

	Name of School	The Albany
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Finance Policy & Procedures

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1 Introduction

This document sets out the roles and responsibilities of school management and staff in relation to the Financial Arrangements within the school. This Finance Policy abides with financial standards as set by the DfES, The Audit Commission and the London Borough of Havering. The Governing Body controls this Finance Policy.

2 The Governing Body

An elected Governing Body manages the school. The Governing Body is responsible for delivery of an effective and efficient education for the pupils of the school. The responsibilities are wide ranging and cover aspects in accordance with DfES requirements.

The composition of the Governing Body is shown below:
Membership details are held in Governing Body minutes/reports.

In terms of the finance responsibilities, the role of the Governing Body is:

- To take responsibility to ensure the available resources are used effectively and efficiently.
- To set controls for both the financial and operational aspects of the school that are consistent with best practice and statute as defined by the Academies Financial handbook.
- To formulate the budget plans and oversee the use of this budget.
- To evaluate financial reports from the Finance Committee and School Managers. □
Review the delegated responsibilities annually.

The Governing Body delegates some of its powers within a sub-committee structure as well as to the Head Teacher.

Sub-committees have defined terms of reference and include:

FGPSC - Finance and General Purposes SC

C+P - Curriculum and Pupil SC

The Governing Body meets termly as shown on the timetable in [Appendix 1](#) (page16).

3 The FGPSC

FGPSC adheres to the following terms of reference:

- To review drafts of the annual budget and to recommend the annual budget for the full Governing Body to endorse. This is presented to the Committee in [August](#).
- Monitor the actual income and expenditure and forecasts against the agreed budget. This is done [once each term](#) and usually in the months [November, February and May](#). [\(See Appendix 1 \)](#) (page 16)
- Maintain the Scheme of Delegation, recommending any required changes to the full Governing Body.
- Review reports from Internal Audit and other officers with responsibility to report issues to the committee. E.g. the reporting of the Annual Inventory Check.
- To manage matters relating to pay.

Membership of the FGPSC is detailed in Governors' reports.

The full remit of the finance committee is shown in [Appendix 2](#) (page17)

Finance and General Purposes Sub Committee

Constitution and Procedure

1. Membership is comprised of governors including the Head Teacher appointed by the Governing Body plus the Deputy Head and Finance Director.
2. The Chairmanship and membership of the Committee will be reviewed and appointed as deemed necessary by the full Governing Body.
3. The Committee may co-opt or invite non voting members.
4. A quorum will be at least three Governors.
5. There will be at least one meeting of the Committee each term.
6. The Head in liaison with the Finance Director is responsible for providing agenda, minutes and notification of meetings. The Head is also responsible for including minutes in the next full Governing Body meeting and making these available to the Clerk to the Governing Body.
7. Any member shall withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

Terms of Reference

1. The Committee has delegated responsibility for reviewing the expenditure of the School and constructing budgets in accordance with the broad policy aims of the Governing Body and with the objectives of the school development plan, subject to the limits of resources available to the School.
 2. The day to day management of the School and its finances are delegated to the Head. This includes the School's Private Funds and SAS accounts.
 3. The main remit of the Committee is to:
 - (a) review the expenditure of the School on a regular basis;
 - (b) oversee the construction of the annual budget for the School and give approval to the budget until it is ratified at a full meeting of the Governing Body;
 - (c) approve short and long-term budget planning;
 - (d) formulate and review the School's letting policy;
 - (e) deal with matters relating to pay;
 4. The agreed limits for delegated day to day management are currently set at:

	(I)	(II)
Vire / Vary:	Head £5,000;	FGPSC £30,000
Expenditure	Head £15,000;	FGPSC £30,000
- These figures are reviewed as deemed necessary by the Committee.
- Exceeding the levels requires:
- (i) Reference to Committee
 - (ii) Reference to full Governing Body or in an emergency the Chairman of Governors.
5. The Committee will maintain and update as necessary its financial procedures to ensure compliance with Academies regulations.
Account will be taken of auditor reports and relevant documents such as "Keeping Your Balance".
 6. The Head will ensure the up to date maintenance of a register of pecuniary interest by making this available to Governors and the Auditors.

4. The Role of the Head Teacher

The Head Teacher controls the day to day activities within the school and all staff report to the Head Teacher within a management structure.

The Head Teacher is responsible for the day to day activities of Finance & Administration. The Head Teacher's role is:

- To advise the Finance Committee and/or the Governing Body on the position of the school budget.
- To ensure the Governing Body and/or the Finance Committee are provided with relevant and timely information for them to discharge their duties.
- To ensure the requirements of the Governing Body are carried out.
- To alert or inform the Governing Body of any matters considered relevant.
- To ensure all financial matters are undertaken in compliance with DfES guidelines and the Academies Financial handbook.
- Manage the day to day budget in line with the expectations of the Governing Body.
- To ensure all financial returns are completed and submitted within the required time scales.

The Head Teacher delegates his responsibilities to the [Finance Director](#).

5 Financial Regulations

The school aims to always follow the guidelines as documented in the Academies Financial handbook as issued by the YPLA. In adopting these guidelines, it is assumed that the school operates within the financial guidelines of the London Borough of Havering and the DfES.

6 General Arrangements for Financial Control and Accounting Arrangements

The school follows the guidelines for financial control and accounting as shown in the Academies Financial handbook

7 The Scheme of Delegation

The Scheme of Delegation lists the financial responsibilities of the staff and governors within the school. This delegation is the distribution of responsibilities of the Governing Body.

FGPSC review the scheme annually ensuring that the correct levels of delegated powers are given to individuals or committees. The Full Governing Body endorses the review before any changes are exercised.

Delegated powers include both financial and non-financial functions

The scheme sets out the delegated powers that come with the responsibility of a particular role. It assumes that the delegated power transfers to the new post holder if the original post holder leaves the school. However, whenever such a change occurs the scheme is updated to include the name of the new responsible member of staff.

The scheme ensures that no one individual has the authority to perform an entire process where school delegated funds are involved.

All staff are made aware of the delegated powers that they have been given and are required to complete a declaration accepting the powers and responsibilities. See attached

The full list of delegations can be found in [Appendix 3](#)(page18), this is communicated to governors at least annually. Staff can access details via The Governors' Report displayed in the staffroom and/or by approaching Finance Director or the Head Teacher.

