

# PINNER

## HIGH SCHOOL

Policy	Financial Procedures and Procurement
Date of Review	Summer 2021
Reviewed By	Claire Tarling
Date of Approval	16 <sup>th</sup> July 2021 (operational from 1 <sup>st</sup> September 2021)
Approved By	Accounting Officer/F&R Committee
Date of Next Review	Summer 2022
Statutory/Non Statutory	Non Statutory
Website/Non Website	Website

# Financial Procedures & Procurement

## Introduction

Pinner High School is an academy free school created under the provisions of the Academies Act 2010 as amended by the Education Act 2011. Its structure of governance is constituted under the Articles of Association. The academy is an exempt charity by virtue of the Charities Act 2011.

The funding agreement between the DfE and the academy sets out the terms and conditions on which grant is made. The Board of Trustees is responsible for ensuring that conditions of grant are met. As part of this process, the academy is required to have in place sound financial systems and controls.

This Financial Procedures and Procurement Policy should be read in conjunction with the trust's Financial Regulations and has been developed to ensure the trust conforms with all regulatory requirements including:

- Financial sustainability;
- Achieving value for money;
- Fulfilling its responsibility for the provision of effective financial controls over the use of public funds;
- Ensuring that the institution complies with all relevant legislation;
- Safeguarding the assets of the institution

The regulations are subordinate to the academy trust's Articles of Association, any restrictions contained within the Funding Agreement, and to ESFA mandatory guidance including the Academies Trust Handbook 2021.

Compliance with the Financial Procedures and Procurement Policy and the Financial Regulations is compulsory for all staff, governors and trustees connected with the academy, and all staff should be made aware of them. A member of staff who fails to comply with the financial regulations may be subject to disciplinary action under the academy's disciplinary procedures. Any such breach will be notified to the board of trustees by the Finance and Resources Committee.

The Accounting Officer and Finance and Resources Committee are responsible for the periodic review of financial regulations and policies, through the school's Finance Director, and advising the Governing Body and Board of Trustees of any additions or changes as necessary.

Financial regulations state that all financial processes must be carried out in accordance with detailed financial procedures prepared by the Principal Finance Officer. The following document specifies the procedures that apply from 1<sup>st</sup> September 2021.

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## 1. Purchasing (see also section 18 of the Financial Regulations)

- 1.1. All purchasing should be done through Finance following the approved procedures. The only exception to this is if there is another prolonged period of school closure where staff need a low value item quickly which can be claimed back via an expense form (e.g. envelopes). This will help to reduce unnecessary travel in to school.
- 1.2. Purchase orders should be raised for all goods and services purchased by the school except where these may be covered under the procedure for reimbursement of expenses.
- 1.3. Purchase Orders should only be raised where the number of tenders/quotations have been received in accordance with the financial regulations:
  - Under £1,000 – at least a single written quote is required (which can be an email from a supplier or a website/catalogue price), but value for money must always be obtained;
  - From £1,000 to £5,000 - at least 2 written quotations;
  - Over £5,000 – at least 3 written quotations;

The award of new contracts over £50,000 should be reported to the Finance and Resources Committee and should go through a formal tendering process.

Should the school wish to join part way into a contract that has been tendered by the Harrow Consortium of schools, (e.g. cleaning, catering), a new tender process is not required, but the school should obtain governor or trustee approval (depending on the value of the contract) and should ensure that sufficient due diligence has been undertaken.

One-off works with a value of £50,000 or higher should be reported to, and approved by, the F&R/BoT as appropriate. At least 3 written quotations must be obtained, and if appropriate, there should be a tender process.

From January 2021, amended Public Procurement regulations require a move to the UK e-notification Find A Tender service: [Find high value contracts in the public sector - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/procurement-policy-note-new-thresholds-2020)

See also Procurement Policy Note 06/19 detailing thresholds from January 2020:

<https://www.gov.uk/government/publications/procurement-policy-note-new-thresholds-2020>

## Public Contracts

Thresholds are exclusive of VAT.

