

# ST IVO SCHOOL

## FINANCE REGULATIONS AND PROCEDURES

**(Please also refer to Cambridgeshire County Council  
Financial Regulations for Schools and Section 48  
scheme)**

**Revision 0 – November 2002**  
**Revision 1 – September 2003**  
**Revision 2 – September 2004**  
**Revision 3 – September 2005**  
**Revision 4 – September 2006**  
**Revision 5 – March 2007**  
**Revision 6 - November 2008**

Revision 0 - Approved by the Governors Finance Committee in February 2003  
Revision 1 - Approved by the Governors Finance Committee in September 2003  
Revision 2 - Approved by the Governors Finance Committee in September 2004  
Revision 3 - Approved by the Governors Finance Committee in September 2005  
Revision 4 - Approved by the Governors Finance Committee in September 2006  
Revision 5 - Approved by the Governors Finance Committee in May 2007  
Revision 6 - Approved by the Governors Finance Committee in November 2008

Set up on schools intranet site February 2003

**Section 1**

**Regulations**

**(Copy to be sent to Chair of Finance Governors  
once approved)**

**(Copy to be posted onto school's Intranet)**

**Section 2**

**Procedures**

**Section 3**

**Appendices**

# SECTION 1

# REGULATIONS

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## **INTRODUCTION**

This document has been produced to :-

Ensure that policies and procedures exist to protect the interests of individuals who manage or deal with the school's finances

Promote efficiency and accountability in the management of the school's finances

Assist everyone's understanding of the need for sound management of the school's finances

Reflect the requirements of Cambridgeshire County Council in the arrangement of the school's finances

These procedures are issued with the approval of the Governors Finance Committee who will seek confirmation from the school that they are being complied with.

The procedures in this document must be adhered to.

## Financial Planning

### Long term business planning/forecasting

The school produced a 2 year budget plan from 2006/2007 and will be producing a 3 year budget plan from 2008/2009 in line with DCSF requirements. These multi year budgets which give a broad indication of Minimum Funding Guarantee and budget levels during those periods enable the school to produce draft budgets for each financial year.

### Budget Preparation

- The County distributes the Education budget based on the previous September school count of pupils, which is completed and submitted by the Deputy Head.
- The Head teacher determines the final allocation for capitation using percentage of taught lessons. The Budget Holders are notified of their allocation as early as possible in the financial year by the Finance Manager.
- County Budgets should be published at the end of March each year.
- Schools plan their expenditure linked to the School Development Plan.
- The budget is approved by the Governors and submitted to the County as soon as possible after the beginning of the financial year.

### Budget Timetable

February	Start building budget using January actuals
March	Should receive budget notification from County
April	Complete budget Notify Budget Holders of capitation allocations Obtain Full governors approval
May	Send budget details to County by deadline

### Budget Monitoring

- The school receives its budget in equal monthly instalments throughout the year.
- The Finance Manager monitors all spending for all funds monthly.

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- Half termly reports are issued to Budget Holders. They are expected to keep their spending within budget. Overspending is not allowed.
- Reports are submitted to every meeting of the Governors' Finance Committee on percentage balances available between budgets and actual to date.
- Reports are submitted to County on staggered month ends as determined by County.
- Budget Holders will be charged with their submitted budget for reprographics at the beginning of the financial year. The Budget Holders request limits to be set up for each of the machines as usage demands. Any underspend on reprographics can be clawed back in January if requested.
- Any underspending on capitation over 10% will not be carried forward.

## **Governors Timetable**

April		
May	Finance Governors Full Governors	Set Budget Approve the budget Best Value statement
June	Finance Governors Finance Governors	Controls Assurance statement Non Public accounts audit report
July		
September	Finance Governors	Pecuniary Interests
October	Finance Governors Finance Governors Finance Governors	Benchmarking Committees terms of reference Approve school's finance regulations
November		
December		
January	Finance Governors	Review charging policy
February		
March		

## Responsibilities

### Governing body

The governing body has collective responsibility for financial decisions that are made and decide the strategic direction of the school supported by information and advice from the headteacher.

### The statutory position

The statutory responsibilities of the governing body are detailed in section 21 of the Education Act 2002. The DfES summarises their responsibilities as follows, to:

- manage the school budget (*delegated to Finance Committee*)
- consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan
- decide on how to spend the delegated budget subject to conditions set out in the LA scheme within the financial year
- decide whether to delegate their powers to spend the delegated budget to the headteacher. If they do, they should establish the financial limits of delegated authority
- comment to the LA, when required to do so, on significant changes to the LA's fair funding formula
- make sure accurate accounts are kept
- determine the staff complement and a pay policy for the school (in accordance with School Teachers' Pay and Conditions)
- act as a 'critical friend' to the head teacher by providing him/her with advice and support and challenging his/her views when necessary
- determine a written policy on staff appraisal, after making sure that all staff have been consulted about the staff appraisal process (*delegated to Personnel Committee*)

### Key responsibilities of the governing body as defined by DCSF

- setting financial priorities through the school improvement plan (SIP), three year financial plan and annual budget
- deciding how the school's delegated budget should be spent, in accordance with the SIP and the statutory curriculum requirements laid down by government
- approving the annual budget and monitoring expenditure
- ensuring the budget is managed effectively
- ensuring the school meets all its statutory obligations and that there is compliance with the LA's financial regulations or standing orders
- determining virement and expenditure thresholds
- evaluating the effectiveness of spending decisions

### Specific responsibilities of the governing body

- adopting sound financial procedures which comply with DfES guidance for public and private funds (*delegated to Finance Committee*)
- ensuring that, for private funds, the school also adheres to Charity Commission guidance

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- ensuring there is a financial procedures manual and that employees understand the procedures they must operate
- ensuring job descriptions are in accordance with the financial procedures manual
- establishing formal procedures for budget planning (*delegated to Finance Committee*)
- establishing a charging policy for the supply of goods and services (*delegated to Finance Committee*)
- ensuring a balanced budget is set in accordance with ‘best value’ principles
- monitoring the budget throughout the year and implementing virements as necessary
- ensuring in conjunction with the headteacher that
  - salary payments are only made to school employees
  - salary payments are made in accordance with appropriate conditions of employment
  - salary payments are only made for services provided to the school
  - appropriate deductions are made for PAYE and NIC
  - payroll changes are accurately recorded and promptly processed
- maintaining a register of business interests
- ensuring the school has adequate insurance cover
- deciding whether or not to insure risks not covered by the LA
- authorising the disposal or write off of stock (*delegated to Finance Committee*)
- ensuring that accurate financial records are maintained that can provide auditors and inspectors with explanations they consider necessary
- responding promptly to recommendations made by auditors and inspectors (*delegated to Finance Committee*)
- adopting audit recommendations and monitoring their implementation (*delegated to Finance Committee*)
- reporting to parents annually on governors’ stewardship of the school’s finances (*delegated to Finance Committee*)

## **Finance committee**

The governing body has established a finance committee, which meets once a half term, or more frequently if necessary. The governing body has:

- defined its terms of reference
- prescribed the extent of its delegated authority
- ensured it receives minutes of the committee’s meetings

The governing body reviews the finance committee’s remit and membership annually.