8 Pecuniary Interests

It is the responsibility of the [Head Teacher and the Governing Body](#) to ensure that staff and governors do not directly or indirectly benefit financially when spending public money.

To control this conflict of interest, the school has established a register of pecuniary interests of all staff and governors.

All staff and governors are required to disclose any links they have with local firms (or national firms if relevant) that provide services to schools.

All staff and governors are required to disclose any interest as soon as they are aware of the link.

The register is available for inspection from the Head Teacher.

The Register of Pecuniary Interest can be found in [Appendix 4](#)(page 21) together with the individual Declaration of Pecuniary Interest Form.

Declaration – Delegated Powers

This is to confirm that I have been provided with a copy of The Scheme of Delegation for the financial year 2011/2012 which sets out powers and responsibilities delegated to me.

I understand that I will be required to sign a new declaration should The Scheme of Delegation be altered. FGPSC annually review The Scheme of Delegation and I have access to a copy via the Governors' Reports displayed in the staffroom and/or via approaching Finance Director or The Head Teacher.

Signed

Print Name

Position in School

Date

Please return this form to Mrs L.P. Parker, Finance Director.

9 School Development Plans & Budgets

The senior management of the school produce, annually, a School Development Plan (SDP). The aim of this plan is to develop a strategy for improvement in all aspects of the school.

Finances are earmarked to support both the SDP priorities and those projects requiring significant support via managed carried forward funds.

The annual budget process must be complete before [the start of the new financial year](#). The school is guided by the deadlines set by the YPLA.

The school management and the Governing Body also abide by the processes and procedures within this document. Reporting of the budget to the YPLA is done in the required format.

The school always aims to produce a balanced budget with the approval of the Governing Body.

10 Budget Monitoring and Adjustments

The Finance Director monitors expenditure against the budget on a monthly basis and present a report on the budget position to the FGPSC [each term](#). The meetings of FGPSC are timed to support the planning process and are shown on the timetable in Appendix 1.

Any material variances in expenditure are reported to the Chair of the FGPSC as soon as they are noted.

In the management of the budget, there is on occasions a need to transfer budgets with changing priorities. All such budget adjustments or virements are recorded and must be authorised before being exercised.

The authority to make budget virements is detailed in the Scheme of Delegation in [Appendix 5](#) (page23)

11 Internal Financial Control and Data Security

All duties and financial procedures are in line with the YPLA regulations as documented in the Academies Financial handbook.

The Responsible Officer conducts the programme of Internal Audit as per the Academy Financial Hand book guidance. Audits are conducted annually by the Academy's auditors McIntyre Hudson.

School Private Funds are independently audited annually in the Autumn Term. The appointed Auditor is **MacIntyre Hudson**,

There are written descriptions of financial systems and procedures that are kept up to date and accord with any audit or other guidelines from the YPLA and the Academies' financial regulations.

Staff members are properly trained in the financial systems and procedures. Training needs are managed by the Deputy Head and reports are made to the Curriculum and Pupils Sub-Committee.

There are cover arrangements in place for key financial staff and management. These arrangements include the performance of key tasks and the transfer of responsibility during the period of cover.

Transactional control is supported by systems that include segregation of duties wherever possible:

- At least 2 people are involved in the ordering of goods and that one provides a check for the other.
- Where possible, the duty of calculating, checking and recording of money is separated from duty of collecting and paying out money.
- Any alterations to original documents (such as cheques, invoices and orders) are made in permanent form. The use of correcting fluid and the erasure of information is not acceptable. Any alterations are properly and clearly initialled and dated. Where alterations are made early in the cycle of duty, all authorisations after the alteration must confirm note of the alteration.
- All financial transactions are traceable from the original documentation to accounting records both at school and local authority level and vice versa with all checks being carried out on documents being recorded.
- Financial records are kept properly and securely in accordance with the requirements of the YPLA regulations.

12 Computer Systems

Control and security of data is maintained within the parameters of the Data Protection Act as well as the Freedom of Information Act.

As such access to financial and operational systems is carefully controlled. The Access rights on the [SIMS](#) financial systems are shown in [Appendix 6](#) (page 24). These access rights also support the Scheme of Delegation.

The Head Teacher/Finance Director ensures adequate separation of duties between personnel entering and authorising data on the computer system is in place.

The Headteacher insures that only authorised software is used in order to prevent the importing of computer viruses. Virus checking software is also used.

Passwords are changed regularly and only known to the password holders. The System Manager has access rights to reset passwords for staff. Main system passwords are kept in the school safe.

There are set backup processes set up in the system. System backups are taken daily, monthly, annually and manually as required.

The [Network Manager](#) takes the monthly backups off site. All off site backups are kept in a secure cupboard.

Daily Backups are run frequently throughout the day and kept for a minimum of [30 days on secure disk drives](#) located on site allowing for recovery to any point in time.

Monthly Backups are kept for a minimum of [12 months](#) on tape and reused on a rotating basis as required.

Annual and manual backups are stored on disc and tape, with the tape being taken off site as needed.

13 Purchasing

The school follows the purchasing guidelines as documented in the **Academies Financial handbook**.

Any Capital expenditure also follows these guidelines as well those shown in **Academies Financial handbook**.

Financial expenditure quotation limits set with the Financial Regulations are also shown in [Appendix 7](#) (page 28).

The [Finance Officer](#) carries out update of the Accounts Payable System in [SIMS](#). In order to ensure segregation of duties the [Finance Officer](#) is not involved in the Ordering cycle.

Approval of invoices is carried out in accordance to the authority granted within the [Scheme of Delegation \(Appendix 3\)](#) (page 18)

Payment of invoices is made using cheques. Two authorised members of staff sign each cheque.

Ideally, the person authorising the invoice or the person who ordered the goods or services concerned, does not sign related cheque payment. .

Bank Debit Card

Card holders to keep card on them at all times or locked in school safe. Charges are made to bank account immediately and are reconciled from weekly bank statements. Terms and conditions apply as directed by Lloyds TSB Bank

Schedule of Charge Card Holders and Limits – see **Appendix 10**

14 Leasing Arrangements

The school does not enter into Finance Leases.

