



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



SCOTTS PRIMARY SCHOOL

	Name of School	Scotts Primary School
	Policy review Date	September 2025
	Date of next Review	September 2026
	Who reviewed this policy?	Louise Anderson
	Date approved by Governing body	September 2025
	Headteacher	Ryan Kinnear
	Chair of Governors	Tracey Walker

SCOTTS PRIMARY SCHOOL

Finance Policy and Procedures



Contents

SECTION	DESCRIPTION	PAGE
1	Introduction	
2	The Governing Body	
3	The Resources Committee	
4	The Role of the Head Teacher	
5	Financial Regulations	
6	General Arrangements for Financial Control and Accounting Arrangements	
7	Banking	
8	The Scheme of Delegation	
9	Pecuniary Interests and Relationships	
10	School Development Plans and Budgets	
11	Budget Monitoring and Adjustments	
12	Internal Financial Control and Data Security	
13	Computer Systems	
14	Purchasing	
15	Leasing Arrangements	
16	Income Management	
17	Petty Cash	
18	Lettings	
19	Inventory and Assets	
20	Voluntary and Private Funds	
21	Personnel, Salaries and Wages	
22	Insurance	
23	Conduct, Bribery and Corruption	
24	Year End Accounting	
25	Review Process	

Annexes

Annex 1 – Annual Planning Cycle
Annex 2 – Remit of Resources Committee
Annex 3 – Scheme of Delegation
Annex 3a – Scheme of Delegation
Annex 4 – Declaration of Business Interests and Relationships
Annex 5 – Budget Virements Monitoring and Authority Schedule
Annex 6 – Rights to SIMS FMS Finance Software
Annex 7 – Contracts and Tendering
Annex 8 – Lettings Policy
Appendix A – Terms and Conditions of Hiring School Accommodation
Annex 9 – Inventory Policy
Authority to Dispose / Write Off Inventory
Declaration of Inventory Check
Annual Inventory Check Process
Equipment on Loan Log



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 Body controls this Finance Policy.

1. The Governing Body

An elected Governing Body manages the school. The Governing Body 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, attendance, discipline and finance.

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

Parent Governors	Authority Governors	Staff Governors	Co-opted Governors
Chinmay Pandit	Tony Bonham	Ryan Kinnear	Ken Wylie
Russell Winston		Katie Taylor	Lindsey Griffin
			Tracey Walker
			Brendan Isaac

Further detail of the Governing Body 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 Body 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 Resources committee and School Business Manager.
- Review the delegated responsibilities annually.

The Chair of governors is

Tracey Walker

The Vice Chair of Governors is:

Russell Winston

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



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



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

The Resources Committee.

The Salaries & Remuneration Committee.

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

2. The Resources Committee

The Resources Committee adheres to the following terms of reference:

- To review drafts of the annual budget and to recommend the annual budget for the full Governing Body 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 June, October and January.
- Maintain the Scheme of Delegation, recommending any required changes to the full Governing Body.
- 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 Resources Committee is made up as follows:

Ryan Kinnear
Tony Bonham
Chinmay Pandit
Tracey Walker
Russell Winston
Louise Anderson

The full remit of the Resources Committee is shown in Annex 2

3. The Role of the Head Teacher



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



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 Resources Committee and/or the Governing Body on the position of the school budget, which is monitored on a monthly basis by the Head Teacher and School Business Manager.
- To ensure the Governing Body and/or the Resources Committee are provided with relevant and timely information for them to discharge their duties.
- To ensure the requirements of the Governing Body are carried out.
- To alert or inform the Governing Body 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 Body.
- To ensure all financial returns are completed and submitted within the required time scales.

The Head Teacher delegates these responsibilities to the School Business 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 Bank and the signatories on the bank mandate are those also listed within the Scheme of Delegation.

The schools private bank account is held with Lloyds Bank.



Reconciliation of bank statements to the financial records held in SIMS FMS 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 Body.

