

Financial Regulations

James Brindley School

To be reviewed annually by the Finance Manager

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1.0 Charges and Remission

1.1 Introduction

James Brindley School recognises the benefit and value of a wide range of activities, including trips, clubs and residential experiences can make towards a pupils' progression. And as such, aims to promote and provide such activities as part of a broad and balanced curriculum.

1.2 School Meals

There is no charge for pupils who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day as outlined by the School.

1.3 Examinations

There is no charge for examinations that are part of the curriculum and on the School's examination list, where the pupil has been prepared for the examination by the School.

Where a pupil has not been prepared for an examination by the School, the School may charge for the cost of entering the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.

If the pupil fails without good reason to meet an examination requirement, the School may recover the fee incurred. This includes re-sits.

The School may refuse to pay for a pupil to enter an exam on the grounds that they are extremely unlikely to meet the standards required by the examination board.

1.4 Activities Taking Place during School Hours*

There is no charge for activities that take place during School hours with the following exceptions;

- a) Books, materials and other goods that the pupil wishes to keep
- b) Music or vocal tuition
- c) Residential activities
- d) Items and circumstances outlined in this policy

There is no charge for transport during school hours to school-organised activities.

*School hours do not include midday break

1.5 Activities Taking Place Outside of School Hours*

There is no charge for activities that take place outside of school hours when they are:

- a) Part of the set curriculum, including sports matches against other schools
- b) Part of the syllabus for a public examination that the pupil is being prepared for by the school
- c) Part of the school's basic curriculum for religious education.

The School reserve the right to charge for all other activities outside of School hours. However, charges will be made clear when offered to pupils.

*School hours do not include midday break

1.6 Music and Vocal Tuition

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

The school may charge for teaching requested by parents. This includes tuition, instruments, music books and exam fees.

1.7 Optional Activities

The Principal will decide when it is necessary to charge for optional activities, and the levels of charge will be set in advance of the offer to the pupils.

Participation in any optional activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional activity where charges will be made.

1.8 Residential Activities

The School will not charge for:

- a) Education provided on any visit that takes place during school hours
- b) Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- c) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- d) Travel costs where the residential activity is classed as being within school hours
- e) Residential activities that take place during school hours.

The School will charge for:

- a) Board and lodging, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.
- b) Travel, when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil.
- c) The school may charge for residential activities that fall outside of school hours.

1.9 Extended Activities

From time to time the School may offer clubs, services, or care. The school will charge for these at a rate which will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Extended activities may include, but not be limited to; breakfast clubs, out of school clubs, homework clubs, or childcare.

1.10 Breakages, Damages or Loss

Where school property has been wilfully or recklessly damaged by a student or parent the School may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the School has been charged, the School may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

1.11 Remissions and Concessions

The School will give consideration to the remission of charges to parents or carers who receive the following support payments:

- a) Income Support
- b) Income based Job-seekers Allowance
- c) Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) Guaranteed Element of State Pension Credit
- f) Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal will authorise the remission of charges.

The School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by Principal.

1.12 Inability or Unwillingness to Pay

The School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

2.0 Lettings

2.1 Introduction

James Brindley School may utilise the School premises outside of the School hours and during holiday periods to generate income, improve links with parents, pupils and the local community.

2.2 Conditions of Premises Lettings

The use of the premises for James Brindley business and functions will take priority over lettings. Any lettings require the prior approval of the Principal.

The School premises will not be let to individuals or organisations if there is reason to believe that the name of the School will be brought in to disrepute.

The School premises will not be let for functions where a public entertainment licence, Intoxicants licence or other such licence is required.

Lettings will not be allowed for political and religious meetings.

Decisions whether to permit lettings will be made by the Principal. The Principal has the authority to not permit a letting, and should report such instances to the Finance Committee. The Principal can at any time cancel a booking without assigning reason.

Hirers of the School premises will be expected to conform to the relevant Health & Safety regulations and be present at all times during the period of hire.

All hirers should carry sufficient public liability insurance to satisfy the School's requirements and which is in force during the period of hire.

Hirers should give special attention to the behaviour of those in attendance during the period of hire and to the interests of residents and the School's community so that they are not disturbed or caused any inconvenience.

Hirers shall not assign or sublet the permission given to use the school premises.

2.3 Charges

Charges will be set out guided by the type of hirer;

Community Groups	Cost. Including caretaking, energy, wear & tear, administration.
Polling Station	Additional Cost Incurred by School.
All Other Hirers	Cost + Profit Margin agreed by the Finance Committee.

The School reserves the right to request a returnable deposit, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard.

The School will retain all income derived from lettings. Costs to the School of lettings will be met from this income.

School will raise an invoice for the collection of lettings charges. Hirers have a maximum of 28 days to pay the invoice.

All Charges will be paid in advance of the letting. Failure to do so will lead to the booking being cancelled.

2.4 Cost of Lettings

All lettings should be cost effective. Where costs are not covered the reasons for this must be given to the Principal for prior approval.

The School will not accept any responsibility for any loss, damage or injury to persons or personal belongings whilst hiring the premises. Hirers are responsible in full for any damage caused to School property during the letting.

2.5 James Brindley Obligations

James Brindley will take responsibility for providing the following;

- a) Information on health and safety.
- b) Information on security issues appropriate to the letting.
- c) Ensuring the hirer has shown evidence of adequate insurance cover.
- d) Checking the premises prior and after hire and recording/evidencing any damage.
- e) Ensure School insurance covers lettings of premises.

3.0 Gifts & Hospitality

3.1 Introduction

In the course of employment, employees may be offered gifts or hospitality.

This policy outlines James Brindley School's expectations in relation to accepting gifts and hospitality. This is applicable to all employees, volunteers and governors.

It is a criminal offence to accept a gift or reward in return being influenced as a part of the school. Also accepting gifts may damage both The School's and your own reputation.

3.2 Definitions

For the purpose of this policy a "gift" is defined as any item, cash or goods, or any service, which is offered for personal benefit at no cost, or at a cost that is less than its commercial value.

"Hospitality" is defined here as any generous or material welcome or reception that is more than an incidental beverage or light refreshment e.g. attendance as a non-paying guest at a cultural, sporting or other event.

3.3 Requirement

It is a requirement on all staff and governors that they must not derive any financial benefit beyond their salary from the decisions that they make or contribute to, which involved the education of students, or the spending of public money entrusted to James Brindley School. Therefore, staff and governors shall not use their authority or office for personal gain beyond their agreed salary and shall seek to uphold and enhance the standing of James Brindley School by;

1. Maintaining an unimpeachable standard of honesty and integrity in all their business and other relationships complying with the letter and spirit of the law in contractual obligations.
2. Rejecting any business practice that may be deemed improper at all times in their business and other relationships.
3. Act to maintain the interests and the good reputation of the School.

Employees and governors should avoid practices, such as obtaining goods and services, which may include an element of private use. Employees and governors should also avoid accepting excessive hospitality, entertainment, or other services, from existing or prospective suppliers.

3.4 Receiving of Gifts or Hospitality

Staff and governors are permitted to accept gifts, rewards or benefits from pupils, pupil's families, members of the public, or organisations which James Brindley School has official contacts with, only where they are isolated gifts of a trivial character, or inexpensive seasonal gift (e.g. chocolates, flowers, diaries or calendars). Therefore, gifts should not be accepted if they are disproportionately generous or could be construed and an inducement to effect a decision or action, whether business, educational or other.

3.5 Free Gifts

Where purchased items include a 'free gift', such a gift should be either used for James Brindley School purposes or given to the academy to be used at charity raffles, pupil prizes etc.

3.6 Hospitality as a Gift

In relation to conventional hospitality (lunches, outings, tickets for events etc.), it may be accepted provided that it is normal and reasonable in the circumstances. However, invitations for the following should not be accepted;

1. Where there is no reasonable business justification for doing so.
2. Where an invitation is disproportionately generous.
3. Where the invitation could be seen as an inducement to affect a business or other decision.

3.6 Gifts & Hospitality Register

A register of gifts and hospitality is maintained by central administration team. Any gift or hospitality, other than a nominal value (estimate above £10.00) should be reported on the Gifts and Hospitality Form (Appendix) and forwarded to central administration. These will be added to the gifts and hospitality register and reported to the Finance and Audit Committee.

3.7 Providing Gifts or Hospitality

The academy encourages and seeks co-operative relationships between staff, governors, stakeholders and external organisations. Accordingly, there can be occasions where it is appropriate for the academy to provide and fund limited gifts, in particular hospitality, which will principally be dealt with in-house. Likewise it may be appropriate for gifts to be provided to staff leaving the employment of the academy after a long period of service, who is seriously ill or for a special/compassionate occasion.

3.8 Whistleblowing

Any employee who becomes aware of a breach in policy must refer to the School's whistle blowing policy and report the alleged breach immediately.