## **Role of the finance committee**

The finance committee is non statutory and includes the following within its remit, as recommended by DCSF:

- drawing up the budget for approval by the governing body
- exploring different expenditure options and assessing expenditure bids
- forecasting likely future pupil rolls and income levels
- monitoring budgeted income and expenditure
- monitoring and adjusting in-year expenditure levels
- ensuring accounts are properly finalised at the year end/reviewing the outturn
- evaluating the effectiveness of financial decisions

- administering the school's voluntary/private fund

## **Role of the head teacher**

The head teacher is responsible for the following, in accordance with DCSF guidance:

- the internal organisation, management and control of the school
- advising on, and implementing the governing body's strategic framework
- formulating aims and objectives, policies and targets for the governing body to consider adopting
- reporting on progress to the governing body at least once a year
- formulating and implementing policies to enable the school to achieve its set targets
- providing the governing body with enough information to ensure that they are confident that delegated responsibilities and the head teacher's responsibilities have been met
- being accountable to the governing body for the school's performance, together with other teaching and administrative staff
- drawing up, and submitting to the governing body, an annual budget plan for the school's voluntary fund, and any proposals for revisions to the budget plan as required by the LA scheme

## **Specific financial tasks delegated to the head teacher**

The head teacher has delegated responsibility for:

- leading and managing the SIP which is underpinned by sound resource planning, and identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increase teachers' effectiveness and secure improvement of the school's performance
- ensuring that the relevant LA financial regulations/standing orders or DCSF requirements are implemented
- establishing and maintaining sound internal financial controls which are managed on a daily basis by the head teacher and the bursar
- ensuring the effective implementation of current financial systems and procedures described in the financial procedures manual
- ensuring that the funds delegated to the school are in accordance with their legal entitlement
- compiling draft budgets for the governing body and appropriate committees
- ensuring the efficient and effective deployment of the school's resources
- producing regular reconciled budget/financial reports to the governing body, LA and DCSF as appropriate

## **Responsibilities of the head teacher in respect of the management of resources**

The head teacher has responsibility for

- considering the budget regularly and making necessary adjustments
- obtaining governors' approval for any budget virements over his/her delegated authority level
- considering and responding promptly to recommendations in school audit/inspection reports, and advising governors of results and any remedial action to be implemented

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- ensuring the maintenance of accurate and current inventories of all attractive and portable items
- ensuring the adequacy of the school's insurance arrangements as part of the annual financial review
- implementing school pay policy and appointment procedures
- planning for effective monitoring, evaluating and reviewing of the SIP to secure progress and school improvement
- thinking creatively and imaginatively to anticipate and solve problems and identify opportunities
- ensuring that resourcing and staffing are dedicated to ensuring the highest standards of achievement for all pupils
- setting appropriate priorities for expenditure, allocating funds and ensuring effective administrative control
- managing and organising accommodation efficiently and effectively to ensure it meets needs of the curriculum and health and safety regulations
- managing, monitoring and reviewing the range, quality, quantity and usage of all available resources in order to improve pupil's achievements, ensure efficiency and secure value for money

## **The role of the finance manager**

The finance manager is responsible for:

### **Finance**

- providing financial advice to the head teacher and governing body
- budgeting and monitoring the budget
- maintaining the school's accounting records
- income generation and recording
- making purchases in accordance with 'best value' principles

### **Pupil services**

- catering
- trips
- business centre

## Accounting Systems

- The School is registered for Data Protection.
- All the computers and software packages are protected by passwords only known to the users.
- The 5 computers in the Finance Office hold the account details for the Main school and ACL accounts using FMS6. This is a software package written by Capita and supported by ELH ICT services. Our money is held in a Barclays account linked to Cambs County Council. This is the account we use for Public funds ie the money given to us monthly by the County Council to run the school.
- The administrative network is backed up as follows. The computer is set to automatically back up that days data by the Information Systems Co-ordinator on to CD. The following day the Information Systems Co-ordinator removes that CD from the file server and inserts the current days CD. The previous days CD is taken off site overnight and returned the following day.
- The 5 computers in the Finance Office also hold the account details for our other Barclays account known as School Fund and Trips also using FMS6. This account is known as our Non Public Funds.
- The following staff have access to FMS6:-
  - Finance Manager Mrs Barbara Kessel
  - Finance Administrator Mrs Dawn Attersall
  - Finance Administrator Mrs Eleanor Lamb
  - Business Centre Administrator Mrs Alison Scruton
  - Cashless Catering Administrator Mrs Caroline Loader
- If any member of staff leaves their computer access rights are removed.

## Accounting Procedures

- FMS6 is a commitment accounting package ie orders are raised and committed against cost centres.
- Accruals, creditors, debtors and prepayments of significant amounts will be actioned at year end. Any monies owed from or to the County Council will not be adjusted. These debtors and creditors are adjusted for in end of year print outs from County. County issue guidance on closedown procedures.
- All bank accounts will be reconciled monthly as soon as possible after month end.
- The Public Accounts are audited by County Internal Audit approximately once every 2 years.
- The Non Public Accounts are audited annually by Tacconi Accountants and also by County once every 2 years.
- We are not allowed to make a profit on a school trip or event. The organisers should aim to break even. If at the end of the activity a significant profit has accumulated then refunds must be made. If the profit is insignificant then either goods are purchased linked to that activity, or it is rolled forward to the next activity. The goods should be for the benefit of the pupils who took part in the activity.
- Budget Holders will receive at least half termly a print out of their current spending.
- Virements between budgets will only be carried out with the Budget Holders permission and within limits set by the Finance Governors every year.

Current virement limits are as follows

	AMOUNT
BUDGET HOLDERS	Up to £2000
HEAD TEACHER	Up to £20000
FINANCE GOVERNORS	Up to £50000

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## Purchasing

The following table shows the Cambs County Council Standing Orders and the St Ivo Finance Regulations as approved by Finance Governors.

