



Bow School Finance Policy & Scheme of Financial Delegation

Adopted by: Finance Committee **Date:** 14th November 2025

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1. Introduction

The governing bodies of schools with fully delegated powers under the local management scheme are responsible for ensuring that the London Borough of Tower Hamlets Financial Regulations and the Standing Orders relating to contracts are adhered to.

In practice many of the governing body's responsibilities will need to be delegated to a sub-committee of the Governing Body and/or to the Head Teacher. In this document references to the Governing Body also encompass the Committees of the Governing Body where powers have been delegated.

To ensure that sound financial control is maintained it is essential that the extent of the delegation be clearly specified in writing.

Statutory Guidance on the School Governance (Procedures) (England) Regulations 2003 require that the meeting of the Governing Body deciding upon a scheme of delegation must have a quorum of three quarters of the total number of Governors entitled to vote.

The quorum for a meeting of the Governing Body, and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Governing Body, excluding vacancies (Governing Body and Committee Terms of Reference).

It should be noted that the scheme of delegation complements the Council's Financial Regulations and Standing Orders and should be operated in conjunction with those documents as well as LBTH Schools Finance Manual and LBTH Scheme for Financing Schools.

The Scheme of Delegation and the Terms of Reference of the Governing Body and its Committees must be reviewed annually.

2. Organisation and Responsibility

Governing Body

The Governing Body of the school is responsible for ensuring that the school meets all obligations placed upon it by the Secretary of State for children, schools and families.

In order to better fulfil the obligations placed upon it, the Governing Body is divided into a number of governor committees.

The full Governing Body meet three times per year and the Finance and Premises Committee usually meet a minimum of four times per year. All meetings are minuted.

The terms of reference of the full Governing Board and each of the sub-committees are set out in a separate document the Governing Body and Committee Terms of Reference.

A register of the Finance and Premises interests of each governor and senior member of staff with significant financial responsibilities is maintained by the Clerk/Head teacher's Personal Assistant and the document shall be updated at least annually. It is the responsibility of each governor and member of staff with significant financial responsibilities to notify the clerk of any Finance and Premises interests they have which require inclusion in the register.

Any governor or member of staff who has an interest in a Finance and Premises tendering for a contract will not form part of the committee reviewing or awarding the contract. No governor or member of staff involved in awarding a contract should accept gifts or hospitality from current or potential suppliers.

Where there is a conflict between the interests of a relevant person and the interests of the Governing Body, that person should withdraw from the meeting and should not vote.

Where a governor has pecuniary interest in any matter he or she should also withdraw from the meeting and not vote.

If there is any dispute as to whether or not a relevant person is required to withdraw from a meeting, other governors present at the meeting must decide on this.

The school does not obtain goods and services for the private use of Governors or staff.

This finance policy will be formally reviewed annually, however, any changes to signatories/mandates be amended as and when applicable.

Governors' Interests

No governor will take or hold any interest in any equipment or property held or used for the school.

No governor will obtain an interest in the disposal of school equipment, property or materials surplus to requirements at the end of any contract between the LA (including persons acting on its behalf and any third party).

A governor who has a financial interest in:

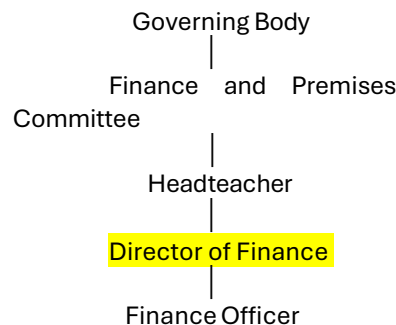
- the supply of work or goods to or for the purposes of the school; or
- any contract or proposed contract concerning the school; or
- any other matter relating to the school

and is present at a meeting of Governors at which the matter is considered, must disclose the fact at the meeting and will not take part in the consideration or vote on the matter.

Finance and Administration Staff

The Head Teacher is responsible to the Governing Body for ensuring that financial requirements are implemented.

The Finance processes are overseen by the Finance and Premises Committee there is a clear line of sight from the Governing Body to the Finance officer who is actively engaged in the day to day financial activities of the school as shown below.



Finance and Premises Committee Roles and Responsibilities:

- To review and scrutinise the draft Annual Budget and recommend to the full Governing Body ratify the annual budget
- periodic monitoring of actual income and expenditure against each budget and revised forecast for the

- year ensure that an action plan to address variances is implemented;
- provide support and advice to the Headteacher on all financial matters, as required
- ensure that financial processes and procedures are fully complied and budgetary regulations are satisfactorily met;
- receive audit and other reports and act on them accordingly;
- ensure adherence to School's Financial Value Standards;
- oversee/support with the review of staffing structures and appropriate policies and provide support and advice to the Headteacher in respect of the school staffing structure and staff issues in general;
- keep the full Governing Body fully updated of the financial position of the school and related issues;
- apply the recommendations made by the Pay Committee;
- observe all statutory and contractual conditions;
- monitor the effectiveness of Health & Safety and Welfare arrangements in the school and make recommendations to the Governing Body and to other Committees as appropriate;
- consider, and take action on, as appropriate, reports from staff, pupils, Trade Union and the Health & Safety representative;
- monitor the adequacy of Health & Safety training, communication and publicity and initiate action to maintain a high standard;
- consider all relevant site matters;
- receive accident and incident statistics and monitor action on the findings;
- support the Director of Finance and Operations / Site Manager in the preparation of Health & Safety and Welfare Policies; auditing, inspection and investigation where required.
- consider reports from the Health & Safety Executive and other external authorising bodies and action as appropriate;
- set up and monitor Working Parties, as appropriate on specific issues;
- review the school's risk assessments and processes.

Headteacher Roles, Responsibilities and Delegations:

- the day-to-day management of financial issues;
- the management of the school's financial position at a strategic and operational level;
- the management of effective systems of internal controls; and
- the management of other financial issues.
-
- The role of the school's financial advisor and/or the Operations Manager is to carry out the above functions delegated to him/her by the Headteacher and also all other aspects detailed in the Finance Policy. In the absence of the school's financial advisor and/or the Operations Manager will assume all functions.
-
- The Finance Officer is responsible for day-to-day income and expenditure control. This involves input into the computerised accounting system, petty cash transactions, banking and monitoring of the ordering system, as well as administration of the monthly payroll.

The Pay Committee's responsibility includes:

- Establishment of the Policy
- Monitoring and reviewing of the Policy
- Application of the Policy

3. Financial Planning and Monitoring

Budget Compilation

The school has a School Improving Plan approved by the Governing Body.

The school submits a plan to the LA by 31 May each year showing its intentions for expenditure in the current financial year and the assumptions underpinning the budget plan.