4.0 Best Value Statement

4.1 Introduction

James Brindley School aims to secure the best possible outcomes for its pupils. The School's governing body are responsible for the way in which the School's resources are allocated to meet objectives within the School's Improvement Plan.

4.2 Approach

The Governing Body expects ALL James Brindley staff to achieve the best possible educational and wider societal outcomes through the economic, efficient and effective use of all the resources in the trust's charge, the avoidance of waste and extravagance, and prudent and economical administration.

4.3 Use of School Resources

These guiding principles must be observed and considered by all James Brindley employees, governors and volunteers who make decisions on the allocation of school resources;

Economic: Obtaining an outcome for the least possible input of resources.

Efficient: Obtaining the best possible outcome for the resources input.

Effectiveness: Obtaining the desired outcome.

4.4 Procurement of Goods & Services

This relates to all non-staff related expenditure within School. All goods and services procured should promote the aims and values of the school, improve standards & the quality of education and target individual needs of pupils.

The Governing Body and Senior Leaders of the School should use the criteria in the 'Use of School Resources' to examine expenditure proposals, challenging where appropriate.

Suppliers should be encouraged to compete on the grounds of cost, quality and suitability. Specific reference should be made to the School's Scheme of Delegation.

4.5 The Use of School Assets

This relates to Fixed Assets within School, including, but not limited to; Buildings, ICT equipment, Vehicles, Fixtures and Fittings and Machinery. All assets should be positioned and directed to promote the aims and values of the school, improve standards & the quality of education and target individual needs of pupils.

Sector Leaders and Senior Leaders within School should review the assets within their Sector and Business Section to ensure that they continue to be utilised as much as possible. If the asset is under-utilised or it is recognised that if moved it would provide greater benefit to another area of the school, this should be reported to the Principal.

Governors and Senior Staff within School should regularly review the quality of the learning environment in order to provide a supportive environment conducive to learning.

4.6 Use of Human Resources

This relates to employment costs, temporary staffing costs and training costs. This is where James Brindley has the highest proportion of its expenditure.

The Governing Body and Senior Leaders of the School should ensure that the staffing structure of the school supports the Academy Development Plan in the most economic, efficient and effective way possible.

Training requests should be reviewed by Senior Leaders to ensure that they offer value for money, and benefit both the individual and the School and achieves the best possible educational and wider societal outcomes for our pupils.

4.7 The Monitoring of Best Value

James Brindley School may choose to use one or more of the following ways to monitor Best Value;

- Periodic budget monitoring
- Target setting
- Benchmarking against similar schools
- Termly internal control audits
- Reviews by a member of the Finance & Audit Committee

5.0 Conflicts of Interest

5.1 Introduction

All decisions and decision-making processes at James Brindley School should be, and should be seen to be, free from personal bias and should never unfairly favour any individual or company connected with the School.

The Governing Body are duty bound to act in the best interests of the School and in accordance with;

- The Companies Act 2006
- The Academies Financial Handbook
- James Brindley Articles of Association
- Charities Commission Guidance; Conflicts of Interest – A Guide for Trustees

5.2 Definition

A conflict of interest occurs when the School is thinking of making a decision that would mean:

- You could benefit financially or otherwise from your charity, either directly or indirectly through someone you're connected to
- Your duty to your charity competes with a duty or loyalty you have to another organisation or person

Having a conflict of interest doesn't mean you've done something wrong. But you need to act to prevent them from interfering with your ability to make a decision only in the best interests of the School.

5.3 Identifying Conflicts of Interest

It is a legal requirement to declare a conflict of interest immediately if you are aware of any possibility that personal or wider interests could influence your decision-making.

There should be a standard agenda item at the beginning of each meeting to allow any actual or potential conflicts of interest to be declared.

A register of interests will be kept by the School's Finance Office. All governors and employees are required to update this register as soon as they know of any material changes, and update at least annually. (Forms Annex)

5.4 Principles Applying to Connected Party Transactions

James Brindley should be even handed in its relationships with connected parties by ensuring;

- Staff, Governors or related individuals do not accept benefits from third parties, and to declare any interest in a proposed transactions or arrangements
- Staff, Governors and Volunteers complete a register of interests
- Measures are in place to manage any conflicts of interests
- Staff, Governors or related individuals do not use their connection to the trust for personal gain
- Staff, Governors or related individuals do not receive a payment unless permitted by the Articles of Association, Funding Agreement or Charities Commission. This includes other business entities who employ, are owned or which there is a controlling interest.

- Consideration for goods and services are not provided at anything greater than 'at cost'.

Personal relationships with connected parties should be managed to avoid both real and perceived conflicts of interest, promoting integrity and openness.

Some relationships with connected parties may attract greater public scrutiny, such as;

- Transactions with individuals in a position of control and influence, including the chair of the board of trustees and accounting officer (senior executive leader)
- Payments to commercial organisations which have a profit motive, as opposed to those in the voluntary sector
- Relationships with external auditors that go beyond their duty to deliver a statutory audit

Sufficient records and sufficient disclosures in accounts must be made to evidence that transactions with these parties, and all other connected parties, have been conducted in accordance with the high standards of accountability and transparency required within the public sector.

Any novel or contentious transactions with connected parties must have the prior permission of the EFA.

6.0 Fraud

6.1 Introduction

James Brindley School has a duty to protect public assets; to ensure that management and other practices accord with the standards of probity expected of public sector bodies; and to ensure that the resources available to it are used only in furtherance of the Academy's objectives as an educational body. Fraud, corruption, or any other kind of financial misconduct or irregularity cannot be tolerated.

6.2 Definitions

An **irregularity** may be defined as any breach of the standards of financial integrity required by James Brindley School, including a breach of the Finance Policies & Procedures.

Theft is defined as the dishonest taking of property belonging to another with the intention of depriving that person permanently of its possession.

Fraud is defined as the intentional distortion of financial statements or other records by persons external or internal to the School, to conceal the misappropriation of assets or otherwise. This includes the distortion of records to conceal losses caused accidentally or by a third party.

Bribery is defined as the receiving of an inducement for an action which is illegal, unethical or in breach of trust.

Corruption is defined as the offering, giving, soliciting or acceptance of an inducement or reward that may influence the actions of any person. Both parties are equally guilty of an offence.

6.3 Preventing Fraud

James Brindley has developed a comprehensive Finance Manual; All Policies are to be observed by all governors and employees, procedures are to be followed by those involved in financial transactions. All financial policies and procedures must give due regard to minimising the opportunity for fraud to occur.

The academy also has an independent Internal Control Audit on a termly basis, commissioned by the Finance and Audit committee, who receive the reports after each audit.

Formal statements are produced annually and filed with companies' house. These are prepared by our Independent School Accountants and Auditors.

James Brindley whistleblowing policy is available to anyone who has a concern regarding fraud within school.

James Brindley will continue to operate systems with segregation of duties, so that not one individual has undue control of payments or income.

All individuals in School are clear to their level of authority with regard to financial transactions.

Financial systems will be protected with electronic access restrictions to prevent the possible misuse of information technology.

Any advice offered by the Internal and External Auditor should be considered by the Finance & Audit Committee for implementation to further reduce the risk of fraud.

James Brindley trustees have given specific terms of reference to the Finance & Audit Committee, which is a sub-committee of the Governing Body. As such all financial records should be available for member of this committee to view as requested.

The establishment of operational systems which incorporate adequate and effective internal controls designed to minimise the incidence of fraud, limit its impact and ensure its prompt detection. These controls include high level management controls such as budgetary control and organisational controls such as separation of duties, internal check and staff supervision.

Detective checks and balances will be designed into all systems and applied consistently. This includes segregation of duties, reconciliation procedures, random checking of transactions, and review of management accounting information, including exception reports.

6.4 The Detection and Reporting of Suspected Financial Irregularity

If an individual has reason to suspect that fraud is taking place (or has taken place), they are expected to bring it to the attention of School authorities as described in the School's Whistleblowing Policy. This describes to whom an individual should report their suspicions, and the protection offered to employees raising such a suspicion.

Staff members who have committed serious financial irregularities may attempt to conceal this by taking few holidays, regularly working alone late or at weekends, being resistant to delegation or resenting questions about work. If any suspicions are raised they should be discussed with the Principal or the Strategic Development Manager.

6.5 Fraud Response

Once an irregularity is suspected, reported or disclosed, whether it relates to fraud, a whistleblowing disclosure or an ethical issue, it is critical that any investigation is conducted in a professional manner, in accordance with the following procedures;

1. The Principal along with the Strategic Development Manager will ascertain whether or not the suspicions have substance.
2. The Principal along with the Strategic Development Manager will if appropriate, commission a preliminary investigation to gather factual information and reach an initial view as to whether further action is required. The findings, conclusions and any recommendations arising from the investigation will be reported to the Board of Governors.
3. The Principal along with the Strategic Development Manager will have the initial responsibility for co-ordinating the School's response. Advice from the HR Manager will need to be sought regarding potential employment issues.
4. Both the Internal and External Auditors should be notified so that they can advise on preventing similar fraud in the future.
5. If evidence of a fraud is found then the Board of Governors will inform DfES as required by the Funding Agreement and will consider whether or not to refer the matter to the police.

