



## **SMITHDON HIGH SCHOOL**

# **POLICY ON FINANCIAL PROCEDURES AND RESOURCES MANAGEMENT**

**Mr M Starling  
September 1999  
(Revised Oct 2001/Oct 06/Feb 10)  
Latest Revision June 2011  
Re-adopted April 2012/June 2013/April 2014/April 2015**

## **1. INTRODUCTION**

- 1.1 This policy aims to satisfy the requirements of the Norfolk Scheme for Financing Schools. It also accords with the former Financial Management Standard in Schools (FMSIS) and School Financial Value Standard (SFVS).
- 1.2 This document incorporates the principles of the DfE guideline booklet 'Keeping your Balance' and the Local Authority Model Finance Policy.

## **2. AIMS**

This policy document seeks to:

- 2.1 Ensure that policy in this area is supportive to the ethos of the school and its educational objectives and purpose.
- 2.2 Promote a positive attitude to assets as an educational resource.
- 2.3 Define the responsibilities of each person/committee involved in the administration of school finances.
- 2.4 Provide a framework of accountability.
- 2.5 Ensure that appropriate internal controls exist to protect school resources and maximise returns.
- 2.6 Ensure that purchasing policy achieves value for money.

## **3. ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY**

- 3.1 The school's resources are the responsibility of the governing body. The governing body meets half-termly and the Resources & Pastoral Committee four or five times per annum.
- 3.2 The governing body has established a Resources & Pastoral Committee which considers financial and resource-related matters and makes recommendations to the full governing body. Clear terms of reference are in place (appendix 3). A list of governors is attached (appendix 2) and membership of committees is reviewed annually at the September meeting of the full governing body.
- 3.3 Items of expenditure in excess of £10,000 will be referred to the Resources & Pastoral Committee for consideration and approval.
- 3.4 General day to day expenditure, within the agreed budget, is the responsibility of the Headteacher.
- 3.5 The Assistant Headteacher (Personnel & Resources) will advise the Headteacher on all financial/resource related matters and have responsibility for the day to day operation and management of the school budget.
- 3.6 Curriculum Team Leaders and others, as budget holders, have responsibility for their delegated budget (see appendix 1).
- 3.7 The Governors have established a Register of Business Interests for Governors and Staff, which is attached (appendix 4). Pecuniary Interests/declarations are a standing item on Governors' Agendas.

- 3.8 The Headteacher, advised by the Assistant Headteacher, will ensure that sound systems of financial control are in place and that transactions are properly conducted.
- 3.9 The day to day financial operations are undertaken by the Finance & Examinations Officer and the Finance & Sixth Form Administrator (referred to hereafter as the Finance Officer and Finance Administrator).
- 3.10 The Headteacher is responsible to the governing body for ensuring that LA financial regulations are implemented.

#### **4. BUDGETS**

- 4.1 The delivery of the curriculum and equality of educational opportunity to all students will provide the basis for the construction of the school budget.
- 4.2 Within the available resources and budgetary constraints, the development of the site and student facilities will form part of the budgetary priorities.
- 4.3 The annual budget presented to the LA will include projected plans for three financial years.
- 4.4 The annual budget will be prepared by the Assistant Headteacher in draft form, upon receipt of the Budget Allocation from County Hall. The Draft budget will be submitted to the Resources & Pastoral Committee for consideration and recommendation to the full governing body.
- 4.5 Budget revisions will be submitted as and when required by the Norfolk Scheme for Financing Schools regulations.
- 4.6 Budget Estimates of expenditure and income will be prepared by the Assistant Headteacher in advance of receipt of the budget allocation to permit the establishment of priorities for the following two years.
- 4.7 The Assistant Headteacher will forward approved budgets (as and when amended) to the LA.
- 4.8 Budget Control Reports will be provided to the Resources & Pastoral Committee on a regular basis. Finance is a standing item on Governors' Agendas. The BCR includes details of sums committed but not yet disbursed.
- 4.9 Responsibility for departmental budgets will be delegated to the relevant departmental head. Each budget holder will be responsible for the effective control of their delegated budget. The list of delegated budget holders is attached (appendix 1).
- 4.10 The Finance Officer will provide a statement of current position to each budget holder termly. The Headteacher will be informed of any significant variations.
- 4.11 The Governing Body (through the Resources & Pastoral Committee) will monitor the amount of each budget allocation in the light of known activity. Where it appears that a budget may be over/underspent funds may be vired between headings.
- 4.12 The Assistant Headteacher has delegated authority to authorise virements of up to £5,000.
- 4.13 The Headteacher and Governing Body will assess progress against the relevant School Development Plan objectives annually.

