



# THE JUDD SCHOOL

## Finance Policy

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Policy dated: February 2019

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**(based on SFS model policy dated May 2018)**

## CONTENTS

	Page
<b>ORGANISATION AND ACCOUNTABILITY .....</b>	<b>2</b>
<b>Sources of Income .....</b>	<b>2</b>
<b>Governance .....</b>	<b>3</b>
<b>BUDGETS .....</b>	<b>5</b>
<b>Budget Monitoring .....</b>	<b>6</b>
<b>PURCHASING .....</b>	<b>7</b>
<b>Ordering of Good and Services .....</b>	<b>7</b>
<b>Payment of Accounts .....</b>	<b>8</b>
<b>INTERNAL CONTROLS .....</b>	<b>8</b>
<b>Financial Controls .....</b>	<b>8</b>
<b>Income .....</b>	<b>9</b>
<b>Banking .....</b>	<b>10</b>
<b>Payroll/Personnel .....</b>	<b>11</b>
<b>Petty Cash .....</b>	<b>11</b>
<b>Purchasing Card .....</b>	<b>12</b>
<b>Tax .....</b>	<b>12</b>
<b>SCHOOL FUND .....</b>	<b>13</b>
<b>ASSETS AND SECURITY .....</b>	<b>14</b>
<b>Assets .....</b>	<b>14</b>
<b>Disposal of Property .....</b>	<b>15</b>
<b>Insurance .....</b>	<b>15</b>
<b>Irregularities .....</b>	<b>16</b>
<b>Data Protection .....</b>	<b>16</b>
<b>Financial Administration .....</b>	<b>17</b>
<b>Appendix 1: Approved Payroll and Cheque Signatories .....</b>	<b>18</b>
<b>Appendix 2: Delegated Authorities and Limits of Delegation ....</b>	<b>19</b>

## **1. ORGANISATION AND ACCOUNTABILITY**

This policy has been drawn up in accordance with the Local Authorities Scheme of Financing which the School adheres to.

### **1.1 Sources of Income**

The Judd School has six main sources of income:

#### **a) The LA (Delegated) Budget**

As delegated by the LA and Central Government.

#### **b) School Fund**

Funds from voluntary subscriptions, contributions from JPA, small-item sales, and funds for expeditions and trips.

#### **c) Locally Controlled Voluntary Aided Programme (LCVAP)**

Funding must be spent in the year it is allocated otherwise it is lost. Funds are reclaimed from DFE. Spend is for capital items only.

#### **d) Devolved Formula Capital Grant (DFC)**

Direct capital funding for investment priorities. Funds are held in a separate bank account at Skinners' Hall and invoices are settled directly by them. DFC can be rolled forward.

These funding streams support all types of capital work which fall within the Governors' responsibility. There is a minimum project cost of £2000 but no maximum. There is a statutory contribution of 10% for projects financed from LCVAP or DFC. VAT cannot be reclaimed on projects funded in this way.

#### **e) Development Fund**

Income from School development fundraising.

#### **f) Miscellaneous Income**

This includes, but is not limited to, recharge income, lettings, catering profits and departmental charging.

## 1.2 Governance

The terms of reference for the Finance & General Purposes Committee are reviewed annually and held elsewhere:

### 1.2.1 Membership

A minimum of four Governors appointed by the Governing Body, together with the Headteacher and School Business Manager.

The Education Officer acts as Clerk to the committee. A register of business interests is kept for all Finance & General Purposes Committee members.

### 1.2.2 Pattern of Meetings

Usually four times per year (termly) to fit in with KCC budget pattern wherever possible. Meetings would normally consider the following:

#### January/February

- Review the budget and provisional outturn for current year.
- Consider likely rollover/deficit from current year and implications.
- Consider provisional teaching staff budget and teaching requirements for the following year.
- Consider the draft School Development Plan.
- Identify areas for inclusion in the budget.
- Schools Financial Value Statement (SFVS).
- Benchmarking.
- Policy review to include Finance, Charging, EVC, Employment policies, and Lettings rates.