TOTAL VALUE	PROCEDURE	CAMBS COUNTY COUNCIL SHORTLISTING/ AWARDING LIMITS	ST IVO SCHOOL SHORTLISTING/ AWARDING LIMITS
Up to £2000	1 oral quotation (confirmed in writing where the total value exceeds £500)	Budget Holder or Headteacher	Budget Holder
£2001 - £30000	3 written quotations	Up to £3000 Budget Holder or Headteacher Over £3000 up to £15000 Headteacher	Budget Holder and Chair of Finance Governors
£30001 - £75000	Invitation to tender to at least 4 candidates (advertisement not necessary)	Finance Committee (or full Governing Body) and Headteacher and notify Head of ELH Finance	Up to £25000 Budget Holder and Chair of Finance Governors Over £25000 up to £75000 Headteacher and Governing Body
£75001 – EC threshold	Invitation to tender by advertisement/approved list to at least 4 candidates	Headteacher, Governing Body and consult the Head of ELH Finance	Headteacher, Governing Body and the Head of ELH Finance
Above EC threshold	EC procedure or where this does not apply, invitation to tender by advertisement/approved list to at least 6 candidates	Consult the Head of Legal Services	Consult the Head of Legal Services

### Notes

EC values as at January 2002	Goods or services	Public works (ie capital)
	£154,477	£3,861,932

## Ordering

- A requisition/cheque request form must be raised for all goods and must contain enough detail and be legible for the Finance Office to raise and place an official order.
- Requisitions must be authorised by the Budget Holder responsible for the cost of the goods. A Budget Holder cannot authorise an order.
- The Finance Manager will change the supplier if he/she knows of a cheaper source and inform the Budget Holder.
- All members of staff are not permitted to make telephone orders prior to an official order being raised.
- All orders are raised by the Finance Administrator twice weekly and then authorised on the computer by the Finance Manager.
- Once authorised the order is printed onto official order stationery and then signed by the Finance Administrator. A copy of the order is sent to the Budget Holder.
- Prior approval from the Chairman of Finance Committee must be obtained before any commitment is entered into by the school which is over £2000.
- The tendering process must be followed for any goods/services over £30000.
- Staff are not permitted to use County Council Orders for private purchases.
- Personal cheques will not be cashed by the Finance Office.
- Staff are discouraged from using personal funds to buy goods with a value of more than £25. This is because we are unable to reclaim the VAT element. All goods with a value of more than £25 must be ordered and paid for using the procedures in these regulations.
- Budget Holders must advise the Finance Office if they cancel any order so that the commitment can be deleted from their budget.
- Under no circumstances should any member of staff other than the Head Teacher or designated member of staff sign any contract document provided by a supplier.
- If a cheque is required (ie supplier will not despatch goods until payment is sent) a requisition/cheque request form is completed. The Budget Holder must ensure that they receive the goods.
- If payment is to be made by the school's purchasing card a requisition/cheque request form is completed. The Budget Holder must ensure that they receive the goods.

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- A Determination of Contract of Services form must be completed prior to requesting services of an individual. The school decides whether payment to that individual is to be paid as a self employed person, by cheque, or as an employee through the payroll.

## Inspection copies

- The Budget Holder should complete a requisition form as soon as possible after requesting an inspection copy.
- If on receipt of the item it is not required, then the item should be returned as soon as possible and proof of posting obtained.
- Most book companies now expect the school to pay for the return of inspection copies.

## Staff Development Courses (INSET)

- Staff requesting training should complete an INSET form electronically, which will be automatically sent to their Head of Department and the Assistant Head in charge of INSET for authorisation.
- The Assistant Head will ensure that there is sufficient budget to meet the costs.
- Notification of authorisation will be sent to the member of staff via e-mail.
- The staff bulletin will be automatically updated to include staff out on INSET.
- If the supplier requests payment in advance of the training please pass the documents to the Finance Office for processing.
- If the course is cancelled staff must delete the entry electronically in order for the commitment to be cancelled and the staff bulletin to be updated.

## Receipt of goods and services

- No deliveries may be made to a member of staff's home address.

## ESPO deliveries

- The delivery is deposited in the Delivery Point and then delivery notes sent to the Finance Office.
- The Site Team distribute the goods to the relevant department.
- The Finance Administrator sends the delivery note with an attachment for indicating any shortfalls or errors by the person checking the goods (this should not be the Budget Holder). The Finance Administrator contacts ESPO and sorts out the problem after discussion with the Budget Holder.

## Other deliveries

- Other suppliers also deliver to the delivery point.

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- The Site Team distributes the goods to the relevant department as they arrive from suppliers.
- Another person other than the Budget Holder should check that the goods/services they have received is as per the order. The Finance Administrator must contact the supplier immediately if any items are incorrect, damaged or missing after discussion with the Budget Holder.
- If the Budget Holder receives any goods which they have not ordered they should inform the Finance Office in the first instance. The goods may then be stored either in the Finance Office or in the Site Teams store until the correct person claims them.
- If the order is altered please inform the Finance Office so that the commitment can be altered.

## **Processing Purchase Invoices**

- Invoices are sent to Budget Holders for authorisation and then returned to the Finance Office for payment.
- The Finance Office should not receive an invoice for goods that has not had an order raised.
- Credit notes are issued by a supplier when goods have been cancelled or returned. They are treated in the same way as an invoice.

## **Payments**

- The Finance Office will endeavour to pay all invoices within 30 days of receipt of invoice. This will therefore put the onus on Budget Holders to authorise invoices promptly.
- Invoices and credit notes are presented with the cheque for signature with all the backup documentation to the relevant cheque signatories.
- Separate authorisation is required for raising a cheque over £5000 from the Chair of Finance Governors or in his absence a member of the Finance Committee (not a teacher governor).

## **Tendering**

- For any goods/services over £30000 we must comply with the Cambs County Council tendering process.
- We must send details to the Head of ELH Finance of any purchase over £30000.
- We must consult with the Head of ELH Finance of any purchase over £75000.
- A formal letter of invitation should be sent to at least 4 suppliers.

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- The letter should contain a criteria list of how the tender will be awarded.
  - Or
    - Can specify that the lowest cost will be used and we must adhere to it.
    - Can specify MEAT (most economically advantageous tender) applies
    - Must list the MEAT criteria in order of importance.
    - Eg
      - 1 Meeting specification
      - 2 Timing of installation
      - 3 Warranty/Guarantee package
      - 4 Maintenance costs/package
      - 5 Added value products or services (software, training etc)
      - 6 Price
      - 7 Quality/fit for purpose
      - 8 Training package
      - 9 Service agreement
      - 10 Satisfactory references
      - 11 Location of supplier
- The letter should also state that the tender must be in a sealed envelope marked for the Finance Manager.
- Tenders are kept in the safe until the nominated date of opening.
- A Governor must be present when the tenders are opened on the nominated date.
- A formal letter of acceptance should be sent to the successful supplier.
- A letter of non acceptance should be sent to the unsuccessful suppliers.