15 Income Management and Banking

Other than the delegated budget, the school collects income from the following sources:

Pupils	- art tuition
Pupils	- for school trips
Pupils	- for music tuition
Pupils	- as funding-raising donations
Parents Associations	- for specific funding of projects
Customers	- for hire of school premises Pupils
	- equipment/stationery items
<i>Others</i>	<i>- for?</i>

All income collection is accounted for within the Finance office.

A record is kept for each type of income and where required (lettings) an invoice is presented to the hirer.

Money collected is banked promptly and at least weekly. Income relating to the school budget is banked in the school's budget bank account. Private funds are banked in the ***School Fund Account***.

The school uses the **National Westminster Bank** to manage its income.

The arrangements with the bank are tested with other banks at least every two years to ensure best value.

Reconciliation of bank accounts to [SIMS](#) is carried out at least monthly.

16 Lettings

The school lets out its facilities and related equipment to the public outside school hours.

A charging scheme is operated that also outlines the facilities available for hire and the terms and conditions of hire. See [Appendix 8](#) (page 29).

The Governing Body reviews scales of charge annually to ensure the income is maximised. This is reviewed by FGPSC – Full Governing Body.

The insurance and security arrangements are also reviewed annually to ensure there is adequate protection for both the school and the hirer.

17 Inventory & Assets

The school maintains an Inventory Register based on the Inventory Control Policy provided by the YPLA.

The Finance Director is responsible for the maintenance of this register.

All assets are security marked.

The Inventory is reviewed and checked annually. The findings of this annual inventory check are reported to the FGPSC highlighting the condition of assets and also missing items.

The Inventory Policy is shown in [Appendix 9](#) (page 39).

18 Voluntary & Private Funds

The school has a safe and efficient system for the custody and control of voluntary funds under the control of the Governing Body.

The [Finance Officer](#) acts as treasurer and the [Finance Director](#) acts as manager.

Voluntary funds and related records are kept separately from official school funds.

The accounting procedures reflect the standards for accounting for public money as with the Delegated School Budget above.

All controls described in the Finance Policy also apply to the Voluntary Funds.

The General Fund is used to fund activities and projects as agreed by the Governing Body.

Other collections are earmarked for specific projects

An independent auditor (Mr. Frank Buttle) approved by the Governing Body audits the fund accounts annually.

The accounts are submitted annually and a report is presented to the Governing Body.

Any suspected irregularities are reported to the YPLA.

The school is insured with Zurich.

The Governing Body reviews the above procedures annually.

19 Personnel, Salaries & Wages

The school uses the [London Borough of Havering Payroll Service](#).

All information regarding staffing is provided to the service to ensure the correct processing of individual pay.

The [Finance Director](#) reconciles the payments to the Payroll Service to the payment records to individual members of staff on a monthly basis.
Authorisation of additional payments outside normal contractual payments are made in accordance to delegated powers.

Payment of incidental expenses are made in line with the guidelines set by the YPLA and as documented in the Academies Financial handbook.

20 Insurance

Insurance cover is provided [Zurich](#).

The [Head Teacher](#) ensures that insurance cover is commensurate with the risks associated with the school.

The [Head Teacher](#) is responsible for:

- Notifying the insurers of any new risks (new property, equipment).

- Ensuring that the indemnity is not given to any third party without the written consent of the insurers.
- Informing the insurers immediately of all relevant matters (losses or other incidents).
- Ensuring that cover includes school property (such as musical instruments and computers) when off the premises.
- Maintaining a check to ensure that claims are processed within the required period.
- Ensuring that the police are informed of all claims where this is a requirement of the insurance.

21 Conduct, Bribery & Corruption

All staff, governors, pupils and parents are encouraged to report any acts they consider to be improper and or illegal.

The London Borough of Havering “Whistle blowing” policy is used as the vehicle for reporting such acts or actions.

22 Review Process

FGPSC reviews the contents of this policy annually.

The review considers any changes to associated publications such as the Academies Financial handbook issued by the YPLA and ensures the policy complies with any such changes.

The review considers changes to the structure and members of the Governing Body and the School Staff.

Any changes in responsibilities are also recorded and updated in the policy or related procedures.

Where elements of policy no longer apply, these are removed from the documentation.

FGPSC then recommends the adaptation of the revised policy to the full Governing Body.

Appendices

Appendix 1 – Example Timetable of Events

September	October	November
Autumn Term Start	Governing Body Meeting	
September Pupil Count		
Review Finance Policy		Finance Committee Meeting
Update Pecuniary Interest		
Review Lettings policy		
Evaluate previous School Development Plan (SDP)		
Detailed current SDP - Summary seen in previous June		
December	January	February
End of Term Date	Spring Term Start	Finance Committee Meeting
	PLASC return	
March	April	May
Governing Body Meeting	Summer Term Start	Finance Committee Meeting
End of Term Date		
June	July	August
Governing Body Meeting	Inventory Check	Finalise Budget - Budget Presentation to Finance Committee
Forthcoming SDP outline	End of Year	

Appendix 2 – Remit of the Finance Committee

The role of FGPSC is to support the full Governing Body in the consideration of the financial aspects of decision-making and development strategy of the school.

As such FGPSC responsibilities are as follows:

To ensure all relevant financial returns are produced for the YPLA, DfES and other statutory bodies as required.

To ensure all accounts for which the Governing Body is responsible are properly audited.

To be responsible for the preparation of a draft annual budget for the consideration of the full Governing Body.

To receive regular reports of income and expenditure, monitoring expenditure patterns against budgetary assumptions.

To ensure accurate records of all financial transactions are kept in a manner allowing probity relatively easy.

To arrange the proper management and maintenance of the school's assets

To advise on investments of surplus funds ensuring interest earnings are maximised without risk

To process tenders, service level agreements and contracts.

To approve quotations for goods or work to be carried out on behalf of the Governing Body in accordance with established procedures.

To make proposals for an appropriate pay policy ensuring the proper treatment of statutory deductions and payments.

Review annually, the salaries of the teaching staff (main school managers ensuring targets and have been achieved.)