If the Governing Body revises its budget plan significantly during the year it notifies the LA of the changes.

Total planned expenditure for the financial year may not exceed the budget share, adjusted by amounts carried forward from the previous year, any additional income receivable and any in year adjustments which may be made in accordance with the LA scheme.

The Governing Body does not approve financial commitments into subsequent financial years without satisfying itself that the costs can be met within the available level of income and resources.

The Governing Body may not plan for a deficit budget except by agreement with the Local Authority (LA). If an unplanned deficit arises at the school, the Governing Body will submit a plan immediately to the LA showing how the school proposes to eliminate the deficit. Any deficit incurred will be the first charge on the school's budget share in the following financial year.

In addition to any capital allocation made available by the LA outside the school's delegated budget share, the Governing Body is permitted to use the revenue budget to meet the cost of school premises capital expenditure. The LA will be informed in the event that this occurs.

The Governing Body may borrow money only with the written permission of the Secretary of State for Education.

Budget Setting and Monitoring

The Headteacher is responsible to the Finance and Premises Committee and for the preparation of the draft annual budget which may be delegated to the the school's financial advisor and/or the Operations Manager

The Senior Leadership Team discusses budget planning and a draft budget is drawn up by the end of January.

The draft budget is presented to the Finance and Premises Committee by mid-March for review, discussion and amendment if appropriate. When the draft budget is agreed by the Finance and Premises Committee, the budget is submitted to the full Governing Body for approval. The approved budget is submitted to the LA.

The Finance and Premises Committee monitors and scrutinises and considers the financial position of the school including all financial aspects of the implementation of the school's budget plan and reports to the Governing Body. The Governing Body carry the collective responsibility for the school's budget.

The process of monitoring actual expenditure against budget is continuous. Day to day responsibility for monitoring and control lies with each budget holder who must obtain prior written approval from the Head Teacher if they wish to exceed their monthly budget allocation. The process is coordinated by the school's financial advisor and/or the Operations Manager.

The full Governing Body is responsible for considering a full report of the school's financial position no later than four months after the end of each financial year.

Reporting

The school uses the accruals method of accounting

The school's financial advisor and/or the Operations Manager issues monthly reports to budget holders detailing budgeted, committed and actual expenditure.

The school's financial advisor and/or the Operations Manager prepares a report of actual performance against budget with explanations of the variances. This report is sent to the Head Teacher on a monthly basis, the Finance and Premises Committee and Governing Body on a quarterly basis.

A final statement of Income and Expenditure is submitted to the Governing Body during the Summer term which agrees with the carry over balance from the LA's accounts.

Virements

All virements between or within budget headings shall be approved and authorised according to the agreed financial limits, see Appendix 1 – Financial Limits and Delegations. Periodic returns to the LA will show approved virements.

Governing Body	More than £100,000
Finance Committee	£10,000 - £100,000
Head Teacher (within budget heading)	Up to £10,000

The minimum level of virement is normally £1,000.

4. Financial Administration

Accounting Systems

Adequate accounting and other financial records are maintained by the school and these are subject to audit by the LA's external and internal auditors.

The school keeps its records in such a manner that provides an analysis of income and expenditure in any form which may reasonably be required by the school's financial advisor and/or the Operations Manager.

The school's accounting system is the LBTH approved RM Finance package. It is the school's policy that all staff involved with financial administration receives basic bookkeeping training and are familiar with the operation of the financial package.

The appropriate functionality and maintenance of the accounting system is the responsibility of the school's financial advisor and/or the Operations Manager and in their absence, the Finance Officer.

Key financial data will be held on the Cloud based system and licensed by RM Finance.

Authorised users of the RM Finance System are: Head Teacher's Personal Assistant, the school's financial advisor and/or the Operations Manager, Finance Officer, Finance administration staff and LA Schools' Finance team.

Accounting Records

Only authorised staff are permitted access to the accounting records which are securely retained when not in use.

Alterations to any original documents such as cheques, invoices, orders and other vouchers are made clearly in ink. The use of correcting fluid or the erasure of information is not permitted.

All accounting records including invoices, delivery notes, bank statements etc. are retained in line with the school's data retention policy i.e. hard copy for six years, plus the current year, in a secure storage room that is only accessible by finance staff, the school's financial advisor and/or the Operations Manager and Site Manager.

Taxation

The school abides by the procedures issued by the LA in connection with VAT and Income Tax.

IR 35

There is an obligation to check the employment status of any contractor that is invoicing, rather than being paid a salary through the payroll.

There are different roles and responsibilities for applying off-payroll working rules depending on whether a worker provides their services in the public or private sectors.

Public authorities are responsible for deciding if off-payroll working rules apply in the public sector. It is the responsibility of the HR manager to oversee this process.

The person providing services through their own intermediary will need to provide information to the public authority to help them make their decision.

If the rules apply, the public authority, agency or other third party who is responsible for paying the worker's intermediary must deduct employment tax and Class 1 NICs and pay and report them to HM Revenue and Customs (HMRC).

To assess IR35 compliance the following tool will need to be completed to confirm if the contractor is in scope for IR35 before the award of a contract or service. If the contractor is out of scope for IR35 they will need to contact the LA's HR department to further assess the status of the outcome from the tool below.

<https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>

5. Audit

The school comes within an internal audit regime determined by the LA, and the external audit regime as determined by the London Borough of Tower Hamlets (LBTH). The school provides access as necessary for audit purposes to its records, for both internal and external auditors.

The full Audit Report on the school issued by the Council's Internal Audit Services section will be presented to the full Governing Body at their meeting following receipt of the report.

The Governing Body and school officers are required to inform the the school's financial advisor and/or the Operations Manager if they suspect any irregularity affecting resources of the Council and/or the schools voluntary funds.

The DFE requires the school to obtain and provide to the LA annual audit certificates in respect of significant voluntary and private funds held by them and of the accounts of any trading organisations controlled by them. However, the LA will not itself audit such funds. The auditor of non-public funds must not be connected with the administration of those funds. Any other requirements relating to the audit of such funds is a matter for those making the funds available and for the Charity Commission where charitable trusts are concerned.

6. Purchasing

LA Financial Regulations

The school abides by the LA's financial regulations and standing orders in purchasing, tendering and contracting matters. This includes a requirement, where necessary, to assess in advance the health and safety competence of contractors, taking into account the LA's policies and procedures. The documents can be found on the LBTH grid for learning:

<http://webfronter.com/towerhamlets/schoolsfinance/menu/mnu4.shtml>

Approved/Preferred Suppliers

the school's financial advisor and/or the Operations Manager /Finance Officer will select suppliers on the basis of their capacity to provide quality, service, timely delivery and value for money. Consortia are used where they provide value for money. Framework Agreements such as those procured by Crown Commercial Services, and related London Borough of Tower Hamlets e-procurement routes, will be used where appropriate. A list of contracts is submitted to the Finance and Premises Committee annually to review.