	Supply, Services and Design Contracts	Works Contracts	Social and other specific services
Central Government	£122,976	£4,733,252	£663,540
	€139,000	€5,350,000	€750,000
Other Contracting Authorities	£189,330	£4,733,252	£663,540
	€214,000	€5,350,000	€750,000
Small Lots	£70,778	£884,720	n/a
	€80,000	€1,000,000	

Small lot is a contract, or part of a contract, that is exempt from the public procurement rules. You can read more about it [here](#).

Note that for large value curriculum items such as exercise books where the school has a preferred supplier or for specific software packages or licences it may not be possible to obtain quotations for the exact same product. In this case, the school should ensure it has considered if there definitely is a requirement for the goods/service, that the goods/service represent value for money, and whether it is possible to negotiate a discount with the supplier.

- 1.4. Exceptionally, where it is considered to be in the best financial interests of the school to place a non-curriculum order without the required number of tenders or quotations a waiver form must be completed and authorised by the Headteacher or Finance Director up to £10k. Above this, the waiver should be signed by the relevant committee as per the scheme of delegation.
- 1.5. Additionally, for certain services (e.g. annual rates, utilities), the school may take the decision that a Purchase Order is not required and should complete a PO Waiver which must be authorised by the Headteacher or Finance Director.
- 1.6. Staff should place orders via Access Finance wherever possible. Staff must provide as much detail as possible about the supplier and items required. The order should be approved by the relevant person as per the system set up, and in line with the correct signing authority limits.

If the school is closed, orders should still be placed via Access wherever possible. If staff do not have online access, orders should be emailed to [finance@pinnerhighschool.org](mailto:finance@pinnerhighschool.org) including all relevant information and the necessary approvals. In this case requests will be manually checked against budget and orders will only be placed if there is budget available and the correct authorisations are in place.

- 1.7. For certain items Access Finance will not be appropriate and a paper form should be completed. The main examples are staff training/CPD and credit card purchases (e.g. EBay). For CPD a Cover/CPD form should be completed and approved by the relevant line manager, as well as Cover Supervisor and Finance. For credit card purchases a paper requisition form should be completed and approved as per the agreed signing limits.

Paper forms are available in the Forms folder of the shared drive. **Paper forms must have the correct approvals before going to Finance.**

**Staff must not place orders directly with suppliers – all purchasing is to be done by Finance. (The only exception is for low value items purchased and claimed back via expenses – see section 4 and 1.1)**

- 1.8. Purchase Orders should only be raised where there is sufficient budget. This will be checked in Access when the order is raised and a warning message will flash up. Over budget purchases will required approval from the Finance Director and Headteacher.
- 1.9. The Finance Team will convert Requisitions to Purchase Orders in Access. The PO should be made out to the supplier that provided the tender or quotation that represents the best value for the school. Where this is not the case a written justification to support the choice of supplier must be provided and authorised together with the Purchase Order. All documentation should be uploaded to Access against the PO.

- 1.10. Where a purchase is made from a supplier not previously used by the school, a new supplier will be set up on the accounting system following authorisation by the Finance Director or Finance Manager (in the FD's absence). The Finance Administrators will set up the supplier and this will be checked and approved by the FD/FM.
- 1.11. Purchase orders should specify the delivery address for goods to be the location of the school. The contact name for the delivery should be the name of the person requesting the goods but it should be addressed to the Finance Department so that goods can be checked before being distributed to staff/departments.
- 1.12. Purchase orders should stipulate that all invoices should be addressed to the Finance Department and include the finance email address as well as the school address.
- 1.13. The purchase of alcohol with school funds is not permitted. (Academy Trust Handbook 2021 2:35)

1.14. Credit card purchases:

Pinner High School has 1 business credit card which is held by Finance and kept in the school safe. During a school closure period the credit card will be kept in the school safe and any orders requiring credit card payment will be processed in school. Should the school have to completely close, in the first instance we would use the school PayPal account.

The credit limit is £2,000. The card is only intended to be used for purchases where a supplier invoice cannot be issued, e.g. online suppliers. Staff should always try and use a supplier that will invoice the school in the first instance.

The business credit card is cleared in full every month by direct debit from the current account.