## Insurance

### Contents

- We are a member of the County Council Insurance Scheme for All Risks. The excess for any claim is £350.
- We are a member of the County Council Insurance Scheme for Perils. The excess for any claim is £100
- Please be aware that any personal property brought into the school is not covered by the County Insurance policy.
- Any item that is stolen or damaged must be reported to the Finance Manager as soon as possible. An Insurance Claim Form is completed and sent to the County Insurance Section by the Finance Manager.
- School property should not be taken off the school premises without prior permission from your Head of Department or Line Manager, except laptops.
- A laptop left in a car will be covered if it is left in the boot.
- We are insured up to £3000 (public funds) and £2000 (non public funds) in cash in a locked safe overnight on the whole site.
- We use Cambs County Council Insurance department for school trips, to cover the adults and pupils for personal accident as well as cancellation fees, loss of luggage etc.

## Payroll

### Staff appointment and changes

- Staff appointments and changes are authorised by the Head teacher. Copies of these documents are sent to the Finance Manager for actioning on the payroll.

### Payroll administration

- Staff must provide details of any additional payments they require on the relevant forms to the Finance Manager by the specified closure dates for each month.
- All payments for travelling expenses must be claimed on the appropriate form with receipts attached. They are all paid through the payroll. Mileage for anything other than travelling between home and work is paid free of tax.
- Any staff claiming motor mileage must have the following
  - MOT certificate (for cars over 3 years old)
  - Vehicle insurance – with cover for business travel
  - Valid driving licence
- Payments to Mid Day Supervisors are taken from the daily signing in sheets held in the Canteen. Mid Day Supervisors must inform the Mid Day Coordinators if they are absent due to illness. The names are passed to the Finance Office at the end of each month.
- Payments to Caterers and Cleaners are taken from the daily signing in sheets held by reception. Caterers and Cleaners must inform the Cleaning and Catering Manager if they are absent due to illness. The names are passed to the Finance Office at the end of each week.

### Payments

- Pay day is based on County Council issued dates which normally are the last working day of each month, except August. This will either be 31<sup>st</sup> or the nearest Friday prior to the 31<sup>st</sup>.
- All payments will be paid into bank accounts or building societies.

## Assets

### Inventory

- The Finance Manager maintains the inventory.
- All equipment will be given a unique equipment number.
- Equipment that is portable, attractive, desirable or costs more than £500 per item should be recorded. All electrical equipment is also recorded.
- A copy of the stock book is held off site at the home of the Finance Manager.

### Security of Assets

- A register of key holders is maintained by the Premises Manager. Keys should be issued to as few people as possible.
- Budget Holders must ensure that proper security is maintained at all times for all assets.
- Assets will be security marked.
- Lap top computers are issued to selected members of staff who will be personally responsible for the safe keeping of the laptop at all times. Each member of staff will be requested to complete the Lap tops for teachers loan agreement form.
- Other equipment can be taken home by staff as long as permission has been sought from their Head of Department or Line Manager.

### Disposal of Assets

- Disposal of surplus or obsolete assets should be authorised by the Budget Holder responsible for the asset.
- The Deputy Head (Personnel) will authorise the disposal in the inventory.
- Items for resale should normally be sent to public auction except where a better price is likely to be obtained by inviting quotes and tenders. All reasonable efforts should be made to get the best price obtainable if resold.

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The following table shows the Cambs County Council Standing Orders for disposals and the St Ivo Finance Regulations as approved by Finance Governors.

TOTAL VALUE	CAMBS COUNTY COUNCIL LIMITS	ST IVO SCHOOL LIMITS
Up to £250	3 quotes or public sale	As CCC limit
£251 to £10000	3 written quotes	As CCC limit
£10001 - £75000	4 written quotes	As CCC limit
£75001 and above	Competitive tenders inviting at least 4 candidates.	As CCC limit

## **Return of assets when member of staff leaves**

- Keys must be returned to the Premises Manager.
- Lap top computers issued under the loan agreement must be returned to the ICT (technical) Coordinator.
- Any other equipment that the member of staff may have at home must be returned to the correct department.

## Income

### Charging policies

(Please also refer to the Policy on charging for school activities on the school's website).

The intention is always to ensure that anything we have to charge for is self financing. If there are insufficient contributions then the activity may have to be cancelled. Parents on income support or working families' tax credit are given the chance to reduce the trip payment by 30%.

### Trips

Trip organisers and accompanying staff (as supervisors) can claim for eligible expenditure for any trip they attend. Eligible expenditure covers expenses such as theatre tickets, accommodation costs and travel. This applies to staff included within the agreed staff-pupil ratio. Any extra staff would need to cover their own expenses in certain circumstances (eg tickets to sporting occasions). Please see the Finance Manager for further clarification if required.

### Music

Charges are set in April each year to take effect from the following September.

For current charges please see Head of Music.

### Lettings

Charges are set in the Spring term to take effect from the following April.

For current charges see Scale of charges form. Hiring of the school premises is administered by the Premises Manager. Hiring of the Adult and Community lounge and kitchen are administered by Adult and Community Learning.

## Completeness of Income

### Canteen

- We operate a cashless card cafeteria.

### Exam Fees

- The Exams Officer collects the payment from external candidates and Group Tutors and issues receipts.
- The payments are then forwarded to the Business Centre at regular intervals for banking.

### Music Tuition Fees

- Each parent is given the choice of paying online or by post dated cheques prior to the lessons starting.

### Private use of facilities

- A telephone log must be completed for all calls made from any telephone in the school.

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- If a member of staff feels that they should contribute for using these facilities for personal reasons, the money is recorded on a form in the Finance Office.
- Reprographic use is invoiced and receipted directly by the Reprographics Department.

## Vending Machines/Pay phones

- The machines must be emptied weekly by at least 2 people one of which must be a member of the Finance team.

## **Administration of receipts**

- All receipts are issued by the Business Centre for income received over £10.

Receipts are issued for direct credits into the bank account, such as payments for Music tuition.

