



Policy:	Finance Policy
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Key changes/notes:
<p>This is a KCC Model-based policy.</p> <p>There are no material changes from the previous version from 2024. Where minor changes have been made they have been highlighted.</p>

Statutory Requirement:	Yes – Department of Education
Proposed Renewal Cycle:	Annually
Proposed annual review authority:	Head Teacher
Policy Section:	Governance

<p>Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these.” (Luke 18:16)</p> <p>This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.</p>

Introduction

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

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

Principles

Our Finance Policy adheres to the following principles;

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

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

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

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

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

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

The school will be adequately insured against exposure to risk.

The school will ensure that:

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

Putting Policy into Practice

Delegated Authority

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

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

The **Full Governing Body** has responsibility for the following aspects of financial management;

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

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

Day to day administration of the Finance Policy is delegated to the School Business Manager.

Internal Financial Controls

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

Financial Links to the School Improvement Plan

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

Monitoring and Virements

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

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

Virements up to £8000.00 - The Headteacher, reported to the Governing Body

Virements from £8001,00 – The Governing Full Body

Insurance

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

Purchasing

All budgets are held by the headteacher.

All staff adhere to the KCC procedures for purchasing items, detailed in financial control no7, ensuring regard to value for money at all times. The Headteacher or School Business Manager is responsible for authorising all order requests and invoices prior to payment.

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

- Orders under £1000 do not require three quotations.
- For orders in excess of £8,000, but less than £50,000, three written quotations are obtained and submitted to the Full Governing Body
- For orders of £50,000 or over, no fewer than three competitive tenders are sought and submitted to the Full Governing Body for approval

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

The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.

Personnel Matters

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

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

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

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

Payroll Matters

Our payroll provider is **Cantium**, who provides payroll services to the specification laid down by the LA. The **School Business Manager** signs off the monthly payroll reports once they have been checked for accuracy.

Safeguard of Stocks, Stores and Assets

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

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

Where assets are to be written off and disposed of, the **Headteacher** agrees and the agreement is minuted.

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

Income

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

The total cash held in the school will not exceed the schools cash insured levels. Cash is insured up to £500.00 (as per schools insurance policy schedule)

Cash will be receipted, recorded to the system and banked regularly, or as soon as the insured limit is reached without exception.

The School Bank Account

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

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

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

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

Petty Cash

No petty cash is held.

NatWest onecard

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

Cardholder and/or Position	Single transaction limit	Monthly card limit
Amanda McGarrigle	£1500.00	£1500.00
Safiye Sepet	£500.00	£500.00

The Voluntary Fund

The school does not hold a Voluntary Fund.

Fraud and Irregularities

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. Schools must ensure they have a current Anti-Fraud, Bribery and Corruption Policy in place and that staff are made aware of this and the LA's Whistleblowing arrangements and to whom they should report concerns. From 2025 the school must also have a **Gifts and Hospitality policy**.

This information must be communicated to all staff and also be included in induction for new school staff and governors.

Data Protection

The School (as Data Controller) adheres to the GDPR and the Data Protection Act 2018 including paying a data protection fee to the Information Commissioners Office (ICO). The School pays £40.00 as determined by the ICO. **The school's data protection lead is Satswana Ltd, and the Data Controller is the School Business Manager.**

3.2 Information Systems

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

3.3 Financial Administration

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