Best Value

Reasonable efforts will be made by all budget holders to achieve the best value from all purchases over £100 (and below that if possible) by comparing prices between different suppliers.

Procurement of Goods and Services

All purchases with a value of over £50,000 must be put out to formal tender. The following procedures must be followed in such circumstances:

- A specification will be prepared by the budget holder, authorised by the chair of the relevant committee and Head Teacher and sent to at least three suppliers. It is anticipated that for any major building works of a value of £50,000 or over the services of a firm of architects would be engaged to deal with the handling of specifications and suitability to tender;
- Where appropriate, the suppliers invited to tender should be drawn from the approved list maintained by the the school's financial advisor and/or the Operations Manager and Finance Officer. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:
 - (i) an introduction/background to the project;
 - (ii) the scope and objectives of the project;
 - (iii) any technical requirements;
 - (iv) implementation details for the project;

(v) the terms and conditions of the tender; and the form and date of response to the school.

(vi)

- all replies should be addressed to the Head Teacher in a plain sealed envelope marked 'Tender' to reach the Head Teacher by a specified date. All replies must be kept sealed until that date and passed to the chair of the relevant committee;
- all tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening;
- no contractor will be allowed to amend the tender after the time fixed for receipt;
- the Head Teacher will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information;
- where contracts under seal provide for payments to be made in instalments, the Head Teacher ensures a contract register is maintained which shows that state of the account on each contract together with related professional fees and other payments;
- for purchases exceeding £50,000, provided the expenditure has been budgeted for, a decision will be recommended by the Finance and Premises Committee. The final decision will be taken by the Full Governing Body;
- where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept must be taken by the full Governing Body; and
- the reasons for accepting a particular tender must be documented by the clerk to the Governors, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the full board.

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

- the overall price and the individual items or services which make up that price;
- whether there are any 'hidden' costs that is additional costs which the school will have to incur to obtain a satisfactory product;
- whether there is scope for negotiation;
- the qualifications and experience of the supplier;
- how well the technical requirements laid down by the school will be met;
- whether it is possible to obtain certificates of quantity;
- the supplier's own quality control procedure; pre sales demonstrations and after sales service;
- the financial status of the supplier; and
- references from other schools.

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

Quotations/Market Testing

For purchases exceeding certain values, and below the tendering limit of £50,000, a specified number of quotations will be required as follows:

Note: current policy states:

- Up to £500: Budget holders are expected to purchase objectively using catalogue prices or written quotations;
- £501 - £1,500: As above but with SLT authorisation
- £1,500 - £5,000: As above but with the school's financial advisor and/or the Operations Manager, SLT and Head Teacher authorisation
- £5,000 - £10,000: Two quotations
- £10,001 - £50,000: Three or more quotations
- Over £50,000: Must go to formal tender.

Quotations and tenders will only be considered from bona fide suppliers and references obtained, where deemed relevant. Orders below £5,000 should be placed with approved suppliers and best value sought at all times.

Recurring contracts should be reviewed for value for money approximately every three years prior to renewal e.g. catering, cleaning, heating etc.

Quotations should be attached to the office copy of the purchase order.

Purchase Orders

Written, pre-numbered orders are used for all goods and services. Where goods are required urgently and an order is placed by telephone the order must always be confirmed in writing (email is permissible) in the usual way including the official order number. (Please see **Best Value** section above).

To ensure the smooth running of the school, during holiday periods, particular managers (e.g. Site Manager and Network Manager) will be authorised to generate and send to suppliers, purchase orders using COMPLEAT, the school's P2P software. Such pre-authorisation will be set, within COMPLEAT, by the system administrator and will last for the duration of a school holiday period only. An agreed maximum limit for purchases will be set, in advanced, in discussion with the Head Teacher/ the school's financial advisor and/or the Operations Manager and will be dependent on the nature of the anticipated works/goods to be purchased. Such limits will not exceed those laid out in the school's Financial Scheme of Delegation.

Staff that have been delegated to use the purchase order system by the the school's financial advisor and/or the Operations Manager will have training prior to the use/access of the system.

Orders must only be used for goods and services provided to the school. Individuals may not use official orders to obtain goods and services for their private use.

All orders placed must adhere to the LBTH Procurement procedures. Best value must always be sought before placing orders.

Ordering procedures are as follows:

- An order is raised by the relevant requisitioner, the PO system will generate an order number which will be sent to the supplier. the school's financial advisor and/or the Operations Manager monitors all budget headings and discusses any overspend or potential overspend with the budget holder. Quotations or tenders are obtained as necessary.

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Staff that have been delegated to use the purchase order system by the the school's financial advisor and/or the Operations Manager will have training prior to the use/access of the system.

Orders must only be used for goods and services provided to the school. Individuals may not use official orders to obtain goods and services for their private use.

All orders placed must adhere to the LBTH Procurement procedures. Best value must always be sought before placing orders.

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- An order is raised by the relevant requisitioner, the PO system will generate an order number which will be sent to the supplier. The school's financial advisor and/or the Operations Manager monitors all budget headings and discusses any overspend or potential overspend with the budget holder. Quotations or tenders are obtained as necessary.

Payment of Invoices

It is the policy of the school to pay all invoices by the due date and also to take advantage of any discounts available for early settlement where this is to the school's advantage. Invoices should not be paid early as a matter of course. Payments in advance of receipt of goods or services are only made where it is a condition of the supplier and the Head Teacher is satisfied that there is no alternative.

Payment is only made when the following checks have been made by the relevant budget holder.

- goods or services have been received and checked to the order;
- expenditure has been properly incurred and payment has not already been made;
- prices agree with quotations, tenders, contracts or catalogue prices and arithmetic is correct;
- VAT has been properly accounted for;
- the invoice has been correctly coded; and
- discounts have been taken where applicable.

The budget holder authorises invoice, having ensured that all of the school's procedures have been followed.

All cheque payments from public and non-public funds are signed by two of the authorised signatories- this list is approved by Governors from time to time (See Appendix 2 for current list).

Cheque policy:

The following procedures are followed when a cheque is signed:

- all supporting documentation are presented to the signatories. The requisition form should be used in conjunction of this (see appendix 3 – Cheque/Debit Card Requisition)
- the purchase order number is quoted on the invoice by the system, if not already provided by the supplier. This is also stamped with the invoice payment clearance stamp;
- all cheques drawn are crossed as account payee only to avoid the possibility of improper negotiation of cheques;
- the cheque signatories check the supporting documents are there and that the invoice has been authorised and evidence this by initialing the grid stamp;
- all documentation is filed by the Finance Officer in cheque payment number sequence;
- under no circumstances will any cheque signatory sign a blank cheque subject to a second signature;
- no payment will be made on a photocopied invoice unless exhaustive checks have been made to confirm that payment has not previously been made. Confirmation that such checks have been made is to be recorded by the Finance Officer writing on the invoice - Copy not previously passed for payment and signing;
- the upper limit on the amount on a cheque is £40,000 before Chair's Action is required, and
- in no circumstances will payment be made against statements.