Review, annually, the salaries of support staff using relevant pay scales and recommendations from the Head Teacher.

To carry out the specified functions in the current Pay Policy with particular reference to Performance Review.

Review, annually, the school's insurance cover and ensure any new conditions or assets are covered.

Review, annually, the finance policy of the school ensuring it remains in line with the guidelines of the YPLA and DfES.

Appendix 3 – Scheme of Delegation

The Governing Body delegates its responsibilities to the staff to manage the day to day operation of the school.

The scheme of Delegation covers the following areas:

- Bank / Cheques Payments
- Expenditure Limits – Ordering
- Receiving Goods and Services
- Expenditure Limits – Authorising payment
- Lease Agreements
- Virements and Budget adjustments
- Write off of Bad Debts
- Inventory Disposal
- Staff Expenses

Cheque & BACS Payments:

All cheques are signed two signatories.

The following conditions are also followed:

It is common practice for the more senior signatory to sign the cheque last. Generally, The Finance Director and the other signatories are only used as the first signature.

The Finance Director to take the role of the Head Teacher in his absence.

BACS payments – Finance Officer produces the report to be signed by an official signatory, which is then be passed to the second signatory who will authorise the payment to be made electronically by the Finance Officer, in accordance with the Academies Bankers instructions.

If the goods/service has been ordered by any of the signatories, they will not sign the payment.

Any payment in excess of [£15,000](#) is recorded at the meetings of the Finance and Premises Governing Group.

Direct Debits

Either the Chair of Governors or the Chair of the Finance Committee approves the set up of direct debits.

The Finance Director presents a list of all current direct debits to the Finance Committee each term.

Standing Orders

The use of Standing Orders follows the same rules as Direct Debits. However, it is current policy not to make payment by standing orders.

Expenditure Limits – Ordering of Goods and Services

Staff, other than the Head Teacher, can only order goods and services for their own departments.

Only the [Head Teacher, Deputy Head and G. Green](#) can order the employment of temporary or supply staff.

Expenditure Limits – Receipt Of Goods and Services

All goods delivered to the school are checked on receipt. The [Site Manager](#) checks for damage and quantity before signing the delivery note and sending it to the [Finance Officer](#) for processing.

It is the responsibility of the person who ordered the goods to confirm this check and report any discrepancies to the Finance Office immediately.

In terms of Services of Supply and Temporary staff, timesheet is signed by [the head of department](#) to confirm the hours.

Expenditure Limits - Approval of Invoices

Approval of Invoices is subject to the limits set in the table below.

No one person can order goods / services and authorise the related invoice

No one person can order goods / services and sign the cheque for the payment of that order.

The payment of the invoices is in accordance with the cheque signatory limits. (Financial limits of Head Teacher **£15,000** , FGPSC **£30,000**)

Expenditure Limits – Tendering Process

All purchasing follows the guidelines as described within the Finance Policy of the School.

Lease Agreements

Any equipment to be acquired under a leasing arrangement is to be approved by the full FGPSC.

Budget Virements and Adjustments

The Head Teacher approves all budget virements up to a limit of £5,000. The Finance Committee a limit of £30,000 and the Full Governing Body approves any virements above this limit.

The Finance Director reports all virements to the Finance Committee each term.

System Processing

It is the aim of the school to ensure that staff that process financial transactions are not involved in the approval process.

Bad Debts

The Head Teacher can approve write off of Bad Debts up to the value of £100.

The FGPSC can approve write-offs of up to £500.

The Governing Body approves write off above this value.

Inventory Disposal

Disposal of inventory is conducted in line with the Inventory Control Process as shown in Appendix 9

Approval of Staff Expenses

Each Head of Department first approves expenses before additional approval from the Head Teacher or Finance Director. Neither the Head Teacher nor Finance Director will approve their own expenses.

Appendix 4 – Register of Pecuniary Interest

The following register lists the persons who have been asked to complete a declaration of pecuniary and related business interests. The register is reviewed annually and all Governors and Staff are asked to sign an up to date declaration.

Name	Position	Declaration Requested (Date)	Declaration Submitted (Date)	Pecuniary Interest Assessed by:	Actions Taken

Details of declared interests can be found on the accompanying Individual Declaration Forms.

Declaration of Pecuniary or Related Business Interests

Name of Governor or Member of Staff

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

I certify that I have declared all beneficial interests that I or any person closely connected with me have with businesses or other organisations which may have dealings with the school.

Signed Date.....

Appendix 5 – Budget Virements Monitoring & Authority Schedule

The school maintains a record of all budget virements.

- Virements made between budget lines of income / expenditure
- Virements made between cost centres

A hard copy of the schedule is signed by the authorising manager and held with any supporting documentation in the Budget Adjustment Folder in the Finance Office.

Appendix 6 – Example [SIMS](#) Access & Control (Finance Modules Only)

Access rights are divided into categories that follow the tasks performed on the system. These categories are:

- Supervisor
- Supervisor Defined
- Enter and Authorise
- Authorise Only
- Enter Only
- Read Only
- No Access
(Used for people no longer allowed access to the system e.g. past employees)

The level of access to the system granted to staff is based on the tasks each of them needs to perform.

The school aims to segregate system duties so as to prevent a single person performing entries and authorising and initiating payments. However, there are some occasions where this is not possible.

The Table attached shows the access rights of all members of staff that use [SIMS](#) (Finance Modules Only)

Mr A Thorne controls the System Manager Access.