The Head Teacher and the Resources Committee review the scheme annually ensuring that the correct levels of delegated powers are given to individuals or committees. The Full Governing Body 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 Body 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 October a list of current suppliers is produced from the SIMS FMS 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 Body 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 Body 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 Body 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 Body 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 School Business 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 Resources Committee each term. The meetings of the Resources Committee 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 Resources Committee 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. School Private Funds are independently audited annually in the Autumn Term. The appointed Auditor is Mrs R Kuhan ACMA

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 Resources Committee 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.



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 SIMS FMS 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 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 2018 has clear guidelines on how data should be stored and transmitted and adheres to the current guidelines.

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

The Educational Computer Centre – London Borough of Havering

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



13. Purchasing

All school purchases made and contracts awarded comply with all relevant United Kingdom 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 Business Manager adds all new supplier details and updates current details in the Accounts Payable System in SIMS FMS.

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

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

BACS payments

BACS payments are made through Lloyds Commercial Banking On Line.

The Business Manager produces the BACS report to be signed by an official 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 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.

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 Business 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
Pupils/Parents	- as fund-raising donations
Parents Associations	- for specific funding of projects
Customers	- for hire of school premises

The majority of income is collected electronically using **Parentpay** payment system and is accounted and reconciled by the Business Manager. Payments for the Twilight Club (wrap around care service) are collected electronically using Parent Pay payments system. This income is accounted and reconciled also by the Business Manager.

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

If money is collected it 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

The school does not facilitate a petty cash system. Staff can claim a reimbursement for purchasing of resources. These purchases have to be agreed prior to purchasing by the Head or Deputy Head. Staff are then reimbursed via a BACS payment.



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 Body 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 Business Manager is responsible for the maintenance of this register.

All assets are security marked with Smartwater. The security marking is noted on the Inventory Register and Smartwater. The Inventory is reviewed and checked annually (usually in November). The findings of this annual inventory check are reported to the Resources Committee 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 Body.

The Business 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 Body.

Other collections are earmarked for specific projects.

An independent auditor Mrs R Kuhan ACMA approved by the Governing Body audits the fund accounts annually by the end of the Autumn Term.



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



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

Any suspected irregularities are reported to the LA auditor immediately.

The school is insured under the LA scheme.

The Governing Body reviews the above procedures annually in the Spring 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 Business Manager ensures that school's staffing data software is updated promptly for all contract changes.

The Business 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 **an expense claim**. 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 Resources Committee 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 from, external, third party companies or single gifts from a single pupil. 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 Body on the year-end position including proposed use of any balances carry forward and the recovery of any deficits.

24. Review Process

The Resources Committee reviews the contents of this finance policy and procedures document annually usually in the AutumnTerm.

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.



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



The review considers changes to the structure and members of the Governing Body 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 Resources Committee then recommends the adaptation of the revised policy to the full Governing Body.



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



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 Body												
Final budget approved by Resources Committee												
Approved budget submitted to LA												
Final budget ratified by full Governing Body												
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 Body	At least termly - date dependent on committee cycle											
Resources Committee meeting - general	At least termly - date dependent on committee cycle											
Resources Committee meeting - budget approval												
Full Governing Body meeting	At least termly - date dependent on committee cycle											
Submit quarterly spend reports to LA												
Review Finance Policy												
Submit approved Schools Financial Value Standard												
Review charges and Charging Policy												

Annex 2 –Remit of the Resources Committee

The role of the Resources Committee is to support the full Governing Body in the consideration of the financial aspects of decision-making and development strategy of the school.

As such the Resources Committee 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 Development Plan, including outcomes for students.

To recommend the annual budget for the full Governing Body 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 Body.

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 SDP 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



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



- 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 Body 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
- 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

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.

BACS payments

BACS payments are made through Lloyds Commercial Banking On Line.

The Business 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. The most senior signatory should be the final authoriser.

Payment Authorisation

Any payment (via either cheque or BAC's) in excess of **£10000** is recorded at the meetings of the Resources committee.

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 Resources Committee approves the set-up of direct debits.

The Business Manager presents a list of all current direct debits to the Resources Committee 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 Resources Committee 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 no longer manages a petty cash account.

All staff reimbursements are paid via cheque or BAC's.



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 Admin Assistant or Officer checks for damage and quantity before signing for the goods and sending the relevant paperwork to the Business 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 Business Manager. The Business Manager reports these instances to the Resources Committee.