Some special investigations may require the use of technical or specialist expertise in which case an external specialist (such as the Internal or External Auditor) may be employed as the Investigating Officer or to contribute to the investigation.

The Principal will normally inform the Chair of the Governing Body and the Chair of the Finance & Audit Committee that an investigation is taking place.

At an appropriate point in time, the Principal will (subject to the potential materiality of the irregularity with respect to damage to the reputation of the institution and/or financial loss) consider informing:

- The School's Insurers
- The School's Press Officer
- The School's Auditors

In the event that it is not appropriate to disclose information to the Principal, concerns will be raised directly with the Chair of the Finance & Audit Committee or the Chair of the Governing Body.

The Police advise that prosecution is a particularly effective deterrent because of the risk of a custodial sentence and a criminal record. However, the threat of prosecution only deters if the threat is real. Therefore, the policy is that the School reserves the right to report to the Police, irrespective of the status of the individual. The School will undertake disciplinary action, and reserves the right to take legal action, in addition to reporting offenders to the Police.

7.0 Procurement & Tendering

7.1 Introduction

James Brindley School is committed to achieving best value. There are specific requirements that need to be adhered to before an order can be placed with a supplier.

7.2 Quotation

For orders of a certain value, quotations from other suppliers will be a minimum requirement. The value of orders and the minimum requirements are outlined in the School's Scheme of Delegation.

It is not permitted to split purchases in to orders of a lower value to avoid this process. The values are for single items or groups of items, which must not be disaggregated artificially.

Some items are only provided by one supplier, and it is not always possible to compare prices. In these situations, quotations should be obtained for similar items and a written statement should accompany any order request to demonstrate why the chosen supplier offers best value.

All quotations will be kept on file in the Finance Office to ensure James Brindley School can demonstrate it is committed to achieving Best Value.

Exemptions to obtaining quotations can be made in certain situations, where prior agreement from the Principal or Finance Manager has been obtained. Exemptions may be granted where it is not practical to obtain quotations. Examples would include, emergency works, where there is a significant health & safety, safeguarding or security issue or where there is only one supplier and no alternative goods/services.

7.3 Tendering

High value orders will need to be quoted for in a formal tender process. The value of orders and the minimum requirements are outlined in the School's Scheme of Delegation.

It is not permitted to split purchases in to orders of a lower value to avoid this process. The values are for single items or groups of items, which must not be disaggregated artificially.

For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.

The following procedures must be followed in a tender process;

- A specification will be prepared, authorised by the Principal and sent to the minimum number of suppliers. It is anticipated that for any major building works the services of an architects would be engaged to deal with the handling of specifications and suitability to tender.
- Where appropriate, the suppliers invited to tender should be drawn from an approved list or from those agreed with the architect. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:

- an introduction/background to the project;
- the scope and objectives of the project;
- any technical requirements;
- implementation details for the project;
- the terms and conditions of the tender; and
- the form and date of response to the academy, or in the case of building works, to the architect or quantity surveyor.

All replies, if to the school, should be addressed to the Finance Manager in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies must be kept sealed until that date and passed to the Chair of the relevant committee.

All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening,

No contractor will be allowed to amend the tender after the time fixed for receipt.

The Finance Manager will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.

For purchases up to the EU Threshold, provided the expenditure is included in the budget, the decision as to which tender to accept will be taken by the Principal, in consultation with the Finance Manager and the Chair of Finance & Audit Committee.

For purchases exceeding the EU threshold, provided the expenditure has been budgeted for, a decision will be recommended by the Finance & Audit Committee. The decision will need to be ratified by the Full Governing Body.

Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken by the Finance & Audit Committee, in line with their terms of reference and then ratified by the Full Governing body; and

The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the Full Governing Body.

The following points will be considered when deciding which tender to accept:

- The overall price and the individual items or services which make up that price.
- Whether there are any 'hidden' costs; that is additional costs which the academy will have to incur to obtain a satisfactory product.
- Whether there is scope for negotiation, while being fair to all tenderers.
- The qualifications and experience of the supplier, including membership of professional associations.
- Compliance with the technical requirements laid down by the school.
- Whether it is possible to obtain certificates of quantity.
- The supplier's own quality control procedure; pre sales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees.
- The financial status of the supplier.
- References from other establishments.

- Understanding & compliance with Health & Safety, CDM regulations and Child Protection issues related to working on a school site

In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documents of the lowest tender before making a recommendation to the School.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

8.0 Scheme of Delegation

8.1 Introduction

The scheme of delegation is an important document which has been agreed by the Governing Body. It distinguishes between matters reserved exclusively for Governors' approval or decision, and matters delegated to committees and individuals.

The Scheme of Delegation includes the financial limits and signatories applicable to such matters as placing orders and contracts, and issuing cheques.

8.2 Powers and Duties Reserved for the Governing Body

- Approval of a written Scheme of Delegation of its financial powers and duties to its Finance & Audit Committee, the Principal, the Strategic Development Manager and the Finance Manager.
- The governing body has overall responsibility for the administration of the academy's finances. The main responsibilities of the governing body are prescribed in the Funding Agreement between the academy and the DFE and in the academy's scheme of governance.
- Formally approving the annual Academy budget prior to the start of each financial year.
- Maintenance of a Register of Business Interests for all Governors and those Academy staff with financial responsibilities.
- Ensuring grants are used only for the purposes intended
- Payment/authorisation of staff severance payment or compensation following detailed EFA guidance.
- Appointment of external auditors
- Approval of audited financial statements and Auditor Report prior to submission to the EFA.
- Appointment of the Principal, Vice Principals and Strategic Development Manager.

8.3 Powers and Duties Delegated to the Finance & Audit Committee

- Allocate personnel to the roles of Accounting Officer and Chief Financial Officer.
- Approve, and review annually the Finance Manual, including the scheme of delegation.
- Monitor income and expenditure to ensure sound financial oversight, regularity, propriety and value for money.
- Receiving reports of the Internal Auditor on the use of resources, systems of internal financial control, and discharge of financial responsibilities.
- Ensure that financial planning is directly linked to the James Brindley Academy Development Plan (ADP) and maintains ongoing financial health and a sufficient reserves balance.
- Appoint both Internal and External Auditors.
- Review the annual Academy budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Body.
- Authorise the arrangements for insurance cover are in place and adequate.
- Authorising funding for permanent changes to the Academy's staffing structure.
- Reviewing the draft financial statements and highlighting any significant issues to the Governing Body, prior to submission to the EFA by 31 December
- Approval of financial returns to the EFA
- Approving virements from reserve balances.

8.4 Financial Power and Duties Delegated to the Principal

The Principal has overall executive responsibility for the academy's financial activities. Much of the financial responsibility has been delegated to the Finance Manager but the Principal still retains responsibility for:

- Reviewing monthly income and expenditure reports and highlighting actual or potential overspending to the Finance & Audit Committee.
- Approving virements between budget headings.
- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets.
- Approving the issue of purchasing cards.
- Ensuring that all contracts and agreements conform to Financial Policy.
- Approving new staff appointments within the authorised staff structure, with the exception of those roles reserves for the Full Governing Body.
- Certifying payment of salaries each month.
- Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.
- Maintaining the standards of control for such systems in operation within the Academy.
- The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- Ensuring that all records and documents are available for audit by the appointed Internal and External Auditors.
- Ensuring the appropriate segregation of duties between staff responsible for processing orders, receiving deliveries and processing payments.

8.5 Financial Powers and Duties Delegated to the Finance Manager

The Finance Manager works in close collaboration with the Principal. The Finance Manager also has direct access to governors via the Finance & Audit Committee. The main responsibilities of the Finance Manager are:

- Preparing an annual draft budget plan for consideration by the Finance & Audit Committee and Governing Body before the start of the relevant financial year.
- Monthly monitoring of expenditure and income against the approved budget and submitting reports on the Academy's financial position to every meeting of the Finance & Audit Committee. Any actual or potential overspending shall be reported to the Finance & Audit Committee.
- The day to day management of financial issues including the establishment and operation of a suitable accounting system
- The management of the academy financial position at a strategic and operational level within the framework of financial control determined by the governing body.
- The maintenance of effective systems of internal control
- Ensuring the annual accounts are properly presented and adequately supported by the underlying books and records of the academy
- Ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance
- Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

- Ensuring that all correct invoices are approved on CMIS by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- Ensuring that monthly payroll is checked, and certifying it for payment in conjunction with the Principal.
- Ensuring that all income is accurately accounted for and is promptly collected and banked intact.
- Maintaining proper records of account and reviewing monthly bank reconciliations.
- Notifying the Finance & Audit Committee on any eventuality that could affect the Academy's insurance arrangements.
- Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant, loans and assets.