- 4.14 The Headteacher will consult the Governing Body and Staff to ensure that the financial information they receive is relevant, timely and reliable and understandable.
- 4.15 The Governing Body will be informed by the Headteacher/Assistant Headteacher of any policy changes which significantly affect the budget.
- 4.16 Minutes will record clearly the approval of budgets (at full governors' meetings) and monitoring (by the Resources & Pastoral Committee). Significant spending decisions will also be clearly minuted.

## **5. INTERNAL FINANCIAL CONTROL**

- 5.1 The Governing Body will seek to ensure that at least two individuals are involved in all financial transactions, each effectively checking the other's work. All internal vouchers are designed to facilitate the evidencing of such checks.
- 5.2 The Governing Body, through the Headteacher and Assistant Headteacher, will seek to ensure that those staff involved in financial transactions are appropriately trained.
- 5.3 The Headteacher will ensure that sufficient cover exists for day to day procedures to continue in the event of absence.
- 5.4 The Assistant Headteacher will review all invoices received where not relating to a school order. The Finance Officer will be responsible for the actual collection/disbursement of those invoices.
- 5.5 Alterations to vouchers such as cheques, invoices and orders will be clearly made in ink. Correction fluid and/or erasure of information is prohibited.
- 5.6 All financial vouchers and supporting documentation will be properly maintained. No documents will be destroyed except in accordance with instructions from the LA or DfE, nor before the completion of the relevant audit.
- 5.7 All financial documentation will be cross-referenced with the accounting records, the system allocated reference being inserted on the payment/income voucher.
- 5.8 Accounting records will be accessible only to those staff authorised by the Headteacher. (Members of SLT and the Administration Team).
- 5.9 Where there is a requirement to account separately for earmarked funding, the Assistant Headteacher will ensure that this is done.

## **6. INSURANCE**

- 6.1 The Assistant Headteacher will examine the LA policy annually to review insurance arrangements to ensure that sums insured are commensurate with risk.
- 6.2 The Governing Body will determine which risks to insure outside those covered by the LA.
- 6.3 The Assistant Headteacher will notify the insurers of any significant changes to risks, property, equipment etc.
- 6.4 The school will not provide an indemnity to any third party without the written consent of the LA or insurers.

- 6.5 The Assistant Headteacher or Site Manager will immediately inform the insurers of accidents, losses and other incidents which may give rise to a claim.
- 6.6 The school insurance covers the use of property when removed from the premises, provided it is in the custody of a school employee.

## **7. COMPUTER SYSTEMS**

- 7.1 The school computer-based management system is registered in accordance with the Data Protection Act 1998.
- 7.2 The Systems Manager will ensure that all users conduct effective back-up procedures and that disks, tapes etc. are stored in a fireproof container.
- 7.3 The Systems Manager will be responsible for the allocation of passwords and system access.
- 7.4 All users are responsible for the security of their password. Passwords will be changed on a regular basis.
- 7.5 Only authorised software will be permitted for use in school systems.

## **8. PURCHASING**

- 8.1 The Governing Body will seek to ensure that the school obtains best value for money.
- 8.2 Purchasers will seek at least two quotations before work at a cost exceeding £10,000 is commissioned, unless the service is specialised and this is impractical.
- 8.3 The Governing Body has delegated the review of quotations to the Headteacher.
- 8.4 Where a quotation other than the lowest is accepted, the reasons will be reported to the Resources Committee.
- 8.5 Purchases estimated to exceed £50,000 will be put out to formal tender. The LA will be asked to advise on advertisement, EC regulations, technical evaluation, contracts and cancellation clauses, where appropriate.
- 8.6 All orders must be submitted on official order forms, signed by the budget holder (or authorised deputy) and presented to the Finance Officer.
- 8.7 Where orders are of a technical nature or of extreme urgency, telephone ordering is acceptable provided this is confirmed to the office with full details in written form.
- 8.8 Orders may only be used for goods and services provided to the school. Individuals must not use official orders to procure goods and services for their personal use.
- 8.9 Orders should be ruled off below the last item and copy orders retained for reference.
- 8.10 The signatory of the order is responsible for ensuring that the requisites are appropriate and that there is adequate budgetary provision.
- 8.11 The Finance software enables accurate identification of committed expenditure. Orders are recorded upon the system to feature in budgetary monitoring.

