



# TESTWOOD SCHOOL

## Scheme of Delegation

### 1. Introduction

The purpose of this scheme is to clarify the responsibilities and powers of trustees and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with the Articles of Association, the Funding Agreement and The Academy Trust Handbook. The delegations set out in this scheme are delegated to the specified panels of the Board of Trustees and post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Board of Trustees. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Board of Trustees. In the absence or incapacity of a post holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Board of Trustees.

Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or to the Board of Trustees. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Board of Trustees and its panels.

All Trustees and panels follow the principles of Best Value and are committed to equal opportunities for all.

The Board of Trustees have appointed a member of the Board to perform the duties of Internal Scrutineer. This appointment will be reviewed annually.

The Board of Trustees have appointed Moore (South) LLP to be the auditors for Testwood School from June 2022. This appointment will be reviewed as directed by the Academy Trust Handbook.

### 2. Organisation

Testwood School has defined the responsibilities of each person involved in the administration of the finances to avoid the duplication or omission of functions and to provide a framework of accountability for trustees and staff. The financial reporting structure is illustrated in the following table.

# Responsibilities and Powers of the Board of Trustees

## Key:

|         |  |
|---------|--|
| ✓       | Action can be taken at this level          |
|         | Action cannot be carried out at this level |
| FTB     | Full Trustee Body                          |
| Panel   | Trustee Panel                              |
| Trustee | Individual Trustee                         |
| Head    | Headteacher                                |

| Function                 | Task   | FTB | Panel | Trustee | Head | We have delegated this to  |
|--------------------------|--|-----|-------|---------|------|--|
| Admissions               | Determine the school's admissions arrangements annually, including the published admissions number (PAN) and the oversubscription criteria   | ✓   | ✓     |         |      |  |
|                          | Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective  | ✓   | ✓     |         |      |  |
|                          | Establish an independent appeals panel when there are admissions appeals   | ✓   |       |         |      | Currently fulfilled by Hampshire County Council as a paid service. |
| Behaviour and exclusions | Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days   |     |       |         | ✓    |  |
|                          | Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances   | ✓   | ✓     | ✓       |      | Chair/Vice-Chair in cases of urgency                               |
|                          | Arrange an independent review panel to consider permanent exclusions when requested by parents   | ✓   |       |         |      |  |
| Curriculum               | Make sure the school teaches a broad and balanced curriculum to the age of 16  |     |       |         | ✓    |  |
|                          | Make sure all students at the school are provided with independent careers guidance from Year 8 to Year 13   | ✓   | ✓     |         | ✓    |  |
| Finance and Budgets      | <p>Make day-to-day spending decisions:</p> <ul style="list-style-type: none"> <li>Up to £50,000 if it is an item that is budgeted</li> <li>Up to £20,000 if not specifically budgeted– in which case if &gt; £20,000 and not specifically budgeted then:</li> </ul> <p>If &gt; £20,000. B&amp;F Panel approval required.<br/>If &gt; £100,000 FTB approval required.</p> |     |       |         | ✓    |  |