## Debtors

### Collection of debts

- The Finance Office should be informed as soon as possible if an invoice needs to be raised to recover monies.
- The Finance Office will send an invoice stating that payments should be made payable to St Ivo School and forwarded directly to the school and payment received within 30 days.
- The Finance Office will chase debts by sending statements at monthly intervals for unpaid invoices.

### Write-off of debts

- Invoices will only be written off if all possible efforts have been made to recover the debt.
- Approval from the Finance Governors Committee will be needed for any amount up to £250.
- Approval from the Head of ELH Finance for any amount over £250.

### Debt escalation protocol – other companies and individuals

- First statement sent if invoice remains unpaid after 30 days.
- Second statement sent if invoice remains unpaid for a further 14 days.
- Recovery letter sent if invoice remains unpaid for a further 14 days.
- Referred to Finance Governors at next available meeting if invoice still remains unpaid.

### Debt escalation protocol – trip payments

- Memo to trip organiser of any debts outstanding after closing date of final payment.
- First letter home if trip organiser has not managed to contact parents after 7 days.
- Second letter home if payment not received after 7 days.

## Bank Accounts

## **Opening of Accounts**

- Accounts may only be opened with authorisation from the Governing Body.

## **Banking of Monies**

- All money for whatever reason ie trips, sale of books, canteen takings must be paid into the Business Centre by pupils.
- All monies are kept in the safe until collection by Securicor.
- The bank reconciliation process will show if there are any discrepancies between paying in details and bank receipts. Any such discrepancies should be followed up immediately by the Finance Manager.
- The Finance Manager will ensure the banking of all monies is done on a regular basis.

## **Control of withdrawals**

- Cheques are sequentially numbered and all remittances are kept.
- Direct Debits can only be authorised by the cheque signatories.
- Petty cash reimbursements are supported by a letter signed by at least 2 cheque signatories and collected by the Finance Manager.
- 2 cheque signatories required on all cheques.
- All cheques must be crossed account payee only
- A cheque signatory cannot be a signatory on a cheque made payable to themselves.
- Current cheque signatories are listed in the Supplement to terms of reference (Page 33)

## Cash Holdings

### Operation of petty cash accounts

- The purpose of petty cash is for purchasing small items under £25, for which it is not practical or cost effective to pay through the normal ordering and payment procedure.
- Claims for petty cash must be supported by a receipt to support the expenditure incurred.
- Prior to making any purchases a Petty Cash Claim Form should be obtained from the Finance Office.
- Maximum of £250 cash for school trips at any one time unless other arrangements have been agreed with the Head teacher. Supporting receipts must be passed to Finance Office as soon as possible after the trip.
- Petty cash holdings are £500 for main account (public funds) and £800 for Fund and trips account (non public funds)

### Physical Security

- All monies handed into the Finance Office are kept in a locked drawer throughout the day and in the safe overnight prior to banking.
- Several cash tins are kept for different bank accounts.
- Under no circumstances should unsecured cash be left in the Finance Office.
- In the event of an emergency eg attempted theft, evacuation of premises etc no member of staff should put themselves at any risk to their own person.

## Adult and Community Learning

### Financial Planning

#### Long term planning/forecasting

ELH Finance allocate finance to Adult and Community Learning (ACL) on the basis of EFSS (previously known as SSA) with some funds retained centrally for corporate services. Huntingdon Regional College re-negotiate a contract annually based on the amount of work we do with them to attain targets and on the amount of funding available to distribute from the Learning and Skills Council. That payment is based on the LSC financial year of August to July.

The different timescales, the vulnerability of the macro budget to change and frequent shifts in policy make budget setting difficult. That difficulty is further compounded by the degree to which ACL income is based on the sale of courses and other 'trading' activities.

#### Budget Preparation

- County Budgets should be published at the end of February each year.
- The budget is approved by the Governors and submitted to the County as soon as possible after the beginning of the financial year.

#### Budget Monitoring

- ACL receives its budget in equal monthly instalments throughout the year.
- The ACL Coordinator monitors all spending for all funding streams monthly.
- Reports are submitted to every meeting of the Governors Community Committee on amounts available between budgets and actual to date.
- Reports are submitted to County at least quarterly.

### Responsibilities

#### Governing Body

- The Governing Body has overall responsibility for ACL finance.
- The Governors Community Committee takes responsibility for routine monitoring of the finances and recommends decisions to the Full Governors.
- The Governors Community Committee sanitises and amends the budgets before submission to County Council.

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- The Governors Community Committee considers a range of policies, structures etc which determine levels of expenditure and income eg course fee structure, lettings fees etc.

## **Headteacher**

Oversees the sound management of the ACL finances by

- Meeting regularly with the ACL Coordinator
- Receiving regular financial reports from the Manager, Finance Manager, County Council etc
- Taking those actions necessary to safeguard the finances to the best benefit of ACL

## **ACL Coordinator**

Ensures the sound management of ACL finances by

- Devising, implementing and overseeing appropriate day to day procedures
- Making appropriate reports to ELH Finance, ACL, HRC etc
- Complying with County Audit and Financial Regulations
- Ensures that all members of ACL staff are aware of their financial responsibilities.

## **Finance Manager**

- To prepare reports for County, Governors and ACL Coordinator as and when required.
- Support the ACL Coordinator on compliance with County Audit and Financial responsibilities.

## **Accounting Systems**

- The ACL accounts are held on the 5 Finance Office computers and one computer in ACL Office, using FMS6 a software package written by Capita and supported by ELH ICT services.
- The following staff have access to FMS6

- |                         |                |
|-------------------------|----------------|
| ▪ Finance Manager       | Barbara Kessel |
| ▪ ACL Assistant         | Sandra Long    |
| ▪ Finance Administrator | Dawn Attersall |

## **Accounting Procedures**

- FMS6 is a commitment accounting package ie orders are raised and committed against cost centres.
- Accruals, creditors, debtors and prepayments of significant amounts will be actioned at year end. Any monies owed from or to the County Council will not be adjusted. These debtors and creditors are adjusted for in end of year print outs from County.

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- All bank accounts will be reconciled monthly as soon as possible after month end.
- The Public Accounts are audited by County Internal Audit approximately once every 2 years.

## **Purchasing**

### **Assessment**

- ACL will adopt the School's Finance Regulations as regards purchasing. See page 8 for current limits.

