

Financial Procedures Manual

Smallwood C of E Primary Academy



This document sets out the regulations for the academy trust
effective from September 2023-24

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Introduction

1. The purpose of this manual is to ensure that the academy maintains and develops systems of financial control, which conform with the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreement with the Secretary of State for Education, through the Education Funding Agency (ESFA).
2. The academy trust must comply with the principles of financial control outlined in the current ESFA Academy Trust Handbook. This manual expands on that and provides detailed information on the academy's accounting procedures and system. This manual should be read by all staff involved with financial systems.
3. This manual serves as an adjunct to the scheme of delegation providing information on the day-to-day operations and practicalities forming from this financial regulation manual.

Financial Planning

4. The academy trust prepares rolling 3 year budgets.

The budget cycle

5. The budget cycle is as follows:
 - Autumn term (Sept – Dec)
 - Implementation of submitted budget plan
 - Flex-budgeting based on subsequent information such as Teachers' Pay, Pupil number etc...
 - Monitoring expenditure (continuous-monthly)
 - Reconciliation and closure of previous financial year
 - Spring term (Jan – Mar)
 - Monitoring and Reviewing of year's budget
 - Revised Budget where appropriate including BFRO return
 - Pre-planning new financial year
 - Summer term (Apr – Aug)
 - Planning for forthcoming year
 - Preparation and submission of financial budget plan
 - Review of current year's budget
 - Preparation for Year End and Audit

All requirements of the ESFA, in particular relating to carry forward of unspent funds, will be taken into account in preparing and submitting the budget.

Budget

6. The School Business Manager/CFO is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Board of Directors and Finance committee.
7. The annual budget will reflect the best estimate of the resources available to the academy for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the development plan objectives and the budgeted utilisation of resources.
8. The budgetary planning process will incorporate the following elements:
 - forecasts of the likely number of pupils to estimate the amount of General Annual Grant
 - latest estimate of other ESFA funding e.g. pupil premium, Yr7 Catch-Up or other specific funds
 - review of other income sources available to the academy to assess likely level of receipts
 - review of past performance against budgets to promote an understanding of the academy cost
 - identification of potential efficiency savings
 - review of the main expenditure headings in light of the development plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes
 - all carry forward balances
 - any unspent grants from the previous financial year
9. Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where cuts can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need in accordance with the Development Plan.
10. If there is a significant (over 10%) departure from the anticipated budget this will be escalated to the head of Directors.
11. The approved budget is then entered onto the finance system at the start of the new financial year.

Other Government Funding

12. In addition to GAG funding from ESFA, the trust may be awarded specific funding for other projects e.g. Condition Improvement Funds, Additional Special Educational Needs funding etc. This funding may be from the Department of Education or Local Authority. All government funding will be spent in accordance with the terms and conditions imposed, accurately recorded as government income (restricted) and audited externally annually.
13. The School Business Manager/CFO is responsible for recording income and expenditure for each grant, providing a reconciliation within the monthly management accounts.

Other Grants and specific funding

14. In addition to the GAG funding from the ESFA and other government funding, the academy may be awarded additional grants from time to time relating to specific projects e.g. Sport England Funding, Football Foundation Funding, Charitable Grants etc. All applications for additional external funding must be approved and supported by the Board of Governors/Trustees. All external funding and grants will be spent in accordance with the terms and conditions imposed, accurately recorded as income specific to a certain project and audited externally annually.
15. The School Business Manager is responsible for recording income and expenditure for each grant, providing a reconciliation within the monthly management accounts.

Virements

16. Substantial virements shall be approved and minuted by the Finance Committee and should be within the agreed criteria and financial limits.
17. The Head Teacher is given delegated power to vire from one budget to another and shall seek approval from the Finance Committee and retrospectively where the amount exceeds £10,000.
18. All virements exceeding £10,000 or 2% of the budget shall require prior approval from the Finance Committee.

