire exits clear.
- Be aware of anyone attending who may have mobility difficulties.
- Do not bring portable electrical equipment onto site unless it has undergone a current Portable Appliance Test (PAT).
- If an attendance register is not taken, ensure those gathered know where the muster points are and advise them to make their way there, using the nearest available fire exit, should the fire alarm sound.

Muster point located at:

Five-a-side pitch (in middle of pitch).

- In the event of a fire, organisers are responsible for escorting the attendees out of the building using the nearest available fire exit, taking with them their register – if applicable. They should direct attendees to the muster point.
- Organisers are responsible for informing the Premises Manager of any unaccounted persons.
- Premises Manager will contact the fire brigade and manage the evacuation.

Letting of educational premises – health and safety checklist

Name of Establishment

Date of letting.....Time of letting: from..... to.....

Name of person on duty.....

Please tick to indicate that the following items have been explained to the hirer:

- Limits on accommodation
- Location of fire extinguishers
- Location of fire call points
- Location of first aid box
- Telephone access (for emergency use)
- Location of emergency exits
- Location of toilets
- Site smoking restrictions
- Person in charge of group to inform the group of the relevant health and safety information
- Person in charge of group to arrange procedure for emergency evacuation
- Person in charge to inform person on duty of any incidents or damage when leaving the site
- Contact details of the person on duty.

Any additional information *(please add)*:

Acknowledgement:

I acknowledge that the above items have been explained to me by the person on duty, and that I both understand and accept them.

Signed..... Date

Print Name.....

Group.....

Notes:

- This form should be completed by the person on duty in consultation with the person hiring the premises.
- The completed form should be retained in the establishments letting file.
- In the case of repeat lettings (for example weekly or monthly) the form may be completed at the beginning of each term or academic year.
- Any changes to the conditions or arrangements must be communicated to the hirer at or before the next letting.

Annex 9 – Inventory Control Policy

Brady Primary School

Policy and Procedures - Inventory Control

1.0 Purpose of an Inventory

- 1.1 An inventory must be maintained to ensure that the school has a detailed record of all the equipment of which it has custody.
- 1.2 The reason for maintaining such a register is to correctly record all items of value held. Also, in the case of fire or theft, there would be a record showing exactly what has been lost together with its cost, identifying serial numbers etc. This would assist in either an insurance claim and/or a police investigation.

2.0 Responsibility for keeping inventories.

- 2.1 The Governing Board maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the Head Teacher and the Office Manager. The responsible officer is to ensure the policy and procedures are followed and will report to the Governing Board or its Leadership and Management on a regular basis as detailed within this policy. The Governing Board must approve any further delegation of the duties covered in this policy.
- 2.2 Responsibilities within our school are shown under each part of the control process detailed in the following sections.
- 2.3 When, a responsible officer leaves the school, the responsibilities will automatically transfer to the new post holder. Where there is a gap in recruitment, the Head Teacher will nominate a temporary responsible officer. If the person is not being replaced, the head teacher will ensure that the responsibilities are transferred to another member of staff without delay.

3.0 Process – Purchase of Inventory

- 3.1 All purchases of inventory packages must follow the procurement process and rules as documented in the School's Finance Policy and be consistent with purchasing guidelines in the London Borough of Havering Financial Regulations for Schools.
- 3.2 Additional approvals if required must be sought in writing before purchase of such items.
- 3.3 Where purchase of upgraded equipment or replacement items make existing assets redundant or obsolete, disposing of the asset follows the guidelines set out in Section 8.
- 3.4 The Office Manager holds the responsibility of ensuring the correct process is followed.
- 3.5 The Office Manager will ensure that all schedules are kept up to date.

4.0 Items to be recorded

- 4.1 Generally, items of equipment, tools and furniture with a value over £250 are recorded on the Inventory Register. However, the register contains items below this value that are considered “desirable” and may be open for theft or damage.
- 4.2 Furniture included in the register has an individual value in excess of £250.
- 4.3 Detailed recording of tables, desks and chairs are not kept however, a separate record is maintained for the average number of tables, desks, chairs that are in each room for the purposes of insurance.
- 4.4 The table below shows the items recorded on the School’s Inventory Register. The list is regularly amended to include any items purchased and inclusion on the inventory register is deemed necessary.