### **Ordering**

- A requisition/cheque request form must be raised for all goods and must contain enough detail and be legible for the ACL Assistant to raise and place an official order.
- Requisitions must be authorised by the ACL Coordinator. The ACL Coordinator cannot authorise an order.
- All members of staff are not permitted to make telephone orders prior to an official order being raised.
- All orders are raised by the ACL Assistant at least once a week.
- Once authorised the order is printed onto official order stationery and then signed by the Community Education Assistant.
- Prior approval from the Chairman of Finance Committee must be obtained before any commitment is entered into by the school which is over £2000.
- The tendering process must be followed for any goods/services over £30000.
- Staff are not permitted to use County Council Orders for private purchases.
- Personal cheques will not be cashed by ACL.
- Staff must not use personal funds to buy goods with a value of more than £25. All goods with a value of more than £25 must be ordered and paid for using these procedures in these regulations.
- Under no circumstances should any member of staff other than the Head Teacher or ACL Coordinator sign any contract document provided by a supplier.
- If a cheque is required (ie supplier will not despatch goods until payment is sent) a requisition/cheque request form is completed.

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- If payment is to be made by the purchasing card a requisition/cheque request form is completed.
- A Determination of Contract of Services form must be completed prior to requesting services of an individual. The ACL coordinator decides whether payment to that individual is to be paid as a self employed person, by cheque, or as an employee through the payroll.

## **Receipt of goods and services**

- No deliveries may be made to a member of staff's home address.

### ESPO deliveries

- The delivery is deposited in the Delivery Point and then delivery notes sent to the ACL Office.
- The Site Team distribute the goods to the relevant department.

### Other deliveries

- Other suppliers deliver to main reception.
- The Site Team distributes the goods to the relevant department as they arrive from suppliers.
- Another person other than the Budget Holder should check that the goods/services they have received is as per the order. The Budget Holder must contact the supplier immediately if any items are incorrect, damaged or missing.
- If the Budget Holder receives any goods which they have not ordered they should inform the Finance Office in the first instance. The goods may then be stored either in the Finance Office or in the Site Teams store until the correct person claims them.
- If the order is altered please inform the ACL Office so that the commitment can be altered.

## **Processing Purchase Invoices**

- Invoices are given to the ACL Coordinator for authorisation and then returned to the ACL Assistant for payment.
- The ACL Assistant should not receive an invoice for goods that has not had an order raised.
- Credit notes are issued by a supplier when goods have been cancelled or returned. They are treated in the same way as an invoice.

## **Payments**

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- Invoices and credit notes are presented with the cheque for signature with all the backup documentation to the relevant cheque signatories.
- Separate authorisation is required for raising a cheque over £5000 from the Chair of Finance Governors or in his absence a member of the Finance Committee (not a teacher governor).

## **Tendering**

- ACL will adopt the County Council's Regulations as regards tendering. See page 11 for further information.

## **Insurance**

- Please see page 13

## **Payroll**

### **Staff appointment and changes**

- Staff appointments and changes are authorised by the Head or ACL Coordinator. Copies of these documents are sent to the Finance Manager for actioning on the payroll.

### **Payroll administration**

- Staff must provide details of any additional payments they require on the relevant forms to the Finance Manager by the specified closure dates for each month.
- All payments for travelling expenses must be claimed on the appropriate form with receipts attached. They are all paid through the payroll. Mileage for anything other than travelling between home and work is paid free of tax.
- Any staff claiming motor mileage must have the following
  - MOT certificate (for cars over 3 years old)
  - Vehicle insurance – with cover for business travel
  - Valid driving licence

### **Payments**

- Pay day is based on County Council issued dates which normally are the last working day of each month, except August. This will either be 31<sup>st</sup> or the nearest Friday to the 31<sup>st</sup>.
- All payments will be paid into bank accounts or building societies.

## **Assets**

## **Inventory**

- The ACL Assistant maintains the inventory from information supplied by other staff each April.
- Equipment that is portable, attractive, desirable or costs more than £500 per item should be recorded.
- A copy of the stock book is held off site at the home of the ACL Assistant.

## **Security of Assets**

- A register of key holders is maintained by the ACL Coordinator. Keys should be issued to as few people as possible.
- Budget Holders must ensure that proper security is maintained at all times for all assets.
- Assets will be security marked.
- Any equipment can be taken home by staff as long as permission has been sought from the ACL Coordinator.

## **Disposal of Assets**

- Disposal of surplus or obsolete assets should be authorised by the ACL Coordinator.
- The Head will arrange for the appropriate Deputy Head to authorise the disposal in the inventory.
- Items for resale should normally be sent to public auction except where a better price is likely to be obtained by inviting quotes and tenders. All reasonable efforts should be made to get the best price obtainable if resold.
- ACL will adopt the School's Finance Regulations as regards disposals. See page 16 for further information.

## **Return of assets when member of staff leaves**

- Keys must be returned to the ACL Coordinator.
- Any equipment that a member of staff may have at home must be returned.

## **Income**

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## **Charging policies**

### Courses

The majority Non Qualification (ACL) courses are charged at an agreed hourly rate plus an administration fee. These rates are published in the ACL brochure. Concessions are available in line with government instructions. Some programmes are charged at variable rates as published in the ACL brochure.

Qualification (FE) courses are charged at an agreed hourly rate plus an administration fee and any assessment charges. The rates are published in the ACL brochure. Concessions are available in line with government instructions. Some programmes are charged at variable rates as published in the ACL brochure.

### Lettings - School

Charges are set in the Summer term to take effect from the following September.

For current charges see Scale of charges form held by ACL

## **Completeness of Income**

### PDQ

Any services provided by ACL can be purchased with a credit or debit card using this machine provided by Barclaycard Merchant Services.

### Cash

The balance of any receipts for any ACL Service will be receipted in an official County Council receipt book.

### Paypal

Any courses provided by ACL can be purchased with a credit or debit card through [www.aclearning.org.uk](http://www.aclearning.org.uk)

### Cheques

All cheques payable to ACL or Cambs County Council are noted on a bank form and receipted with a till receipt.

## **Administration of receipts**

- Computer generated receipts are produced for all monies paid in. They are sent out if requested.
- Receipts are not issued for direct credits into the bank account.

## **Debtors**

### **Collection of debts**

- The ACL Assistant should be informed as soon as possible if an invoice needs to be raised to recover monies.

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- The ACL Assistant will send an invoice stating that payments should be made payable to Cambs County Council and forwarded directly to ACL
- The ACL Assistant will chase debts by sending statements at regular intervals for unpaid invoices.

## **Write-off of debts**

- Invoices will only be written off if all possible efforts have been made to recover the debt.
- Approval from the Finance Governors Committee will be needed for any amount up to £250.
- Approval from the Head of ELH Finance for any amount over £250.

## **Bank Accounts**

### **Opening of Accounts**

- Accounts may only be opened with authorisation from the Governing Body.