Revised Budget

19. Monitoring and analysis of the agreed budget should be carried out regularly by the Accounting Officer and Business Manager/CFO and reports forwarded to the Board of Directors. Where significant variations to the agreed budget are identified and or where significant staff changes have occurred in-year, then a Revised Budget should be prepared and approved by the Board of Directors. This Revised Budget should then form the basis of analysis of all income and expenditure until the financial year end.

Budget Forecast Return

20. The approved budget must be submitted to ESFA by 31 August each year by the Business Manager/CFO and verified by the Head Teacher. The Business Manager/CFO and Head Teacher are responsible for establishing a timetable, which allows sufficient time for the approval process and ensures that the submission date is met.

Monitoring and review (including management accounts)

21. Regular reports are prepared by the Business Manager/CFO for the Head Teacher and Finance Committee. The reports include:
 - actual income and expenditure against budget (shown as month to date and cumulatively)
 - cash flow forecast
 - balance sheet
22. Any potential overspend against the budget must in the first instance be discussed with the Head Teacher and later reported to the FC.
23. The reports are sent to the Accounting Officer, Finance Committee and the Chair of Directors.

Independent checking procedures

Review of regularity

24. The Finance Committee reviews the following documents to ensure the academy trust is working within the boundaries of regularity and propriety:
 - reviews management accounts
 - reviews compliance against the scheme of delegation
 - reviews transactions for evidence of connected party transactions
 - value for money practice
 - adherence to tendering policies
 - review of transactions confirming in line with delegated authorities as set out by the Academies Financial Handbook
25. A checklist is completed for each internal review undertaken by the Finance Director or an Internal Auditor.

Annual accounts

26. The academy trust must prepare annual audited financial statements for the accounting period to 31 August.
27. The accounts are outsourced to our auditors for preparation.
28. The accounts are then submitted as follows:
 - by 31 December – to ESFA
 - by 31 January – published on our own website
 - by 31 May – to Companies House

Value for money statement

29. As part of the annual accounts the trust must include 3 focussed examples of value for money.
30. The Accounting Officer is responsible for collating the examples which are then confirmed by the finance committee.

Audit arrangements

31. External auditors must be appointed in accordance with the Academy Trust Handbook.
32. The Business Manager/CFO is responsible for managing the audit process, by liaising with the auditors, arranging the timetable for accounts and audit completion and ensuring deadlines are met.

Work undertaken during accounting period

33. The Business Manager/CFO is responsible for the following tasks to be undertaken during the year to facilitate a smooth audit process:
- reviewing the structure of the trial balance
 - maintaining a fixed asset register
 - maintaining income and expenditure records (including filing of invoices)
 - reviewing aged debtors for any provisions required
 - maintaining a record of governors/trustees interests, related and connected party transactions
 - control account reconciliations (bank, wages, debtors, creditors)
 - Monitoring & reporting to the Accounting Officer and Board of governors/trustees

Work undertaken for the year end

34. The Business Manager/CFO is responsible for the following tasks to be undertaken at the end of the year to facilitate a smooth audit process:
- stock take and including of year end stock value
 - prepayments or accruals for grant income
 - control account reconciliations (bank, wages, debtors, creditors)
 - close down of the purchase ledgers
 - close down of the Sales ledgers and aged debtors
 - Obtaining pension valuations

Accounts Return

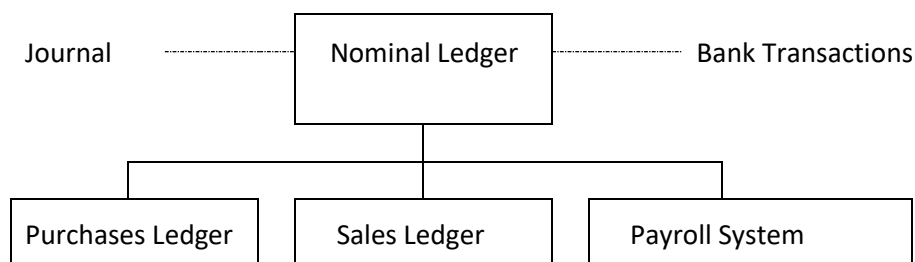
35. The academy trust must prepare an annual accounts return for the accounting period to 31 August, which is submitted to the ESFA by 31 January.
36. The accounts return is outsourced to our auditors for preparation.