Controls and Delegated Authorities Established by Governors

GENERAL

Details of Regulation	Name/post of Employee								
<p>Governors shall establish the limits and restriction on the control of budgets.</p> <p>Financial limits of expenditure by Head Teacher before approval of Governors needed: A) Individual items of non routine expenditure B) Items costing above a certain limit</p> <p>Limits of transfer between individual budgets by Head Teacher before Governors approval required. (Virements)</p>	<p>A) £15000 (FGPSC £30000) B) £15000 (FGPSC £30000)</p> <p>£5000 (FGPSC £10000)</p>								
Level of petty cash set by Governors	£ N/A								
Named employee to order cheques	Ms C West/Mrs L.P. Parker								
Named signatories to the bank account	<p>Mr A Thorne</p> <p>Mrs L.P. Parker</p> <p>Mr G Wimbush</p> <p>Ms V Masson</p>								
Names of employees authorised to carry out reconciliation duties.	<p>Mr A Thorne</p> <p>Mrs L P Parker/Ms C West</p>								
Names of employees authorised to certify time records and other pay documents	<p>Mr A Thorne</p> <p>Mrs L.P. Parker</p>								
Name of employees authorised to certify travelling, subsistence and financial loss allowance claim forms.	<p>Mr A Thorne</p> <p>Mrs L.P. Parker</p>								
Names of employees authorised to access to the SIMS system and the levels of access they will be Allowed	<table> <tr> <th>Name</th><th>Level of Access</th></tr> <tr> <td>Mr Gilchrist</td><td>system manager</td></tr> <tr> <td>Mrs L.P. Parker</td><td>manager</td></tr> <tr> <td>Ms C West</td><td>manager</td></tr> </table>	Name	Level of Access	Mr Gilchrist	system manager	Mrs L.P. Parker	manager	Ms C West	manager
Name	Level of Access								
Mr Gilchrist	system manager								
Mrs L.P. Parker	manager								
Ms C West	manager								

Name s of employees authorised to enter and authorise data on the system	Ms C West Mrs L.P. Parker
Name of employee authorised to be systems manager	Mr A Thorne

PURCHASING

Details of Regulation	Name/post of Employee
All financial limits for purchasing established by Governors where additional to or lower than those laid down in the regulations.	Keep to regulations about tendering
Named persons to be responsible for attendance at the opening of tenders and accepting the lowest tender	1.Chair of Governors and/or Chair or FGPSC 2.Mr A Thorne 3.Governor FGPSC
Names of employees authorised to certify orders in manuscript	Mr A Thorne Ms V Masson Mrs L Parker
Names of employees authorised to check work, goods or services received	Head of Department areas
Names of employees authorised to certify invoices in manuscript.	Mr A Thorne Ms V Masson Mrs L.P. Parker
Name of employee authorised to certify the payments listings and attached invoices.	Ms C West Mrs L.P. Parker
Names of employees authorised to sign/initial invoices	Mr A Thorne Ms C West Mrs L.P. Parker
Name of employees authorised to complete cheques and counterfoils.	Ms C West Mrs L.P. Parker
Name of employees authorised to be signatories to the Cheques (maximum of 5)	Mr A Thorne Ms V Masson Mrs L.P. Parker Mr G Wimbush

DELEGATION

Details of Regulation	Name/post of Employee
Level of expenditure delegated by Head Teacher to other employees.	BUDGETS DELEGATED TO HEADS OF DEPARTMENT AREAS
Levels of budget variation in excess of which a report must be presented to Governors or appropriate person named by them.	NO LEVELS SET, CONTINUOUS MONITORING BY L.P.P. & FGPSC GOVERNING BODY
Any named employees different from those named above who will be responsible for duties during holiday periods and the duty for which they are responsible	N/A
Named person to countersign appointment forms.	N/A AGREED WITH GOVERNING BODY FOR SINGLE SIGNATURE OF HEAD TEACHER

Appendix 7 – Purchasing - Expenditure Limits (As at October 2011)

The Framework highlights the need for schools to conform to the Academies', National and European Procurement legislation as well as the application of best practice.

Schools should adapt the approval levels in accordance with their scheme of delegation. Guidance is shown within the table

Category	Value	Procedure Section of Procurement Framework	Post Holder with appropriate delegated authority to award or evaluate.
(i)	Less than £2000	One quote (record in writing)	Staff member with appropriate authority
(ii)	£2,000 - £14,999	Two quotes (record in writing)	Staff member with appropriate authority
(iii)	£15,000 - £59,999	Three written quotes	Two post holders with appropriate authority, one being at least the Head Teacher
(iv)	£60,000 - £155,999	Mini tender – one stage Competitive tender without prior advertisement against written specification of requirements 3 tenders	Two post holders with appropriate authority e.g. Head Teacher and Chair of Governors
(v)	Above £156,000 and EU rules apply	Full EU advertised competitive tender process 3 tenders	A Project team reporting to the Chair of Governors and including appropriate specialists e.g. legal, finance, procurement, health & safety
(vi)	Above £156,000 and EU rules do not apply	Full advertised two stage competitive process 3 tenders	A Project team reporting to the Chair of Governors and including appropriate specialists e.g. legal, finance, procurement, health & safety

Appendix 8 – Lettings Policy

The school lets out part of its premises and related equipment for public use outside normal school hours. These lets are short term and generally charged on an hourly basis.

The premises available for hire are:

[*The Main Hall*](#)

[*The Dining Hall*](#)

[*The Dining Hall & School Kitchen*](#)

[*Classrooms \(excluding science/technology areas\)*](#)

The school's Sports Facilities are also available for the use by the public and is dependent on the available facility.

Each let is made on the hirer's acceptance of the terms and conditions of hire as noted below.

Terms & Conditions of Hiring School Accommodation

Application

The Hirer must be over 18 years of age.

All applications for hire should be addressed to the School Office.

The school will hold provisional bookings for a period of 7 working days.

The Hirer must complete the Lettings Application Form, 6 weeks before the proposed hire.

The hirer must state the purpose for the hire.

The Hirer must pay the full fee for the booking no later than 6 weeks prior to the date of use.

If the hire is less than 6 weeks away from the date of application, the full fee will be payable.

For block bookings, the full payment will be required with the same notice as above form to the start of the block booking.

The school reserves the right to refuse any application

Conditions

The school has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the school.

Times and duration of hire vary with the accommodation hired. However, all lets must be cease at 12.00pm and, as such all activities must cease by 11.30pm to allow sufficient time for clearing up.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The Hirer will at all times allow access to the premises and services to school or Academy staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls and equipment must be brought into the school without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhered to the licence is fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No Alcohol is to be consumed on school premises without express permission from the Finance Director. Such requests must be made at the point of application. We will highlight all our requests to alter and get FGPSC to approve.

The school will not allow the sale of alcohol within its boundaries.

The Hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the to the storage areas.

The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors.