### **Banking of Monies**

- All money received must be passed to the ACL Office as soon as possible with supporting documentation.
- All cheques must be listed separately.
- All monies are kept in the safe until collection by Securicor.
- The bank reconciliation process will show if there are any discrepancies between paying in details and bank receipts. Any such discrepancies should be followed up immediately by the ACL Assistant.
- The ACL Coordinator will ensure the banking of all monies is done on a regular basis.

### **Control of withdrawals**

- Cheques are sequentially numbered and all remittances are kept.
- Direct Debits can only be authorised by the cheque signatories.
- Petty cash reimbursements are supported by a letter signed by at least 2 cheque signatories and collected by the ACL Assistant.

## **Cash Holdings**

### **Operation of petty cash accounts**

- The purpose of petty cash is for purchasing small items under £15 with some discretion up to £25, for which it is not practical or cost effective to pay through the normal ordering and payment procedure.
- Claims for petty cash must be supported by a receipt to support the expenditure incurred.
- Prior to making any purchases a Petty Cash Claim Form should be obtained from the ACL Office.

### **Physical Security**

- All monies handed into the ACL Office are kept in a locked drawer throughout the day and in the safe overnight prior to banking.
- Under no circumstances should unsecured cash be left in the ACL Office.
- In the event of an emergency eg attempted theft, evacuation of premises etc no member of staff should put themselves at any risk to their own person.

**SUMMARY OF LIMITS AS AGREED IN  
SEPTEMBER 2008**

Applicable to Main School Account held at Barclays

**ORDERS**

Orders under £2000

Can be authorised by Finance Administrator

Orders over £2000

Must be authorised by Finance Manager after discussion with the Chair of Finance Committee (or any other member of the Finance Committee but excluding any teacher Governors in his/her absence) on behalf of the Governing Body. In addition the Finance Manager must ensure that 3 written quotes for orders over £2000 and up to £30000 and 4 written quotes for over £30000 are obtained.

**CHEQUES**

Signatories are as follows

Mr H Gilbert  
Mr M McGarry  
Ms I Morrison  
Dr R Carr  
Mr S Crisp

Cheques under £5000

Can be signed by any of the two above

Cheques over £5000

As above but also with discussion with the Chair of Finance Committee (or any other member of the Finance Committee but excluding any teacher Governors in his/her absence) on behalf of the Governing Body.

**VIREMENTS**

Budget Holders	up to £2000
Head	up to £20000
Finance Committee	over £20000

**DISPOSAL OF ASSETS**

As set by County

**WRITE OFFS**

As set by County

## February 2003 changes

### Amendments from Philip Speer

#### Page 5      Accounting Systems

- The 4 computers in the Finance Office (which are networked to the Admin file server and backed up daily at midnight by the Exams Manager and the tapes taken off site) hold the account details for the Main school account using FMS6. This is a software package written by Capita and supported by ELH ICT services. Our money is held in a Barclays account linked to Cambs County Council. This is the account we use for Public funds ie the money given to us monthly by the County Council to run the school.

#### TO READ

- The 4 computers in the Finance Office hold the account details for the Main school account using FMS6. This is a software package written by Capita and supported by ELH ICT services. Our money is held in a Barclays account linked to Cambs County Council. This is the account we use for Public funds ie the money given to us monthly by the County Council to run the school.
- The administrative network is backed up as follows. The computer is set to automatically back up that days data by the Exams Manager on to tape. The following day the Exams Manager removes that tape from the file server and inserts the current days tape. The previous days tape is taken off site overnight and returned the following day.

#### Page 5      Accounting Systems

- We use Sage software to run the schools payroll on the computer in the payroll office, which is stand alone for security reasons. Floppy and tape back ups are taken weekly by the Finance Manager and the tapes taken off site.

#### TO READ

- We use Sage software to run the schools payroll on the computer in the payroll office, which is stand alone for security reasons. Floppy and tape back ups are taken weekly by the Finance Manager and the tapes taken off site for a week in rotation.

## **Amendments from Chris Grant**

### **Page 3          Governors Finance Committee**

- Approval (or recommendation to full governors) of annual school budget over budget headings.

#### TO READ

- Recommendation to full governors for approval of the annual school budget over budget headings.

### **Page 7          Purchasing**

Shortlisting/awarding line 2  
Headteacher & Governing Body or Committee

#### TO READ

Headteacher & Governing Body or Finance Committee

### **Page 19        Bank Accounts**

- All monies are kept in the safe until collection by Securicor every Wednesday and Friday.

#### TO READ

- All monies are kept in the safe until collection by Securicor.

## **Amendments from Chris Thompson**

### **Page 9/10      Receipt of goods and services**

- If the Budget Holder receives any goods which they have not ordered they should take them to the Finance Office.

#### TO READ

- If the Budget Holder receives any goods which they have not ordered they should take them to the Finance Office in the first instance. The goods may then be stored either in the Finance Office or in the Site Teams store until the correct person claims them.

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## **Page 13      Payroll                      Payments**

- Pay day is based on County Council issued dates which normally are the last working day of each month, except August which is always 31<sup>st</sup>.

### TO READ

- Pay day is based on County Council issued dates which normally are the last working day of each month, except August. This will either be 31<sup>st</sup> or the nearest Friday to the 31<sup>st</sup>.

## **Page 13      Payroll                      Payments**

- All payments will be paid into bank accounts.

### TO READ

- All payments will be paid into bank accounts or building societies.

## **Amendments from Barbara Kessel**

### **Page 16      Income**

#### Trips

Trip organisers and accompanying staff are expected to pay for themselves unless free tickets have been issued.

### TO READ

#### Trips

Trip organisers and accompanying staff are expected to pay for themselves. However, the company may offer free tickets for staff. The trip organiser then decides the amounts to be paid by each member of staff to cover the cost of all the staff tickets. Pupils must not be asked to contribute towards staff costs.

### **Page 21      Operation of petty cash accounts**

Additional bullet point

### TO READ

- Maximum of £250 cash for school trips at any one time unless other arrangements have been agreed with the Head.