#### May

- Agree and set 3 Year Budget Plan.
- Review year-end figures.
- Agree School Development Plan.

#### October

- Budget monitoring.
- Policies (employment and H&S related largely to include Pay).
- Review Terms of Reference for the committee.
- Year-end accounts for the Development Fund.

#### November/December

- Monitor budget process.
- Review the School Fund accounts (year ending August).
- Review relevant Policies/Terms of Reference.

To also consider any extraordinary financial arrangements or changes and to consider any proposals for significant expenditure (such as building projects) and to recommend these to the Full Governing Body.

The School has established sound internal controls, based on the Financial controls and Audit Commission documents, to ensure reliability and accuracy of its financial transactions.

The F&GP committee also ensures the Schools Financial Value Statement (SFVS) is recent and up to date in relation to current regulations.

### 1.2.3 The LA (Delegated) Budget

The Headteacher has responsibility for:

- Providing regular financial reports to the Finance & General Purposes Committee of the Governors and to the Governing Body giving information against spending against the approved budget.
- Virement of resources between budgets, provided that such virement does not exceed limits, which will be reviewed annually.
- Profiling budget headings in accordance with likely spending patterns.

In carrying out his responsibilities, the Headteacher should:

- i) Ensure that competitive tenders are obtained for work undertaken at the School, and promote “value for money”.
- ii) Delegate parts of the budget as appropriate to School Business Manager, Heads of Department and to other specified members of staff to use in accordance to the needs for books, stationery, equipment for each department, and contracted site expenditure,
- iii) Regularly monitor expenditure against budget under all headings.
- iv) Report immediately to the Finance & General Purposes Committee any irregularity or major variation from the budget.
- v) Authorise the monthly Bank reconciliations for all accounts,
- vi) Seek agreement from the Finance & General Purposes Committee for expenditure on any one item over £8,000, with the exception of the monthly payments generated by for example staff salaries, tax, utilities and pensions. Approval via email is deemed acceptable, so long as a majority agrees.
- vii) Ensure that the School complies with VAT and other tax regulations.

viii) Headteacher must use performance data to **compare** attainment and other outcomes, **challenge** performance, **compare** expenditure and using fair **competition** through quotations and tenders, ensure resources and contracts for services are secured economically, efficiently and in an effective method.

ix) **Consult** parents on policy development and major changes in the use of resources.

The Headteacher is assisted in his responsibilities by the School Business Manager, whose responsibilities include the maintenance of accurate accounting records using the SIMS(FMS), SFM (School Fund Manager) software, Sage (Development Fund) and providing the Headteacher with regular management accounts.

#### 1.2.4 Development Fund (part of the F&GP committee)

The F&GP committee monitors and determines the use of the monies raised through the Appeal process. The Headteacher is assisted at the School by a Development & Alumni Officer/School Business Manager, who is responsible for all money received through Covenants, Gift Aid and cash donations. The Fund is a Charity (No. 282539). Future funds will be used for additional development of the School as determined by the F&GP Committee and the Governors in consultation with the School and parents.

#### 1.2.5 Foundation (Voluntary Aided Fund)

The School has a small income from its foundation, which is used for expenditure where the Governors are responsible as a Voluntary Aided School. This is administered by Skinners' Hall.

#### 1.2.6 CCF Private Accounts

A small income comes into this account from the running of trips and, new for this year, a deposit paid for uniform, returnable when students leave the CCF and an amount for "subs". This is under the control of the Contingent Commander and the CCF Administrator. There is only one signature on this account and this is contrary to this policy. Also the CC is not contractually bound to the school nor does this account figure in the MOD audit processes and authorities (this is the public account).