8.6 Financial Powers and Duties Delegated to Other Staff

Other members of staff, primarily budget holders, will have financial responsibilities. 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 this Finance Manual.

The following responsibilities are delegated to other staff in addition;

- Budget Holders are responsible for checking monthly statements of expenditure. Any actual or potential overspending should be reported to the Finance Manager.
- All members of staff are authorised to receive and check goods when delivered.

8.7 Delegated Authorised Levels

In addition, the scheme of delegation also sets out limits for the following transactions;

8.7.1 Ordering Goods/Services

Value	Delegated Authority	Method
Up to £5,000	Budget Holder	Finance Manager to ensure best value demonstrated.
£5,001- £20,000	Principal	Minimum of three quotes
£20,001-£100,000	Finance & Audit, Committee	Minimum of three quotes
£100,001 - £164,176	Full Governing Body	Minimum of three quotes
Over £164,176	Full Governing Body	Formal tendering process, including advertising in OJEU (if over the OJEU threshold) – Rates applicable Jan 16 to Dec 2017.

8.7.2 Collection of Income

Value	Delegated Authority	Method
Lettings up to £1,000	Building Services Manager	Invoice to be requested from the Finance Team
Lettings £1,001 - £20,000	Principal	Invoice to be requested from the Finance Team
Recharges up to £5,000	Finance Manager	Invoice to be requested from the Finance Team
Recharges £5,001 - £20,000	Principal	Invoice to be requested from the Finance Team
Grant Income any value	Principal (Reported to the Finance & Audit Committee)	Invoice to be requested from the Finance Team or BACS details given for payment.
All Other Income over £20,000	Finance & Audit Committee	Invoice to be requested from the Finance Team via sub committee minutes.

8.7.3 Virements

Value	Delegated Authority	Method
Between Budgets up to £100,000	Principal	Authorised Virement Form
Between Budgets Over £100,000	Finance & Audit Committee	Request to be minuted in sub-committee minutes.
Allocate Staffing Reserve	Principal	Authorised Virement Form
Allocate Premises Reserve	Principal	Authorised Virement Form
Allocate Curriculum/ Sector Reserve	Vice Principal	Authorised Virement Form
Reserves any value	Finance & Audit Committee	Request to be minuted in sub-committee minutes.

8.7.4 Write Off Debts/Losses and Disposal of Assets

Value	Delegated Authority	Method
up to £1,000 per transaction	Principal	Written authorisation to the Finance Team.
over £1,000 and up to £45,000 per single transaction or 1% of total annual income (whichever is smaller)	Finance & Audit Committee	Request to be minuted in sub-committee minutes. Reported to the Full Governing Body.
Over £45,000	EFA/Secretary of State	Written authorisation to the Finance Team.

8.7.5 Authorised Bank Signatories

Type	Delegated Authority	Method
Cheques	Principal, Strategic Development Manager, Vice Principal, Clerk to the Governors, Finance Manager, HR Manager.	Two signatures required to authorise cheques. Segregated duty from raising orders.
Bank Mandate Amendments	Chair of Governors, Principal, Vice Principals, Strategic Development Manager, Finance Manager	Two signatures required.
BACS Payments	Principal, Strategic Development Manager, Vice Principal, Clerk to the Governors, Finance Manager, HR Manager.	Two authorisations required to send payments. Segregated duty from raising orders.
Allocate Purchase Cards	Principal	Two signatures required. The first signature must be the Principal's.

8.7.6 Other

Type	Value	Approval
Borrowing/Overdraft Facilities	Any	EFA approval required
Operating Leases (Excl. Land or Buildings)	Any	Principal
Finance Leases	Any	EFA approval required
Purchase/Lease or sale of any freehold property	Any	EFA approval required
Taking a leasehold/tenancy agreement on Land & Buildings exceeding 7 years or Granting a leasehold/tenancy agreement of ANY duration on Land & Buildings	Any	EFA approval required
Staff Severance payment or compensation	Under £50,000 (Non-Contractual/ Non-statutory)	Follow EFA guidance and must be supported and minuted at Full Governors.
Staff Severance payment or compensation	£50,000 or more (Non-Contractual/ Non-statutory)	EFA Prior approval must be obtained

9.0 BACS Payments

9.1 Introduction

James Brindley School recognises that there are benefits to paying its creditors by BACS rather than cash or cheque. The benefits include; reduced the possibility of fraud, faster payments, ability to procure through an increased number of suppliers, reduction of paperwork.

9.2 Approach

James Brindley School must ensure that there are sufficient segregation of duties so that transactions are not made in isolation, that the Scheme of Delegation is adhered to at all times, that the opportunity for fraud is minimised, excellent relationship are maintained with our suppliers, and that the use of staff time is as efficient as it can be.

9.3 Setting up a New Supplier

All new suppliers should have the following checks made on them before they are considered for use by the School;

- Full address, contact details, and point of contact
- Ensure no conflicts of interest within School
- VAT Registration Number – Checked online via VAT checker
- Ensure they have the facility to accept BACS payments
- IR35 regulations

The bank details for any new company, or changes to an existing company should be verified by conducting an independent check. This should be undertaken by staff within the finance team and undertaken before any financial transactions take place.

All new suppliers and changes to bank details should be authorised by one of the following roles;

- The Principal
- A Vice Principal
- The Strategic Development Manager
- The Finance Manager

9.4 Processing & Authorising BACS Payments

The BACS process will be instigated within the Finance Office and will be the responsibility of the Finance Administrator. Payments will be processed on the Finance System which will record the payment and generate a bank transaction to be reconciled at a later stage. Payments will then be uploaded in to the bank's corporate system which will generate a payment to the creditor once approved.

Authorisation will be undertaken in a timely manner to avoid delays in payments and will be in line with the requirements in the Scheme of Delegation **(8.7.5)**.

A record of any cancelled transactions must be kept and maintained for future reference.

Access right on the bank's corporate system should be managed to ensure that the requestor and authoriser only have access to undertake their role within the process. Any access cards or PINs relating to the bank's corporate system should not be used or disclosed to anyone else.

10.0 Reserves

10.1 Introduction

The purpose of the reserves policy for James Brindley School is to ensure the stability of the school's organisational operations, to protect it so that it has the ability to adjust quickly to financial circumstances, such as large unbudgeted expenditure, maintenance and working capital.

10.2 Restricted Reserves

Restricted reserves are generated by underspending the General Annual Grant from the EFA. Any overspend from the General Annual Grant would reduce the balance of this reserve.

10.3 Unrestricted Funds

These are made up of the academy's activities for generating funds, investment income and other donations which are expendable at the discretion of the trustees in furtherance to achieve the objectives of the school.

10.4 The Level of Reserves

The minimum target for these reserves should be equal to one month's average cost, including salaries, pensions, occupancy costs and external services costs. The Governing Body will review the reserve levels annually. The review will encompass the nature of the income and expenditure streams, the need to match income with commitments and the nature of reserves. The Governors have determined that the appropriate level of the reserves should be the equivalent to a minimum of one month's expenditure, approx. £725,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipts of income and to provide a cushion to deal with unexpected emergencies such as urgent maintenance.

All reserves are reported and reviewed regularly at the Finance & Audit Committee.

10.5 The Use of Reserves

The Trustees and Leadership Team will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserve as described in this policy. This step requires analysis of the reason for any shortfall, the availability of any other sources of funds before using reserves and evaluation of the time period that the funds will be required and replenished.

Authorisation to use reserves of any kind will be made by the Finance & Audit Committee under guidance in the Scheme of Delegation, any decision should be included in appropriate minutes.

The Trustees are responsible for ensuring that the funds are maintained and are used only as described in this policy. Upon approval for the use of the funds, the School will maintain a record of the use of the funds.

11 Investments

11.1 Introduction

James Brindley School will maintain a reserve as outlined in section 9. As a result cash balances will be available to invest to maximise interest returns.

All investments should maximise return but at minimal risk.

11.2 Working Capital

The School should undertake monthly monitoring, cash flow and current balances to ensure immediate financial commitments can be met (payroll and payment runs) and that the current account has adequate balances to meet forthcoming commitments.

The School should ensure that its current account does not go overdrawn.

11.3 Balances Available for Investment

The School should identify the required balance for immediate cash requirements and transfer surplus balances to higher interest accounts with current bankers or other banking institutions regulated by the Financial Conduct Authority (FCA) and Prudential Regulation Authority (PRA).

11.4 Investment Accounts

The School will periodically review interest rates and compare with other investment opportunities.

