

The Meadows School



FINANCIAL PROTOCOLS 2019/20

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Approved by Governors April 2019

Review: April 2020

Chair Signature:

Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
1	3/04/2018	Reviewed	R Parsons	J. Cliff
2	9/04/2019	Added Amendment Register Added Table of Contents Added Rational Added Paragraph numbers	R. Parsons C. Swoffer	R. Byatt R. Richwood

Rationale

This policy has been adopted and written in relation to Financial Protocols 2019/2020 at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DFe Policy, Statements and Guidelines.

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1. Introduction:

Finances are delegated to Budget Holders at the beginning of each financial year. Each budget must be controlled by one nominated Budget Holder; a list of Budget Holders can be seen in Appendix 2. In order to ensure that the school meets Financial Value Standards and to uphold correct budgetary control, the procedures which follow must be in place.

Once the financial year budget has been agreed by Governors; you will be informed of what your budget allocation amount is; orders may only be sent to the Finance Manager for processing after you have been informed of what your allocation is. You are not allowed to spend over your budget allocation and all spending for the financial year must be completed by February half term in order for the Finance Manager to prepare end of financial year data.

2. Budget Preparation:

- All Budget Holders will receive a Budget Holder's information pack at the beginning of the financial year and will be expected to take part in any training available in order to develop responsibility and budget holder skills.
- In order to plan future spending linked to School Enhancement and in line with action plans, Budget Holders will submit outlines for funding requests, see Appendix 3, prior to budget setting. They will be advised when funding requests must be submitted by.
- The SLT will consider the funding requests which then need to be approved by Governors; Budget Holders will then be informed of their allocated budget amount.

3. Purchase Orders:

- All orders are to be completed on an official Meadows Purchase Order Form, Appendix 1, which includes a declaration of pecuniary interests. All orders must be signed and coded by the Budget Holder and authorised by a member of SLT.
- For any one order the Budget Holder and Authoriser must be different.
- All orders are to be passed to the The Finance Manager who will order the goods or services once fully approved.
- **If goods arrive without an official order they may be returned to the company involved, without consultation.**
- For orders up to the value of £5,000, the Budget Holder must ensure value for money.
- For orders between £5,001 and £10,000 three **written** quotations must be received; the quotations may be sort by the BST. The process for obtaining quotations is detailed below.

- All orders over £10,000 must first be approved by the Governing Body.
- For orders between £10,001 and £50,000 a minimum of four **written** quotations must be invited.
- For orders between £50,001 and £60,000 a minimum of five **written** quotations must be invited.
- For purchases over £60,000, a sealed tender process must be undertaken. You must inform SLT of your intentions to spend. SLT will lead the tender process. A minimum of 6 tenders must be invited.
- For specialist purchases only one quotation is required but the budget holder must ensure value for money. Specialist purchases are obscure goods with a limited number of suppliers providing the goods or services.
- Any staff involved within the procurement cycle who has a pecuniary interest **must** declare it on the order form.
- All Budget Holders should work to the principles of Best Value.
- Postage, packing and courier charges all come direct from budget areas and should be taken into account when comparing quotations; however VAT normally does not need to be taken into account, as this is claimed back.
- In the event of a long term absence of the budget holder (periods of 1 week or above) the HeadTeacher or Deputy HeadTeacher has the authority to appoint a temporary budget holder to ensure business continues as normal as possible.
- To ensure a steady cash flow Budget Holders are responsible for spending their budget at a steady level across the year in line with budget phasing i.e. it is expected that 50% of the budget will be spent at the end of September (half way through the financial year).
- If at any point during the year a budget does not look like it will be fully spent, and the Budget Holder cannot give a satisfactory explanation to the contrary, the HeadTeacher with the consent of Governors may choose to reduce that budget.