Document retention

37. Documents are retained for the following amount of time:
- Finance records – current year plus preceding 6 years
 - Supply cover insurance – current year plus preceding 6 years
 - Payroll and travel records – current year plus preceding 6 years
 - Personnel records – 5 years after an employee has left
 - All student files until the student reaches the age of 21

Accounting system

38. All the financial transactions of the academy trust must be recorded into FMS the computerised financial information accounting system. This system is operated by the Finance Department and consists of:



System Access

39. Access to the system is password restricted to the Business Manager/CFO and two Admin Staff, others have to be authorised by the Business Manager e.g. external auditors.

Back-up Procedures

40. Kamino Group is our IT support, are responsible for ensuring that there is an effective back for the system. Back-up copies are taken on at least a daily basis.
41. The disaster recovery plan explains what to do in the event of loss of accounting facilities or financial data. Copies are held off site.

Transaction processing

42. All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual.
43. Bank transactions are input by various sources dependent upon the transaction type and reviewed by the Business Manager/CFO.

Transaction reports

44. The Business Manager/CFO reviews transactions posted to the accounting system on a regular basis.

Reconciliations

45. The Business Manager/CFO is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:
 - sales ledger control account
 - purchase ledger control account
 - payroll control account
 - VAT control account
 - all suspense accounts
 - bank balance per the nominal ledger to the bank statement

46. Any unusual or long outstanding reconciling items are dealt with accordingly.

Cash Management

Bank Accounts

47. The following procedures must be followed when opening a bank account and operating it:
 - the trust is responsible for selecting the banking institution and negotiating the terms and conditions
 - the governing body must authorise the opening of all bank accounts
 - the academy will ensure that in the event of changes to key personnel or governors/trustees, signatories will be changed immediately, and the bank notified. Any on-line access to banking will also be removed
 - terms of arrangements, including cheque signatories and the operation of the accounts must be formally recorded and agreement minuted
 - the trust must inform the bank, in writing, that their accounts must not become overdrawn
 - the trust must ensure there are sufficient funds to cover large payments

Deposits

48. A deposit must be entered on a copy paying-in slip or listed in a supporting book with the following details:
 - the amount of the deposit
 - a reference for example Dinner Monies, Uniform
 - the journal number that is used to enter the deposit into the FMS accounting software

49. The Admin is responsible for updating the accounting system (within 2 working days) for deposits placed.

Payments and withdrawals

50. All cheques and other instruments authorising withdrawal from academy bank accounts must bear the signatures of one of the following authorised signatories:
- Head Teacher, Iestyn Lewis
 - School Business Manager/CFO, Laura Turner
 - Deputy Head Katie Carr in HT absence.

All purchases will be in line with the Approved Scheme of Delegation

51. Authorised signatories must not sign a cheque relating to goods or services for which they have also authorised the expenditure. Invoices are now paid by BACS. The Admin will load the invoices after approval from the Business Manager/CFO and the HT and Business Manager/CFO will approve the BACS run.

Administration

52. The Business Manager/CFO ensures bank statements are received regularly and that reconciliations are performed at least on a monthly basis. Reconciliation procedures must ensure that:
- the bank account is reconciled to the academy's cash book
 - reconciliations are subject to an independent review carried out by the internal auditor.
 - adjustments arising are dealt with promptly

Petty Cash

53. The academy trust maintains does not operate Petty Cash.

E-procurement & Payments

54. The school Lloyds Bank Charge cards are used only when it is not practical to use the purchase order system. It is used mostly for internet purchases and to buy refreshments for meeting etc. The majority of purchasing will be done on the Business Managers/CFO card.
55. The cards are kept securely and only used by:
- Business Manager/CFO – Spend Limit £5,000 per month
 - Head Teacher – Spend Limit £500 per month
56. Occasionally the credit card is used to purchase small items, where it is not possible to order this elsewhere. This must be recorded and countersigned by the business manager especially if the head teacher is the purchaser.
57. When the credit card bill arrives, there will be paperwork relating to each entry on the statement. Some invoices may have VAT. The statement is reconciled by Admin 2 who creates a cash book journal for each entry on the statement .