### 1.2.7 Staff Common Room Fund

A very small fund is held within School Fund (currently another bank account) to allow staff to pay an annual "sub" which covers newspapers in the staff room, general staff room equipment and gifts for staff. Contributions are voluntary. Annual statement of expenditure will be issued to staff by the treasurer.

## 2.0 BUDGETS

The aim and objective of the Budget process is to ensure that there are sufficient funds to maintain and enhance the quality of the education provided by the School. The School Development Plan guides the budget planning process by stating the educational priorities and the resources needed to achieve them.

The School believes that the environment in which pupils work and live is important and the School aims to remain abreast of all repairs and maintenance tasks. The School continues to look for savings in running costs and will continue to invest in new technology to achieve such ends. The budget must be set within the allocation of the current financial year and subject to effective monitoring, allowing Governors, Headteacher and staff to maintain financial controls in line within the Balance Control Mechanism by reviewing the current position and taking any remedial action required.

A three year budget planning process is now on a rolling basis and the approved budget, signed by the Governors, must be submitted to KCC by the end of May. KCC does not allow the School to set a deficit budget, unless prior approval from SFS Finance.

### **The Budget Process is as follows:**

#### **Autumn Term**

Review with Staff and Governors to determine elements of the School Development Plan (SDP) and to identify priorities for the following year. A review is made of the options.

#### **Spring Term**

The School Development Plan is firmed up, options prepared and costings estimated where appropriate. In particular, long term costs are reviewed and staffing costs calculated. Costing of projects are made and bids are collected from budget holders.

The budget is set and agreed by the Finance & General Purposes Committee for onward approval by the Full Governing Body (FGB). Full Governing Body meetings

are now set to ensure it coincides with the KCC deadlines for approval of the budget and this will take place in the May FGB meeting.

### **Summer Term**

The Governors agree the budget, review staff salaries and determine the future of any additional rollover from the previous financial year. The Budget is submitted to the LA.

## **2.1 Budget Monitoring**

The School Business Manager produces monthly budget monitoring reports for income and expenditure and staff costs, including commitments, outturn forecasts, against the approved budget. These reports are reconciled with the School's accounting records. Relevant copies are sent to all members of the Finance & General Purposes Committee prior to their meeting. Half yearly and 9 monthly monitoring reports are submitted to KCC.

The Headteacher and School Business Manager meet weekly to discuss all financial matters and review at least monthly the budget position. The Headteacher authorises the bank statement reconciliation at the end of each month. If virement is appropriate, the Headteacher agrees the movement of funds. If it is over £8,000, this is agreed with the Chairman of the Finance & General Purposes Committee, who reports such decisions at subsequent meetings of the committee, if they have not previously been planned and agreed. The Headteacher monitors expenditure on the initiatives set out in the School Development Plan.

The Finance & General Purposes Committee review the budget monitoring reports at each meeting. Any significant variation against budget is reported to them with explanatory notes and where necessary remedial action plans including virement.

Budget allocations are made clear to all listed account holders in writing and instructions are also given on their responsibilities. Budget holders should review their monthly reports comparing the amount spent or committed to date against their budgets. The Headteacher should monitor these reports periodically and take action where necessary.

Any budget surpluses should be earmarked for specific future needs to ensure the pupils benefit from a planned approach to spending. Any new initiatives are carefully appraised in relation to the likely costs and benefits, before being approved. All surpluses must be carried forward within the boundaries of the Balance Control Mechanism.

### **3.0 PURCHASING**

The Headteacher seeks to ensure that all purchases are made according to the principles of 'best value'. Those responsible for purchasing adhere to the following:

- a) For small building repairs, decorations and internal maintenance where the cost is likely to be more than £2,000, three quotes are requested unless the cost is likely that it is impracticable to do so. In cases of lower value, all efforts are made to gain comparable estimates before work is awarded. If a quotation, other than the lowest received, is accepted, the Headteacher will report the circumstances to the Governing Body.
- b) For all purchases of equipment or furniture we seek to obtain competitive prices, excellent customer service and discounts wherever possible.
- c) For delegated budgets (Heads of Department and others responsible for stationery, first aid, cleaning materials, etc.) the budget holders are reminded to consider 'best value' principles and to negotiate discounts to best advantage.
- d) Single purchases in excess of £8,000, but less than £50,000, have three written quotations and submitted to the Finance & General Purposes Committee for approval. Orders in excess of £50,000 or over also require three competitive tenders are also forwarded to the FGB for approval.
- e) In order to ensure value for money is monitored, all purchases over £2,000 are accompanied by at least two quotations.