| Function                         | Task  | FTB | Panel | Trustee | Head | We have delegated this to |
|----------------------------------|---|-----|-------|---------|------|---------------------------|
|                                  | Appoint a senior executive leader as the accounting officer and a chief financial officer of the Trust  | ✓   |       |         |      |                           |
|                                  | Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction | ✓   | ✓     |         |      |                           |
|                                  | Appoint an Auditor  | ✓   | ✓     |         |      |                           |
|                                  | Participate in annual accounts consolidation exercise as communicated by the Department for Education   | ✓   | ✓     |         |      |                           |
|                                  | Refer potentially novel and contentious transactions to the ESFA for explicit prior authorisation   | ✓   |       |         |      |                           |
|                                  | Make sure that the Trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)   | ✓   | ✓     |         |      |                           |
|                                  | Establish an <b>audit and risk committee</b>  | ✓   |       |         |      |                           |
|                                  | Approve a balanced budget each financial year and submit to the ESFA  | ✓   |       |         |      |                           |
|                                  | Maintain a published <b>Register of Interests</b> including the business and pecuniary interests of members and trustees and relevant staff.  | ✓   |       |         |      |                           |
|                                  | Monitor the impact of pupil premium funding   | ✓   | ✓     |         | ✓    |                           |
| <b>Trustee body procedures</b>   | Hold Full Trustee Body meetings at least 3 times a year   | ✓   |       |         |      |                           |
|                                  | Elect a Chair and Vice-Chair of trustees  | ✓   |       |         |      |                           |
|                                  | Appoint a Clerk   | ✓   |       |         |      |                           |
|                                  | Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a Chair for each committee  | ✓   |       |         |      |                           |
|                                  | Check that all statutory policies and documents are in place  | ✓   |       |         |      |                           |
|                                  | Delegate functions to panels and individuals  | ✓   |       |         |      |                           |
| <b>Health &amp; Safety</b>       | Monitor the implementation of the Health and Safety Policy  | ✓   | ✓     |         |      |                           |
|                                  | Make sure there is an appointed person in charge of First Aid   | ✓   | ✓     |         | ✓    |                           |
| <b>Parents and the community</b> | Make sure the required information is published on the school website   | ✓   | ✓     |         | ✓    |                           |
|                                  | Approve a Complaints Procedure  | ✓   | ✓     | ✓       | ✓    |                           |
|                                  | Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides  | ✓   |       |         |      |                           |
|                                  | Make sure the school complies with the Freedom of Information Act 2000  | ✓   | ✓     |         |      |                           |
|                                  | Make sure the school complies with the General Data Protection Regulations <b>GDPR</b>  | ✓   | ✓     |         |      |                           |

| Function  | Task  | FGB | Panel | Trustee | Head | We have delegated this to |
|---|---|-----|-------|---------|------|---------------------------|
| Pupil wellbeing                                   | Make sure eligible students receive free school meals.  | ✓   | ✓     |         | ✓    |                           |
|   | Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake the appropriate training          | ✓   | ✓     |         | ✓    |                           |
|   | Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this | ✓   |       |         |      |                           |
|   | Make arrangements for supporting students with medical conditions   | ✓   | ✓     |         | ✓    |                           |
| Safeguarding                                      | Check that the school complies with statutory guidance on safeguarding  | ✓   | ✓     |         |      |                           |
|   | Make sure there's a child protection policy in place  | ✓   |       |         |      |                           |
|   | Make sure a senior board level Trustee takes leadership responsibility for safeguarding and that they receive training  | ✓   | ✓     |         |      |                           |
|   | Make sure Trustees receive safeguarding training  | ✓   | ✓     | ✓       | ✓    |                           |
|   | Appoint a member of staff to be the designated safeguarding lead  |     |       |         | ✓    |                           |
|   | Make sure that effective support is provided for any employee facing an allegation  | ✓   | ✓     |         | ✓    |                           |
| Special Educational Needs and Disabilities (SEND) | Designate a member of the trustee body or a committee to have oversight of the school's arrangements for SEND   | ✓   |       |         |      |                           |
|   | Make sure that the necessary special education provision is made for any pupil who has SEN and monitor its effectiveness  |     | ✓     | ✓       | ✓    |                           |
|   | Make sure that parents are notified by the school when special educational provision is being made for their child  |     |       |         | ✓    |                           |
|   | Make sure the school produces and publishes online its school SEN information report  | ✓   | ✓     |         | ✓    |                           |
|   | Co-operate with the local authority in developing the local offer   |     | ✓     |         | ✓    |                           |
|   | Make sure the school follows the statutory SEND Code of Practice  | ✓   |       |         | ✓    |                           |
|   | Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school  | ✓   | ✓     |         | ✓    |                           |
|   | Make sure that the teachers in the school are aware of the importance of identifying students who have SEN and providing appropriate teaching.                            |     |       |         | ✓    |                           |
| Staffing matters                                  | Appoint a senior executive leader (who should be the academy's principal)   | ✓   |       |         |      |                           |

### **The Accounting Officer**

The Headteacher is the designated Accounting Officer. The Accounting Officer is personally responsible to Parliament and the accounting officers of the EFSA for the resources under their control. The essence of the role is a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for the keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; for ensuring value for money; and for the efficient and effective use of all resources in their charge. The Accounting Officer must advise the board of trustees in writing if, at any time, in his or her opinion, any action or policy under consideration by the Board of Trustees is incompatible with the terms of the Academy Trust Handbook. Similarly, the accounting officer must advise the board in writing if the board appears to be failing to act where required to do so by the terms and conditions of the Handbook.