58. The journal, credit card bill, along with all the relevant paperwork are then given to the Business Manager who reconciles the amount to the bank statement

Investments

59. Should the Academy be in a position to ever have Investments they must be recorded in accordance with written procedures approved by the Board.

Reserves

60. Any overall surpluses or deficits (reserves) at the end of the year are carried over to the following year.
61. The Head Teacher as Accounting Officer must inform ESFA immediately if a deficit is anticipated.
62. If the academy trust is anticipating a deficit at the end of any financial year, the Board and **Accounting Officer** have a responsibility to ensure action is taken at the earliest opportunity to address this issue. The governing body must ensure that a recovery plan is submitted and approved by the ESFA.
63. The academy trust undertakes to ensure that a contingency reserve of £60k is kept for one month operating costs.

Capital Reserves

64. Any overall surpluses at the end of the year are carried over to the following year.
65. It is the responsibility of the Business Manager/CFO to keep accurate records of the capital funds, especially where grants have been received for capital projects.

Payroll

Staff Appointments

66. The governing body has approved a personnel establishment for the academy trust. Changes can only be made to this establishment with the express approval of the Finance Committee who must ensure that adequate budgetary provision exists for any establishment changes.
67. The Head Teacher has authority to appoint staff within the authorised establishment except for Head Teacher whose appointment must follow consultation with the governors/Trustees . School Business Manger/CFO maintains personnel files for all members of staff which include contracts of employment.
68. Admin 1 is responsible for obtaining the relevant DBS checks and ensuring these are retained on file

Payroll Administration

69. Payroll is administered through the academy trust's payroll provider, Edupay.

70. All staff are paid monthly through the payroll provider. A master file for each employee is held by the Business Manager/CFO which records:
- salary
 - bank account details
 - taxation status
 - personal details
 - any deductions or allowances payable
 - other legal and relevant details
71. Amendments are made to the payroll records such as joiners and leavers by the Business Manager/CFO. HMRC will advise the school of any staffing reductions such as student loans, child welfare etc.
72. Overtime and expenses should be submitted to the Business Manager/CFO by the 1st of the month or the next available working day. A full payroll journal will be printed from the EDUPAY system after the pay run, the Business Manager/CFO creates inputs the figures to FMS accounting software. The payments are then reconciled to the bank statement when they are taken from the bank.
73. See Appendix 1 scheme of delegation for delegated spending limits.

Payments

74. All salary payments are made by BACS.
75. EDUPAY automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are summarised on EDUPAY reports and two additional BACS payments are made in the following month for one for Teachers Pensions and the other for all third party payments.
76. The Business Manager/CFO would notice during reconciliation of the reports if any payments had been made in error.
77. The external Auditor checks that salary payments as part of their annual review.

Salary advances

78. The trust does not award salary advances. As payment is made on the 15th of each month which is 2 weeks in advance and 2 weeks in arrears.

Overtime

79. Overtime is recorded by the individual and submitted to the Head Teacher for authorisation. Once authorised Business Manager/CFO then enters it onto the EDUPAY payroll system.
80. Overtime is not always authorised in advance as being a small school we may often ask staff to cover other members of staff who may call in sick. The Head Teacher is aware of what additional

hours they ask the staff to work.