3.1 Obtaining Quotations:

- For **single** purchases under £5000 (not including VAT or P&P), the budget holder must seek best value; this could be done by requesting verbal/e-mailed quotations or by reviewing catalogues.
 - Complete an official order form, Appendix 1, ticking the relevant 'quotation required' box, ensuring that you sign the form.
 - Pass the form to the BST who will seek best value on your behalf.
 - BST will pass the form to a Senior Manager for authorisation.
 - Once authorised, the order will be passed to the Finance Manager for processing.
- For **single** purchases between £5,001 and £10,000 (not including VAT or P&P) a minimum of three **written** quotations must be considered:

- Complete an official order form, Appendix 1, ticking the relevant 'quotation required' box.
- Pass the form to the BST who will seek quotations.
- Written quotations will be attached to the official order form.
- Once all quotes have been received the official order form will be passed back to the Budget Holder for consideration and authorisation.
- The budget holder will use best value HeadTeachers to decide which quotation to accept; if this is not the cheapest quotation they must write a statement detailing the reasons for this.
- The budget holder will pass the form to a senior manager for authorisation.
- Once authorised, the order will be passed to the Finance Manager for processing.
- For **single** purchases over £10,000 the following process will apply:
 - An Expenditure Request Form for Governors (See Appendix 6) must be completed.
 - The form must be passed to SLT.
 - If approved SLT will lead on the procurement process, and keep you updated on the progress.
 - The SLT will present the request to the relevant Governing Body to seek approval.
 - If approved, the order will be processed by The Finance Manager.

3.2 Cash Purchases:

- Cash purchases should only be used in an emergency and with prior authorisation from the Budget Holder and Authoriser. Failure to do this may result in the claimant not being reimbursed for the spend.
- Budget Holders must ensure that all Petty Cash Claims are completed on an official Meadows Petty Cash Claim form, Appendix 4, prior to purchase.
- **Cash purchases must not exceed £100.** The Finance Manager, HeadTeacher, and Deputy HeadTeacher are approved Authorisers.
- For any one cash purchase the Budget Holder and Authoriser must be different.
- All claims must be submitted with a valid receipt before reimbursement will take place.
- Budget Holders should be aware that any claims made will be reimbursed direct from their budget areas.
- No cash will be given to staff prior to purchasing goods, unless there are exceptional circumstances. In this situation, it must be discussed and agreed directly by SLT or the Finance Manager within a reasonable timescale. In such circumstances an Advance for Petty

Cash form (Appendix 5) must be completed following the same procedures as stated above.

- Wherever possible, a VAT receipt must be requested to enable the school to claim VAT, which reduces our costs.
- Under no circumstances will cash be loaned to staff or personal cheques cashed.
- Staff should not be allowed to collect points for purchases made by the school, as staff should not benefit from purchases made for the school. **Receipts that have reward points claimed against them will not be reimbursed.**
- Vouchers or coupons cannot be used and will not be reimbursed.

3.3 Purchase Card:

- The school has a Purchase Card to use where payment can only be made by card, or when emergency payment is required.
- The Finance Manager is responsible for keeping the card and it will not be given to any other member of staff for any reason. Approval for spend is required from the budget holder and an authoriser as laid out in the Purchase Order section of this document.
- The spend limits are £750 per transaction, £2,000 per month and £10,000 per year.
- The school will abide by Sandwell MBC's 'School Procurement Card Procedures'. The school will have a copy of this policy along with The Procurement Card Administrator is Prakash Patel, Schools Strategic Finance Unit, 1 Providence Place, West Bromwich, Tel 0121 569 8174.

3.4 Receiving Orders:

- All deliveries will be made directly to the school office who will sign for the delivery. Goods will be checked against the delivery note for accuracy and dated and initialled by office staff. Any discrepancies will be reported to the Budget Holder on distribution.
- Budget Holders will be requested to arrange for collection of their deliveries from the school office within 3 working days of receipt.
- The Budget Holder should check that the goods are in good condition and are suitable for need; any problems must be reported to the Finance Manager immediately.

4. Inventory:

- From November 2014 all inventory items in excess of £50 will be stored on the Parago Asset Management System excluding chairs and tables.
- All recorded assets will have a Parago Asset Label attached. The ICT Manager will be responsible for recording and issuing new ICT equipment that needs recording.

- For non-ICT goods exceeding an individual value of £50, upon delivery, the schools Equipment Register will be updated.
- No items that require an asset label will be passed to the recipient until the item is labelled and recorded on the register.