Where the board of trustees is minded to proceed, despite the advice of the Accounting Officer, the Accounting Officer must consider the reasons the board gives for its decision. If, after considering the reasons given by the board, the Accounting Officer still considers that the action proposed by the board is in breach of the Handbook, the accounting Officer must advise in writing the EFSA's accounting officer of the position.

### **The Headteacher**

The Headteacher has overall responsibility for the academy's activities including financial activities within the framework of the academy improvement plan as approved by the Board of Trustees.

The main responsibilities include:

- setting the annual budget in conjunction with the School's Financial Director, approving new staff appointments, except for any senior staff posts which the Board of Trustees have agreed should be approved by them;
- authorising contracts up to £20,000 in conjunction with the School's Financial Director
- authorising BACS payments and signing cheques in conjunction with the Deputy Headteacher.

### **The Director of Finance**

The Director of Finance works in close collaboration with the Headteacher through whom they are responsible to the trustees. The Director of Finance also has direct access to the trustees via the Buildings & Finance Panel. The main responsibilities of the Director of Finance are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- monitor expenditure and report to the Headteacher, budget holders and Buildings & Finance panel any significant variances, advising on remedial action where appropriate;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying records of the academy;
- the preparation of accounts for the Buildings & Finance Panel and full Board of Trustees as appropriate;
- authorising orders up to £20,000 as delegated by the Headteacher.

- preparing BACS and cheques payments for authorisation by bank signatories.
- ensuring returns are sent to the ESFA & DfE in line with the government's published timetable.

**Internal Scrutineer.** The Internal Scrutineer is appointed by the Board of Trustees and provide trustees with an independent oversight of the academy's financial affairs. The main duties of the Internal Scrutineer is to provide the Board of Trustees with independent assurance that:

- the financial responsibilities of the Board of Trustees are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained and
- financial considerations are fully taken into account in reaching decisions.

The Internal Scrutineer will undertake an annual review to ensure that financial transactions have been properly processed and that controls are operating as laid down by the Board of Trustees. A report of the findings from the visit will be presented to the Building & Finance Panel and the Board of Trustees and made available to the external auditor.

### **Other Staff**

Other members of staff, primarily, SLT, Curriculum Leaders, other budget holders and the Finance Assistant have some financial responsibilities and these are detailed in the following sections of this document. All staff are responsible for the security of academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the academy's financial procedures.

### **Register of Interests**

Everyone with financial responsibility should declare all business interests to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all academy trustees and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from whom the academy may purchase goods or services. The register is open to public inspection.

The register should include all business interests such as directorships, share holdings or other appointments of influence within a business or organisation which may have dealings with the academy. The disclosures should also include business interests of relatives such as a partner or spouse or business partner, parent, sibling, son or daughter (over 18) where influence could be exerted over a trustee or a member of staff by that person.

The existence of a register of business interests does not detract from the duties of trustees and staff to declare interests, whenever they are relevant to matters being discussed, by the Board of Trustees or a panel. Where an interest has been declared, trustees and staff should not attend that part of any committee or other meeting.

### **Hospitality Gifts**

A register should be maintained to record hospitality and gifts received, which have a value of over £50 and should detail the name of the organisation that gave the hospitality/gift, the date it was received, its nature and approximate value. The Director of Finance will be responsible for ensuring this record is maintained. Staff and trustees are individually responsible for reporting the receipt of hospitality/gifts to the Director of Finance.

### **3. Accounting system**

All the financial transactions of the academy must be recorded on the Access Finance accounting system which is operated by the Finance Department and consists of:

- Nominal Ledger
- Purchases Ledger
- Sales Ledger
- Cash Book

#### **System Access**

Entry to the Access Finance system is password restricted, which should be regularly changed. Access to the component parts of the Access Finance system can also be restricted, and the Director of Finance is responsible for setting access levels for all members of staff using the system.