81. No payments for work undertaken will be made other than via the payroll system.

Severance payments

82. The academy trust is able to self-approve the non-contractual element of severance payments up to £50,000 published amounts. A business case must be presented before agreeing a payment, using the form provided by ESFA on Gov.uk.
83. Where the non-contractual element is on or over the published amount, prior approval from ESFA must be sought.
84. The Accounting Officer must sign off and review each business case.

Ex-gratia payments

85. Any ex-gratia payments must be submitted to ESFA for prior approval.

Income

ESFA grants

86. The main sources of income for the academy are the grants from the ESFAs. The receipt of these sums is monitored directly by the Business Manager/CFO who is responsible for ensuring that all grants due to the academy are collected and entered onto the FMS accounting software.

Other grants

87. The receipt of these sums is monitored directly by the Business Manager/CFO who is responsible for ensuring that all grants due to the academy are collected and reporting to governors how the income is received and spent.

Trips

88. Admin 1 and Admin 2 are responsible for calculating the cost of school trips many of which occur on an annual basis. The cost is calculated as best it can be so that no profit or loss is made on the trip.
89. The cost of the trips is added to the students parent pay account and parents have the option of either paying directly online or of bringing cash into school for the trip along with their signed permission for the student to participate. Parents of students in receipt of Pupil Premium are not always asked to contribute to the cost of the trip.
90. Parent pay is used to monitor payment for the trip and Admin 1 and 2 chase up parents who have not paid.

Catering

91. A record is kept of students who participate in school dinners. The cost of the lunch is added to

Parent Pay.

92. Payment made electronically is reconciled weekly by Admin 2 who enters sums received onto the general ledger by journal. The journal is reconciled to the bank statement by the business manager.
93. Cash payment are reconciled by Admin 2 who enters sums received and paid into the bank onto the general ledger by journal. The journal is reconciled to the bank statement by the Business Manager/CFO.

Lettings

94. Part of the building is let to Acorn Nursery who run the Coppice Club. The rental is paid by direct debit on a monthly basis and reconciled by the Business Manager/CFO. The agreement is reviewed annually by the Business Manager/CFO, Head Teacher and Occupier. A new agreement is signed by the Head teacher and Occupier.
95. School is willing to rent out its hall and should such a rental occur then copies of the organisations up to date relevant Public Liability, indemnity, insurance and qualifications (where relevant e.g. H&S, First Aid, Instructor etc.) would be obtained.

Sundry income

96. Income from other sources (for example donations) is recorded in FMS and on a spread sheet for transparency and disclosure. if necessary, in the end of year accounts.

Gift aid

97. Should the Academy be in a position to claim gift aid it would be the responsibility of the Business Manager to:
 - reconciles income against records to confirm expected amounts have been received by the donor
 - ensures the tax reclaimable from HMRC has been obtained and any relevant business use deductions have been made.

Bad debts

98. The Academy chases all monies due, and those that have not been paid within 30 days of an invoice being issues, by telephone or letter. After 60 days the Business Manager will contact the debtor and attempt to arrange a payment plan. After 90 days direct contact will be made by the Head Teacher.
99. The Academy would apply to the small claims court if it felt it had a reasonable chance of obtaining the outstanding debt.
100. If the debt remains unrecoverable after 6 months, or it becomes clear that the debt will not be repaid, the Business Manager/CFO would submits a report to Finance Committee for approval of write off.

Purchasing

101. The academy trust must achieve value for money on all purchases. A large proportion of our purchases are paid for with public funds and we need to maintain the integrity of these funds by following the general principles of:

- Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy
- Accountability, the academy is publicly accountable for its expenditure and the conduct of its affairs
- Fairness, that all those dealt with by the academy are dealt with on a fair and equitable basis

Routine Purchasing

102. Most routine purchasing is carried out by Admin 1 for example copier paper and general stationery.

103. Staff who require specific items must fill out a purchase order form or email the admin staff, this will then put onto the FMS system and be approved electronically by the School Business Manager/CFO. Staff give details of where the item can be purchased from and show that they have checked for best price. Once authorised it will be given to Admin 1 to carry out the purchase. Admin 1 will also look to see if the item can be purchased elsewhere at a lower cost before placing the order.