4.1 Returning Goods:

- If goods arrive without an official order, the Finance Manager may arrange for them to be returned to the company involved without consultation with the Budget Holder.
- Goods that have been wrongly delivered or are damaged will be returned on the Budget Holder's instruction.
- Any charges for returning goods will be made direct from budget allocations.

5. Monitoring:

- The Finance Manager will produce a termly budget report and e-mail them to budget holders. The Budget Holder must check this and report any discrepancies or queries to the Finance Manager.
- Any budget reports linking to SEP priorities will be reported to the Governing Body on a regular basis.
- The Finance Manager should ensure that correct records are maintained. Copies of each order, including quotes, delivery notes and invoices will be held by the Finance Manager and Budget Holders may have access to these if required. The Site Manager will be responsible for finding and maintaining quotes for site procurement. The ICT Manager will be responsible for finding and maintaining quotes for ICT procurements.
- Budget Holders must monitor their spend, and report progress to the Finance Manager termly. The Finance Manager will make notes of the feedback.
- Monitoring notes will be reviewed by the Finance Manager and SLT to ensure that spending is in line with original funding requests.
- The Finance Manager will report budget progress to SLT on a termly basis.
- The Finance Manager, SLT and school's Budget Officer will produce a termly report about the school budget for Governors.

5.1 Disposals:

- Any items belonging to your budget area, which require disposal/are no longer needed, must be reported to the Finance Manager to disposal so that they can be presented to the HeadTeacher in line with the school's Financial Policy.
- All disposals will be recorded and this information will be presented to Governors.

6. Segregation of Duties:

Position	Allowed to raise an order on system?	Allowed to deliver the goods on system?	Allowed to receipt the invoice on system?	Allowed to authorise cheques on system?	Approved cheque signatory?
HeadTeacher	X	X	X	√	√
Deputy HeadTeacher	X	X	X	√	√
Assistant HeadTeacher	X	X	X	√	√
Finance Manager	√	√	√	X	X

Requisitioners must complete their request then forward the order to the budget holder

Budget Holders must check and complete the form, as per the procedures, then forward the order to the Authoriser

The Authoriser must sign to approve the order then forward the order to BST for processing

Detailed below is the information regarding when to obtain quotations:

Estimated Value of Goods, Services or Works (£)	Minimum Number of Quotes/ Tenders	Method of Inviting Quotes/ Tenders	Basis of Selecting Supplier/ Contractor	Records Required	Formal Contract Required
0-5,000	Budget Holder to ensure value for money	Verbal / E-mail / Catalogue / Internet	Purchasing Knowledge / Pecuniary Interest Register	<ul style="list-style-type: none"> Written note of source. 	No
*5,001-10,000	3 to be obtained	Formal Written Quotation	Purchasing Knowledge/ Trade Directories/ Council's Approved Supplier List / Pecuniary Interest Register	<ul style="list-style-type: none"> Purchases above £10,000 must have prior authorisation from the Governing Body. All quotations received must be attached to the order form. Written note of quotations requested must be attached to the order form. Should the chosen quotation not be the cheapest option, a written statement detailing the reasons for this must be attached; this will be reported to the Governing Body. 	No
*10,001-50,000	4 to be Obtained	Formal Written Quotation	Purchasing Knowledge / Trade Directories / Council's Approved Supplier List / Pecuniary Interest Register	<ul style="list-style-type: none"> Prior authorisation from the Governing Body. Quotations received must be attached to the order form. Should the chosen quotation not be the cheapest option, a written statement detailing the reasons for this must be attached; this will be reported to the Governing Body. 	No
*50,001 – 60,000	5 to be obtained				
*60,001 – EU Threshold (£173,934 for goods and services, £4,348,359 for construction)	Minimum of 6 tenders to be invited	Sealed Tenders	Advertisement / Trade Directories / Council's / Approved Supplier List / Pecuniary Interest Register	<ul style="list-style-type: none"> Prior authorisation from the Governing Body. Tender Schedule must be attached to the order form. Tenders must be attached to the order form. 	Yes, where Value Exceeds £100,000
Specialist Goods or Services	Budget Holder to ensure value for money	Verbal / E-mail / Catalogue / Internet	Purchasing Knowledge/ Trade Directories/ Council's Approved Supplier List / Pecuniary Interest Register	<ul style="list-style-type: none"> Written note of source 	No

* For purchases/services of over £10,000, agreement must be sought from the Governing Body.