The hirer must leave the accommodation in the condition it was hired in. Additional cleaning and damages may result in the loss of deposit.

The hirer will be responsible to ensure adequate third party liability insurance is in place.

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

First Aid cover will not be provided by the Academy at any letting.

Termination & Cancellation

The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

- **More than 4 weeks notice** - **One third of the fees paid.**
- **Less than 4 weeks** - **No refund**

The school can at anytime during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

Scale of Charges

Example - Hire of School Accommodation Form

To be completed by the person responsible for payment in respect of the hire.

DATE(S)	TIMES FROM – TO	AREA REQUIRED	PURPOSE OF HIRE	NO. OF CHAIRS	WILL ALCOHOL BE CONSUMED

FURTHER INFORMATION/DETAILS

Please reply to: Ms C M West

The Albany School, Broadstone Road, Hornchurch, RM12 4AJ

I hereby make application for the use of the accommodation and facilities stated above and upon such application being approved, I undertake to pay in advance the charges and to comply with the Conditions of Hire which are available for issue or inspection from the School.

Signature of Applicant

Full Name [in block letters]

Address

..... Tel. No.

Society or Organisation [if applicable]

Date

Please note: If recorded music is to be played it is the Hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL [Phonographic Performance Ltd] on 0207 534 1000. Once a licence has been obtained, please forward a copy to the school. Failure to do so will result in cancellation of the hire of the facility.

The Hirer shall indemnify the Academy against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises [except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents] and shall

maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with this booking form.**

CONDITIONS FOR THE HIRE OF SCHOOL ACCOMMODATION

These conditions refer throughout to the 'School', but in all such instances the word 'Academy' also applies.

1. All applications for the hire of accommodation should be addressed to [name of school] and made on the standard booking form which will be issued on request.
2. The school reserves the right to refuse any application.
3. The school reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the accommodation has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.
4. Provisional bookings will be reserved for 7 days from the receipt of the enquiry.
5. The hirer, who must be over 18 years of age, will be required to pay the full fee no later than six weeks before the letting takes place. For block, i.e. regular, bookings the fee must be paid termly in advance.
6. The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid. The school will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations.
7. Cancellations by hirers will be accepted on the basis that if 28 days or more notice is given then one-third of the full fee will be payable, and if less than 28 days then the full fee will be payable.
8. If recorded music is to be played it is the hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL [Phonographic Performance Ltd] on 0207-534 1000. Once a licence has been obtained, please forward a copy to the school. Failure to do so will result in cancellation of the hire of the facility.
9. School kitchens may not be used for the cooking or preparation of food but may be used for serving pre-prepared items.

10. No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc. shall be brought into school accommodation without the hirer having taken adequate protective measures.
11. The school will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the school or of any employee of the Academy acting in the performance of his duties as such employee. The Hirer shall indemnify the Academy against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises (except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents) and shall maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with the booking form.**
12. The hirer is responsible for the preservation of good order and shall fully compensate the school for any damage howsoever occasioned except insofar as he satisfies the school that such damage or loss was caused by any act or default of the school or of any employee of the Academy acting in the performance of his duties as such employee. It is recommended that the hirer have adequate third party insurance cover.
13. The hirer shall at all times permit access to the premises and services by the staff of the Director of Educational Services. Access must also be given at all times to police officers, and Environmental and Consumer Services Officers if the premises are in use for a licensed event.
14. The school will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire [except insofar as any such loss may be caused by any act or default of the school or any employee] or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.
15. The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.
16. No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the Academy. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.
17. The hirer shall, upon request, provide for approval a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved, and cannot subsequently

be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out in paragraph 7 above.

18. The hirer or the responsible person, whose name and address must have been supplied to the school before the date of the hiring, must be in attendance at the premises throughout the period of the hire.
19. The hirer shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards if so required.
20. The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants.
21. The school will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand.
22. The schools' representative or other duly authorised officer of the Council will also have the authority to control the volume of sound caused by musical equipment.
23. In the event of a hire being terminated because of failure to comply with any of these conditions all sums paid by the hirer will be retained and the school will reserve the right not to accept any further requests to hire accommodation.
24. School premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses/events which would require a licence. The initial approach on such matters should be made to the school concerned.
25. Hirers are responsible for ensuring that the conditions attached to any granting of a licence are fully observed.
26. No alcohol shall be consumed on school premises without the express permission of the school governing body. In addition no alcohol shall be sold on the premises unless an occasional licence has been obtained from the local Licensing Justices. Hirers must give sufficient notice for these procedures to be followed and, if approved, the hirer will be responsible for the opening and closing of the bar as required by the Conditions of the Licence. [An occasional licence is not required for the supply or consumption of alcohol, providing that it is supplied free of charge. The use of tokens or tickets for purchasing alcohol is not permissible].
27. The hirer must ensure that setting out and clearing up is completed within the specified times of hire. The premises must be completely vacated by your final allocated time.

28. The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the school or in an occasional licence.
29. When booking use of the premises the hirer should indicate the number of chairs or any other special requirements, which will be met if possible. If sufficient chairs, etc. up to the maximum number, cannot be provided by the school, consideration will be given to permission for the hirer to provide, at his own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.
30. No bolts, nails, tacks, screws etc. shall be used on the school premises, nor shall notices or bills be displayed without express permission. The wearing of stiletto heeled shoes is not permitted under any circumstances.
31. No alterations or additions shall be made to the school premises or services [e.g. additional lighting] without express prior written approval.
32. It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge may be made against the hirer.
33. The school will not be held responsible for the loss or damage to cars parked on its premises.
34. First Aid provision is the responsibility of the hirer and if the Academy deems the activity as high risk will require evidence that a qualified first aider will be in attendance.
35. Should these conditions not cover a specific circumstance arising out of a particular request from a hirer then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.