Signing Cheques / Payment Instructions

One signature must be:	
Headteacher with Governors' approval	More than £40,000
Headteacher	£10,000 - £40,000

Cheques under £10,000 to be signed by two authorised signatories from the list of cheque signatories excluding, where relevant, the signatory from the original order.

All authorised signatories will not sign cheques where the payment is to themselves.

Petty Cash

Petty cash is recorded on the computer by the Finance Officer from the petty cash vouchers. The Finance Officer is responsible for the payment of expense vouchers. The Finance Officer is responsible for reconciliation of the float.

Procedures relating to petty cash are as follows:

- cheques drawn to replenish the petty cash float are subject to normal cheque signing procedures. Supporting documentation for the value of the cheque is produced to cheque signatories. Petty cash form should be used to record payments.
- payments from petty cash are only made on production of a till receipt or other certification that payment has been made, payments of up to £25 will be given as cash and payments above £25 will be given as BACS. Vouchers are subject to the same authorisation procedures as purchase order requisitions. They are cleared for payment by the budget holder or if it is a head of department to be reimbursed, the Headteacher countersigns the receipt.
- the petty cash float, which should not exceed £200 except for repayment of work experience claims (this varies depending on number of students). Depending on the number of students it can then be increased to £1,000 and is kept in the safe when not in use.
- the petty cash float is reconciled on a monthly basis by the Finance Officer. The reconciliation must be checked by the school's financial advisor and/or the Operations Manager and signed as evidence of this review.
- no personal cheques are cashed through petty cash.
- the petty cash float is only reimbursed by a cheque from the school's bank account.
- cash in the safe is currently insured up to a value of £1000. Where cash is expected to exceed this limit, the finance officer should ensure to arrange in advance, the collection of monies by the Local Authority.

School Credit Card

Bow School has been issued with 2 credit cards and has been allocated to the Headteacher and the school's financial advisor and/or the Operations Manager.

The credit card is for use for activities such as, booking residential conferences for training, travelling for school Finance and Premises away from the normal place of work; booking overseas travel e.g. school trips and other curriculum related cost subject to best value.

The credit card is not intended to operate as an alternative to the school's usual purchasing arrangements, and as such should not be used with usual suppliers via telephone, or for internet purchases until proven as best value.

In exceptional circumstances, where best value can be proven or the product is only available from the internet, the school credit card will be used to purchase from the internet and from suppliers who do not provide credit.

The budget holder making the request must raise a purchase order and authorise the expenditure; the purchase order along with all necessary documents should then be given to the Director of Finance and Operations. the school's financial advisor and/or the Operations Manager will then process the transaction or authorise the Finance Officer to complete the transaction.

No other staff should place internet orders or make purchases using the school credit card. The school credit card will be kept securely in the Finance Office.

Authorised Users:

Learning Resource Centre Manager	Books and Resources
Senior Technology Technician	Food for Food Technology Lessons
Office Manager	Refreshments for meetings/visitors and other items delegated by headteacher etc.

Each card has a maximum monthly expenditure of a standard limit of £5,000 and if required could be increased to a maximum limit of £10,000. Any increases in credit card limit will need to be approved by Chair of Governors. All transactions made via the credit cards will comply with the procurement processes and must be in compliance with the scheme of delegation.

These limits are exclusive of VAT and any delivery charge. If these limits are inadequate for department needs, the officer will be required to contact Finance Officer, the school's financial advisor and/or the Operations Manager or Headteacher to review the card limit. Changes can be made temporary or permanently. For example, if a one-off transaction goes over the transaction limit, a request can be made for a temporary transaction increase for the card subject to approval from Head Teacher and in line with the scheme of delegation. Credit Cards should be used in line with Credit Card policy. The credit limit, credit card use and policy will be reviewed annually.

7. Insurance

The school's financial advisor and/or the Operations Manager will ensure that insurance cover is adequate and report to the Finance and Premises Committee. The insurance policy is reviewed by the committee upon renewal of the SLA.

Where there are queries relating to the use of insurance, department heads must notify the Head Teacher and make enquiries with the insurers, checking if goods and services are covered by the policy. The procedures below should be applied at all times:

Step 1 – Report it

If you're claiming for something that has been stolen or vandalised, you should always report the incident to the police before doing anything else. Accidental, wear and tear damage should be noted in the incident book.

Step 2 – Check the Insurance Policy

The next step is to make sure you are covered for whatever has happened, and then check if there is a procedure you need to follow.

Step 3 – Find all the documentation

- Your policy document
- Receipts for anything stolen or damaged
- Reference numbers – for example if you filed a police report

Step 4 – Fact Finding

To help speed up the processing of your claim make sure you answer all questions truthfully and can fully explain the circumstances of any claim.

Be clear about exactly what happened so you can tell your story factually and consistently with no missing details or exaggeration.

- Times and dates
- Exactly what happened
- What you're claiming for - how much money
- What you're claiming for - how much money you expect to get

Details of everything involved

Step 5 – If bought through a broker call them first.

Step 6 – If SLA purchased through the LA call:

0207 364 6568 or email insurance@towerhamlets.gov.uk to register the claim.

Insurance

- the adequacy of insurance is reviewed annually;
- details of all insurance policies held by the school are kept in the school's finance office under the control of the school's financial advisor and/or the Operations Manager;
- the insurers are notified of all new risks, property and equipment which require insurance or any other alteration affecting existing insurance on a timely basis;
- the school will not give any indemnity to a third party without the written consent of their insurers;
- the school immediately informs its insurers of all accidents, losses and other incidents which may give rise to an insurance claim. Claims under an insurance policy are authorised by the Headteacher prior to submission to the insurance company; and
- insurance arrangements cover the use of school property when off the premises.

8. Payroll

Appointments, terminations and salary levels are formally approved by the Governing Body in accordance with the Pay Policy.

The Local Authority has been informed to accept instructions only from the Head Teacher, the school's financial advisor and/or the Operations Manager and Finance Officer. They have been instructed not to accept changes authorised by a person changing his own salary.

Net payments to staff, HMRC, Teachers' Pensions Agency and Local Government Pension Scheme payments are made by the payroll provider; currently the LA's payroll department are providing the bureau service via an SLA.