In all cases, the School Business Manager has an overview to encourage, monitor and ensure that value is gained from all purchases. In particular, the School Business Manager monitors expenditure on utilities and looks for savings in administration costs, where possible.

### **3.1 Ordering Goods and Services**

Official numbered purchase orders are generated through SIMS for all goods and services except utilities, rates, and petty cash payments. Orders are authorised by the Headteacher, the Deputy Headteacher, the School Business Manager or budget holders.

The signatory of the order should be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotes/tenders have been obtained if necessary.

**The School does not enter into any Hire Purchase arrangement, Finance Agreements (unless pre-checked by KCC) or any Finance Lease.**

To enhance budgetary control and cash flow planning, committed expenditure is recorded so that it features in subsequent budget monitoring. No member of staff is permitted to commit funds without the budget holders' prior approval or in the context of their delegated budget and authority limits.

### **3.2 Payment of Accounts**

The Headteacher will ensure that:

- The appropriate staff member checks goods and services upon receipt, to ensure that they are in accordance with the order. The delivery note should be signed and sent to the Finance Office.
- Payments are only made upon receipt of valid VAT invoices, which should be checked and certified for payment confirming:
  - i) receipts of goods/services, cross-referenced to the order number.
  - ii) expenditure has been properly incurred and that payment has not already been made.
  - iii) prices accord with quotations, tenders, contracts or catalogue prices and arithmetic is correct.
  - iv) VAT is charged correctly.
  - v) copy orders have been properly annotated.
  - vi) discounts, where applicable, have been taken.
- An approved member of staff should certify invoices. Wherever possible, this should be neither the person who signed the order, nor the person who received the goods/services.
- All invoices paid are marked and stored securely in alphabetical order.
- The School will not authorise any payment purely on a statement from a supplier.
- Payment to suppliers will be made within time limits specified in law for the payment of debts.

## **4. INTERNAL CONTROLS**

### **4.1 Financial Controls**

The Governing Body should ensure that the School has written procedures for its financial systems. These should be kept up-to date and all appropriate staff should be trained in their use.

The Headteacher ensures that, where possible and appropriate, duties related to financial administration are distributed so that at least two people are involved.

The financial procedures in use require documents to be coded before entry into the computer system in order that a full audit trail is available on each transaction.

The alteration of any original documentation, such as cheques, invoices or orders, is clearly made in ink or other permanent form and initialled. The erasure of information and the use of correcting fluid are not acceptable practices.

The School maintain proper accounting records and retain all documents relating to financial transactions for the period recommended by the LA/Finance Acts.

All accounting records are securely retained when not in use and only authorised staff have access.

All expenditure from sources of earmarked funding such as Capital Funding is accounted for separately to ensure that it is used for its intended purpose.

Training and job shadowing is arranged to ensure that financial control is maintained in the absence of key financial personnel.

The finance team have regular meetings to review and monitor performance.

The Internal Financial Controls follow those set out in the LA's Scheme for Financing Schools.

### **4.2 Income**

The Governing Body is responsible for establishing a charging policy for the supply of goods, services and the hire of facilities. This policy should be reviewed annually.

Records are kept by the School Business Manager of all income due. Invoices are issued within 30 days of goods or services being provided. Invoices which have not been paid within 30 days are chased. Any money written off is in accordance with LA regulations and appropriate records are kept.