In terms of Services of Supply and Temporary staff, timesheet is signed by Head Teacher to confirm the hours signed timesheets are passed to the Business 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 should be 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 Body at the start of the financial year and therefore alters the budget available under any particular heading. The Governing Body has set a limit to the level of virement that can be agreed by the Head Teacher and/or the Resources Committee as below.

Head Teacher: £50000

All other virements should be approved in advance by the Governing Body

All virements and budget adjustments should be reported to the Governing Body showing how the overall budget has moved. A written record of the agreed virements must be kept e.g. minutes of the governing body/ Resources Committee 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 Resources Committee as well as the Education Business 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 Resources Committee can approve write-offs of up to £500.

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

Approval of Staff Expenses

The Head Teacher approves all staff expenses.

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



Annex 3a – Scheme of Delegation

Action	Responsibility	Financial Limit
Authorising orders	R Kinnear HT Jenny Taylor DHT Resources Committee	(Unlimited – but over £10000 needs)written approval from Resources Committee with the exception of the LBH SLA invoice £10000 +
Input of E-Orders Authorising E-Orders	E –orders not applicable	
Receiving goods	A Moore Senior Admin officer Z Martin Admin/Finance Assistant L Anderson Business Manager	Checks quantity/damage Report any discrepancies
Authorising Invoices	R Kinnear HT Jenny Taylor DHT Resources Committee	(Unlimited – but over £10000 needs)written approval from Resources Committee with the exception of the LBH SLA invoice £10000+
Signing cheques (delegated budget)	R Kinnear HT Jenny Taylor DHT	(Unlimited – but over £10000 needs)written approval from Resources Committee with exception of the LBH SLA invoice Cheques in excess of £10000 are reported to the Resources Committee
Signing cheques (School fund)	R Kinnear HT Jenny Taylor DHT	(Unlimited – but over £10000 needs)written approval from Resources Committee) Cheques in excess of £10000 are reported to the Resources Committee
BACS payments (Delegated Budget)	L Anderson – Creates BAC's payment file R Kinnear HT Jenny Taylor DHT Both Approve and Authorise BACs payment file J Bajada AHT approves in the absence of HT or DHT	Unlimited – but over £10000 needs prior approval from Resources Committee (if not already sort earlier in the procurement process) BAC's payments in excess of £10000 any one supplier are reported to the Resources Committee



Charge Card Holders	R Kinnear HT	Card limit £2500 – Single transaction limit of £500. If exceeds £500 Resources Committee agreement needed. Cash withdrawals are not allowed
---------------------	--------------	---

Action	Responsibility	Financial Limit
Authorising new appointments	R Kinnear HT Jenny Taylor DHT	Both signatures required
Authorising leaver forms	R Kinnear HT	N/A
Authorising time sheets	R Kinnear HT Jenny Taylor DHT	Agency supply/temporary staff School keeper – lettings/overtime Teaching Staff overtime TA's/LSA's overtime
Authorising of Mileage Claims	R Kinnear HT Chair of Governors	All staff Head Teacher
Authorisation of staff expenses: Teaching Staff	R Kinnear HT	Up to £500
Associate Staff: Payments to Head Teachers Payments to Chair of Governors/DHT/BM	Chair of Governors R Kinnear HT Resources Committee	Up to £500 Up to £500 £500 +
Authorisation of system users	R Kinnear HT	N/A
Back up of data	Education Computer Centre	N/A
Maintenance of Inventory	Business Manager	FMS Inventory ICT register
Disposal of Equipment	R Kinnear HT Chair of Governors	Up to £1000 £1000 +
	R Kinnear HT The Resources Committee	Up to £100 Up to £500



