



## Financial Administration Policy

### Introduction

St. Mary's C of E Primary School is accountable and responsible for all aspects of its financial management and control, and is committed to demonstrating public accountability and value for money.

The school has clearly defined internal control systems and financial procedures, which are documented in this policy. Monitoring and review of these control systems helps the Governing Body to ensure that sound financial management procedures are in place.

### 1. Roles and Responsibilities

- 1.1 The Governing Body is directly responsible for the financial management of the school.
- 1.2 The Governing Body employs a bursar to manage the day to day design, implementation and operation of the school's financial systems. The work of the Bursar is directed and overseen by the Headteacher and LA Education Finance Team, and reviewed by the Governing Body's Finance, Personnel and Premises Committee.
- 1.3 The Governing Body delegates the day to day responsibility for checking financial activities to the Headteacher and Chair of Finance and Personnel Committee. The Headteacher is also responsible for ensuring that staff dealing with finance are appropriately qualified and have the experience to undertake the role.
- 1.4 The Headteacher and Bursar are responsible for making regular and meaningful reports at each meeting of the Governing Body's Finance and Personnel Committee. These reports will help the Governing Body to monitor and review the school's financial management procedures, and will enable effective decisions to be taken at both an operational and strategic level.
- 1.5 The LA's Director of Resources has a responsibility to carry out internal audits of the school's accounting and financial transactions. The Governing Body, working with the Headteacher and school staff, has a responsibility to respond to any weaknesses the auditors have noted during the course of their audit work.

### 2. Daily Financial Procedures and Practices

GB = Governing Body

FGB = Full Governing Body

F&P Committee = Finance and Personnel Committee

LA = Education Finance Team of Local Authority (Bath and North East Somerset Council)

## 2. Daily Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
2.1	Enter income into accounts and record in paying-in book. Produce receipts for income.	Bursar	Deputy or Headteacher
2.2	Check deliveries against orders and ensure that all deliveries are bona fide.	Bursar & Admin Assistant	
2.3	Raise orders and commit money for these.	Bursar	Headteacher
2.4	Process invoices.	Bursar	Headteacher
2.5	Monitor feedback and respond to any file errors and warnings as reported by the overnight, electronic backup of financial data carried out remotely, using Schools' ICT Support backup systems.	Bursar	Headteacher
2.6	Ensure that safe and office cupboards are locked and electronic equipment is switched off at end of day.	Bursar	Caretaker

## 3. Weekly Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
3.1	Vire income to cost centres.	Bursar	Headteacher
3.2	Bank weekly income.	Bursar	
3.3	Complete cheque run or BACS	Bursar	Deputy or Headteacher

## 4. Fortnightly Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
4.1	Print and highlight budget changes on Governors' Budget Report. Discuss changes with Headteacher.	Bursar Headteacher	Chair of FP&P Committee

## 5. Monthly Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
5.1	Complete VAT reconciliation and submit to Education Financial Accounting.	Bursar	Headteacher
5.2	Review payroll prints and post entries to accounting records. Authorise appropriate changes.	Bursar Headteacher	Headteacher
5.3	Carryout reconciliations on bank accounts and check that these agree to the cashbook and bank	Bursar	Headteacher

	statements.		
5.4	Enter cash advances into accounts.	Bursar	LA
5.5	Raise invoices for lettings.	Bursar	

## 6. Termly Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
6.1	Compile expense claims and ensure that there is appropriate documentation to support them. Pay / forward expense claims to Personnel.	Bursar	Headteacher
6.2	Review staffing contracts and inform Payroll and Personnel of any changes.	Headteacher	Chair of FP&P Committee
6.3	Record and classify delegated budgets that have been applied for e.g. Devolved Capital	Bursar	Headteacher
6.4	Review inventory and ensure that new items have been added and redundant items recorded as obsolete.	Admin Assistant Caretaker	Bursar or Deputy Headteacher
6.5	Enter bank charges and interest into accounts.	Bursar	Headteacher
6.6	FP&P Committee discuss budget and are aware of the reasons for budget versus actual variances and of the remedial actions proposed.  Report main points of discussions to FGB.	FP&P Committee, Headteacher and Bursar. Chair of F&P Committee	LA  Chair of Governors
6.7	Review the school's progress with the implementation of recommendations made by the internal auditors in their report.	FP&P Committee	FGB

## 7. Annual Financial Procedures and Practices

	Task	Carried out by	Checked / verified by
7.1	Set and approve an annual budget. Send copy in approved form, to LA by 31 <sup>st</sup> May.	Bursar Headteacher FP&P Committee FGB	LA
7.2	Complete revised budget exercise. Discuss this document with FP&P Committee.	Bursar Headteacher FP&P Committee	LA
7.3	Produce consistent financial report for end of year. Consider actual expenditure compared with the approved Budget.	Bursar Headteacher FP&P Committee	Reported to FGB
7.4	Review financial policies and amend as required.	Headteacher FP&P Committee	FGB

7.5	Update Register of Business Interests.	Clerk to GB Admin Assistant	Chair of FP&P Committee
7.6	Register under Data Protection through Information Commissioner.	Bursar	Chair of FP&P Committee
7.7	Ensure that adequate insurance cover is in place.	Bursar Headteacher	Chair of FP&P Committee
7.8	Review inventory and physically verify assets.	Admin Assistant Caretaker	Deputy Head
7.9	Produce written terms of reference for all governing body committees, setting out their roles, their relationship with the governing body and other committees and their decision making powers including financial delegation.	Chairs of Committees	Chair of Governing Body
7.10	Ensure regular review of SFVS in line with statutory timescales	FP&P Committee	Chair of Governing Body

**Signed by:**

Chair of Governors \_\_\_\_\_

**Adopted January 2016 under the Governing Body's policy delegation scheme**

Review: May 2017

Next Review: May 2020 (or sooner if required)