E-procurement

104. May be carried out by Business Manager/CFO and the Head Teacher as the Academy's Charge Card is in their names.

105. Items will only be purchased through E-procurement when there is no alternative method of payment available or when the best price for an item is only available with this method of payment. The majority of these orders will be via Amazon.

Orders

106. All orders for teaching and janitorial resources must be requested using an official order form, stocks of which are in the staffroom. Orders must be approved on the FMS system or on a manual order for authorisation.

107. Orders for none teaching resources are likely to have been discussed with the Head Teacher/SBM/CFO and a purchase order request may be made from an email quotation.

108. Orders are entered onto FMS by Admin 1. FMS is not ideal and sometimes when exact costs are not know the order has to be entered upon receipt of invoice.

109. Most deliveries are checked by upon delivery by Admin1/2 or he caretaker before being passed to the member of staff that requested the item.

110. If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the paperwork stays in the Admin department until the correct items are received.

111. Invoices are received in the Admin office and those with purchase orders are entered onto FMS by

Admin 2.

112. Invoices are then passed to the Business Manager/CFO for payment. The Business Manager/CFO will produce a list of outstanding invoices from the purchase ledger and this list together with supporting documentation will be reviewed.
113. The Admin will then produce a cheque run using FMS and the Head Teacher will finally approve the payment run cheques are manually written by Admin 2. One signature is required for each cheque and those signing are encouraged to look and ask questions about the invoices they are signing cheques for.
114. Invoices and purchase orders are then cross referenced and filed separately by the Admin.
115. Unless part of a standing contract are thoroughly researched by the Business Manager/CFO to ensure that best value for money is achieved. Copies of emails are put on file to justify the expenditure decision.
116. 3 quotes will be required for anything over £3000.
117. The Business Manager/CFO can approve all spend upto £5,000
118. All goods/services ordered with a value over £5,000, or for a series of contracts which in total will be approved the Head teacher.
119. The Head Teacher can approve all orders over £5,000 to £25,000. All orders over £25k must go to the Finance Committee for recommendation.

Trading with related parties and connected parties

120. Related and connected party transactions should they occur will be treated in line with current ESFA guidelines as laid out in the Academy Trust handbook.

Goods and services for private use

121. No goods are ordered or services provided for private use.

Forms of Tenders

122. Due to the small size of The Academy and costs incurred open tenders are not used. The Academy chooses to use either restricted or negotiated tenders when a large item needs to be purchased. When tendering is undertaken the Head Teacher and/or Business Manager/CFO will have looked in detail for specific suppliers before contacting them for quotations. Tenders must be sought for anything that is above £50,000

- **Restricted Tender:** When suppliers are specifically invited to tender are appropriate where:
 - there is a need to maintain a balance between the contract value and administrative costs,
 - the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.
- **Negotiated Tender:** The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:
 - the above methods have resulted in either no or unacceptable tenders,

- only one or very few suppliers are available,
- extreme urgency exists,
- additional deliveries by the existing supplier are justified.

Preparation for Tender

123. Full consideration should be given to:

- objective of project
- overall requirements
- technical skills required
- after sales service requirements
- form of contract.

124. A tender brief must always be prepared and is reviewed by the Head Teacher.

Invitation to Tender

125. If a restricted tender is to be used then an invitation to tender must be issued.

126. An invitation to tender should include the following:

- introduction/background to the project
- scope and objectives of the project
- technical requirements
- implementation of the project
- terms and conditions of tender
- form of response
- dates for decision and work to be delivered

Tender Acceptance Procedures

127. The invitation to tender should state the date and time by which the completed tender document is received by the academy trust. Tenders are submitted in plain envelopes clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tenders received after the submission deadline are not accepted.

Tender Opening Procedures

128. All tenders submitted should be opened at the same time and the tender details should be recorded. Two persons should be present for the opening of tenders the Chair of Governors and Head Teacher.