A purchase requisition form should be completed and approved by the appropriate person and passed to Finance. The Finance Director will approve the use of the school credit card for the purchase and the Finance Administrators or Finance Officer will place the order.

All purchases using the business credit card must have an approved purchase order to support them. Finance will raise a purchase order with the supplier on Access and will code the invoice/order confirmation as usual.

The invoice will be "paid" in Access from the credit card account so that the supplier account is cleared. When the credit card is paid by direct debit each month a transfer will be made in Access between the current account and the credit card account.

At the end of each month the credit card statement will be reconciled to the credit card account in Access and the reconciliation approved by the Finance Director.

## **2. Receipt of Goods and Certification of invoices**

- 2.1. In most cases, goods will be delivered to the school reception and signed for by reception staff.
- 2.2. Reception staff will notify Finance that the goods have arrived. Finance will retain the delivery note and will check that the goods match the order and are in a good condition. Any discrepancies will be followed up with the supplier. Where there is no delivery note, the budget holder/person who placed the order should confirm that the order is as expected. Ideally this should be a written confirmation. If the school is closed to most staff and students this process will operate slightly differently. In most cases, the site team member on site that day will receive the goods and notify Finance by email if they are unsure of where the goods should go to. When the Finance team is next in school they will check the goods and delivery note and follow up with the supplier if required.
- 2.3. Services should be checked by the budget holder/person who placed the order and confirmed as being received to the level agreed in the service specification.
- 2.4. When invoices are received in Finance they will be entered into the accounting system and checked as follows:
  - Arithmetically correct
  - VAT is correctly recorded
  - Discounts are taken
  - Not previously passed for payment
  - Entered onto the asset register (Parago) if appropriate
  - Capitalised as a Fixed Asset if appropriate (part of month end process)
  - Matched to an approved order (or part matched where there is sufficient value outstanding on the order)
  - A tolerance of 5% is permitted such that where invoiced value exceeds order value by this amount the invoice may be passed for payment. Variances outside of this tolerance require approval by the Finance Director.
  - Any invoices received by Finance that do not have an approved order must be authorised by the Finance Director. Finance will follow up with the person who placed the order to ensure procedures are followed in future.
- 2.5. Invoice approvals should follow the Scheme of Delegation. In addition, where the invoice relates to a specific good/service (e.g. 3rd party service such as period 7 club), Finance will check with the relevant member of staff that the goods/service/hours have been provided as expected, before passing the invoice for payment. No change to invoice sign off procedure during school closure. Finance Officer, Finance Director and Headteacher would plan to be in school at least 1 day per week (not necessarily on the same day) and would complete all paperwork then.
- 2.6. The Finance Officer or Finance Administrator will then enter the invoice onto the accounting system.
- 2.7. Finance Department will retain all documentation, and upload to Access, including:
  - Signed Purchase order
  - Evidence of quotations / tenders (or signed waiver form)
  - Signed invoice copy
  - Delivery notes if available
- 2.8. Where the school has been invoiced in error a credit note will be requested from the supplier and entered onto the system.

- 2.9. When an invoice has been posted onto the accounting system the commitment value is automatically removed. Where an invoice is for an amount lower than the original order and the order has been fully satisfied, Finance will remove the residual value of the commitment.

### **3. Payment to Suppliers**

- 3.1. The approved payment methods are cheque, BACS and in certain circumstances, as detailed above, credit card. Pre-paid debit cards may be required for school trips; these will be investigated as and when they are needed.
- 3.2. The accounting system will calculate the payment due net of any credit notes.
- 3.3. For BACS payments, the Finance Officer will prepare a draft BACS report in Access which will be reviewed along with the invoices and approved by the Finance Director. No change to this process if the school is closed. As for invoice approvals, the payment run will be reviewed and approved in person.
- 3.4. The Finance Director will approve the BACS run in Access which generates the payment file for Lloyds as well as remittance advices to be sent to suppliers.
- 3.5. Each line item should be checked by an approved signatory and the payment can then be uploaded to Lloyds and authorised online by a second signatory who should sign off the BACS payment report. If the school is closed it may be necessary for the line item check to be done by the Finance Director rather than an approved signatory.