The Academy should ensure that the security of funds is prioritised over revenue maximisation. The academy will ensure that low risk organisations are used for investment purposes at all times.

The Governing Body have set a minimum credit rating for institutions who hold School investment using 3 of the largest agencies; 'Standard & Poor', 'Moody's' and 'Fitch Ratings'. The table below indicates the long and short term credit rating and the description associated.

The minimum credit rating acceptable is 'Upper Medium Grade' as indicated in the rating description.

11.5 Credit Rating Table

Moody's		S&P		Fitch		Rating description
Long-term	Short-term	Long-term	Short-term	Long-term	Short-term	
Aaa	P-1	AAA	A-1+	AAA	F1+	Prime
Aa1		AA+		AA+		High grade
Aa2		AA		AA		High grade
Aa3		AA-	AA-	High grade		
A1		A+	A-1	A+	F1	Upper medium grade
A2	A	A-1	A	F1	Upper medium grade	
A3	P-2	A-	A-2	A-	F2	Upper medium grade
Baa1		BBB+		BBB+		
Baa2	P-3	BBB	A-3	BBB	F3	Lower medium grade
Baa3		BBB-		BBB-		Lower medium grade
Ba1		BB+		B		BB+
Ba2	BB	BB	Highly speculative			
Ba3	BB-	BB-				
B1	B+	B+				
B2	B	B				
B3	B-	B-				
Caa1	Not Prime	CCC+	C	CCC+	C	Substantial risks
Caa2		CCC		CCC		
Caa3		CCC-		CCC-		
Ca		CC		CC		Extremely speculative
		C	C	Default imminent		
C		RD	D	DDD	D	In default
/		SD		DD		
/	D	D				

11.6 Monitoring Current Credit Ratings

The Finance Manager will review the credit rating of the investment bank at least annually and report any changes to the rating to the Finance and Audit Committee.

12.0 Fixed Assets

12.1 Introduction

The Academy invests a significant amount of capital in the acquisition of Fixed Assets. Therefore, controls are put in place to ensure that fixed assets are recorded correctly and safeguarded against loss and theft.

The Principal is responsible for ensuring compliance with the school's procedures. This procedure applies to all school staff. These standards apply to all Fixed Assets transactions.

12.2 The Purchase of Assets

All fixed assets purchased with an individual value of over £1,000 must be entered into the asset register.

The asset register will include the source of funds for the asset.

Portable and attractive items are non-consumable items valued at under £1,000 but over £100 which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. These items should also be recorded in the register. Items valued at under £100 purchase price do not require tracking.

12.3 Gift of Assets

All fixed assets given to the school are recorded in the accounts as income in the period in which the fixed asset was given to the school. The value placed on gifts in kind should be either a reasonable estimate of their gross value to the school or the amount actually realised. The key test is what the school would have been prepared to pay to purchase the asset.

Gifted assets are treated and recorded in the asset register in the same way as purchased assets.

12.4 Security of Assets

All fixed assets recorded in the register are permanently marked, wherever practical, as being the property of the school.

The asset register is to be kept up to date and reviewed regularly.

Items used by the school, but not owned by the school should be recorded as such.

Physical counts against the register are undertaken at least annually. This count is to be performed by someone other than the person responsible for the asset register. Differences between counts and the register are investigated promptly and significant differences are reported to the Governors.

Stores and equipment are secured by means of physical and other security devices.

Only authorised personnel may access secure storage areas.

Portable and Attractive items: The following list is not exhaustive and there may be items not listed that should be labelled and tracked. If there is any doubt, the Strategic Business Manager should be consulted.

Category	Description of item
ICT	Desktop PCs, monitors, printers, laptops, fax machines, projectors, portable hard drives, PDAs, iPads
Electrical	Cameras, CD players, AV equipment, mobile phones, TVs, printers/labellers, laminators
Music	Musical instruments, keyboards
Maintenance	Power tools

12.5 Depreciation of Assets

The following principal rates of depreciation are used:

- Leasehold Land – 0.00% No depreciation
- Leasehold Buildings – 2.00% Straight line over 50 years
- ICT Equipment – 33.33% Straight line over 3 years
- Fixtures and Fittings – 25.00% Straight line over 4 years
- Plant and Equipment – 10.00% Straight line over 10 years
- All other type fixed assets - 5 year straight line method of depreciation.

12.6 Disposal of Assets

All requests for disposal must be made to Principal and authorisation should be gained as outlined in the Scheme of Delegation.

The best possible value must be obtained in the disposal of assets.

The Secretary of State's consent is obtained before the disposal of any asset in accordance with the write off limits detailed in the current Academies Financial Handbook and detailed in 8.7.4.

If within any one financial year the school disposes of items which collectively originally attracted grant of more than £20,000 then the DfE should be informed.

Disposal authorisation should include justification that the asset has become obsolete to the school. Assets judged to be obsolete should be destroyed, recycled or sold for maximum value.

Funds gained as proceeds from the sale of fixed assets should be maximized. If the sale proceeds are not reinvested, the school must repay to the Secretary of State the same proportion of the proceeds as equates to the proportion paid for the acquisition of the fixed asset. The proceeds from the sale of the assets acquired with grant from the Secretary of State cannot be used as the school's contribution to further grant aided projects or purchases.

Loss of assets must be agreed by the Principal.

Disposal of land, buildings and heritage assets must be agreed in advance with the Secretary of State.

12.7 Loan of Assets

School property must not be removed from Academy premises without the authority of the Curriculum Leader or Head of Department. A record of the loan must be recorded in a loan book and booked back to the Academy when it is returned.

If assets are on loan for extended period or to single member of staff on a regular basis, the situation may give rise to a "benefit-in-kind" for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the school's auditors.

12.8 Asset Record Keeping

Record	Where kept	Retention time (Min)	Disposal authority
Invoices	Finance Office	Greater of Life of Asset or Current Year plus 6 years	Finance Manager
Order Forms	Finance Office	Greater of Life of Asset or Current Year plus 6 years	Finance Manager
Orders Placed Books	Finance Office	Current Year plus 6 years	Finance Manager
Goods Received Notes (GRN) and Delivery Documentation	Finance Office	Current Year plus 6 years	Finance Manager
Asset Register	Finance Office	Current Year plus 6 years	Finance Manager

13.0 Travel Claims

13.1 Introduction

The basis for any claim is that actual expense must have been incurred over and above the normal journey from home to work. Any subsistence expenses incurred can also be claimed at the agreed rates.

13.2 Insurance

In all cases prior to acceptance, a valid certificate of insurance clearly identifying business usage must be presented for inspection by the Chair of Governors (or their representative) each year. Other staff incurring extra work related travel expenses must claim for the equivalent bus or train journeys.

13.3 Car Mileage

Claims should be only be made by contracted staff for all official journeys over and above the journey between home and work.

Claims should be made on an official James Brindley claim form, authorised by your line manager.

Claims should be submitted monthly by the dates given by the Finance Office at the agreed rate.

Journeys for Staff Development Days on the School Calendar are considered as normal travel to the place of work for that day; therefore no claim should be made.

If timetabled at a Centre or Hospital on a regular basis, that place of work should be regarded as the normal place of work for that day and no claim should be submitted. Any journeys which are part of contracted work out of the normal place of work during timetabled time should be claimed as above.

The approved reimbursement rates are;

Motor Car Allowances

	Rate per mile
Per mile – first 10,000 miles	45.0p
Per mile – after 10,000 miles	25.0p

Motor Cycle Allowances

	Rate per mile
Per mile – first 10,000 miles	24.0p
Per mile – after 10,000 miles	24.0p

Bicycle Allowances

	Rate per mile
Per mile – first 10,000 miles	20.0p
Per mile – after 10,000 miles	20.0p

13.4 Car Parking

This should be claimed only for official journeys e.g. Case Conferences, emergency hospital teaching where no permit can be used. Car parking tickets should be attached to the claim form.

If it is the requirement of the timetable that staff commute between their normal base and another where charges are made, the school will reimburse one parking charge on those days.

Where staff are based on hospital sites which impose parking charges, these can be reimbursed with the agreement of the Head Teacher on an annual fee basis

13.5 Other Travel Expenses

All journeys out of City must be first cleared with the Principal.

Rail Journeys should be reimbursed at second class rail fare - Claim on Petty Cash Form

For journeys out of City public transport should be used. On occasion this may not be practical or may prove difficult. Under these circumstances and with prior approval from the Principal a mileage can be claimed. Parking costs should be submitted on Petty Cash Form

13.6 Bus Travel

It is James Brindley School policy that non- contracted teachers, all support staff, and teachers not endorsed for car mileage should use public transport.

The extra costs incurred may be claimed - up to the cost of a current Day Saver travel ticket.

Where support staff are asked and are willing to transport pupils to educational venues in their cars, a claim for car mileage may be submitted.