## **September 2003 changes**

General

Assistant Finance Manager to read Finance Assistant

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	Deletion of reference to Community Education from pages 1 to 21
Page 2	Introduction of budget timetable as requested by Audit
Page 3 (now 4)	Expansion of Governors responsibilities as requested by Audit Expansion of Headteacher responsibilities as requested by Audit Finance managers responsibilities to be expanded and prioritised as requested by Audit
Page 4 (now 5)	Insertion of Budget Holders responsibilities as requested by Audit
Page 5 (now 6)	Amend procedures for backing up due to new FMS6 system Systems Information Co-ordinator has taken on the backing up role from the Exams Manager
Page 6 (now 7)	New virement limits
Page 7 (now 8)	New purchasing limits
Page 8 (now 9)	Inclusion of school's purchase card
Page 9 (now 10)	Insertion of - book companies now expect schools to pay for return of inspection copies
Page 10 (now 11)	Updated County Councils purchasing requirements
Page 12 (now 13)	Insertion of – insurance cover for Perils
Page 13 (now 14)	Insertion of new regulations re claiming mileage
Page 15 (now 16)	Updated County Councils disposal limits
Page 18 (now 19)	Updated County Councils write off limits
Page 20 (now 21)	Insertion of – receipts required for cash advances
Pages 22 - 30	New section on Community Education
Page 31	Summary sheet of limits agreed by Finance Governors annually

## September 2004 changes

General	Finance Assistant to read Finance Administrator
Page 6	Deletion of Sally Lynch as Beacon Secretary Addition of Alison Scruton as Business Centre Administrator
Page 10	Inset application form is now electronic
Page 15	New system for recording assets using bar code system
Page 17	Changes to the income procedures as a result of setting up the Business Centre Lettings are now reviewed in April of every year
Page 20	Changes to the banking of monies as a result of setting up the Business Centre
Page 22	Change of name to Adult Community Learning Huntingdon Regional College have taken over the contract from Cambridge regional College
Page 28	Addition of Paypal facility
Page 31	Change of bank account signatories

## September 2005 changes

Page 5	Deletion of Heads of Department receive their list of equipment each April for checking. This is due to workforce reforms and the checking is now completed by the Business Centre Administrator
Page 14	Inclusion of cleaning staff payments procedure
Page 17	Insertion of new procedure for hiring school premises
Page 22	Huntingdon Regional College now re-negotiate the contract. Insertion of ‘and on the amount of funding available to distribute from the Learning and Skills Council’ after HRC re-negotiate a contract annually based on the amount of work we do with them to attain targets Reports are now submitted at least quarterly not just quarterly

## September 2006 changes

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- Page 2 Financial planning - change to paragraph on long term business planning/forecasting. Budget preparation and timetable– capitation is allocated differently.
- Page 3 Capitation under spending over 10% will not be carried forward.
- Page 4 Responsibilities of Governors Finance has changed from ‘receive and comment on report’ to ‘monitoring of the budget through the report’
- Page 5 Responsibilities of Budget Holders – no requirement for annual capitation bid.
- Page 8 Change to limits as notified by Local Education Authority (and in other areas of the regulations as necessary).
- Page 9 Change of Budget Holder to designated person.
- Page 10 Assistant Head now in charge of INSET.  
Deletion of member of staff to confirm place on course and no order to be sent.  
The Finance Administrator will contact ESPO regarding delivery errors not Budget Holders.
- Page 11 The Finance Administrator will contact suppliers regarding errors with deliveries not Budget Holders/
- Page 13 Insurance – laptops will be excluded from the requirement to seek prior permission to take school assets off site.  
Insertion of Endsleigh insurance information for school trips.
- Page 14 Payments addition of prior.
- Page 17 Income – change to trips paragraph.  
Music Tuition fees – change paying from standing order to online payments.  
Deletion of bullet point regarding raising debtor invoices.
- Page 18 Administration of receipts – all receipts issued by the Business Centre.
- Page 22 All references to ACL Group changed to Governors Community Committee.
- Page 23 Addition of bullet point regarding supporting ACL Coordinator with financial regulations.  
Responsibility for ensuring all members of ACL are aware of their financial responsibilities is now under the ACL Coordinator, not the Head teacher.

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## March 2007 changes

- Page 2            New timetable to reflect that the budget is issued in March.
- Page 3            Reports are sent to County on staggered month ends as determined by County.  
Insertion of Governors timetable.
- Page 4            Insertion of new responsibilities as agreed by Full Governors, Governors Finance Committee and Head teacher.
- Page 8            Addition of the use of passwords to access various software packages.  
Addition of removing computer access rights if any member of staff leaves.  
Amendment to paragraph re non public funds.
- Page 11           Change from 'staff must not use' to 'are discouraged from using' personal funds to buy goods.
- Page 12           Amendment to Staff Development Courses (INSET) to reflect that the system is now fully electronic.
- Page 13           Addition under Payments - Finance Office will endeavour to pay all invoices within 30 days of receipt of invoice. This will therefore put the onus on Budget Holders to authorise invoices promptly.
- Page 15           Updated insurance policies for cash.  
Addition of if laptop is taken home it is covered if left in a car as long as it is in the boot.
- Page 19           Reference to charging policy.  
Amendment to procedure for dealing with financial assistance.  
Change from Finance office operating lettings to Premises Manager.  
Addition of Vending machines/Telephones.
- Page 20           Receipts are now only given for income over £10 as per County Council guidelines.
- Page 21           Addition under Collection of debts that payment should be made within 30 days and that the Finance Office will chase debts monthly.  
Addition of debt escalation protocols.
- Page 22           Addition under Control of withdrawals that 2 cheque signatures are required. That all cheques are crossed 'account payee only'. That all cheques are not pre signed. That a cheque signatory cannot be a signatory on a cheque made payable to themselves. Current cheque signatories are listed on Supplement to Terms of reference.
- Page 23           Addition under Operation of petty cash accounts that the holdings are £500 for Main account (public funds) and £800 for Fund and Trips account (Non public funds).
- Page 25           Change of name from Sue Allen to Maxine Flynn.

## NOVEMBER 2008 CHANGES

Page 2	Change of name from DfES to DCSF (through out the document)
Page 4	Change of name from LEA to LA (through out the document)
Page 8	There are now 5 computers in the finance office Deletion of 5 <sup>th</sup> bullet point We do not process our own payroll any more Deletion of reference to Coote Memorial account as it has been closed Addition of cashless catering Assistant - Mrs Caroline Loader Addition of ACL accounts within Main school account
Page 15	Change Endsleigh Insurance Company to Cambs County Council Insurance
Page 16	5th bullet point under payroll administration We also pay caterers now. 6 <sup>th</sup> bullet point deleted as we do not produce payslips any more
Page 19	Completeness of income We now operate a cashless card cafeteria
Page 25	ACL accounting systems Change of name from Maxine Flynn to Sandra Long Addition of Finance Administrator Dawn Attersall
Page 30	Income - charging policies Courses are charged at an agreed hourly rate not a set hourly rate
Page 33	Summary of Limits Change of date to November 2008