When obtaining quotations the complexity and variability of the goods or services being ordered should be taken into consideration and the appropriate strategy adopted.

Appendix 2
Designated Budgets 2019/20

Cost Centre	Budget Holder	Cost Centre Name	Contents
001	Rupe Virk	Teaching Staff Costs	<ul style="list-style-type: none"> Teachers Salaries
002	Rupe Virk	Non Teaching Staff Costs	<ul style="list-style-type: none"> Other School Staff Salaries
005	Nia Hinton	Employee Related Staff Costs	<ul style="list-style-type: none"> Recruitment Costs / Leaving gifts Car Allowances Damaged Personal Items Reimbursement DBS & Occupational Health Referrals
009	Nia Hinton	Staff Development	<ul style="list-style-type: none"> Whole school and individual CPD
013	Rupe Virk	Lettings	<ul style="list-style-type: none"> Income received from lettings
014	Rupe Virk	Other Income	<ul style="list-style-type: none"> Gifts / Donations Interest on Bank Balances
050	Nia Hinton	Supply Staff	<ul style="list-style-type: none"> Agency staff Costs Income from Maternity Refund
068	Graham Spencer	First Aid / Medical Supplies	<ul style="list-style-type: none"> Site First Aid Supplies
099	Rupe Virk	Marketing / Hospitality	<ul style="list-style-type: none"> Food for visitors & staff School signage Memorial Service Student photographs / school display
115	Helen Rose	Enrichment	<ul style="list-style-type: none"> Whole School Project Resources Progress Folders Theme Days Resources
117	Sam Forbes	Pastoral / Attendance	<ul style="list-style-type: none"> Family Liaison Translators Attendance Reward Cards / Stickers / Gifts
118	Graham Spencer	Assessment	<ul style="list-style-type: none"> Exam Centre Registration and Student Registration Assessment Development
123	Graham Spencer	Sports Premium	<ul style="list-style-type: none"> Years 5 & 6 Sports Premium Grant Spend
125	Helen Rose	Transition	<ul style="list-style-type: none"> Leavers and New Starters Event Year 6 to 7 Transition day items
141	Inny Choudhury	ICT - Infrastructure and Website	<ul style="list-style-type: none"> Whole School ICT purchases SIPS Computer Packages Firewall and Internet connection Secure Exchange
142	Ash Furness	IT Curriculum Programmes	<ul style="list-style-type: none"> School Curriculum hardware and subscriptions e.g. Choose it maker, Espresso, Widget School Comms
204	Rupe Virk	Utilities	<ul style="list-style-type: none"> Gas, Electricity, Water and Phone Bills