13.7 Submitting Claims

All travel claims should be submitted monthly in accordance with the issued timetables. Claims must be submitted regularly and NOT be saved up. Claims must also be submitted within each financial year. Any claims received covering more than 2 months mileage will not be reimbursed.

Staff will be responsible for ensuring their claims are legible, maths accurate, and declaration signed. The claims should be authorised by your line manager.

Care should be taken to keep a record of travel claims.

13.8 Subsistence

Subsistence expenses may be considered when you are working away from James Brindley sites and providing your own meals would be unavoidable. The will only be considered to the maximum value:

Breakfast £4.50

Lunch £6.50

Evening Meal £8.00

Subsistence is not to be paid when compensatory leave of absence is granted

Internal Audit and Her Majesties Revenue and Customs may audit employee claims and can issue fines if claims are incorrect and records are not complete. No subsistence claims will therefore be reimbursed without a full VAT receipt.

14.0 Governing Body Allowances

14.1 Introduction

The Governing Body should not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the School, and that a facility exists which enables the Governing Body to pay reasonable expenses from the school's budget share to governors that have incurred them.

14.2 Allowable Expenses

Trustees should be entitled to claim allowances for the following activities:

- formal meetings of the Governing Body and its appointed committees;
- formal meetings attended by governors on behalf of the Governing Body where the attendance has been requested or approved by the Governing Body;
- other meetings or events requiring the attendance of governors on behalf of the School where the attendance has been requested or approved by the Governing Body;
- other visits to school that fall within the Governing Body approved policy on governor visits or which have been otherwise approved by the Governing Body

The Governing Body notes that the above does not include attendance allowances or reimbursement for any loss of earnings.

14.3 Basis and Rates of Payment

For any meetings that come within section 13.2 the following payment are authorised;

- Travel by rail – not first class;
- Travel by bus – the fare actually paid;
- Travel by the members own private motor vehicle where its use results in a substantial saving of governors' time or is in the interest of the Governing
- Subsistence – Re-imbusement for food and drink items bought on the day claimed (see below)
- Other eligible expenses agreed by the Principal (see below)

The Governing Body approves the following rates of payment;

Motor Car Allowances

	Rate per mile
Per mile – first 10,000 miles	45.0p
Per mile – after 10,000 miles	25.0p

Motor Cycle Allowances

	Rate per mile
Per mile – first 10,000 miles	24.0p
Per mile – after 10,000 miles	24.0p

Bicycle Allowances

	Rate per mile
Per mile – first 10,000 miles	20.0p
Per mile – after 10,000 miles	20.0p

14.4 Subsistence Allowances

Subsistence allowances may be payable as set out below where members of the Governing Body are prevented by their official duties from taking a meal at their home or establishment where they normally have their meals and incur additional expense.

Rates	
Breakfast	£4.50
Lunch	£6.50
Evening Meal	£8.00

14.5 Other Eligible Expenses

- child care or baby sitting expenses;
- care arrangements for an elderly or dependent relative;
- support for governors with special needs (e.g. audio equipment);
- support for governors whose first language is not English (e.g. translations);
- telephone charges, photocopying, stationery etc.

All expense claims should be made at the earliest opportunity after the expenses have been incurred and signed by Chair, Principal or other nominated governor (Company Secretary).

14.6 Method of Payment

The following advice is offered on how these allowances may be claimed;

- *Car and Motor Cycle Mileage (including parking fees)*
It is strongly recommended that if mileage and subsistence payments are made. Such payments are considered by the Inland Revenue to possibly contain a “profit” element and as such may be subject to tax; they need not be taxed at source, but a schedule of all payments may be required to be made to the Inland Revenue. This will be done by the individual governor
- *Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence and Other Expenses etc.*
Reimbursement of actual costs incurred for expenses, **including parking fees that are not incorporated within a claim for car or motorcycle mileage**, may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

14.7 Claim Forms

Claims that relate to car and motorcycle mileage should be submitted on the standard form for governors that are certified by the Chair of the Governing Body, Principal or other nominated governor (Company Secretary) and will be paid by the school directly. No governor should certify their own claim for expenses incurred.

Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (Form Appendix) that is certified by the Chair of the Governing Body, Principal or other nominated governor (Company Secretary) and presented to the School for payment from petty cash. No governor should certify their own claim for expenses incurred.

14.8 Insurance

Trustees are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

15.0 Purchase Card

15.1 Introduction

Governors have agreed to the school having Purchase cards thus enabling the school to take advantage of purchasing items, usually over the internet, to further achieve value for money

15.2 Issue of Purchase Cards

The Principal will decide who should be allocated a purchase card within School and agree a maximum spending limit per month.

The Finance Manager will work with the School bankers to ensure these are allocated as agreed as efficiently as possible.

Purchase cards are issued to an individual, who will take personal responsibility to ensure that it is used in accordance with section 14 of the Finance Manual.

An agreement will be signed between the School and the individual who is granted a purchase card (Form Appendix).

15.3 Authorised Use

Holders of cards must use them only for the purposes for which they have been issued and within authorised purchase limits

Such cards shall be used for the payment of valid business expenses only, and the misuse of such cards shall be grounds for disciplinary action

Cards must not be loaned to another person, nor should they be used for personal or private purchases

Cardholders should obtain approval before purchases are made from the relevant budget holder and should ensure that there is sufficient budget available to meet the costs

The Purchase card can be used to make telephone purchases, internet purchases and can also be used in person in a shop/store

The following purchases are expressly prohibited:

- Alcoholic beverages/tobacco products
- Controlled substances
- Items or services on term contracts
- Personal items or loans
- Telephones, mobile phone expenditure or related equipment or services
- Any other items deemed inconsistent with the values of the school or deemed novel or contentious

Cash advances on Purchase cards are **not** allowed under any circumstances. This includes the use of any form of cash withdrawal or cash back facility

The school also imposes a monthly expenditure limit on the use of the Business Purchase Card Account to safeguard both the school and the individuals. Purchase card holders will be made aware of their limit when the card is issued.

15.4 Audit Requirements

Detailed VAT receipts must be passed to the Finance Office for retaining with the transaction log.

Only UK companies to be used.

Monthly bank statements must be submitted to the Finance Administrator immediately on receipt of the statement to enable timely payment of amounts due

All school Purchase Cards shall be paid in full monthly by direct debit by the school so as not to incur interest charges

All card holders are responsible for promptly forwarding relevant paperwork associated with any transactions made through their accounts to the Finance Administrator who will check them against the monthly bank statements and recognize the transaction on the schools financial system.

Bank statements and associated paperwork relating to card transactions will be available at any time for inspection by the Governing Body from the Finance Office.

All Purchase cards are the responsibility of the cardholder and must be kept safe by the cardholders at all times and the PIN numbers held securely

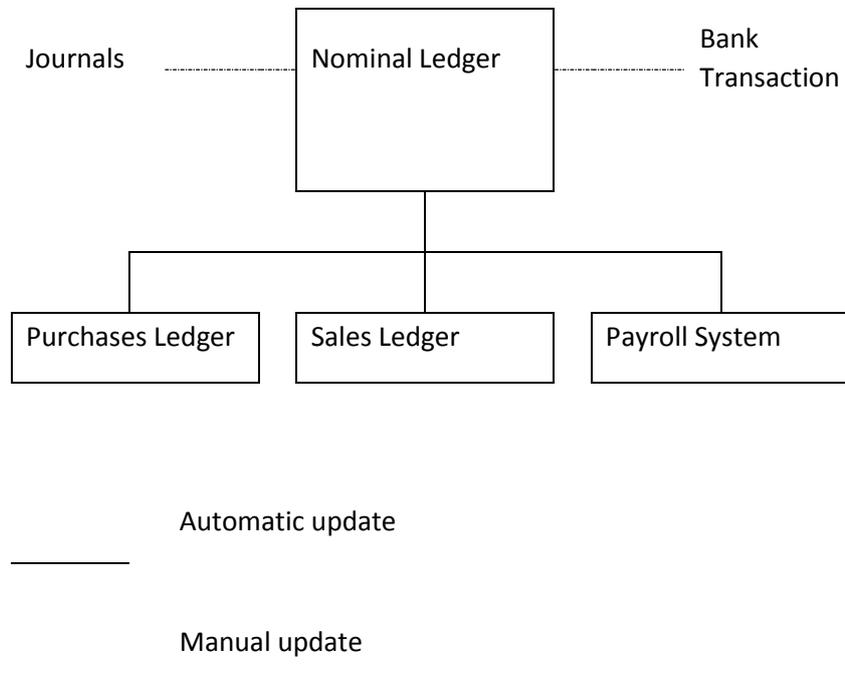
Loss of cards must be reported immediately to the Finance Manager and Principal.

16.0 The Accounting System

16.1 Structure

All the financial transactions of the academy must be recorded on the CMIS accounting system.