The Headteacher or Acting Deputy Head/Deputy Head will also review the payment list, check a sample of invoices and will then authorise the payment with the bank.

- 3.6. All cheques must be signed by two approved cheque signatories in accordance with the summary of delegations. Cheques are processed as a Manual Cheque in Access.
- 3.7. Note that if the school is closed, the Finance Officer, Finance Director and Head Teacher would have their bank card reader and card with them at home. This is to enable them to load and approve payments (depending on their role) while working from home to reduce the amount of unnecessary travel into school.

In order to access the Lloyds system, staff need a username, password and a pin number for the card reader to generate an access code. The card reader and card on their own would not give access to the account.

In addition staff will only use their school devices to log in to the bank account, and separation of duties means that no one person can upload a payment and also approve it.

- 3.8. Purchase Ledger and Bank Reconciliations will be done every month and included as part of the month end reporting.

### **4. Reimbursement of Expenses**

- 4.1. Where a member of staff incurs legitimate business expenses including travel costs, expenditure may be incurred and reclaimed by the completion of the Expenses Claim Form. A copy of the form is available to all staff in the Forms folder on the shared drive.
- 4.2. Such expenditure will not normally exceed £100 (individual items on the claim form).

- 4.3. In exceptional circumstances the limit of £100 may be exceeded but only with written permission of the Headteacher using the “expenses over limit” form (also available in Forms).
- 4.4. For internet purchases (e.g. Amazon), the name on the account should be the name of the staff member and the purchase should be via credit or debit card, not with a gift card or similar.
- 4.5. In order to correctly capture all liabilities owed by the school, staff members are set up in Purchase Ledger and will be reimbursed by BACS.
- 4.6. Expense forms should be approved by Line Managers or the relevant approver according to the Scheme of Delegation. **Expense forms must be approved before going to Finance.** These may be emailed to [finance@pinnerhighschool.org](mailto:finance@pinnerhighschool.org) along with the relevant authorisation email.
- 4.7. The form will be checked by the Finance Officer or Finance Administrator for accuracy prior to inputting onto the finance system. It will be included with the invoices to be reviewed and approved by the Finance Director as per 3.3.

## 5. Cash Advances

Members of staff who undertake foreign travel may claim a cash advance if they will incur expenditure on behalf of the school whilst on the trip. Cash advances are usually only available for overseas travel and are paid in GBP to the staff member’s bank account (either by BACS or cheque) or in currency as a cash payment. The amount of the advance should be kept to a minimum (normally not exceeding £300), with expenditure being incurred through normal procurement processes wherever possible.

Staff should retain all receipts to support each item of expenditure related to the cash advance. On their return the member of staff must submit an expense claim to account for the expenditure and any outstanding cash should be returned to Finance within 14 days.

Staff will not be issued with another advance until outstanding advances are cleared.

Advances require 5 working days’ notification.

## 6. Petty Cash

The school does not hold petty cash.

## 7. Payroll

- 7.1 The Headteacher is responsible for appointment of all staff and authorisation of any changes in pay, grade, hours or duties. Following written authorisation by the Headteacher the HR Officer will update the Pay / Personnel system (EPM portal). The Headteacher’s pay is set by the Headteacher Performance Review Committee.
- 7.2 Any payroll variations including overtime must be authorised by the Headteacher on approved forms. In the Headteacher’s absence the Deputy Head may also authorise

staff overtime. Process would be unchanged if the school is closed. Overtime forms to be left in school for the Headteacher to sign off when on site.

- 7.3 Following written approval by the Headteacher the Finance Officer will update the EPM portal for payroll variations.
- 7.4 Requests for duty payments should be received by Finance by the 3<sup>rd</sup> working day of the month to ensure they can be processed in time for payment in that month's payroll.
- 7.5 Lunch/Gate duties are paid a month in arrears.
- 7.6 A Lunch/Gate Duties Google form should be completed by all staff wishing to claim a paid duty for the previous month. Claims should normally match the duty rota. Where a member of staff is unable to do a duty they should swap with another staff member. SLT will perform intermittent checks that staff are carrying out their duties.
- 7.7 Payroll is run by the outsourced Payroll Bureau EPM and reports sent to the Finance Director for checking and online authorisation, which will be done once the Headteacher has also reviewed and approved. No change to this process if the school is closed. Payroll to be signed off by the Headteacher each month in school in a socially distanced meeting with the Finance Director.