#### **Back-up Procedures**

The Network Manager is responsible for ensuring that there are effective back up procedures for the system. The Network Manager is responsible for preparing a contingency plan in the event of hardware failure.

#### **Transaction Processing**

All transactions input to the accounting system must be authorised in accordance with the procedures specified in the School Finance Regulations. The detailed procedures for the operation of the payroll, the purchase ledger and the sales ledger are included in the following sections.

#### **Transaction Reports**

The Director of Finance will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The report obtained and reviewed will include:

- the audit trail reports;
- Management accounts summarising expenditure and income against budget at budget holder level.

#### **Reconciliations**

The Director of Finance 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;
- all suspense accounts and
- Bank balance per the nominal ledger to the bank statement.

Any unusual or long outstanding reconciling items must be brought to the attention of the Headteacher. The Headteacher and Chair of Trustees will review and sign all reconciliations as evidence of this review.

### **4. Financial planning**

Testwood School considers both short and medium term financial plans. The one year financial plan is prepared as part of the school's improvement planning process. The school improvement plan indicates how the academy's educational and other objectives are going to be achieved within the expected level of resources.

This plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the academy and the planned use of those resources for the following year.

### **School Improvement Plan**

The school improvement plan is concerned with the future aims and objectives of the academy and how they are to be achieved; that includes matching the academy's objectives and targets to the resources expected to be available.

The senior management team will report to the Board of Trustees if there is a significant divergence from the agreed plan and will recommend an appropriate course of action.

### **Annual Budget**

The Director of Finance is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Headteacher, The Buildings & Finance Panel and the Board of Trustees.

The approved budget must be submitted to the DfE by the published dates, currently by mid July each year and the Director of Finance is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met in liaison with the Clerk to Trustees.

The budgetary planning process will incorporate the following elements:

- forecasts of the likely number of students to estimate the amount of DfE grant receivable;
- review of other income sources based on historic and known future data;
- review of past performance against budgets;
- identification of any potential efficiency savings;
- review of the main expenditure headings of the school's improvement plan and
- Expected variations e.g. pay increases, inflation, VAT changes etc.

### **Balancing the Budget**

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.

### **Finalising the Budget**

Once the different options and scenarios have been considered, a draft budget should be prepared by the Director of Finance for approval by the Headteacher, the Buildings & Finance Panel and the Board of Trustees. The budget should be communicated to all staff with responsibility for budget headings so that everyone is aware of the overall budgetary constraints.

The budget should be seen as a working document which may need revising throughout the year as circumstances change.

### **Monitoring and Review**

Ongoing reports will be available to budget holders. Reports for the Headteacher will be prepared monthly by the Director of Finance, and for each meeting of the Buildings & Finance Panel.



The reports will detail actual income and expenditure against budget both for budget holders and at a summary level for the Headteacher and the Buildings & Finance Panel.

Budget holders should discuss any potential overspend against their budget with the Director of Finance. The accounting system will not allow purchase orders and payments to be made against an overspent budget without the approval of the Director of Finance/Headteacher.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated and action taken where appropriate. If a budget overspend is forecast it may be appropriate to vire money from another budget or from the contingency. Budget virements in excess of £20,000 must be authorised by the Buildings & Finance Panel.

## **5. Payroll**

The main elements of the payroll system are:

- staff appointments;
- payroll administration and
- payments.

### **Staff Appointments**

The Board of Trustees has approved a personnel establishment for the academy. Changes to this establishment must be discussed with the Staffing Panel who must ensure that adequate budgetary provision exists for any establishment changes.

The Headteacher has authority to appoint staff within the authorised establishment except for Deputy Headteachers and the Director of Finance whose appointments must follow consultation with the trustees.

The Director of Finance in conjunction with the Headteacher maintains personnel files for all members of staff which include contracts of employment.

### **Payroll Administration**

Testwood School's payroll is administered by the Finance Director.