Overtime claims should be completed at the end of each month and will be paid with the following month's salary. Expense claims are reimbursed through BACS or petty cash. Overtime claims and expense claims are authorised by the Head Teacher or the school's financial advisor and/or the Operations Manager and the Line Manager. The Line Manager signs for claims before going to the Head Teacher or the school's financial advisor and/or the Operations Manager for authorisation.

All personnel files in relation to payroll (changes to payroll, notifications etc.) are kept in the HR office. Access is restricted to the Head Teacher, the school's financial advisor and/or the Operations Manager, HR Manager, the Headteacher's Personal Assistant and Governors. The school is registered under the Data Protection Act (2018) and complaint with GDPR.

Payroll Adjustments

Headteacher* with Governors' approval (Finance and Premises Committee)	Unbudgeted new positions, promotions, Teaching and Learning Responsibility (TLR) points, Recruitment and Retention payments etc.
Headteacher*	Budgeted new positions, promotions, Teaching and Learning Responsibility (TLR) points, Recruitment and Retention payments etc.
the school's financial advisor and/or the Operations Manager / HR Manager	Tax code adjustments, absentee returns etc.

*In the absence of the Headteacher, the school's financial advisor and/or the Operations Manager may approve documents on behalf of the Headteacher as approved by the Governing Body. Prior approval is required from the Headteacher via email.

Timesheets

All time sheets must be on the basis of an agreed commitment from the school for the work undertaken (e.g. supply teacher booking etc.)

In addition, those responsible for the booking of temporary staff must always ensure there is sufficient budget and agreement from the Headteacher / the school's financial advisor and/or the Operations Manager and all claims must be financially coded accurately.

Claim made by:	Approved by:
Temporary staff (Supply Teachers)	Member of staff in charge of cover or member of Senior Leadership Team

Temporary staff (non-teaching)	Line Manager
Overtime/ OOSHL/ Extra Duty claims (all additional hours approved in advance except in emergency)	Headteacher/ Head of Department or member of Senior Leadership Team
Contractors	Headteacher. Integral will sign off any timesheets (as they book them). FM contractors to be approved by the Senior Line Manager or the the school's financial advisor and/or the Operations Manager

Travelling and Subsistence Claims

Claim made by:	Approved by:
Headteacher	Chairman or Vice Chairman of the Governing Body
Deputy Headteacher/ Assistant Headteacher the school's financial advisor and/or the Operations Manager	Headteacher
Teacher	Headteacher / the school's financial advisor and/or the Operations Manager Senior Line Manager
Member of staff	Headteacher / D the school's financial advisor and/or the Operations Manager, Senior Line Manager

No persons may approve their own 'Travelling & Subsistence Claim'. Furthermore, no one may approve the claim by another member of staff if they themselves were participants to the same event.

Monthly Procedures

The following procedures take place on a monthly basis and are performed by the HR Manager unless otherwise indicated:

- data amendment forms are completed in respect of any starters, leavers, etc. by the HR manager, and authorised by the Headteacher/ the school's financial advisor and/or the Operations Manager, prior to dispatch to the LA;
- overtime claims are summarised and authorised by the HR Manager and sent to payroll. Overtime should only be worked by staff after permission has been granted by the school's financial advisor and/or the Operations Manager.
- the payroll details received from the LA are checked to ensure all amendments such as overtime and supply staff, have been made correctly;
- the gross pay for each employee is checked against an internally produced spreadsheet and the reasons for any variations noted;
- these checks must be reviewed by the the school's financial advisor and/or the Operations Manager and evidenced by initialing the payroll, and are then signed off by the Headteacher.

Control should be exercised through the segregation of duties between payroll preparation, review and final approval of payments. Whether paying its own staff or using a payroll provider, the school should ensure

through monthly reviews that all, and only, bona fide staff are included and that all payroll changes are correct and appropriately authorised. The school should also ensure, at least annually, that gross pay agrees with contracts or other authorised documents and those deductions have been correctly determined and authorised.

Car Parking Facilities

The school's financial advisor and/or the Operations Manager will take responsibility for all matters relating to the accurate up keep of salary records as they relate to car parking charges.

The Finance Officer will be responsible for transferring, the requisite amount, to the School Journey Account (70%) and School Fund Account (30%).

Such payments should be cost neutral to the school as monies collected, via monthly salary deduction will cover the full amount.

Parking Charges

Parking charges will be calculated, for each member of staff, using the following:

		Annual cost @ £2 per day	Less 8%	Monthly deduction
Full Time	44.4 Weeks (this includes a deduction of 8 x bank holidays)	£440	£408.48	£34.04
Term Time	195 days	£390	£358.80	£29.90
0.6 FTE Term Time Only	117 days	£234	£215.28	£17.94

Parking charges will be deducted at payroll from each colleague's monthly salary.

An 8% deduction has been applied to the annual cost of parking to allow for occasional non-use of the parking facility (through sickness absence).

In the case of long-term sickness absence, the school's HR officer will cancel any salary deductions until such time as the employee returns to work.

Alternative arrangements

Where the parking agreement is not suited to employees, the school can make available a 'loan' amount equivalent to the purchase price of a LBTH parking permit.

Payments against the loaned amount will be deducted from the employee's monthly salary. The duration of these payments will be spread over a maximum of 12 months; the exact number of payments will be agreed on an individual basis.

Payments will cover the full cost of the loan to the employee. No interest will be applied to any parking permit loan.

9. Assets

Asset register

The Governing Body is responsible for overseeing the management of the school's premises and assets securely.

Maintenance of the asset register is overseen by the school's financial advisor and/or the Operations Manager /Site Manager /Network Manager. It is the policy of the school to enter individual acquisitions with a cost greater than £100 onto the asset register. All ICT hardware and software will be recorded on the ICT asset register. The relevant departmental heads are responsible for ensuring that all assets are marked or tagged as the property of Bow School.

In the summer term, the the school's financial advisor and/or the Operations Manager sends an asset listing to the Network Manager and Site Manager. Each area is required to check the existence, condition and adequacy of security marking for the assets under their control and report any differences. This procedure must be completed by the end of the summer term; certification is required by the nominated officer and recorded using the Asset management checklist. Discrepancies are followed up with the departmental head/SLT by the the school's financial advisor and/or the Operations Manager. Any significant losses must be reported to the Finance and Premises Committee and Governing Body.

All assets removed from the school site are recorded in a register.

Disposal of Assets

All disposals of assets must be authorised by the relevant SLT or the Headteacher with designated responsibility. Items no longer required are disposed of in line with the asset disposal policy. the school's financial advisor and/or the Operations Manager /Site manager submits a report annually to the Finance and Premises Committee stating the reasons for disposal and the recommended record of disposal. The Governing Body must minute their approval of all disposals. The the school's financial advisor and/or the Operations Manager is responsible for notifying the LA according to their specified limits as outlined in the asset disposal policy

Asset disposal decisions, and the reasons for taking them, should be documented. The limits for the authorisation of disposals can be found in the Asset disposal policy.