The responsibility for identifying sums due is separate from the responsibility for collecting and banking such sums. The money collected is reconciled monthly with the money deposited at the bank.

Money is paid into the bank account promptly and in full. The bank cashier is given a copy of our paying-in spreadsheet listing each cheque and showing the cash/cheque split.

Cash and cheques are locked away in a fireproof safe to safeguard against loss or theft.

Machines taking money such as telephones should be emptied and the cash counted by two people.

The encashment of personal cheques is not permitted.

School Lettings are authorised by the Headteacher or in his absence the SBM and recorded in the computerised lettings diary.

Where debts are required to be written off and every effort has been made by the Headteacher and Governors to recoup the monies, authority to a maximum of £1,000 must be obtained from the FGB. Debts in excess of £1,000 can only be written off with the approval of the KCC SFS Finance Manager.

No one can authorise a request for payment which relates to the school without the express permission of the SBM or Headteacher. Any correspondence asking for payment must be approved by the SBM or Headteacher before being issued.

### **4.3 Banking**

A current account is held with HSBC for all transactions from the delegated budget. Cheques drawn on this account require two signatures from the authorised signatories approved by the Governing Body (Appendix 1). Only one signature may be from a member of the Finance Office staff.

The Scheme of Financing states that the School must not have multiple bank accounts in the School's name and administered by School staff. The only known exceptions are Development Fund (current and deposit), School Fund, School Fund Deposit account (and associated deposit accounts), CCF Public and Private

funds and Staff Common Room fund. However as all are now within the financial controls of the finance dept. risks are minimised.

The school's bank account should be maintained in credit and any funds surplus to immediate requirements are invested in a fixed deposit to maximise interest.

The main school bank statement is reconciled with the School's accounting records monthly by the School Business Manager/Finance Officer and countersigned monthly by the Headteacher. However, bank balances are monitored at least weekly by the School Business Manager.

All cheques drawn are pre-printed "Account Payee Only", and it is not permitted to pre-sign them. The second signatory checks all supporting documentation before signing. All cheque books are retained securely when not in use and individuals are not permitted to use their private bank accounts for any payment or receipt related to the School budget without express authority.

BACS payments and any other online bank payments will be authorised in accordance with the School's bank mandate and processed for payment by either the Headteacher, the School Business Manager or the Finance Manager.

#### **4.4 Payroll/Personnel**

The School's payroll is outsourced to Baxter & Co. All transactions are paid via BACS transfers.

The School Business Manager and the Headteacher check a monthly report of individual staff payments to check for anomalies, leavers/joiners, at accurate salary rates, and to ensure that payments are consistent with the School's personnel and pay records. Checks are also carried out to ensure that appropriate statutory deductions are made. Authorisation is then given to payroll to release the payments; the Headteacher signs (e-mails authority, in his absence the Deputy Headteacher signs/e-mails). Expenses in excess of £20 are now paid via the payroll to make administration more efficient and to avoid "lost" cheques from staff.

Total payroll costs are entered in the SIMS/FMS computer system monthly and checked against the monthly budget. All variances are investigated.

The Headteacher is responsible for the maintenance of adequate personnel records and for ensuring that only authorised staff have access to personnel files. Arrangements are in place for staff to have access to their own records.

All payroll records are kept within the Finance Office in a locked cabinet and the Office itself is locked when unoccupied.

Wherever practicable there is a separation of duties in matters relating to payroll processing.

Cleaners' time sheets are approved by the Cleaning Supervisor and checked by the School Business Manager.

The Headteacher's Pay Committee reviews annually the Headteacher's salary. The F&GP Committee approves the Pay Policy, the staff structure and monitors any salary enhancements. The Pay Committee ratifies the HTTPR recommendation for the Headteacher pay and approves the SLT's pay.

The Headteacher annually reviews all other staff and reports to the Pay Committee or F&GP Committee.

These minutes are marked confidential.