- 8.12 The Finance Administrator places orders on the system, then forwards hard copies to suppliers.
- 8.13 On delivery, goods are signed for by a member of the Administration staff.
- 8.14 The caretaking/site team is responsible for the expeditious delivery of parcels to the appropriate department.
- 8.15 The budget holders are responsible for checking the delivery and dealing with any discrepancy identified. The budget holder will contact the supplier and resolve the matter and effect the return of goods, if appropriate.
- 8.16 The budget holder will return delivery notes to the Finance Officer promptly, clarifying any actions taken to rectify errors. The Finance Officer will mark off deliveries on the computer system and, in due course, check to corresponding invoices. Any discrepancies between invoices and delivery notes will be notified to the budget holder.
- 8.17 Invoices will be scrutinised by the Finance Officer, who will allocate them to the appropriate budget heading. The Finance Officer will cross-reference invoices to orders and ensure that prices accord with order prices and that arithmetic is correct. She will subsequently check the correct accounting for VAT, that the invoice is coded correctly and that any available discounts are allocated.
- 8.18 The Assistant Headteacher or relevant budget holder will certify invoices. Those not previously traceable to an order signed by the appropriate budget holder will be remitted to the budget holder for certification. Invoices correlating precisely to a prior official order may be certified by the Finance Officer.
- 8.19 The school will maintain a list of those staff authorised to sign invoices, which is forwarded to the LA for information.
- 8.20 All paid invoices will be branded using the LA approved rubber stamps marked with the cheque number and filed in order of the payment number allocated by the finance system.
- 8.21 No payment will be made against photocopied invoices or statements from suppliers.

## **9. PERSONNEL**

- 9.1 The administration of personnel procedures will be conducted via the Children's Services HR Department.
- 9.2 Appointments, contract variations and terminations will be notified to the LA in writing (or by email where permitted) and authorised by the Headteacher or Assistant Headteacher.
- 9.3 Expenses claims, travel and subsistence claims and supply staff claims will be authorised by the Assistant Headteacher and forwarded to the LA Payroll department for processing.
- 9.4 All personnel records held in the school will be securely retained and those records maintained on computer files are administered under the Headteacher's Data Protection registration, using SIMS Personnel module and managed by the Administration Officer.

- 9.5 All payroll transactions will be processed via the official payroll system.
- 9.6 The download will be checked by the Assistant Headteacher on a monthly basis and any variances or discrepancies notified to the Education Finance Department.

## **10. SECURITY OF STOCK AND PROPERTY**

- 10.1 The Headteacher will be responsible to the Governing Body for the safe custody of school property.
- 10.2 Heads of Department will be responsible to the Headteacher for ensuring the safe custody of their stocks and property and will perform regular checks of the same on an annual basis.
- 10.3 Heads of Departments will be responsible for individual inventories of attractive or portable items and ensure the appropriate security identification of such items.
- 10.4 Any discrepancies in items held to records will be investigated. Discrepancies with a monetary value exceeding £500 will be reported to the Governing body.
- 10.5 Any school property removed from the site will be signed for and discharged upon return.
- 10.6 The school safe will be kept locked at all times and keys removed. The authorised keyholders will carry keys on their person and any loss of keys notified to the Governing Body and LA. The keyholders are the Finance Administrator and the Administration Officer.

## **11. INCOME**

- 11.1 Charges for lettings and services provided will be applied according to the scale agreed by the Governing body. In instances of internal lettings (within the LA) the official charging rates will apply.
- 11.2 The Finance Officer will identify sums due and prepare invoices (liaising with the Head of PE with regard to Sports Facility lettings). The banking of such monies will be effected by the Finance Administrator.
- 11.3 Invoices will be issued promptly. In the case of lettings they will be sent at the time of booking or, in the case of regular lettees, at the end of term.
- 11.4 Transfers of money between departments will be by way of Internal Charge, signed by the appropriate budget holder.
- 11.5 All income received will be recorded and input to the school accounting system.
- 11.6 Cash and cheques awaiting banking will be locked securely away to safeguard against loss.
- 11.7 All monies received will be paid, in their entirety, into the appropriate bank account.
- 11.8 Income will not be used to encash personal cheques nor offset against payments.
- 11.9 The Finance Administrator will reconcile the sums collected to the sums deposited at the bank. The split between cash and cheques will be clearly identified on the paying in slip. Cheques will be identifiable to the receipt concerned.