Authorisation of Bad Debt write offs	Full Governing Body	£ 500+
Approving budget virements	R Kinnear HT Full Governing Body	Up to £50000 £50000+
Completion of bank reconciliation	L Anderson Business Manager	N/A
Authorisation of bank reconciliation	R Kinnear HT	N/A
BACS payments Audit check	Jenny Taylor DHT	N/A
Authorisation of petty cash	Jenny Taylor DHT Chair of Governors R Kinnear HT	All payments to staff up to £100 All payments to Head Teacher Up to £100 All payments to DHT/BM Up to £100
Lettings/Invoice authorisation	R Kinnear HT	N/A
Authorisation of Issue of new purchase cards	Governing Body	N/A
Corporate card holders/type of expenditure (delegated budget)	R Kinnear Head Teacher	£500 single transaction limit (general supplies)
Corporate card holders/type of expenditure (central fund)	Not applicable	Not applicable
Journal Processing of Corporate Charge Cards (Central/Delegated A/C's)	Business Manager	
Reconciliation of Corporate Charge Cards (Central/Delegated A/C's)	Business Manager	



*Imagine...with all your mind, Believe...with all your heart, Achieve...with
all your might*



Approval of charge card expenditure logs	Jenny Taylor DHT J Bajada – Assistant Head	£500 single transaction limit
---	---	-------------------------------

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 SIMS FMS 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 Table below shows the access rights of all members of staff that use SIMS FMS (Finance)

The Head Teacher_controls the System Manager Access.

Level of Access	Name	Position
Supervisor	Mr R Kinnear	Head Teacher
	Miss L Anderson	Business Manager
Supervisor Defined		
Enter and Authorise	Miss A Moore	Senior Admin Officer
Authorise Only		
Enter Only	Mrs Z Martin	
Read Only		

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 January 2020

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 - £189,330	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 £189,330	Fully advertised competitive tender process. 'Find a Tender' website 3 Tenders	A Project team reporting to the Chair of Governors and including appropriate specialists e.g. legal finance, procurement, health and safety

Above £189,330	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.

Articles 4(a) to 4(d) of the Public Contracts Directive set out the sum(s) of the thresholds.

These thresholds, applying from 1st January 2020 given below.

Thresholds are net of VAT.

SUPPLIES - Supply and service contracts/design contests	SERVICES - Supply and service contracts/design contests	WORKS - Works contracts, subsidised works contracts and works concession contracts
£189,330	£189,330	£4,733,252

Annex 8 – Lettings Policy

1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Main hall
- Studio
- Classrooms
- Field
- Multi Use Games Area (MUGA)

2.2 Charging rates September 2025 - August 2026

Single Event Hire

Facility	Charge Rate
Main Hall/Dining hall	£75.00 per hour Mon to Sat.

Studio	£75.00 per hour Mon to Sat
Classroom	£75.00 per hour Mon to Sat

Long Term Hire

Facility	Charge Rate
Main Hall/Dining hall	£36.00 per hour Mon to Sat.
Studio	£36.00 per hour Mon to Sat
Classroom	£36.00 per hour Mon to Sat
To include additional Classrooms with hire	£11.00 per hour Mon to Sat
Muga/Field	£36.00 per hour Mon to Sat

Before/After School Club Hire (for Scotts pupils only)

Facility	Charge Rate
Main Hall/Dining hall	£14.40 per hour Mon to Fri.
Studio	£14.40 per hour Mon to Fri.
Classroom	£14.40 per hour Mon to Fri.
To include additional Classrooms with hire	£10.00 per hour Mon to Fri
Muga/Field	£14.40 per hour Mon to Fri.

Sunday Hire

Facility	Charge Rate
Main Hall/Dining hall	£45.00 per hour Mon to Sat.
Studio	£45.00 per hour Mon to Sat
Classroom	£45.00 per hour Mon to Sat

To include additional Classrooms with hire	£15.00 per hour Mon to Sat
Muga/Field	£45.00 per hour Mon to Sat

Discounts to rates are offered at the Head Teachers discretion

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

Hire rates are paid in advance of hire on a termly or half termly basis. Late payment for hire fees may be subject to interest charges. Interest may be applied to any overdue amounts at a reasonable rate, calculated from the date the payment became due until the date it is received in full.

Hire rates must include setting up and clearing away.

3.2 Cancellations / Termination

We reserve the right to cancel any agreed hiring with a minimum of 14 days' notice.

A credit will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire days with a minimum of 14 days' notice. If less notice than this is given, the hirer shall not be entitled to a refund.

Hirers are expected to use the facilities in all weather conditions unless a minimum of 14 days' notice of cancellation is provided. However, 24 hours' notice will be accepted in the event of extreme weather (e.g., heavy snow, flooding, or severe storms). Only in these cases a credit will be applied to the account.