The Finance Director is responsible for the day to day administration of Payroll. The payroll is checked and approved by the Headteacher before the Director of Finance completes the BACS for payment. Two members of SLT approve and finalise the BACS for processing by the bank.

After the payroll has been processed the Director of Finance will update the nominal ledger, using the payroll control account and individual cost centres.

## **6. Purchasing**

Testwood School is committed to achieving the best value for money from all our purchases. This means getting the goods required, in the correct quality, quantity and time at the best price possible.

To ensure that the principles of best value are met, the Director of Finance routinely checks contracts and annual agreements to ensure best value. The Finance Officer scrutinises purchases to make the best savings from bulk purchases, different suppliers and limited delivery charges where possible.

Where a comparison exercise has taken place for a significant purchase, details are retained.

### **Routine Purchasing**

Budget holders will be informed of the budget available to them at the beginning of the academic year. It is the responsibility of the budget holder to manage their budget and to ensure that the funds available are not overspent. A print detailing actual expenditure against budget will be supplied to each budget on a monthly basis.

Purchases can be ordered by budget holders from a preferred list of suppliers. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the approved supplier list the reasons for this decision must be discussed and agreed with the Director of Finance.

Purchase order are processed by the Finance Assistant.

The budget holder must make appropriate arrangements for the delivery of goods to the academy. On receipt the budget holder must undertake a detailed check of the goods received against the goods received note (GRN) and make a record of any discrepancies between the goods delivered and the GRN. Discrepancies should be discussed with the supplier of the goods without delay.

If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Finance Department should be notified. The Finance Department will keep a central record of all goods returned to suppliers.

All invoices must be sent to the Finance Department.

The Finance Officer will ensure that:

- invoices are arithmetically correct;
- invoices are posted to purchase ledger;
- prices are correct.
- invoice authorised for payment;
- payment authorised;
- payment made.

Where a budget holder is pursuing a query with a supplier the Finance Department must be informed of the query and periodically kept up to date with progress.

Once authorised, payments will be made via BACS to suppliers.

At least three written quotations should be sought for all orders above £5,000 for goods & services. Written details of quotations obtained should be prepared and retained by budget holders for audit purposes.

## **7 Income**

The main source of income for Testwood School is from the DfE via the ESFA. The receipt of these sums is monitored directly by the Director of Finance who is responsible for ensuring that all grants due to the academy are collected.

Income is also collected from:

- students, mainly for trips and;
- the public, mainly for lettings.

### **Trips**

A lead teacher must be appointed for each trip. The Finance Department must be informed of the trip and they will take responsibility for the collection of monies due and prepare a record for each student intending to go on the trip showing the amount due on ParentPay.

Students should make payments via ParentPay. Proof of payment is visible via ParentPay. All monies received should be recorded and banked weekly; the records must indicate when the money was banked to enable a full audit trail from monies received to monies banked.

The Finance Assistant should maintain an up to date record for each student showing the amount paid and the amount outstanding. This record should be sent to the lead teacher on a regular basis. The Finance Department will send reminder letters via ParentPay and if required the lead teacher/departmental support is responsible for contacting the parent to chase outstanding amounts.

Where refunds are due, (cancelled trip or student is no longer able to partake) these are to be made as soon as is possible.

The charge to the participating students is no more than the net (ex-VAT) cost to the School – there must be no profit element.

### **Lettings**

The Finance Officer is responsible for maintaining records of lettings and for identifying the sums due from each organisation.

The Finance Officer will produce a sales invoice from the Access Finance accounting system.

### **Debt recovery / Credit Control**

- The school must also consider if a debt should be written off. The decision must be made based on the value of the outstanding debt, and other background information given by the school and the debtor.
- Authority to write of a debt is given as follows:
  - School Director of Finance up to £50
  - Head up to £100
  - Buildings & Finance Panel over £100
- Beyond the limits below the school must seek and obtain explicit and prior approval of the Secretary of State (through the ESFA) :
  - 1% of total annual income or £45,000 (whichever is smaller) per single transaction.
  - Cumulatively, 5% of total annual income in any one financial year.

### **Custody**

All cash and cheques must be kept in the safe prior to banking. Banking should take place every week or more frequently if the sums collected exceed £2,000.