Budget holders must be accountable for all decisions they take in the disposal process. Proper accounting and audit procedures should be observed and all decisions documented to enable the reporting to the Governing Body.

All disposals must be in line with the procedures in the Asset disposal policy. When disposing of assets, the use of the asset disposal form is to be completed and returned to the Finance office for relevant signatories.

Losses

All losses are to be reported to the school's financial advisor and/or the Operations Manager. the school's financial advisor and/or the Operations Manager informs the police if the loss is a result of burglary or theft and the insurance company is informed at the same time. Action is taken immediately to prevent further loss.

the school's financial advisor and/or the Operations Manager maintains a record of losses and insurance monies received. The Governing Body is informed of all losses and the LA is notified as appropriate.

Loaned Assets

Any equipment loans are to be recorded in a department loans book by the area leader. Loan of school equipment should be adequately recorded, appropriately authorised by a suitably delegated officer and include a return/inspection date.

Leasing

The Finance and Premises Committee is responsible for approving all hiring arrangements/operating leases after taking due advice from the LA. The school is prohibited from signing any finance leases and care should be taken to ensure all leases are checked and confirmed to be operating leases only.

10. Governors' Expenses

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 only allowances in respect of purposes specified in regulations may be paid to Governors from a school's delegated budget share, subject to formal approval by the Governing Board and in accordance with the Governor allowances policy if available. Expenses claimed must be reasonable.

11. Income

The Governing Body has overall responsibility for ensuring that all income due to the school budget share is properly accounted for and received. Any in-year adjustments to the schools' budget share are notified to the Finance and Premises Committee first and noted at the following Full Governing Body meeting.

Receipts are given for income received for school meals, lettings (if paid by cash), trips, other payments from parents and visitors. Income will be banked intact as reconciled with the school meals computer reporting system. Any variation with the amount in the safe will be shown on the report.

No income is taken in the dining hall. Students are required to top up lunch cards on the payment machine.

Letting of School Facilities

The school retains all income from lettings of the school premises subject to any alternative provisions arising from any joint-use agreement. The school is permitted to cross-subsidise lettings for community and voluntary use with income from other lettings provided there is no net cost to the school's budget share. The Governing Body has delegated day to day responsibility for lettings to the Headteacher in accordance with the Governing Bodies Policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst retaining overall responsibility for the lettings process.

The Governing Body is responsible for setting charges for the letting of the school premises. All lettings of school equipment and facilities must be in accordance with the school's terms of letting and the rates currently in force as prepared and approved by the Finance and Premises Committee and formally approved by the Governing Body. Charges for lettings must be reviewed annually by the Finance and Premises Committee. Free use and charges below economic cost are not permitted without prior consent of Headteacher/Governing Body.

the school's financial advisor and/or the Operations Manager /Site Manager considers all enquiries and the level of costs involved before granting a booking. Letting rates are subject to review by the Finance and Premises Committee every spring.

All lettings and management of lettings should be in line with the Bow School Policy on Hiring of the Schools Facilities.

Fund Raising Events

It is the responsibility of the event organiser to administer income prior to the monies being handed to the Finance Officer. It is also the responsibility of the event organisers to provide the Finance Officer with the details of payment to third parties. Monies are collected by event organisers and then passed to the Finance Officer. Receipt is given by the Finance Officer and then monies are banked. In the circumstance of the safe limit being exceeded, Finance Officer is to contact Insurance at Town Hall for ad-hoc collection.

School Trips

When planning a school trip the school journey procedures must be adhered to.

All monies received for excursions are to be paid through invoice. Once the invoice is paid, money collected is banked. The organiser is responsible for keeping adequate records of income and expenditure in a trip register. Receipts should be issued immediately. Money is passed to the Finance Officer. All receipts are banked intact and must ensure safe limit is not exceeded.

All expenditure in connection with excursions is subject to the same procedures as other expenditure.

At the conclusion of each excursion, the Finance Officer prepares a final income and expenditure account for each trip. Any surpluses from trips will be left in the account.

The Finance Officer/ the school's financial advisor and/or the Operations Manager checks the income and expenditure account to the trip registers and invoices on a quarterly basis.

Bad Debts

Bad debts are only written off when the school has followed all possible procedures to ensure their recovery. The Governing Body has authority to write off up to £10,000, LA approval is required for amounts over £10K. All debt written off must be reported to the relevant Committee.

It is the policy of the Governing Body, in line with the advice from London Borough of Tower Hamlets Council, to carry out the following procedures wherever possible:

- To collect income due before or at the time the relevant sale or service is provided. If this is not possible a credit invoice will be issued.
- All debts will be recorded and non-payment will be followed up by issuing reminders as follows: 1st

reminder	3 weeks from date of account
2nd reminder	6 weeks from date of account
Recovery Action	8-10 weeks from date of account

- After six months this debt may be referred to a Solicitor, if all other means have been exhausted and it is economically and financially viable to do so. The nature and amount of the debt (over £100) will be considered before being referred to a Solicitor. The debtor will be informed of this action in writing; this will be posted by recorded delivery.

If after this procedure has been followed and recovery of the debt is unsuccessful, individual bad (irrecoverable) debts will be written off in accordance with the following procedure:

- a) Those up to the value of £100 will be approved by the Headteacher and reported to the next meeting of the governing body and Finance and Premises committee.
- b) Those exceeding £100 will be referred to the Governing Body for approval directly or via the Finance and Premises committee.
- c) The VAT element of any debt must not be written off, as this contravenes HM Customs and Excise statutory requirements.

In the event of equipment on loan and cannot be obtained by the school:

- d) The Governing Body has the authority to declare equipment, furniture or other assets or stores surplus to requirements. Please refer to school's Disposal Policy.

- e) The school's inventory will be amended to show disposal and such entries will be endorsed by the Headteacher.
- f) The net income (i.e. excluding VAT) from sales of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

12. Banking and Cash Holdings

Bank Facilities

Bank accounts can only be opened by permission from the Finance and Premises Committee. Changes to the Mandate must be reported to the Governing Body for approval.

The school only operates bank accounts for public funds selected from the LA approved list.

The school ensures that all transactions on its public fund bank accounts comply with the LA's scheme for financing and with relevant, current accounting instructions and procedures issued by the school's financial advisor and/or the Operations Manager.

The school does not overdraw or make arrangements for overdrafts, loans with external organisations or any other form of credit or deferred purchases.