## **8. Income**

### ESFA Funding

- 8.1 GAG funding for the academic year is confirmed by the ESFA in advance. The payment schedule will be downloaded from DfE Secure Access by the Finance Director and saved electronically in the finance drive.
- 8.2 The school will be notified by email from the ESFA of the monthly funding. The Finance Officer will check this against the bank receipt and the payment schedule, and book the receipt in the finance system to the relevant restricted income codes.
- 8.3 Other ESFA funding, such as High Needs Place funding, Teacher Pay Grant, Pensions Grant, Pupil Premium and Covid catch up, is also paid directly into the school's bank account. The Finance Officer will check the bank receipt against the remittance email received from the ESFA, check the income calculation is correct (where appropriate), and book the income against the relevant ledger code.
- 8.4 At the year-end where funding may not be received until the following academic year an accrual should be made for the missing income – e.g. Pupil Premium which is paid in 4 instalments.

### Local Authority Funding

- 8.5 SEN funding received from local authorities will be checked by Finance against the payments schedule and remittance advice from the local authority. The payment schedule will also be checked by the SENCO to confirm it includes all relevant students.
- 8.6 The income will be booked against the relevant restricted income ledger code once it has been received in the bank account.

- 8.7 At the year-end where funding may not be received until the following academic year an accrual should be made for the missing income – e.g. where SEN is paid in 3 instalments.

#### Grants Income

- 8.8 Income that the school receives from grants (e.g. Jack Petchey) will be matched to a remittance by Finance and booked to the relevant ledger code. Grant income will be restricted as it can only be spent on specific approved items.
- 8.9 Finance will ensure that grant income is separately identifiable in the finance system (either by cost centre or project code) and that when funds are spent the expenditure is recorded against the grant so that a full reconciliation can be provided to the grant provider if requested.

#### Trips/School Visits Income

- 8.10 Income for trips will be collected via ParentPay.
- 8.11 **The staff member responsible for managing the trip will inform Finance that a trip is being planned.**
- 8.12 Finance will lead on costing the trip to ensure all relevant costs are built into the trip costing (and being mindful of the school's Charging and Remissions Policy as to which costs can be included).
- 8.13 Once the trip/visit is costed and parents have been informed, the Finance Officer will create the payment item in ParentPay. A copy of the trip letter and confirmation of the costings and payment schedule should be emailed to Finance by the trip organiser and electronically filed in the trips folder.
- 8.14 The amount assigned will include the ParentPay transaction fee charge (excl. VAT) which the school has agreed to pass on to parents/carers, in line with other Harrow schools.
- 8.15 Finance will keep the trip organiser informed when payments are made and where there are payments outstanding.
- 8.16 In the case of overdue/outstanding payments Finance will liaise with the relevant staff member and Head of Year to determine the best way to chase the payment.
- 8.17 ParentPay balances are settled weekly into the bank current account. The Finance Officer will post the income to the correct I&E income code, adding an analysis code to identify the income. Income should be booked as non-GAG restricted. At month end the Finance Officer or Finance Director will make an adjustment for deferred income as necessary.
- 8.18 Trips income and cost will only be recognised when the trip is complete, which may be in a future accounting period. (This treatment confirmed by Price Bailey July 2020).
- 8.19 Finance will download VAT invoices from the ParentPay website on a regular basis (at least monthly) and will include these amounts on the VAT reclaim form.
- 8.20 Once a trip is complete a final reconciliation of income and costs will be prepared by the Finance Officer.

- 8.21 Any remaining trip funds will be returned to parents/carers once the reconciliation is complete.
- 8.22 In the case of cancelled trips, refunds will only be paid to parents once the funds have been received from the travel company/insurance. The ESFA has confirmed that schools should not use public funds to refund parents. Refunds will be processed via ParentPay. This will involve sending ParentPay the funds (via BACS transfer and following the payment procedures above) which will be allocated to the Payment Item. A refund can then be processed for each student.