See Appendix 1 for Approved Payroll signatories.

#### **4.5 Petty Cash**

The School holds an imprest petty cash account of £250 for small purchases. Records are kept of amounts paid into and taken out of the fund.

- Payment from petty cash will be made on production of a receipt, identifying VAT (except in exceptional circumstances). It should be signed by the recipient and counter signed by the budget holder.
- Cash payments are limited to £20. Payments in excess of this are paid by cheque unless special permission is granted by the SBM to issue cash.
- Upon receiving cash, the recipient is required to sign the petty cash book.
- The petty cash account is reconciled monthly and included within the financial returns, and reviewed by an independent member of staff.
- The petty cash box is retained securely within the locked cabinet in the Finance Office. Only authorised staff have access to the petty cash.

#### **4.6 Purchasing Card**

This is used mainly to enable the Internet purchase of flight tickets for Educational Visits and to obtain discounted books online.

- The School has an HSBC Purchase Card with a credit limit of £8000 in the name of the School Business Manager.
- All expenditure must be approved first by the budget manager using a purchase card requisition form.
- This card is retained securely within the locked cabinet in the Finance Office.

- The statement is reconciled monthly by the Finance Officer, signed off and approved by SBM and then Headteacher.
- Cash withdrawals are not permitted.
- Payments over £1000 must have prior approval by the School Business Manager or Headteacher.
- Card is operated in accordance with the guidance in the LA's Financial controls. Approved users are School Business Manager, Finance Officers, Librarian, Network Manager and other staff members who remain in Finance Office to make the payment and at the authority of the SBM.
- Card is kept safe at all times when not in use.
- Staff are discouraged from using personal credit cards to purchase items for the School.

#### **4.7 Tax**

The Headteacher is responsible for ensuring that the School complies with VAT and other tax regulations. The LA's VAT manual should be consulted for detailed interpretations of more complicated VAT regulations.

To enable the School to reclaim VAT from KCC, payment must be made against proper VAT invoices. The School Business Manager submits a monthly VAT return to Kent County Council by 10<sup>th</sup> of the month, to reclaim the previous month's VAT paid to suppliers by the School.

All relevant finance staff should be aware of VAT and Income Tax regulations and attend appropriate training.

#### **5a. SCHOOL FUND**

The object of these funds is primarily to maintain a resource for all the extra-curricular activities and through the annual subscriptions (currently £60 per pupil per year) to pay for those items not easily afforded out of the delegated budget – namely the School Magazine, calendars, competition entries and the very significant Games programme.

The Fund also provides a longer-term resource for:

- i) Contingency needs
- ii) Accumulated Prize funds
- iii) Planned developments
- iv) Accumulation from clubs/societies

The Headteacher is responsible for this fund, which he reviews annually. It is audited annually and the audited accounts are subject to approval by the

Governing Body. A copy signed by the Chair of Governors is available for the LA's review in the Autumn Term.

The Headteacher is assisted in maintaining these accounts by the SBM and Finance Officers, who are responsible for maintaining accurate accounts using School Fund Manager software, and for keeping the Headteacher updated on the status of the accounts. The accounts data is held on a cloud based system by Pebble, who operate the SFM software. In addition, there is the new online payments system (Joinos) which utilises SFM software, a user portal (also provided by Pebble and fully integrated into the SFM software) and a merchant acquirer account (the payment processing side of online payments).

The procedures for the handling of income and expenditure from the School fund are similar to those in use for the delegated budget and operate to the same stringent accounting standards. The School Fund maintains a small petty cash account (£250) and its funds and records are properly separated from the delegated budget accounts.

An interest earning Current Account is kept with Lloyds Bank and is subject to the same operational rules as the HSBC bank account. In addition we hold one deposit account also interest earning with Lloyds Bank.

The fund is registered with the Charity Commission as a Registered Charity (No. 307099).

The voluntary funds are covered by fidelity guarantee insurance.