Office	Premises	Classroom	Other
Office Furniture	Electric Fires	Gym Equipment	Electrical Irons
Safe	Electric Heaters	Audio Visual Equipment	Lighting Equipment
ICT Equipment	Floor Polishers	Lathes	T.V.s
Photocopiers	Vacuum Cleaners	Overhead projector	Amplifiers
Laptops	Mowers	Microscopes	Camera
	Testing Equipment	Musical Instruments	DVD
	Surveying Equipment	Interactive White Boards	
	Gardening Tools	Sewing Machines	
	Kitchen Equipment	ICT Equipment	
	Telephone System	Ipads	
	Electric Fans/ Dehumidifiers		

- 4.5 The responsibility of determining which items should be recorded on the Inventory Register lies with the Office Manager and the Head Teacher.

5.0 Details to be recorded

- 5.1 The inventory may be held as a computer record or manual document. If a manual document is held all entries must be in ink. In either case the record should be retained in an appropriate place with one copy off-site or retrieval by computer from another site.
- 5.2 The attached inventory register holds detail of the descriptions, locations, cost and condition of assets held by the school. Details of disposal if applicable are also recorded. This is summarised as follows:

Details	Costs	Disposal Detail	Inventory Checks
Equipment No	Supplier	Date of Disposal	Date of Check
Description	Unit Cost	Method of Disposal	Condition of Asset
Serial Number	Quantity	Reason for Disposal	Location of Asset
Model	Invoice No	Authority Given	
Category	Invoice Date		
Holder	Gross Value		
Location	VAT		
Security Marking	Net Value		
Support Contract			
Insurance Policy Detail			

- 5.3 The information entered into the description box is as comprehensive as possible.
- 5.4 Where available a unique identifier or serial number is recorded in the relevant box.
- 5.5 When a new item is purchased all details of description, identification and purchase are recorded in the appropriate boxes in the Additions section.
- 5.6 A photographic record is kept of all unusual and high value items.
- 5.7 When items are disposed, lost, stolen, these details are recorded in the Disposals section (See [Section 8 – Disposal and Write Off](#)).
- 5.8 At least termly, the “Current” register is updated to include all additions as recorded in the Additions section and all disposals are removed from the current list to the disposals listing.
- 5.9 When Inventory checks are carried out, details on the condition of assets are also recorded. (See [Section 6 – Inventory checks](#)).
- 5.10 The responsibility of adding all new purchases on the register rests with the Office Manager.

6.0 Inventory Checks

- 6.1 At least annually, and usually in the month of March, a physical check on inventory is conducted.
- 6.2 All items recorded in the register are checked for location and condition.
- 6.3 The check is also used to identify items that may have been missed off the original register.
- 6.4 Where the condition of assets has deteriorated, it is noted for repair, disposal and/or replacement.
- 6.5 Where assets are no longer used and are considered to be obsolete, this is reported to management and decisions made for disposal.
- 6.6 The Office Manager controls the process of inventory checks. The current inventory list is sub-divided and given to staff responsible for conducting as the checklist of inventory items.
- 6.7 Heads of Department conduct checks for classroom inventory.
- 6.8 The Premises Manager conducts the checks for the general inventory.
- 6.9 The Office Manager conducts the checks for all office equipment.
- 6.10 The ICT Manager conducts the checks for all computer equipment.
- 6.11 The individual that conducts the check signs inventory check schedules; these are attached to the signed Declaration of Inventory Check.
- 6.12 The Office Manager is responsible for consolidating the various inventory checks.
- 6.13 The Office Manager will prepare a report on the findings of the inventory checks that is presented to the Leadership and Management / Governing Board.
- 6.14 The Leadership and Management / Governing Board will use the information to make decisions on disposals, replacements, security of assets.

7.0 Security of Assets

- 7.1 All valuable equipment (attractive to thieves or easy to remove) is security marked with the name of the school and postcode, wherever possible in a highly visible manner to deter theft. However, care is taken not to reduce any resale value of the assets. Sticky labels are not sufficient as these can be removed.
- 7.2 All easily removable items, e.g. laptops and audio-visual equipment, are locked away securely when not in use.