206	Rupe Virk	Site Licences (SLA) / Contracted Services	<ul style="list-style-type: none"> • H&S Packages including Play area and SIPS • Security of Buildings including Alarm, Keys, CCT, Electronic Gates • Refuse Collection including Trade, hygiene and Mixed Municipal. • Insurance of Staff, Building, contents and Minibus • Financial Services, G4S cash collection, Bank Charges, Budget Officer. • Adhoc Site Licences e.g. TV, Fitness Suite, CCLI, The Key, Sleuth, GDPR • HR Services including Payroll, HR, Occ. Health, Lifestyle Costs • External Curriculum Services - Connexions, Inclusion and Sensory Support • Property Maintenance Service
208	Trevor Lloyd	Site and Grounds Repairs, Equipment and Enhancement	<ul style="list-style-type: none"> • Building Improvement / Repairs / Maintenance Costs • PAT Testing • Furniture • Grounds Keeping / Canopy Cleaning • H&S Site adjustments • Hygiene supplies
223	Rupe Virk	Charter Marks	<ul style="list-style-type: none"> • Investors in People, ICT Mark, Quality Mark etc.
250	Sam Forbes	Safeguarding	<ul style="list-style-type: none"> • Shirelands Learning Safeguarding Support
302	Trevor Lloyd	Minibus	<ul style="list-style-type: none"> • Fuel, MOT, TAX, Repairs, LOLER, Breakdown Cover
304	Rupe Virk	Governors	<ul style="list-style-type: none"> • Clerking Service • Governor expenses • Governor Training • Kath Yates • ASGB Membership
305	Rupe Virk	School Meals	<ul style="list-style-type: none"> • Catering Costs • School Meal Sales
400	Nia Hinton	School Administration & Resources	<ul style="list-style-type: none"> • Whole School Stationery including Velcro • Paper, Printer and Photocopier charges • Postage costs
411	Ade Suberu-Rowaiye	Class 3.7	<ul style="list-style-type: none"> • Educational Visits • Student Specific Resources • Re-enforcers / Motivators • Specific Topic Based Resources
412	Sheila Stokes	Class 3.8	
413	Sioned Lewis	Class 3:1	
414	Kim Hart	Class 3:2	
421	Stewart Harris	Class 3:3	
422	Chris Coombes	Class 3:4	

423	Ruth Harrison	Class 3:5	
424	Gill Chambers	Class 3:6	
425	Kevin Hurcombe	Class 4:1	
426	Lorraine Gould	Class 4:2	
431	Claire Aston	Class 4:3	
432	Julie Turner	Class 4:4	
433	Clare Taylor	Class 5:1	
434	Nicola Fletcher	Class 5:2	
435	Jas Kaur	Class 5:3	
436	Ash Furness	Class 5:4	
444	Graham Spencer	Curriculum: Speech, Language, Communication	<ul style="list-style-type: none"> • Consumables to Aid Speech, Language and Communication Throughout School • English Resources • Speech and Language Provision*
445	Helen Rose	Curriculum: Self Help and Independence	<ul style="list-style-type: none"> • College Fees • Resources to Deliver Accreditation Targets • Enterprise • Careers • Specialist Vocational Equipment • Consumables to Assist with Independent Living
446	Kevin Hurcombe	Curriculum: Physical and Sensory	<ul style="list-style-type: none"> • P/E and Swimming Resources • Forest School • Fine and Gross Motor Development Resources • Outdoor Learning* • The Albion Foundation* • Yoga* • Enhanced Swimming Provision*
447	Stewart Harris	Curriculum; Cognition and Learning	<ul style="list-style-type: none"> • Cognition Resources/Numeracy and Science
450	Julie Turner	Curriculum: Social and Emotional Wellbeing	<ul style="list-style-type: none"> • Social and Emotional Wellbeing Resources • PSHE/ Humanities / RE / Art • Open Orchestra* • The Birmingham Rep*
451	Helen Rose	Duke of Edinburgh	<ul style="list-style-type: none"> • D of E Expenditure and Income
505	Graham Spencer	Specialist Equipment	<ul style="list-style-type: none"> • Hoists & Slings, Contract and Resources • Standing Frames, Work Stations • V.I. Resources
511	Graham Spencer	Pupil Premium	<ul style="list-style-type: none"> • *A percentage of the resources highlighted in other cost centres with an asterisk • Out Of Borough Pupil Premium Income
512	Graham Spencer	Year 7 catch-up	<ul style="list-style-type: none"> • Year 7 Literacy and Numeracy Catch-up Spend

520	Sam Forbes	Behaviour	<ul style="list-style-type: none">• Behavioural Resources e.g. Chewbuddy, reward systems.• Outreach Resources• Additional Administrative Supplies to Support Behaviour
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The Meadows School

DEVELOPMENT OUTLINES AND FUNDING REQUEST

Responsibility, Subject / Aspect Budget

Name of Staff Responsible: _____

Responsibility, Subject or Aspect: _____

Completion date: _____

ESSENTIAL SPENDING

Description of purchase	Benefit to T & L	Link to SDP Action Plans	COST

DESIRED SPENDING

Description of purchase	Benefit to T & L	Link to SDP Action Plans	COST

TO BE COMPLETED BY SLT

SLT Funding Approved £ _____

Date _____

Name _____

Signature _____

Comments:

Petty Cash Requisition

Name of Claimant: _____ Signature of Claimant: _____

Budget Department	
Purpose of Purchase	
Approximate Cost	£

Budget Holders Signature: _____ Date: _____

Amount Spent (incl. VAT)	£
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Budget Holders Signature*: _____ Date: _____

Authorisation Signature: _____ Date: _____

**Please Note that a second budget holder signature is only required if the value of goods purchased is greater than £5 of the approximate cost.*

Reimbursement Received:
Print Name: _____ Signature: _____

Date: _____

<p><i>Office Use:</i></p> <p>Reimbursement Processed By: _____</p> <p>Date: _____</p>

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Petty Cash Procedures

- **Approval must be obtained from the budget Holder prior to purchasing goods.**
- No cash will be given to staff prior to purchasing goods, unless there are exceptional circumstances.
 - Cash purchases must not exceed £100.00.
- Wherever possible, staff are requested to obtain a VAT receipt (this may not be possible in very small shops, market stalls, etc.)
- An original receipt must be produced before any reimbursement of cash is made.
 - A Petty Cash Requisition form must be fully completed by the requisitioner and must be signed by the relevant budget holder before any reimbursement is made.
- **Petty Cash claims will be reimbursed no later than 14 days after the requisition form is signed by the Budget Holder.**

Approved Authorisers
<ul style="list-style-type: none">• Headteacher• Deputy Headteacher• Finance Manager

Advance for Petty Cash

Name of Claimant: _____

Budget Department	
Items to be purchased and purpose of purchase <i>This must be fully detailed</i>	
Amount to be Spent (incl. VAT)	£

Budget Holders Signature: _____ Date: _____

Authorisation Signature: _____ Date: _____

<i>Office Use:</i>	
Date Cash Distributed: _____	Amount: £ _____
Cash Received Signature: _____	
(Claimant)	
Cash Distributed Signature: _____	
(Petty Cash Controller)	

Advance Petty Cash Terms & Conditions

Failure to comply with any of the terms and conditions below can constitute a break in the agreement you undertook when signing the request for cash in advance and can result in a disciplinary offence which may result in action being taken against you.

- 1) All requests must not exceed £100 and multiple requests cannot be put in which will exceed this amount at any one time.
- 2) You must use the money received on the items you have detailed and nothing else; if items are different to those you have detailed then you must return the cash and put in a new request form.
- 3) If items are of higher value than what you have described then you must return cash and put in a new request. If in the instance that you contribute to the purchase any additional amounts, the school is not liable for the additional amount and you may not be reimbursed.
- 4) Following receipt of cash it is your responsibility to purchase the items described and return the receipt and any change within 5 working days to the person who issued the petty cash. Failure to return the receipt and change within this timescale will be reported to the Principal to decide what further action is necessary. This may result in disciplinary action.
- 5) No person is allowed to request more than one advance at any one time.
- 6) No money will be issued at any stage in the school year over a holiday period or where there is a school holiday within 2 weeks.



Expenditure Request Form for Governors

To be completed for authorisation prior to any purchase exceeding £10,000

H&S Requirement	Statutory Requirement	LA Requirement	
Business Proposal / Requirement:			
Impact of doing nothing :*			
Alternative options:*			
Cost: (Consider any on-going or additional costs, e.g. maintenance or repair)			
Signed:		Date:	
Headteacher / or nominated Deputy comments:			
Governor Sub Committee comments (If appropriate):*			
Committee Name:			
Proposal Approved / Proposal Declined (<i>delete as appropriate</i>)			
Sub Committee Chair Signature _____ Date _____			
Governors Final Decision:			
Proposal Approved / Proposal Declined (<i>delete as appropriate</i>)			
Comments:			
Signed _____ (<i>on behalf of Governing Body</i>) Date _____			

*Consider Risk factors, H&S, impact on learning and environment.