The CMIS system is operated by the Data Team and Finance Team and consists of:



16.2 System Access

Entry to the CMIS system is password restricted and the Data Team are responsible for implementing a system which ensures that passwords are changed at least every 30 days. Access to passwords is restricted to the Data Team using Facility Backdoor Password application.

Access to the component parts of the CMIS system are also to be restricted and the Data Team are responsible for setting access levels for all members of staff using the system.

16.3 Back-up Procedures

The ICT Team are responsible for ensuring that there are effective back up procedures for the systems. Data is backed up to a server every evening for all sites and the server is backed up to the cloud every night.

16.4 Transaction Processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified in the Finance Manual.

16.5 Transaction Reports

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

- Management accounts summarising expenditure and income against budget at budget holder level;
- Charge card reconciliations;
- Bank reconciliation;
- VAT returns;
- Trial balance;
- Control accounts reconciliations;
- Aged debtors;
- Aged creditors;

16.6 Reconciliations

The Finance Manager 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;
- aged creditors control account;
- aged debtors control account;
- bank balance per the nominal ledger to the bank statement;
- control accounts are reconciled including VAT, Salaries, fixed assets, accruals and prepayments.

Any unusual or long outstanding reconciling items must be brought to the attention of the Principal. The Principal will review and sign all reconciliations as evidence of his/her review.

17.0 Financial Planning

17.1 Introduction

James Brindley prepares both medium term and short-term financial plans.

The medium term financial plan is prepared as part of the academy development planning process. The development plan indicates how the Academy's educational and other objectives are going to be achieved within the expected level of resources over the next three years. Due regard should be given to the matters included within any annual guidance issued by the DFE.

17.2 Links to the Academy Development Plan

The improvement plan is concerned with the future aims and objectives of the School and how they are to be achieved; that includes matching objectives and targets to the resources expected to be available. Plans should be kept relatively simple and flexible.

The form and content of the improvement plan are matters for the School to decide but due regard should be given to the matters included within any annual guidance issued by the DFE.

The completed academy development plan will include detailed objectives for the coming academic year and outline objectives for the following two years. The plan should also include the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievement can be measured.

17.3 Annual Budget

The Finance Manager is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Principal, Finance & Audit Committee and the Governing Body.

The annual budget will reflect the best estimate of the resources available to James Brindley School for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the school development plan objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- forecasts of the likely number of pupils to estimate the amount of SENAR grant receivable;
- review of other income sources available to the academy to assess likely level of receipts;
- review of past performance against budgets to promote an understanding of the academy cost base;
- identification of potential efficiency savings and
- review of the main expenditure headings in light of the improvement plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes.

17.4 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 and kept in reserve or alternatively allocated to areas of need.

17.5 Finalising the Budget

A draft budget should be prepared by the Finance Manager for approval by the Principal, the Finance & Audit Committee and the Governing Body. 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 accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

17.6 Monitoring and Review

Monthly reports will be prepared by the Finance Manager. The reports will detail actual income and expenditure against budget both for budget holders and at a summary level for the Principal and the Finance & Audit Committee.

Any potential overspend against the budget must in the first instance be discussed with the Finance Manager. The accounting system will not allow payments to be made against an overspent budget without the approval of the Finance Manager.

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 reserves. All budget virements must be authorised by the Principal and the Finance & Audit Committee in accordance with the committee remit and the Principals Delegation Statement.

18.0 Payroll

18.1 Introduction

The main elements of the payroll system are:

- staff appointments;
- payroll administration and
- payments.

18.2 Staff Appointments

James Brindley School has an approved establishment. Changes can only be made to this establishment with the express approval, in the first instance, of the Staffing & Pay Committee and the Finance & Audit Committee.

The Principal has authority to appoint staff within the authorised establishment except for Vice Principals and the Strategic Development Manager whose appointments must follow consultation with the governors. The HR Manager maintains personnel files for all members of staff which include contracts of employment.

All actual and proposed personnel changes must be notified, in writing, to the Finance Manager.

18.3 Payroll Administration

The academy payroll is administered on the Birmingham City Council HR Portal. Access is restricted and password controlled. Only the Principal can authorise access to the HR Portal.

All staff are paid monthly through the Birmingham City Council payroll package. A master file is held for each employee which records:

- Salary – *HR Office*;
- bank account details *BCC HR PORTAL*;
- taxation status *BCC HR PORTAL*;
- personal details – *HR Office*
- any deductions or allowances payable *BCC HR PORTAL*.

Any changes to salaries must be authorised by the Principal or HR Manager.

Each sector must complete a weekly staff return which provides details for all staff in the sector of sickness and other absences during the week. Authorised staff returns should be entered on HR Portal by the HR Administrator on a weekly basis. The staff return must be reported to the Principal.

Data input to the HR Portal and payroll system should be undertaken by the HR in accordance with the Birmingham City Council HR Portal timetable. Before the payroll is processed a print of all data input should be obtained and this should be checked against source documentation by the HR Manager and then reviewed and initialled by the Principal.

18.4 Payments

After the payroll has been processed a print of salary payments by individual and showing the amount payable in total should be obtained from the payroll provider. The print must be reviewed and authorised by the Principal.

All salary payments are made by BACS.

The Finance Office should prepare a reconciliation between the current month's and budgeted commitments showing adjustments made for new appointments, resignations, pay increases etc. This reconciliation should be reviewed and signed by the Principal.

The Birmingham City Council payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are summarised on the gross to net pay print.

After the payroll has been processed the nominal ledger will be checked by the Finance Manager. Postings will be made both to the payroll control account and to individual cost centres. The Finance Manager should review the payroll control account each month to ensure the correct amount has been posted from the payroll system.

19.0 Purchasing

19.1 Introduction

The academy wants to achieve the best value for money from all our purchases. This means they want to get what they need in the correct quality, quantity and time at the best price possible. A large proportion of their purchases will be paid for with public funds and they need to maintain the integrity of these funds by following the general principles of:

- **Probity**, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy;
- **Accountability**, the academy is publicly accountable for its expenditure and the conduct of its affairs;
- **Fairness**, that all those dealt with by the academy are dealt with on a fair and equitable basis.

19.2 Routine Purchasing

Budget holders will be informed of the budget available to them at the start of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. A print detailing actual expenditure against budget will be supplied to each budget holder after the end of each.

All purchases should be made by requesting an official purchase order from the Finance Office.

All orders must be made, or confirmed, in writing using an official order form. Orders must bear the signature of the budget holder. All authorised orders will be allocated a unique purchase order number.

A supplier should be chosen from the list of approved suppliers. A quote or price must always be obtained before any order is placed. 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 Finance Manager.

19.3 Deliveries

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 Office should be notified immediately and updated as appropriate.

19.4 Invoices

All invoices should be sent to the Finance Office, the purchase order number should be recorded on the invoice by the budget holder.

The Finance Administrator will ensure the following checks are made against each invoice;

- invoice arithmetically correct;
- invoice posted on CMIS;

- goods/ services received;
- goods/services as ordered;
- prices correct;
- invoice authorised for payment;
- VAT treated correctly and
- payment made.

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

The Finance Administrator will input details of payments to be made to the purchase ledger and the Finance Manager will arrange for cheques to be generated as required. The cheques and associated paperwork must be authorised by two of the nominated cheque signatories.

Cheques will be dispatched to suppliers by the Finance Administrator.

If an invoice is received which has not had a purchase order raised in advance then retrospective authorisation will be required. These types of order should be marked as confirmation orders.

Confirmation orders are necessary only in certain circumstances and should not be considered an approved process for routine purchasing. These type of orders should be monitored and reviewed by the Finance & Audit Committee.

19.5 Authorisation process for spending

- It is the budget holder's responsibility to authorise spends against their budget.
- Any requisition for goods or petty cash reimbursement will be returned to the budget holder if not authorised in the correct way. This could result in a delay in payment or processing of an order.
- The budget which expenditure is to be met from must be clearly stated. Budget holders can only authorise spend from the budget/s which they hold.
- If a request to spend is completed which will be met by any other budget, the other budget holder must authorise expenditure.
- The Strategic Development Manager will authorise central spending in the absence or on behalf of the Principal.
- No overspending is allowed without the prior approval of the Principal
- No spending should take place either through the ordering process or the petty cash process, without the prior approval of the budget holder.
- No goods or services for personal use should be ordered through the school.
- No goods or services should be ordered via the internet without the prior approval of the budget holder.

20.0 Income

20.1 Introduction

The main sources of income for the academy are the grants from the DFE and Birmingham City Council. The receipt of these sums is monitored directly by the Finance Office who are responsible for ensuring that all grants due to the academy are collected.

20.2 Income

Cheques should not be made payable to the trip or visit organiser or any other individual member of staff. They should be made payable to 'James Brindley School'.