The School agrees a level of cash to be held in School at any one time as £2000. Any amounts in excess of this figure must be banked on the day of collection.

Only Finance staff should be handling cash. However, if other members of staff collect cash this must be passed to Finance, for banking, as soon as possible. **No one should be asking for payment in cash;** the School insists on cheque or online payment only. Cheque payments to the School need to be addressed to "The Judd School" and come directly to the finance dept for banking and hence compliance with the School's insurance policy.

The School is insured to the value of £2000 in a locked safe and £5000 cash in transit and on premises during business hours. Cash/cheques which are not securely stored are not insured.

The School issues receipts, where practicable, for monies received, all receipts are pre-numbered and signed for.

The Judd School Fund is audited annually by an independent person to the School.

Gift Aid is claimed annually to support the School Fund.

Financial Internal Controls for the School Voluntary Fund are applied vigorously and reviewed from time to time. Authority for all income and expenditure from this accounts rests with the Headteacher and the SBM only.

## **5b. CCF Private Funds, Development Fund and Staff Common Room Fund**

These funds will operate in the same fashion as the School Fund and records income and expenditure annually. A set of accounts is maintained to monitor these transactions either as an Excel spreadsheet or via Sage (Development Fund). Authority for all rests with the Headteacher and the SBM only.

## **6. ASSETS AND SECURITY**

### **6.1 Assets**

Each Head of Department is responsible for maintaining an Asset Register of items with a value in excess of £250. Items are listed by make, model and, where the item has a serial number, they are listed separately. Entries are made on the register (held electronically and centrally by department) as items are received or removed from the department. At the end of the School year, the assets should be physically checked against our records which is acknowledged to the Headteacher for checking. Heads of Department are encouraged to keep a stock register for items of lower value, e.g. text books. Any discrepancies must be investigated and pursued to a satisfactory conclusion.

Heads of Department are responsible for keeping a loan register in which records are kept of School property, e.g. musical instruments that are taken off the School site. Similar records are kept of text book issues.

All textbooks and library books are stamped to indicate that they are the property of the School. A separate record of room furniture and fittings is kept. Issue of room keys to staff is recorded in a key register held by the Facilities Manager. Where keys are stored outside the main office, e.g. keys for games use, a record of these keys is also kept in the key register. Heads of Department and Heads of Houses are responsible for cupboard, locker and desk keys.

Most assets are not visibly security marked, however all ICT equipment is and when switched on, clearly states it is the property of The Judd School.

### **6.2 Disposal of Property**

The School Business Manager or Heads of Department may write off items of furniture and equipment up to an individual replacement value of £300. The Headteacher may authorise the disposal of items up to an individual replacement value of £5000. The Governing Body must authorise the disposal of any items of an individual replacement value greater than £5000.

### 6.3 Insurance

The School reviews all risks annually to ensure that the sums insured are commensurate with the risks.

The Headteacher is responsible for:

- Immediately informing the insurers of all accidents, losses or incidents which may give rise to an insurance claim.
- Notifying the insurers of all new risks, property, equipment and vehicles which require insurance and of any other alteration affecting existing insurance.

**Insurers:** Through Marsh Brokers

**Costs of Premiums:** Shared between the School/Skinners' Hall.

**Policyholders:** The Worshipful Company of Skinners, The Governing Body of The Judd School and The Judd School Foundation including the Development Fund.

Policies are held for the following:

<b>Employers' Liability</b>
<b>Public Liability</b>
<b>Buildings and Contents Insurance (including Vizards)</b>
<b>Professional Indemnity</b>
<b>Loss of Money</b>
<b>Business Interruption</b>
<b>Fidelity Guarantee Insurance</b>
<b>Engineering</b>
<b>Personal Accident</b>
<b>Schools Indemnity to Hirers Insurance</b>
<b>Occasional Business Use Motor Scheme</b>

The Governing Body of The Judd School also take out insurance for:

i) **Minibus Insurance**

Comprehensive cover arranged through HSBC Insurance includes injury to the vehicle driver, emergency treatment and medical expenses. Premiums are paid from the School account.

ii) **School Trips & Activities Annual Plan**

Provides combines personal accident and travel cover for all pupils, staff and adult helpers whilst on School trips authorised by the School. Also provides cover for personal accident whilst on the School premises.