129. A separate record details the names of the firms submitting tenders and the amount tendered. The record is signed by both people present at the tender opening.

Tendering Procedures

130. The evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential

conflict of interest then that person must withdraw from the tendering process.

131. Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.
132. Full records should be kept of all criteria used for evaluation and for contracts over £50,000 a report should be prepared for the Finance & Resources Committee highlighting the relevant issues and recommending a decision. For contracts under £50,000 the decision and criteria should be reported to the Finance Committee.
133. The accepted tender should be the one that is economically most advantageous to the academy. All parties are then informed of the decision.

Insurance

134. The Academy had opted in to the Department for Education's Risk Protection Arrangements.

Director Expenses

135. There is no agreement currently in place to provide Directors with any expenses. Any expenses submitted will be at the agreement of the Head Teacher.

Gifts

136. It is acknowledged that members of staff may receive token annual gifts from the parents of students in the school.
137. Gifts other than those stated above should be rejected by all members of staff, unless they are of negligible value (e.g. diaries, calendars). However, any gifts or hospitality in excess of £25 are reported to the Accounting Officer in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift has the ability to influence purchasing decisions or regularly receives reimbursement from the school for items other than travel expenses.

Energy Management

138. The Caretaker are responsible for recording and monitoring water, oil and electricity consumption on a monthly basis. Meters should be checked and figures passed to the Business Manager/CFO. Any discrepancies or unusual readings should be thoroughly investigated immediately.
139. The Caretaker ensures that the school's heating system is operated and run as efficiently as possible.
140. The Business Manager/CFO ensures that the school is purchasing energy at the most competitive prices available.
141. All staff have the responsibility to work in an energy efficient manner at all times (e.g. turning off computers, lights and heating when not required).

Fraud

142. The trust does not tolerate fraud. Where instances of fraud are found the Head Teacher will notify the ESFA.

Whistleblowing

143. The trust has a whistleblowing policy in place which is communicated to staff at the start of each school year.

Leasing/Borrowing

144. Finance leases represent borrowing and are not allowed under the Academies Financial Handbook

145. The school has no loans or overdraft facility.

VAT

146. The Business Manager/CFO is responsible for submitting the VAT form per quarter and ensures compliance with HM Revenue and Customs for claiming the correct levels of VAT.

Fixed assets

Asset register

147. All items purchased with a value over the academy's capitalisation limit of £1,000 must be entered on the fixed asset register, maintained by the school accountant.

148. The asset register helps:

- ensure that staff take responsibility for the safe custody of assets
- enable independent checks on the safe custody of assets, as a deterrent against theft or misuse
- to manage the effective utilisation of assets and to plan for their replacement
- help the external auditors to draw conclusions on the annual accounts
- support insurance claims in the event of fire, theft, vandalism or other disasters

149. Examples of items to include on the asset register include:

- ICT hardware and software (this list can be combined and used to identify software licences to ensure the school is complying with legislation)
- Reprographic equipment – photocopiers, comb binders, laminators
- Office equipment – fax machines, shredders, switchboard
- Furniture
- AVA equipment – TVs, video/DVD players, OHPs, cameras, speakers
- Cleaning equipment – vacuum cleaners, polishers
- Catering equipment – ovens, fridges, dishwashers, food processors
- Technology equipment – sewing machines, craft machinery
- Premises equipment – lawn mowers, power tools, generators
- Other equipment – musical instruments, PE equipment
- Mini buses

Security of assets

150. All the items in the register are permanently and visibly marked as the academy trust's property. Equipment is, where possible, stored securely when not in use.

Disposals

151. Disposals, where applicable, are in line with the Academies Trust Handbook.

Risk

152. The Business Manager/CFO ensure a risk register is maintained and reviewed by the board drawing on advice provided to it by the audit and risk committee

153. The Business Manager/CFO will endeavour to reduce the risk of fraud and theft

154. The Finance Committee will independently check controls, systems, transactions and risks