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Letting charges as at November 2011

<u>Area</u>	<u>Monday-Friday</u>	<u>Sat. (Reg)</u>	<u>Sat. (Ext)</u>	<u>Sunday</u>
SCHOOL HALL	£30 p.h.	£40 p.h.	£45 p.h.	negotiable
SPORTS HALL	£30 p.h.	£40 p.h.	£45 p.h.	negotiable
GYMNASIUM	£30 p.h.	£40 p.h.	£45 p.h.	negotiable
CLASSROOMS	£10 p.h.	£10 p.h.	£12 p.h.	negotiable
OTHER AREAS	negotiable			

Discount available to staff or organisations associated with the Academy (i.e. PTA) at the discretion of the Head Teacher/Finance Director)

Mrs L. P. Parker
Finance Director

T. Brown
Chairman of Governors

Appendix 9 – Inventory Policy

1.0 Purpose of an Inventory

- 1.1 An inventory must be maintained to ensure that the school has a detailed record of all the equipment of which it has custody.
- 1.2 The reason for maintaining such a register is to correctly record all items of value held. Also, in the case of fire or theft, there would be a record showing exactly what has been “lost” together with its cost, identifying serial numbers etc. This would assist in either an insurance claim and/or a Police investigation.

2.0 Responsibility for keeping inventories.

- 2.1 The Governing Body maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the [Head Teacher](#) and [the Finance Director](#). The responsible officer is to ensure the policy and procedures are followed and will report to the Governing Body or its Finance Committee on a regular basis as detailed within this policy. The Governing Body must approve any further delegation of the duties covered in this policy.
- 2.2 Responsibilities within our school are shown under each part of the control process detailed in the following sections.
- 2.3 When, a responsible officer leaves the school, the responsibilities will automatically transfer to the new post holder. Where there is a gap in recruitment, the Head Teacher will nominate a temporary responsible officer. If the person is not being replaced, the head teacher will ensure that the responsibilities are transferred to another member of staff without delay.

3.0 Process – Purchase of Inventory

- 3.1 All purchases of inventory must follow the Procurement process and rules as documented in the School’s Finance Policy and be consistent with purchasing guidelines in the Academies Financial handbook.

- 3.2 Additional approvals if required must be sought in writing before purchase of such items.
- 3.3 Where purchase of upgraded equipment or replacement items make existing assets redundant or obsolete, disposing of the asset follows the guidelines set out in Section 8.
- 3.4 The [Finance Director](#) holds the responsibility of ensuring the correct process is followed.
- 3.5 The [Finance Director](#) will ensure that all schedules are kept up to date.

4.0 Items to be recorded

- 4.1 Generally, items of equipment, tools and furniture with a value over [£500](#) are recorded on the Inventory Register. However, the register contains items below this value that are considered “desirable” and may be open for theft or damage.
- 4.2 Furniture included in the register has an individual value in excess of [£500](#).
- 4.3 Detailed recording of tables, desks and chairs are not kept however, a separate record is maintained for the average number of tables, desks, chairs that are in each room for the purposes of insurance.
- 4.4 The table below shows the items recorded on the School’s Inventory Register. The list is regularly amended to include any items purchased and inclusion on the inventory register is deemed necessary.

Office	Premises	Classroom	Other
<u>Adding Machines</u>	<u>Electric Fires</u>	<u>Gym Equipment</u>	<u>Electrical Irons</u>
<u>Dictation Machines</u>	<u>Electric Heaters</u>	<u>Audio Visual Equipment</u>	<u>Trophies</u>
<u>Office Furniture</u>	<u>Floor Polishers</u>	<u>Lathes</u>	<u>Lighting Equipment</u>
<u>Safe</u>	<u>Vacuum Cleaners</u>	<u>Lenses</u>	<u>Pictures</u>
<u>Kitchen Equipment</u>	<u>Mowers</u>	<u>Microscopes</u>	<u>Amplifiers</u>
<u>IT Equipment</u>	<u>Testing Equipment</u>	<u>Musical Instruments</u>	<u>Item</u>
<u>Photocopiers</u>	<u>Surveying equipment</u>	<u>Interactive White Boards</u>	<u>Item</u>
<u>Laptops</u>	<u>Gardening Tools</u>	<u>OHPs</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Sewing Machines</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>IT Equipment</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Chemical Balances</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>

<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>
<u>Item</u>	<u>Item</u>	<u>Item</u>	<u>Item</u>

- 4.5 The responsibility of determining which items should be recorded on the Inventory Register lies with the **Finance Director and the Head Teacher.**

5.0 Inventory Checks

- 5.1 At least annually.
- 5.2 All items recorded in the register checked for location and condition.
- 5.3 The Check is also used to identify items that may have been missed off the original register.
- 5.4 Where the condition of assets has deteriorated, it is noted for repair, disposal and/or replacement.
- 5.5 Where assets are no longer used and are considered to be obsolete, this is reported to Management and decisions made for disposal.
- 5.6 **The Finance Director** controls the process of Inventory Checks. The current inventory list is sub-divided and given to staff responsible for conducting as the checklist of inventory items.
- 5.7 **Heads of Department** conduct checks for Classroom inventory.
- 5.8 **The Site Manager** conducts the checks for all General Inventory.
- 5.9 **The IT Manager** conducts the checks for all computer equipment.
- 5.10 The individual that conducts the check signs inventory Check schedules; these are attached to the signed **Declaration of Inventory Check**.
- 5.11 **The Finance Director** is responsible for consolidating the various inventory checks.
- 5.12 **The Finance Director** will prepare a report on the findings of the inventory checks that is presented to the **FGPSC / Governing Body**.

- 5.13 The [FGPSC](#) will use the information to make decisions on disposals, replacements, security of assets.

6.0 Security of Assets

- 6.1 All valuable equipment (attractive to thieves or easy to remove) is security marked with the name of the school and postcode, wherever possible in a highly visible manner to detect theft. However, care is taken not to reduce any resale value of the assets. Sticky labels are not sufficient as these can be removed.
- 6.2 All easily removable items, e.g. laptops and audio-visual equipment, are locked away securely when not in use.
- 6.3 [The Network Manager](#) maintains a log of all equipment loaned out to staff, especially if the equipment is to be taken off site. (See the Equipment On Loan Log attached) Staff using the loan facility agrees to ensure the security and safe usage of the equipment whilst in their possession.
- 6.4 Staff with school equipment on loan must ensure the security and safekeeping of the equipment whilst in their possession and as such accept the responsibility at the time of the loan.
- 6.5 Any equipment loaned out for personal use is covered by the school's Insurance policy (balance of perils).
- 6.6 Any leased equipment is not marked without first referring to the leasing contract/company.
- 6.7 The [Site Manager](#) is responsible for ensuring all Premises related equipment is security marked.
- 6.8 The [Finance Director](#) is responsible for ensuring office related assets are security marked and stored securely.
- 6.9 All Classroom equipment is security marked by the [Department Heads](#) on receipt of goods.
- 6.10 [All teachers and staff](#) are responsible for ensuring equipment used by them is correctly and securely stored when not in use.