The school does not offer any security to the bank.

The school's bank facilities, authorised by the Governing Body, are held at the National Westminster Bank and are set out below:

<u>Account No.</u>	<u>Title</u>
19701330	LBTH Bow School Disbursement Account (Public Fund Account)
19700008	LBTH Bow School (School Fund Reserve Account)
19702868	LBTH Bow School (Journey Account)

The school holds separate bank accounts for public and non-public funds. Public and non-public funds are separately accounted for.

19702868	LBTH Bow School Journey Account
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The public fund account does not pay for schools delegated activities.

All cheque payments from the bank accounts require any two authorised cheque signatories from the signatories on the mandate. The Headteacher / School's Finance and Premises Leader maintains an approved list of signatories (including specimen signatures), a copy of which is sent to Schools Finance. All cheque books, computerised cheque forms and other stationery are kept in a locked safe. All bank statements are filed sequentially and locked securely in the cupboard.

Bank Reconciliations

Procedures for bank reconciliations are:

The Finance Officer ensures that all entries have been entered into the finance system (RM Finance) and data is up to date for the relevant period/month, including any VAT, Direct Debits and delegated entries advised from the Grid. The Finance Officer/ the school's financial advisor and/or the Operations Manager will then reconcile the account in RM Finance to ensure figures agree with the bank statements called off via Bankline on the internet every month.

The same will be done for the credit card account, ensuring all back-up copies of POs are attached for proof of purchase and budget holder signatory. All statements are signed as agreed by the school's financial advisor and/or the Operations Manager when reconciled each month.

Petty Cash account is reconciled by Finance Officer into an Excel spreadsheet during the relevant month and ensuring that it tallies with the amount in the Petty Cash Box. the school's financial advisor and/or the Operations Manager checks that this agrees via a spot check on the system and counting the cash box each month.

<u>Account</u>	<u>Frequency</u>	<u>Performed by</u>	<u>Reviewed by</u>
Public Fund	Monthly	the school's financial advisor and/or the Operations Manager	Headteacher
School Fund	Monthly	the school's financial advisor and/or the Operations Manager	Headteacher
Journey Account	Monthly	the school's financial advisor and/or the Operations Manager	Headteacher

All bank reconciliations are performed within five working days of the month end and are reviewed by the Headteacher. The review of each bank reconciliation is evidenced by signing of the reconciliation.

The Finance Officer is not a cheque signatory.

Cash Banking

Cash and cheques are locked in a secure place prior to banking to safeguard against loss or theft. All cash is banked intact and recorded on paying-in slips. Bank paying-in slips show the split of cash and cheques. Cheques will be identifiable by reference to the receipt numbers and names of the drawers and cash by reference to receipt numbers.

All cash and cheques are banked by the Finance Manager. All cash and cheques are held in the safe until it is taken by the Finance Manager. Where unusually high levels of cash are received these are banked on the day of receipt. In no circumstances should cash holdings on the school premises exceed the insured value, which has been increased to £1,000 for the safe held in the finance office.

Accounts

RM Finance holds all accounts in a computerised format for public and non-public funds are held on a secure network.

Investments

Investments are only made in accounts of an LA approved bank which are clearly shown to provide no risk to the capital sum with the approval of the governing body and schools finance department.

13. Voluntary Funds (including School Journey Budget)

Voluntary funds are any funds that do not belong to LBTH but are operated in the name of the school. Funds held by organisations such as Parents' Associations are not part of the School Voluntary Fund and are governed by their own regulations.

Voluntary contributions, donations and other fund-raising plus the associated disbursements are made via the "School fund".

The School Fund may be used as follows:

- Purchasing stationery and uniform to sell to students at cost
- Purchasing books, equipment and materials for use in the classroom
- Provision of student bursaries i.e. providing assistance in order that students may take part in a school journey or other activity (Subject to application to the Headteacher)
- Provision of School uniform items to necessitous students only (Subject to Headteacher's approval)
- Collecting money for various charities
- Collecting money from the sale of theatrical/musical productions and using that money for the benefit of students
- Collecting money from students for school journeys and the payment of invoices and other disbursements in respect of those journeys
- To enable the school to take part in sporting or other activities (e.g. local league fixtures etc.) which otherwise would not take place

The same standards of financial accounting that apply to the school's delegated budget must apply to voluntary funds. In order to achieve this aim, staff administering the school fund accounts should be familiar with and follow the procedures laid down LBTH Schools' Finance manual.

Voluntary funds must be accounted for separately from the school's delegated budget and should be held in a separate bank account

14. Whistle blowing

The school supports the LA "Whistle Blowing Policy" of encouraging staff to report anyone suspected of fraud whether in school or receiving state benefits to an appropriate officer (e.g. Headteacher, the school's financial advisor and/or the Operations Manager or Chair of Governors). Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the LBTH Internal Audit Department for investigation. However, first report of any suspicion of such an irregularity should first be reported to the Headteacher or the Chair of Governors, who will in turn report it to the LBTH Internal Audit Department. The school has a robust Whistleblowing Policy which is reviewed and approved annually, and is made available to all staff.

15. Disaster Recovery

Financial records are stored on the school's network drives which are then backed up and stored in a cloud network.

Files used by the Finance Team are on the server, which is backed up with the school back up procedure.

Server back up

The file server includes the shared Finance drive as well as a Finance folder in the Staff shared drive. Much of the data will be defunct on account of RM Finance going in to the cloud. Any data that does reside on the file server is backed up every night to a server in a different building, and every week to removable tapes which are stored in a third building in a fire safe. Therefore, the data is in at least three places at once.

16. Risk Management

Bow School has a risk assessment process which is updated on the Health & Safety Policy and a Finance and Premises Continuity Plan, which is first reviewed by the Finance and Premises Committee and subsequently approved by the Governing Body annually. The School's Policies are published on the school's website.



SCHEME OF FINANCIAL DELEGATION

Adopted by:	Full Governing Body	Date: 1 st December 2021
Approved by:	Finance and Premises Committee	Date: 20 th October 2021
Next review due by:	Autumn Term 2022	

Scheme of Financial Delegation

Introduction

The document outlines the principles that support the Scheme of Financial Delegation. The Governing Body will agree a Scheme of Financial Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for the Governor's approval or decision and matters delegated to committees and individuals.

The Scheme of Financial Delegation must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate system and operational controls in place for all the financial processes within the school.

All transactions to accord with the LBTH Schools' Financial Procedures Manual, all other guidelines and regulations as published by the local authority from time to time and the Bow School Finance Policy & Procedures approved by the Governing Body/Finance and Premises Committee.

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

The Scheme

The "Headteacher" includes any interim or acting Headteacher appointed by the Governing Body. On the occasion of such an appointment, Governors may review these authority limitations and adjust them according to circumstances, if required.