Monies collected must be banked in their entirety in the appropriate bank account. The Finance Officer is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The Director of Finance will post all income to Access Finance accounting system.

Safe access is limited to the Headteacher and the finance department staff.

## **8 Cash Management**

### **Bank Accounts**

The Director of Finance is responsible for the operation of bank accounts including transfers between accounts and cheque signing arrangements. The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds must also be subject to the same level of control.

### **Deposits**

Particulars of any deposit must be retained which include:

- the amount of the deposit and
- a reference, such as the number of the receipt or the name of the debtor.

### **Payments and withdrawals**

All withdrawals from the bank account(s) must be made by cheque bearing the signatures of two of the authorised signatories:

- Headteacher;
- Deputy Headteacher;

### **Administration**

The Director of Finance must ensure bank statements are received regularly and that reconciliations are performed on a monthly basis. Reconciliation procedures must ensure that:

- all bank accounts are reconciled to the Access Finance accounting system;
- reconciliations are subject to an independent monthly review carried out by the Director of Finance, Headteacher or Auditors and
- adjustments arising are dealt with promptly.

### **Petty Cash Accounts**

Petty Cash is managed by the Director of Finance and funds held in the safe. The Finance Director will reconcile the petty cash accounts monthly.

### **Deposits**

The only deposits to petty cash should be from cheques cashed specifically for this purpose. The receipt should be recorded in the petty cash system with the date, amount and a reference, normally the cheque number, relating to the payment. All other cash receipts for whatever reason should be paid directly into the bank.

### **Cash In Transit**

When sums of money are being moved between two points e.g., School to Bank, the following points should be applied.

- (a) Cash should not normally be carried over long distances on foot and when possible is to be conveyed by vehicle.
- (b) Routes and timings for cash in transit are to be varied so that no pattern is established.

- (c) In the event of an unsuccessful attempt to seize cash you are not to pursue the thieves, but are to remain with the cash to protect it.
- (d) In the event of an attack by criminals using firearms, or other offensive weapons, you are to offer no resistance.
- (e) When a sum over £1000 in cash is being moved, an escort should be taken.
- (f) Any incidents involving theft or attempted theft are to be reported to the School, who in turn will contact the Police.

### **Payments and Withdrawals**

Petty cash payments will normally be limited to £25. In certain circumstances values exceeding £25 may be made with the authorisation of the School's Director of Finance or Headteacher. Non-cash higher value payments should be made by BACS or cheque directly from the main bank account as a cash book payment.

### **Administration**

The Finance Director is responsible for entering all transactions into the petty cash records on a regular basis and reconciles transactions to the Access Finance system. Documentation is presented to the Headteacher monthly and are held in the month end controls file.

### **Physical Security**

Petty cash should be held in a locking cash box which is put in the safe overnight. Safe keys must be held off site overnight.

### **Cash Flow Forecasts**

The Director of Finance is responsible for preparing cash flow forecasts to ensure that the academy has sufficient funds available to pay for day to day operations.

If significant balances can be foreseen, steps should be taken to invest the extra funds. Similarly potential cash shortages should be recognised at the earliest possible time. Measures must be put into place to ensure that the bank accounts do not become overdrawn. This may mean holding orders or projects.

### **Investments**

All investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated. No speculative investments will be made where capital can be lost.

## **9 Fixed Assets**

### **Asset Register**

All items purchased with a value over the academy's capitalisation limit of £1000 must be entered in an asset register. Further details of the contents of that register can be found in the Academies Handbook.

### **Disposals**

All items that appear in the fixed asset register must be authorised for disposal. The Buildings & Finance Committee in conjunction with the Director of Finance can authorise the sale or disposal of assets of a value of £20,000 or less. Authorisation from the Funding Agency must be sought for items in excess of £20,000 value at purchase. All disposal of land must be agreed by the Secretary of State.

**Depreciation**

Assets over £1000 are entered onto the fixed asset register and depreciated on a straight line basis over a suitable amount of time (which may change for each asset but is usually the length of their perceived useful life). Assets are depreciated in the year in which they are purchased.