7.0 Disposal Policy

- 7.1 Assets are disposed only if they no longer have any use to the school. Inventory is not generally used to generate a profit by sale. However, sale of redundant assets is carried out.

- 7.2 The table below shows the reasons for disposal and the methods of disposal used by the school:

Reasons For Disposal	Method of Disposal
Obsolete – No longer used	Destroyed
Damaged Beyond Repair	Donation
Upgraded Equipment Purchased	Offered for Sale
Faulty & Uneconomical to repair	Confidential Disposal
Theft	Stolen
Fire Damage	Scrap
Missing (Presumed Lost/Stolen)	Lost / Missing

- 7.3 When Items are disposed, authority to dispose is sought from Management who have the appropriate delegation. This is in line with the original purchase price of the asset or its replacement value. **The Authority to Dispose / Write Off Inventory Form** is used (See Attached). All requests of disposal will be authorised by the Finance Director.
- 7.4 The authorising manager has a higher delegated power than the person who has decided to dispose of an asset.
- 7.5 The authorising manager checks that the asset is disposed in the most appropriate method.
- 7.6 In the case of disposal of computer equipment that may contain confidential school information, disposal involves the security deletion of data from the memory. This is done prior to disposal by sale or donation. Ideally, such assets are destroyed.
- 7.7 Items sold are supported by a Sales VAT Invoice.
- 7.8 When items are either sold or donated to staff members, the full Governing Body is consulted prior to the transaction.
- 7.9 When items of inventory are disposed, the disposal is recorded on the Current Inventory list.
- 7.10 All items disposed are removed from the current list and recorded on the Disposals list.
- 7.11 The [Finance Director](#) controls the process of disposal and reports all disposals to the [FGPSC](#)

8.0 Inspection

- 8.1 The inventory must be made available for inspection as required by the Internal Audit Service to Schools or by any other employee authorised to do so by the Borough's Section 151 Officer, The Executive Director, Finance & Planning.

9.0 Reporting

- 9.1 The [Finance Director](#) reports at least annually to the FGPSC. This report is prepared by the [Finance Director](#) after the March Inventory Check. The report is structured to include the following:
- Missing Inventory
 - Condition of Assets and damaged items
 - Security of Assets
 - Items considered obsolete
 - Items for disposal
 - Assessment of when items will need replacing
- 9.2 The [Head Teacher](#) reviews the report before it is presented to the FGPSC and signs the **Annual Inventory Check Process Declaration**.
- 9.3 The Governing Body will use the report to plan future Inventory Control.
- 9.4 If assets are damaged, involved in accidents, lost or stolen and are essential for the running of the school, the Head Teacher /Finance Director are responsible for taking whatever action is necessary.

Inventory control

1. Items minimum value of £500 to be covered. This to include:
 - General items of equipment, tools and furniture worth value over £500 are recorded on the inventory register. However, the register contains items below this value that are considered 'desirable' and may be open for theft or damage □ Furniture included in the register has an individual value in excess of £500. □ See previous sheet point 4.4 for examples.
2. See previous sheet for information required for each of these items on the inventory register.
3. A separate list must be kept for additional items purchased since the last audit.
4. Before any items are disposed of from this list, authorisation must be gained from the Finance Director and entered onto the disposal of equipment form.
5. Any items loaned to other establishments/departments should be entered onto the loan form and authorised by the Head of Department.

Authority to Dispose / Write Off Inventory

Reference No.:

Requester

Name	Position	Date	Signed

Asset Details

Equipment No	Description	Serial Number
Purchase Value		Location

Reason For Disposal

Obsolete	Damaged beyond Repair	Upgraded	Uneconomical to Repair
Theft	Fire Damage	Missing (Lost)	Other (Specify)

Replacement		Insurance	
Is this item to be replaced (Y/N)		Is this covered by Insurance (Y/N)	
Is Replacement budgeted (Y/N)		If yes, has a claim been lodged (Y.N)	
If not Budget how is it being financed ?		Claim Reference	

Authority

Name	Position	Date	Signed

The Authoriser must have delegated powers in excess of the value of the asset being disposed.

The Authoriser must hold a more senior position to the requester.

Once authorised, the disposal must be recorded on the Inventory Register

The Albany

Declaration of Inventory Check

<p>I certify that I have carried out a check and count of inventory as requested by</p> <p>_____</p> <p>I have used the inventory list given to me and have reported all discrepancies as requested.</p> <p>Name: _____</p> <p>Signed: _____</p> <p>Date: _____</p>

Inventory Sheets are attached

The Albany

Annual Inventory Check Process

Management Declaration

I certify that the school's inventory has been checked by _____

All check lists are attached and I am satisfied that all discrepancies have been investigated.

A report has been presented to the Governing Body / Finance Committee for formal approval.

Name: _____ (Head Teacher)

Signed: _____

Date: _____

Certified By

Name: _____ (Governor)

Signed: _____

Date: _____

The Albany

Equipment on Loan Log

Equipment Description	Equipment Number	Loaned to	On Site / Of Site	Date Out	Date Returned	Signed out	Signed on Return

Terms and Conditions

Staff using equipment from the central store must ensure:

- The equipment is kept as secure as possible during use
- The Equipment must not be used to perform or support any inappropriate activity that may bring the schools name into disrepute.

Any damage is reported to the *Finance Director* as soon as possible. If the damage is considered to be as a result of negligence, the member of staff may be required to compensate the school accordingly.

Charge Cards and Credit Cards in Schools**Appendix 10**

Schedule of Charge Card Holders and Limits

Name	Position held	Monthly limit £

Approval by Chair of Governors / Chair of Finance Committee (delete as applicable)

Signature _____

Date _____
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