In the event of long term bookings (regular hire over a 3 month period), half a school term notice is required to terminate this agreement.

For example:

If notice is given between 1st day following the Easter holidays and May half term, the last day of hire will be 31st August.

If notice is given between 1st day following the Christmas holidays and February half term, the last day of hire will be the final school day before the Easter holidays.

3.3 Review

The revenue raised from hiring out will be reviewed by the School Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises, must be over 18 years old and should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office or via the lettings email lettings@scotts.havering.sch.uk.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will request the following documents:

- Safeguarding Policy
- Named safeguarding lead
- Safeguarding certificates
- Signed copy of KCSIE Part one ([KCSIE Part 1](#))
- Named first aider who will be on site at all times
- First aid certificates
- Professional certificates
- Confirmation of DBS number and expiry dates for all members of staff
- Public liability Insurance certificate
- Risk assessments
- Signed copy of our School risk assessment

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.

3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with at least 14 days, notice will be credited.
14. Any cancellations by the hirer received with less than 14 days, notice will not be credited.

15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer is responsible for cleaning any equipment they bring onto the premises and must ensure that the premises are left in the same clean condition in which they were found.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
20. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
21. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. The hirer shall ensure there is no smoking within the boundaries of the school.
25. The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.
26. The hirer will ensure that the event or its guests do not cause a nuisance to the local community.
27. The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health. Hirers are responsible for ensuring the conditions adhered to the licence are fully observed.
28. No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.
29. No alcohol is to be consumed on school premises without express permission from the school. Such requests must be made at the point of application and approved by the Head Teacher.

30. The school will only allow the sale of alcohol within its boundaries, subject to the hirer obtaining a Temporary Events Notice (TEN) from the licensing department of the council. This license must be kept on the school premises during the event.

31. The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

32. The school is not responsible for any loss or damage to personal possessions whilst on the premises.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher or School Business Manager (office@scotts.havering.sch.uk, 01708 457019) as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

7. First Aid

Hirers are responsible for administering their own first aid using their own first aid supplies while using the premises. It is expected that they make appropriate arrangements to

manage minor injuries or medical needs within their group. However, in the event of any significant injury or incident occurring on the premises, this must be reported to the School Business Manager (office@scotts.havering.sch.uk, 01708 457019) as soon as is reasonably practicable, to ensure appropriate follow-up, record-keeping, and, if necessary, further action.

8. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing body.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the School Business Manager on lettings@scotts.havering.sch.uk.

Name of Organisation	
Name of applicant	
Applicant address	
Applicant phone number	
Applicant email address	
Purpose / activity of organisation	
Part of the premises requesting to be hired (please list all)	
Dates of hire (please list all)	
Times of hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	

If this is a recurring request, please indicate dates you will not be here. These could include school holidays. (please be specific)	
Approximate number of participants in the activity	
Named safeguarding lead	
Named first aider (who will be on site)	
Additional requirements (if available)	
I agree to the terms and conditions set out in the school's premises hire policy.	Signed
Date	

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will request the following documents:

- Safeguarding Policy
- Safeguarding certificates
- Signed copy of KCSIE Part one ([KCSIE Part 1](#))
- First aid certificates
- Professional certificates
- Confirmation of DBS number and expiry dates for all members of staff
- Public liability Insurance certificate
- Risk assessments
- Signed copy of our School risk assessment

Annex 9 – Inventory Control Policy

<<School Name>>

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 Body maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the Head Teacher and the Business Manager. The responsible officer is to ensure the policy and procedures are followed and will report to the Governing Body or its Resources Committee on a regular basis as detailed within this policy. The Governing Body 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 Business Manager holds the responsibility of ensuring the correct process is followed.
- 3.5 The Business 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	DIY tools	Gym Equipment	Piano
	Electric Heaters	Visualiser	T.V
IT Equipment	Floor Polishers/Stripper	Interactive whiteboards	Fridge/Dishwasher
Photocopiers	Vacuum Cleaners	Ipads	Microwave
Laptops	Gardening tools	Laptops	Cooker
Shredder	Testing Equipment	Furniture	
Laminator			

- 4.5 The responsibility of determining which items should be recorded on the Inventory Register lies with the Business 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 SIMS Equipment Register software is used by the school to hold details of the description, locations and cost of assets held by the school. Details of disposal if applicable are also recorded
- 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 items are disposed, lost, stolen, these details are recorded in the Disposals section (See Section 8 – Disposal and Write Off).
- 5.6 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.
- 5.7 The responsibility of adding all new purchases on the register rests with the Business Manager.