- 7.3 The Office Manager maintains a log of all equipment loaned out to staff, especially if the equipment is to be taken off site. (See the Equipment on Loan Log attached).
- 7.4 Staff with school equipment on loan must ensure the security and safekeeping of the equipment whilst in their possession and as such accept the responsibility at the time of the loan.
- 7.5 Any equipment loaned out for personal use is not covered by the school's Insurance policy and as such will not be loaned unless adequate insurance cover is provided.
- 7.6 Any leased equipment is not marked without first referring to the leasing contract/company.
- 7.7 The Premises Manager is responsible for ensuring all premises related equipment is security marked.
- 7.8 The Office Manager is responsible for ensuring office related assets are security marked and stored securely.
- 7.9 All classroom equipment is security marked by the Premises Manager on receipt of goods.
- 7.10 All teachers and staff are responsible for ensuring equipment used by them is correctly and securely stored when not in use.

8.0 Disposal Policy

- 8.1 Assets are disposed of only if they no longer have any use to the school. Inventory items are not generally used to generate a profit by sale. However, sale of redundant assets may be carried out.
- 8.2 The table below shows the reasons for disposal and the methods of disposal used by the school:

Reasons for Disposal	Method of Disposal
Obsolete – No longer used	Donated / Offered for sale
Damaged Beyond Repair	Destroyed
Upgraded Equipment Purchased	Offered for Sale
Faulty and Uneconomical to repair	Donated / Destroyed
Stolen	Theft
Fire Damage	Scrap
Missing (Presumed Lost/Stolen)	Lost / Missing

- 8.3 When items are identified for disposal, authority to dispose is sought from the Leadership and Management which has the appropriate delegation. **The Authority to Dispose / Write Off Inventory Form** is used (see attached).

Brady Primary School

Authority to Dispose / Write Off Inventory

Reference No.:	
-----------------------	--

Requester

Name	Position	Date	Signed

Asset Details

Equipment No	Description	Serial Number
Purchase Value		Location

Reason for Disposal

Obsolete	Damaged beyond Repair	Upgraded	Uneconomical to Repair
Theft	Fire Damage	Missing (Lost)	Other (Specify)

Replacement	Insurance
Is this item to be replaced (Y/N)	Is this covered by Insurance (Y/N)
Is Replacement budgeted (Y/N)	If yes, has a claim been lodged (Y.N)
If not Budget how is it being financed?	Claim Reference

Authority

Name	Position	Date	Signed

The Authoriser must have delegated powers in excess of the value of the asset being disposed.

The Authoriser must hold a more senior position to the requester.

Once authorised, the disposal must be recorded on the Inventory Register

Brady Primary School

Declaration of Inventory Check

I certify that I have carried out a check and count of inventory as requested by

I have used the inventory list given to me and have reported all discrepancies as requested.

Name: _____

Signed: _____

Date: _____

Inventory Sheets are attached

Brady Primary School

Annual Inventory Check Process

Management Declaration

I certify that the school's inventory has been checked by _____

All check lists are attached and I am satisfied that all discrepancies have been investigated.

A report has been presented to the Governing Board / Leadership and Management for formal approval.

Name: _____ (Head Teacher)

Signed: _____

Date: _____

Certified By

Name: _____ (Governor)

Signed: _____

Date: _____

Equipment on Loan Log

The equipment listed on this sheet is on loan to:

Name:

Signature:

By signing this form you accept the following terms and conditions:

- The equipment is kept as secure as possible during use and the user is liable for insuring the equipment for loss/damage or theft off site.
- The equipment must not be used to perform or support any inappropriate activity that may bring the school and the LEA's name into disrepute.
- Any damage must be reported to the Office Manager as soon as possible. If the damage is considered to be as a result of negligence, the member of staff will be required to compensate the school accordingly.
- I have signed and agree to abide by the school's AUP (Acceptable Use Policy).

Office Use Only AUP signed: YES / NO
--

Equipment Description – include model and serial number if relevant	Asset Number	Loan Agreed By: Chair of Governors/ Headteacher/Deputy Head	Equipment Returned to Store
			Date: Signed in by:
			Date: Signed in by:
			Date: Signed in by:

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