All figures in the following tables are excluding VAT except where indicated:

1) Market Testing

Tendering	£50,000+
Three (or more) Quotations	£10,000 + - £50,000
Two (or more) Quotations	£5,000 - £10,000

Quotations and tenders will only be considered from bona fide suppliers and references obtained, where deemed relevant. Orders below £5,000 should be placed with approved suppliers and best value sought at all times.

2) Signing Work & Purchase Orders /Invoices

Governors' Approval	£100,000+
Finance and Premises Committee	£40,000+ - £100,000
Headteacher	£10,000-£40,000

Items below £10,000 should be signed by an authorised signatory as approved by the Governing Body (e.g. Headteacher, Deputy Headteacher or the school's financial advisor and/or the Operations Manager). All commitments and expenditure can only be authorised within budgetary limits. Any additional expenditure to be countersigned by the Headteacher.

3) Signing Cheques / Payment Instructions / BACS

One signature must be:	
Headteacher with Governors' approval	£40,000+
Headteacher	£10,000- £40,000

The above figures including VAT.

Cheques under £10,000 to be signed by two authorised signatories from the lists of cheque signatories excluding, where relevant, the signatory from the original order.

4) Credit Card

Authorised Users:	
Headteacher and the school's financial advisor and/or the Operations Manager	All credit card transactions
Human Resources Manager	Employee & Travel Expenses
Learning Resource Centre Manager	Books and Resources
Office Manager	Refreshments for meetings/visitors, resources, hotel/train bookings etc.
Finance Officer	Credit Card Control (no transactions)

All transactions to be authorised in advance by the Headteacher or the school's financial advisor and/or the Operations Manager. Single transactions limited to £500 (including VAT) maximums.

5) Payroll Adjustments

Head Teacher* with Governors' Approval (Finance and Premises Committee)	Unbudgeted new positions, promotions, Teaching and Learning Responsibility (TLR) points, Recruitment and Retention payments etc.
Headteacher*	Budgeted new positions, promotions, Teaching and Learning Responsibility (TLR) points, Recruitment and Retention payments etc.
the school's financial advisor and/or the Operations Manager and Human Resources Manager	Taxcode adjustments, absentee return etc.

* the school's financial advisor and/or the Operations Manager may approve documents on behalf of the Headteacher as approved by the Governing Body.

6) Petty Cash Vouchers

Headteacher / the school's financial advisor and/or the Operations Manager, Deputy Headteacher	£25+
Budget Holder / the school's financial advisor and/or the Operations Manager	Up to £25

The above figures including VAT.

No-one may authorise a petty cash voucher where they are also the recipient.

7) Virements

Governing Body	£100,000+
Finance and Premises Committee	£10,000+ - £100,000
Headteacher (within budget heading)	Up to £10,000

The minimum level of virement is normally £1000.

8) Asset Disposal

Governors' Approval	£100,000+
Finance and Premises Committee	£10,000 + - £100,000
Headteacher	Up to £10,000

All asset disposals must be reported to the Finance and Premises Committee.

9) Debt Write Offs

Corporate Director (Children Services)	£10,000+
Governors' Approval	£1,000 + - £10,000
Headteacher	Up to £1,000

The above figures including VAT.

All debts written off must be reported to the Finance and Premises Committee.

10) Travelling and Subsistence Claims

Claim made by:	Approved by:
Headteacher	Chairman or Vice Chairman of the Governing Body
Deputy Head Teacher & Assistant Head Teacher	Headteacher

Teacher	Headteacher, the school's financial advisor and/or the Operations Manager or Budget Account Manager
Other Member of Staff	Headteacher, the school's financial advisor and/or the Operations Manager or Budget Account Manager

No-one may approve their own 'Travelling & Subsistence Claim'. Furthermore, no-one may approve the Claim by another member of staff if they themselves were participants to the same event.

11) Communicating with Bank

Schools Finance Department (LBTH)	Asper LBTH Financial Management of Schools and Scheme of Delegation
Authorised Cheque / BACS Signatories	For all enquiries
Finance Officer*	For enquiries

*The Finance Officer is not a bank account signatory and therefore prior approval from any cheque signatory is required before direct communication is made with the bank.

12) Receiving Goods

Deliveries are normally made to the Main Office and signed for by the Senior Receptionist, Receptionist or Office Manager. As soon as practicable, goods are transferred to the Department concerned for further checking. Goods received notes, where received, should be signed to confirm the accuracy of contents delivered on COMPLEAT and returned to the Finance Officer. High value items should be placed in locked secure storage as soon as possible following delivery. Audio visual equipment must be security marked by the nominated officer (either the Network Manager or Media Resources Officer, depending on item purchased).

13) Time Sheets

Claim made by:	Approved by:
Temporary staff (Supply Teachers)	Member of staff in charge of cover
Temporary staff (non-teaching)	Line Manager
Overtime/Extra Duty claims (all additional hours approved in advance except in emergency)	HeadTeacher, the school's financial advisor and/or the Operations Manager & Head of Department
Contractors	Headteacher, Deputy Headteacher, the school's financial advisor and/or the Operations Manager, Site Manager

All time sheets must be on the basis of an agreed commitment from the school for the work undertaken (e.g. supply teacher booking etc.)

In addition, those responsible for the booking of temporary staff must ensure there is sufficient budget or agreement from the Head Teacher to overspend and all claims must be financially coded accurately.

14) Accounting System Manager

The school’s financial advisor and/or the Operations Manager and, in their absence, the Network Manager are the only staff to have administrative rights to the Finance System (e.g. add user). Finance and Administrative staff do not have administrative access to the finance system or computer network.

15) Finance System Users

	Records	Transactions	Other*
The school’s financial advisor and/or the Operations Manager	?	?	
Finance Officer	?	? Excludes Cheques	?
Administrative Assistant	View Only	?	

*E.g. Period End, School Details, change data file (prior year) etc.

16) Miscellaneous

	Completion of Bank Reconciliation	Authorisation of Bank Reconciliation	Authorisation of Petty Cash Limit	Maintenance of Inventory
Headteacher		?	?	
school’s financial advisor and/or the Operations Manager	?((If SBL completes, authorization is by Head Teacher)	?		
Finance Officer	?			
Network Manager				ICT and related equipment including Audio visual

On behalf of Bow School Governing Body:

Signed:

Date:

Name:
(please print)

Appendix 2 – Authorised Signatories

Role	Current post holder
Headteacher	Danny Lye
Deputy Headteacher	Simon Beck, Kath Franklyn and Mehmet Emin
Chair of Governors	Danny Hassell
the school's financial advisor and/or the Operations Manager	Suhal Kadir / Almas Ali