6.0 Inventory Checks

- 6.1 At least annually, and usually in the month of November 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 Business 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.
- 6.8 The Business Manager conducts the checks for the whole of the inventory
- 6.9 The Business Manager will prepare a report on the findings of the inventory checks that is presented to the Resources Committee / Governing Body..
- 6.10 The Resources Committee / Governing Body 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 Business 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 Business Manager is responsible for ensuring all premises related, office related assets are security marked and securely stored
- 7.9 All classroom equipment is security marked by the Business 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 Head Teacher which has the appropriate delegation. **The Authority to Dispose / Write Off Inventory Form** is used (see attached).
- 8.4 The authorising manager has a higher delegated power than the person who has decided to dispose of an asset.
- 8.5 The authorising manager checks that the asset is disposed of in the most appropriate method.
- 8.6 In the case of disposal of computer equipment that may contain confidential and / or sensitive school information, disposal involves the security deletion of data from the memory. This is done prior to disposal by sale or donation. Ideally, such assets are destroyed. The School complies with the Waste, Electrical, Electronic and Equipment (WEEE) directive and seeks to achieve best value i.e. the best price is obtained if sold. WEEE certificates are then be kept by the school.
- 8.7 Items sold are be supported by a sales VAT invoice wherever possible.
- 8.8 When items are either sold or donated to staff members, the full Governing Body is consulted prior to the transaction.
- 8.9 When items of inventory are disposed of, the item is removed from the current list and recorded on the disposals list.
- 8.10 The Business Manager controls the process of disposal and reports all disposals to the Resources Committee / Governing Body at least termly.

9.0 Inspection

- 9.1 The inventory must be made available for inspection as required by the Internal / External Audit Service or by any other employee authorised to do so by the Borough's Section 151 Officer.

10.0 Reporting

- 10.1 The Business Manager reports at least annually to the Governing Body. This report is prepared by the Business Manager after the November inventory check. The report is structured to include the following:
- Missing Inventory
 - Condition of Assets and damaged items
 - Security of Assets
 - Items considered obsolete
 - Items for disposal

- Assessment of when items will need replacing
- Items stolen

- 10.2 The Head Teacher reviews the report before it is presented to the Governing Body and signs the Annual Inventory Check Process Declaration.
- 10.3 The Governing Body will use the report to plan future Inventory Control.
- 10.4 If assets are damaged, involved in accidents, lost or stolen and are essential for the running of the school, the Head Teacher will contact the Chair of Governors to agree what action is to be taken.
- 10.5 Decisions made in these situations are documented and countersigned by the staff making the decision and the Chair of Governors.

<<Scotts Primary >>**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

Scotts Primary>>

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

Scotts 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 Body / Resources Committee for formal approval.

Name: _____ (Head Teacher)

Signed: _____

Date: _____

Certified By

Name: _____ (Governor)

Signed: _____

Date: _____

<<School Name>>

Equipment on Loan Log

Please add authority for the loan to the register

Equipment Description	Equipment Number	Loaned to: Name	Loaned to: Signature	On / Off site	Date out	Approval Signature	Date returned	Return Verified Signature
	There is a separate signed copy of this on file for audit purposes							

In signing the above register the Terms and Conditions below are accepted

Staff using school equipment must ensure:

- The equipment is kept securely during use
- The equipment must not be used to perform or support any inappropriate activity that may bring the school and the LA's name into disrepute in line with the Acceptable User Policy.

Scotts Primary School
Finance Policy and Procedures

Any damage is reported to the Business Manager as soon as possible. If the damage is considered to be as a result of negligence, the member of staff may be required to compensate the school accordingly.

This page is left Intentionally Blank