All income to be collected from pupils will be dealt with by either Sector Administration or The Finance Team. In all instances when collecting income the amount collected per visit must be recorded and entered in the official income book

Any income collected should be handed to the Finance Team on a weekly basis and whilst on the premises should be kept in a safe place.

A separate sheet should be completed for each visit or trip to record all income collected and expenditure paid out.

20.3 Expenditure

All expenditure including admittance and booking fees should be processed via the Finance Team.

Do NOT use any income collected to cover any expenditure, it must be paid straight into the school budget.

Sundry expenses must be claimed back following the petty cash procedures.

All expenditure should be logged on the separate sheet held for each visit or trip, along with any income collected.

A copy of the completed expenditure and income form should be sent to the EVC (Vice Principals) showing the net cost of the trip i.e. expenditure less income collected.

20.4 Lettings

The Building Services Manager is responsible for maintaining records of bookings of facilities and for identifying the sums due from each organisation. Payments must be made in advance for the use of facilities.

Details of organisations using the facilities should be sent to the Finance Office who will produce a sales invoice. Details of payments made and outstanding accounts will be forwarded to the Building Services Manager at the beginning of each month who is responsible for chasing outstanding debts and ensuring no use is made of the facilities unless payment has been made.

20.5 Receipts

Official, pre-numbered academy receipts should be issued for all cash and cheques received where

no other formal documentation exists. All cash and cheques must be kept in the Finance Office safe prior to banking. Banking should take place every week or more frequently.

Monies collected must be banked in their entirety in the appropriate bank account. The Finance Office is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The reconciliations must be prepared promptly after each banking and must be reviewed and certified by the Finance Manager.

21.0 Cash Management

21.1 Bank Accounts

The opening of all accounts must be authorised by the governing body who must set out, in a formal memorandum, the arrangements covering the operation of accounts, including any 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.

21.2 Deposits

Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:

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

21.3 Payments and withdrawals

All cheques and other instruments authorising withdrawal from academy bank accounts must bear the signatures of two of the authorised signatories set out in the Scheme of Delegation.

This provision applies to all accounts, public or private, operated by or on behalf of the governing body of the academy. Authorised signatories must not sign a cheque relating to goods or services for which they have also authorised the expenditure.

21.4 Administration

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

- all bank accounts are reconciled to the academy's cash book;
- reconciliations are subject to an independent monthly review carried out by the Principal or in his/her absence the Strategic Development Manager; and
- adjustments arising are dealt with promptly.

21.5 Cash Flow Forecasts

The Finance Manager 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 responsibly invest the extra funds. Similarly plans should be made to transfer funds from another bank account or to re-profile APG to cover potential cash shortages.

21.6 Investments

All investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated. The information required will normally be the date of purchase, the cost and a description of the investment. Additional procedures may be required to ensure any income receivable from the investment is received.

Appendix A

SCHOOL GOVERNOR CLAIM FORM FOR CAR AND MOTOR CYCLE MILEAGE

Please note that payment is subject to the requirements of the Governing Body policy on the payment of allowances to members of the Governing Body and adheres to the principles of the Education (Governors' Allowances) Regulations 2003 and the Birmingham City Council notes for guidance on the payment of governor allowances.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

Name:

Address:

Telephone Number:

Date of Birth:

Make and Type of Vehicle:

Registration Number:

Engine Capacity:

Payment Details

Payment may be made either by cheque to your home address, or directly to your bank / building society. Please complete A or B accordingly.

A. Address for cheque to be sent to

B. Details of bank/building society

This section must be completed in full and where applicable receipts should be attached.

Period of Claim **From:** _____ **To:** _____

Mileage incurred

Date	Departing From	Returning To	No of Miles Claimed	Details

Total Number of miles claimed:

@ 45p per-mile

Total Travelling Allowance:

Calculations checked by: _____

Authorised (Chair, Principal or nominated Governor) _____

Signature of Certifying Officer: _____

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed _____

Date _____

Please return to: Clerk to Governing Body
Bell Barn Road
Birmingham
B15 2AF

SCHOOL GOVERNOR CLAIM FORM FOR ACTUAL EXPENSES INCURRED

Please note that payment is subject to the requirements of the policy on the payment of allowances to members of the Governing Body and adheres to the principles of the Education (Governors' Allowances) Regulations 2003 and the Birmingham City Council notes for guidance on the payment of governor allowances.

Claims for actual expenses incurred should be presented to the school for payment from petty cash.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

Name:

Address:

Telephone Number:

This section must be completed in full and where applicable receipts should be attached.

Period of Claim **From:** **To:**

Actual Expenditure Incurred

Date	Details	Amount Claimed

Calculations checked by: _____

Authorised (Chair, Principal or nominated governor) _____

Signature of Certifying Officer: _____

(School Strategic Business Manager)

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed _____

Date _____

Appendix B

JAMES BRINDLEY SCHOOL CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following

Purchase Card: Lloyds Business Charge Card (Visa) / ____ - ____ - ____ - ____

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached James Brindley School Purchase Card Policy and procedures.

I acknowledge receipt of said Policy and Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the school and that the school will be liable to Lloyds Bank for all charges made on this card.

I will strive to obtain the best value for the school when purchasing merchandise and / or service with this card.

As a holder of this Purchase card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Strategic Business Manager / Principal upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the school will be entitled to reimbursement from me of such purchases. The school shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable legal fees.

Cardholder Signature _____ Date _____

Authorising Signature _____ Date _____

Finance Office use only:

Date _____ Amount approved £ _____

Signature _____

Appendix C

Gifts & Hospitality Declaration

Please use this sheet to record any gifts or hospitality received.

Your Details; NAME: SECTOR/DEPT: DATE :

Date upon which the Gift and/or Hospitality was offered / received:	
Person / Organisation offering or providing the Gift and/or Hospitality:	
Brief details of Gift and/or Hospitality offered / received	
Estimated or actual value of the Gift and/or Hospitality	
Any reasons for accepting the Gift and/or Hospitality	

Please return all completed forms to;

THE FINANCE OFFICE
JAMES BRINDLEY SCHOOL
BELL BARN ROAD
BIRMINGHAM
B15 2AF

The Finance Team will enter these details on to the School's register of gifts and hospitality.

Appendix D

James Brindley School – Declaration of Interest and of Pecuniary Interests

Completion of this form is mandatory. All staff are expected to complete the required details and declaration to the best of their knowledge and avoid any delays in return.

Nil returns are required.

A return is required at least annually and you will be asked to complete this form at the start of each academic year. The Strategic Development Manager must be notified if there are changes to the declaration throughout the year.

Completed returns should be sent to;

THE FINANCE OFFICE
JAMES BRINDLEY SCHOOL
BELL BARN ROAD
BIRMINGHAM
B15 2AF

All information will be entered on to the register which is maintained in the School's management information system (CMIS). This register is a requirement by the DFE and charities commission.

The purpose is to ensure that the school is transparent in its decision making, is aware of any relationships with key stakeholders (including suppliers).

Pecuniary Interest

Definition

Pecuniary interest for a school is primarily concerned with the protection of public money. At all times the School must be able to demonstrate that decisions that have a financial implication have been taken:

1. fairly, rationally and without bias.
2. in accordance with the principles of 'best value'.
3. for no personal gain by a decision maker or someone closely associated with them.

No. 3 above is defined for the purposes of this School policy as:

- a) Personal Gain – A financial gain, reward or benefit either directly (As owner, partner, director, employee of a business or as a supplier of goods or services) or indirectly (returned favour or reduced cost of other supplies or services etc.). This includes such things as enhanced goodwill, profile, reputation, market share etc.
- b) Closely Associated - A family member (e.g. wife, husband, brother, sister in law etc.) or a partner or a close personal friend or colleague.

Do I need to make a declaration?

Will you or are you likely to be involved in any decision or debate that will determine a supplier of any goods or services to the School (including leases, contracts or other financial agreements)?

Do you have any link with an individual or organisation that currently supplies or may supply goods or services to the school?

If the answer is YES to either of these questions then you must complete section a) below and declare all known links with contractors or suppliers or potential contactors or suppliers.

If the answer is no to both questions then complete section b) below.

a) I declare that I have the following links and that I will notify the School of any changes as they occur.

Name of the Organisation	Relationship to You	Nature of Business & Nature of Interest	Date Interest Began	Current Supplier (tick)	Potential Supplier (tick)

Full Name

Signed

Dated.....

b) I declare that I have no links with organisations from which the school may purchase goods or services and that I will notify the School of any changes to this position as they occur.

Full Name

Signed

Dated.....

Changes to Finance Regulations

29/03/17

Investment Section – Changed to include minimum standard of credit rating for banks holding James Brindley investment balances. Also statement to include monitoring of current investment banks that hold balances. *Approved at F&A Committee 28.3.17*

BACS Section – New Section included for processing of BACS. *Approved at F&A Committee 28.3.17*