#### Music Tuition Income

- 8.23 The school will contract with Harrow Music Service to provide peripatetic music lessons on site. This process will be managed by the Head of Music, with support from the Finance Director.
- 8.24 Parents will be asked to sign up for lessons in the preceding summer term and will pay a deposit via ParentPay. The balance will be due in September.
- 8.25 The ParentPay process is the same as described above. Music income from parents for the following academic year will be treated as deferred at the year end.

#### Lettings

- 8.26 From 2021/22 the school will be able to offer lettings, subject to the easing of covid restrictions in schools. The school's Lettings Policy is on its website.
- 8.27 Lettings will be invoiced and income will be posted as non-GAG unrestricted.
- 8.28 As the school grows its lettings facility there may be a requirement for specific lettings software. This will remain under review for 2021/22.

#### Other Income - ParentPay

- 8.29 Other items the school may charge parents for include the following:
- Concert tickets
  - Lost library books
- 8.30 The Finance Officer or Administrator will put a payment item on ParentPay and assign the item to the relevant students on receipt of clear instruction from the relevant teacher/member of staff.
- 8.31 Process for accounting for the income is the same as for trips.

#### Other Income - Invoices

- 8.32 From time to time the school will need to raise invoices. Current examples include:
- where the school has seconded a teacher to another school;
  - Hillingdon SCITT trainees
- 8.33 Invoices will only be issued when sufficient supporting documentation has been received from the individual requesting the invoice. Ideally this will be a copy of the relevant contract, e.g. for teacher secondments, or a copy of the invoice to be recharged.

- 8.34 The Finance Team will raise a sales invoice in Access.
- 8.35 Payment terms will depend on the contract/agreement but will not exceed 30 days.
- 8.36 VAT will be added to the invoice if relevant. (The school is not currently registered for VAT)
- 8.37 The sales ledger balance will be reviewed each month as part of the month end process and any unpaid overdue invoices will be followed up by the Finance Officer.
- 8.38 A Sales Ledger reconciliation will be done each month and included as part of the month end reporting.

#### Other Income - Charitable Donations

- 8.39 From time to time the school may support a charitable event (e.g. Red Nose Day) and ask students for a donation.
- 8.40 Donations will be collected by form teachers and handed to the Finance Officer for counting and banking.
- 8.41 Cash will be held in the school safe until it is banked.
- 8.42 Banking will be done as soon after the event as possible.

#### Other Income – Bank Interest

- 8.43 This will be booked in the finance system as received in the bank.
- 8.44 A bank reconciliation will be done at the end of each month to ensure all income has been correctly accounted for.
- 8.45 For all issues with recovery of debts the Finance Director will refer to the Debtors and Debt Recovery Policy, the Financial Regulations and the Academies Financial Handbook.

## **9. Budgeting**

- 9.1 Budgeting is a rolling process as the school has a 3-5 year plan which is regularly updated as the school continues to grow to capacity. The annual budget plan will always include at least another 2 years forecast in line with the requirements of the DfE's Budget Forecast Return (BFR).
- 9.2 The budget process is led by the Finance Director, with significant input from the Headteacher and other members of SLT. Key areas considered and discussed with SLT and in meetings between the Headteacher and FD during the year include:
- Pupil numbers
  - Staffing
  - Government funding and pay increments
  - Site and Maintenance contracts
  - Capital

The process incorporates elements of Curriculum Led Financial Planning and also benchmarking against local schools and using the Schools Financial Benchmarking service.

- 9.3 The budget is prepared in Access Budgets as well as on Excel spreadsheets to provide detailed supporting information. A word document detailing budget assumptions is also prepared and forms part of the final draft budget recommendation.
- 9.4 The draft budget is presented to SLT in the summer term, and will then be presented to the LGB to recommend to the Board of Trustees. Once Trustees have approved the budget the BFR will be finalised and submitted online to the DfE.
- 9.5 Once the budget is approved, the final version is input into Access and locked. This process also creates a copy which can be updated to produce a working forecast throughout the year.