- 11.10 Bad debts written off will be dealt with in accordance with LA regulations. All write-offs will be marked as such on the accounting system (see appendix 5).
- 11.11 The Assistant Headteacher will review the paying in book regularly and sample check to the bank statements.

## **12. BANKING ARRANGEMENTS**

- 12.1 In accordance with LA instructions the school bank account will not be used for payroll transactions.
- 12.2 Cheques will be signed by two authorised signatories. Supporting vouchers will be available to the signatories at time of signing.
- 12.3 The panel of signatories will be limited to three: The Headteacher, the Deputy Headteacher and the Assistant Headteacher (Personnel and Resources).
- 12.4 The school bank account is a sub-division of the NCC Imprest Account (NCC - Smithdon High School).
- 12.5 All cheques are printed with crossings to prevent improper negotiation in accordance with the Cheques Act 1992.
- 12.6 Cheques will not be pre-signed.
- 12.7 The cheque book will be retained under locked control when not in use.
- 12.8 A bank statement will be obtained on a monthly basis and reconciled by the Finance Officer to the accounting records. Any discrepancies will be investigated. The reconciliation will be certified by the Finance Officer and reviewed and countersigned by the Headteacher.

## **13. PETTY CASH**

- 13.1 An imprest petty cash account of £100 will be maintained.
- 13.2 Petty cash will be accessible to the authorised keyholders of the school safe. Payment is limited to minor items and not used for regular suppliers.
- 13.3 The keyholder issuing cash will ensure that the record book is duly receipted for all payments and that a VAT receipt is obtained where applicable. The keyholders will ensure safe custody of the cash box.
- 13.4 The Finance Officer will reconcile the Petty Cash to the vouchers on a monthly basis.
- 13.5 The Assistant Headteacher will periodically check the Petty Cash without notice.
- 13.6 The encashment of personal cheques will not be permitted.



**14. VOLUNTARY FUNDS**

- 14.1 Voluntary funds will be maintained in the School Fund which is under the control of the governing body.
- 14.2 The same standards and procedures employed in dealing with the Education Budget monies will be used for the School Fund.
- 14.3 The School fund will be run on a day to day basis by the Finance Administrator. The monthly reconciliation will be reviewed and certified by the Headteacher.
- 14.4 The arrangement for cheque signatories will be as for the Official Fund Account.
- 14.5 Accounts will be audited by an independent auditor. The current auditor is Mr Alan Haslam, FCCA, of Kirby & Haslam.
- 14.6 The School fund accounting records will be held entirely independently to the Education Budget records.
- 14.7 Only income unconnected to the delegated budget is credited to the fund.
- 14.8 All School Fund income is receipted.

**15. TAX**

- 15.1 The Headteacher ensures that relevant members of staff are conversant with the provisions concerning VAT, other taxes and the Construction Industry Scheme (CIS).
- 15.2 VAT invoices are obtained for all transactions involving VAT.
- 15.3 All payments falling within CIS are made in accordance with the LA procedure.