The School will not give any indemnity to a third party without the written consent of its insurers or other agent as appropriate.

The Judd School Premises and Grounds are subject to periodic property revaluation carried out under the direction of the Surveyor to the Fabric, retained by the Governing Body. Sums insured include VAT in accordance with specific rules for a Voluntary Aided school.

#### **6.4 Irregularities**

All staff at The Judd School have access to its Whistle Blowing Policy. The policy is available to staff on our intranet.

#### **6.5 Data Protection**

Under the terms of the Data Protection Act 1998, the Headteacher and Governing Body are required to notify the Information Commissioner of our processing, storage and disclosure of data procedures, which are covered by this legislation. To this end, we have a password protection procedure 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.

The school are working towards the requirements of the new General Data Protection Regulations (GDPR) which come into force from May 2018.

## 6.6 Financial Administration

At The Judd School, six members of staff are trained in the use of parts of the finance software and financial administration procedures, in event of staff absence. We also purchase a support contract through the LA's Schools Financial Services, which is reviewed on an annual basis, allowing us the option to purchase additional support, if required.

Signed: ..... Date: .....  
(Chair of Governors)

Signed: ..... Date: .....  
(Chair of Finance & General Purposes Committee)

Signed: ..... Date: .....  
(Headteacher)

## APPENDIX 1

### APPROVED PAYROLL SIGNATORIES

Jon Wood	Headteacher
Karen Eamens	Deputy Headteacher
Clare Morey	School Business Manager

### APPROVED CHEQUE SIGNATORIES

#### HSBC Bank plc/Lloyds Bank plc/Nat West/ Santander

Jon Wood*	Headteacher
Karen Eamens*	Deputy Headteacher
Clare Morey*	School Business Manager
Joel Dunn	Assistant Head
John Wainwright	Head of Sixth Form
Tristan Kemp	Senior Leader – Operations
Chris Lawrence	Contingent Commander (CCF only)
Mary Saunders	CCF Administrator (CCF only)

Two signatories are required to sign each cheque and those in Finance cannot sign for both above £250.

Two signatories from the \* names can approve BACS payments via HSBCnet and Sarah Moore, Finance Manager, has authority to raise payments but not to authorise.

Two authorisers approve the Lloyds Commercial Banking (currently SBM and Finance Manager).

**APPENDIX 2****DELEGATED AUTHORITIES**

	<b>Generate Orders</b>	<b>Authorise Purchase Req</b>	<b>Process Invoices/ Raise Cheques</b>	<b>Sign Cheques</b>	<b>Authorise Capital Expenditure</b>	<b>Authorise Payment of invoices</b>
Headteacher	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
Deputy Headteacher	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
Assistant Heads or equivalent	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>
School Business Manager	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
Heads of Dept	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>
Other budget managers	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>
Finance Manager & Officers	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>
Finance Assistant	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>
Facilities Manager	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>
Cleaning Supervisor	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>Y</b>

**LIMITS OF DELEGATION**

<b>Title</b>	<b>Limit</b>
Departmental Budget Holders/ Other Budget Holders	up to £1,000
School Business Manager	up to £5,000
Deputy Headteacher	up to £5,000

Headteacher	up to £8,000
Finance & General Purposes Committee only	over £8,000 and below £50,000
Full Governing Body	over £50,000

In the absence of a member of staff, the School Business Manager or Facilities Manager are able to authorise orders for capital works which if not completed immediately would present a risk to the pupils or security of the site.

Heads of Department may only generate and authorise orders against their own subject related budget.