## **10. Financial Delegations**

A summary of financial delegations is set out in Appendix 1. No changes proposed to the financial delegations. Should an approver not be available due to illness and approval is required urgently, the next tier approver will be asked to approve – e.g. if the Headteacher is not available, the order will go to the Finance Committee.

**APPENDIX 1 (links to Appendix F of Financial Regulations)  
Summary of Delegations – 2021/22 Academic Year**

<b>Role</b>	<b>Bank Forms and Government Returns</b>	<b>Cheque* Signing / BACS approvals</b>	<b>Purchasing, Procurement and Contracts</b>	<b>Expense claims</b>	<b>Investments**</b>	<b>Budgets / Virements</b>
<b>Board of Trustees</b>			<p>Approve orders and contracts over £100k for areas of spend within their responsibility.</p> <p>Approve any necessary procurement waivers for urgent contracts up to £75k within their responsibility.</p> <p>Approve establishment of new permanent staff posts for their school.</p>	Chair to approve expenses of the Headteacher	Over £100k	Approve annual budget for submission to ESFA.
<b>LGB/Finance &amp; Resources Committee</b>			<p>Approve orders and contracts £50k-£100k for areas of spend within their responsibility.</p> <p>Approve establishment of new permanent staff posts for their school.</p>	Chair to approve expenses of the Headteacher	Up to £100k	Approve virements
<b>Headteacher</b>		Cheque Signatory and BACS approver	Approve Purchase Orders and contracts up to £50k for school related	Approve staff expenses		Approve virements up to £50k non staffing budgets.

			<p>expenditure. (“Large Spend Approval”)</p> <p>Authorise all invoices for payment. The Headteacher will countersign all invoices &gt; £1k before payment.</p> <p>Sign contracts on behalf of the LGB.</p> <p>Approve new starters/payroll amendments within the school.</p> <p>Authorise monthly payroll.</p> <p>Approve establishment of new temporary staff posts.</p>	Approve waiver for staff expenses where single item > £100		Approve unlimited virements between staffing budgets.
<b>Deputy Headteacher</b>		Cheque signatory and BACS approver	Authorise all invoices for payment and payroll variances in the Headteacher’s absence	Approve staff expenses up to £100		
<b>Head of Operations</b>	Prepare and submit non-financial returns		Budget holder for Premises & Occupancy (see Budget Holders, below)			

<p><b>Finance Director</b></p>	<p>Approve and submit financial and non-financial returns</p> <p>Approve and submit VAT returns which are prepared by the Finance Officer</p>		<p>Authorise payroll online following Headteacher approval.</p> <p>Approve set up of new suppliers in the finance system including supplier bank details.</p> <p>Approve purchase orders up to £10k for school related expenditure (“Medium Spend Approval”)</p> <p>Approve budget overspends</p> <p>Budget holder for EXADM (see Budget Holders, below)</p> <p>Approve all invoices for payment, including with a greater than £10/5% variance to the original order.</p> <p>Approve non-order invoices for payment</p> <p>Review and first approver of cheques/BACS payments</p>			
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<b>Finance Officer</b>	Prepare VAT returns and submit once approved by the Finance Director		<p>Create new suppliers in the finance system</p> <p>Enter payroll variances in EPM portal</p> <p>Approve purchase orders up to £1k for school related expenditure ("Small Spend Approval")</p> <p>Prepare cheques/BACS payments</p>			
<b>Budget Holders</b>			<p>First approver for purchase orders in Access – purchase then goes through spend approval workflow subject to defined limits.</p> <p>First approver for non-order invoices. Invoice then goes to Finance.</p>	Approve staff expenses up to £100.		

\* All cheques must have 2 signatories. These provisions apply to all accounts, public or private, operated by or on behalf of the Board of Directors.

\*\* Investments do not include cash being held in the current account or any associated "sweeping" facility

Authorised signatories must not sign a cheque relating to goods or services for which they have also authorised the expenditure or where the cheque is reimbursing them for expenses incurred.

For BACS payments one authorised approver is required to make online payments however 2 signatories are required to sign off on the payment first.

**For all levels, if there is no budget available the proposed purchase spend will be referred to the next approver level. Staff should complete a budget overspend form which the Headteacher will sign to approve the purchase.**