Appendix 1: **DELEGATED BUDGET HOLDERS**

All Staffing Budgets	Mr M Starling
Indirect Employee Expenses	Mr M Starling
Staff Training and Development	Mr M Starling
Building Maintenance and Improvement	Mr B Rudd
Grounds Maintenance	Mr M Starling
Caretaking and Cleaning	Mr B Rudd (Mr R Smith may certify invoices for consumables)
Water Services	Mr M Starling
Energy	Mr M Starling
Other Occupational Costs	Mr B Rudd
Art	Ms R Bazeley-Smith
Work Experience	Mr M Starling
Citizenship	Mrs S Dixon
CLS	Mrs H Taylor
Contingency	Mr M Starling
Drama	Ms J Thompson
DT	Mr M Birks (Mr V Lenney may certify invoices for consumables)
Educational Visits	Mr M Starling
English	Ms J Thompson
Educational Supplies and Services	Mr M Starling
Geography	Mrs R Bazeley-Smith
Health & Social Care	Mrs R Bazeley-Smith
History	Miss H Wright
ICT (Curriculum)	Miss S Fairweather
Library	Mrs K Drage
Mathematics	Mr A Skipper
MFL	Ms J Thompson
Minibus Expenditure	Mr M Starling
Music (inc Music tuition invoices)	Mr M Sexton
Pastoral	Mrs S Dixon
PE	Mr R Rushton
Psychology	Ms R Bazeley-Smith
Reprographics	Mr M Starling (Miss J Howell may certify invoices for consumables)
RE	Miss H Wright
Science	Mrs S Robinson/Mrs C Rushton
Sociology	Miss H Wright
Study Support	Mr M Starling
Summer School	Mr M Starling
ICT Developments	Mr J Coe
ICT Consumables	Mr J Coe
ICT Packages	Mr J Coe
Exam Fees	Mrs R Birkin (Mr M Starling will certify invoices)
Admin Supplies	Ms M Lake
Miscellaneous	Mr M Starling
Postage and Telephone	Mr M Starling
Catering Expenses	Mrs M Horspole
Capital Accounts	Mr M Starling
Insurance Premiums	Mr M Starling
Bought-in Professional Services	Mr M Starling
Sixth Form Bursary Fund	Mr S Chapman
Internal Exclusion Room	Mrs D Perkins

Appendix revised April 2015

Appendix 2

**Membership of Resources & Pastoral Committee**

Rachel Bazeley-Smith  
Sandra Dixon  
Huw Griffiths  
Mark Little  
June Seed  
Marc Starling  
Richard Stockdale

## Appendix 3

### **Resources & Pastoral Committee Terms of Reference**

#### **Based on the School Governance (Procedures) (England) Regulations 2003**

**The governing body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing body shall agree the level of delegation to this committee**

#### **Membership**

The governing body shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee

The committee shall consist of not less than three members of the Governing Body including the Headteacher, or other agreed representative, and Chair of Governors.

*Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice, and **may vote** in accordance with any restrictions placed upon them by the governing body.*

Staff representatives may be invited to attend the committees (maximum one teacher and one support staff member). Such representatives may give advice and take part in discussion but, as non-Governors, have no voting rights.

Members of SLT (other than the Headteacher) will attend committees to service the business of the committees and take part in discussion but, as non-Governors, have no voting rights.

#### **Chairing**

The Chair of the committee will be appointed by the committee. *NB The Headteacher may not chair a committee; there are no other restrictions.*

#### **Attendance**

Members of the committee and the Headteacher (if not a member), have a right to attend committee meetings. *The governing body or committee may allow other persons to attend.*

#### **Quorum**

The quorum for committee meetings shall be at least three **governors** who are members of the committee. The committee shall not meet without the Headteacher, or a member of the SLT, being present.

#### **Meetings**

The committee shall meet at least once a term and more often if required. Dates for meetings will be set before the beginning of each school year as part of the annual cycle of full governing body and committee meetings.

#### **Clerking**

The committee will nominate a member of the committee to act as clerk at the beginning of each meeting. *This must not be the Headteacher.*

## Terms of Reference – Pastoral/Personnel

1. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Plan.
2. To review the staffing structure when vacancies occur, and at least annually in relation to priorities for school improvement.
3. To agree procedures for the appointment of school staff, in line with School Staffing Regulations 2006 :
  - *for the appointment of members of the leadership group; the governing body will agree a selection panel of at least three governors, who will select candidates for interview, carry out interviews, and recommend to the governing body an interviewee for appointment.*
  - *in relation to all other staff appointments the governing body will delegate, to the headteacher, the responsibility for making such appointments, unless certain circumstances apply, as outlined in the Guidance relating to staff appointments. Where responsibility is delegated to the headteacher, it is the headteacher's decision as to whether to involve governors in the selection process. The final decision in making an appointment outside the leadership group is the headteacher's.*
4. To ensure that every member of staff has a job description, which is reviewed annually, and that job descriptions are reviewed when vacancies occur.
5. To monitor and review all staffing policies and procedures, and to consider adopting the LEA's model personnel policies and procedures. These cover issues relating to pay; staffing adjustments; recruitment and selection (see above); equal opportunities; employee relations; conduct and capability; grievance; dismissal.
6. To ensure that the school meets the requirements of the Disability Discrimination Act 1995, the Race Relations Amendment Act 2000 and the Commission for Racial Equality Code of Practice. To report on measures taken by the school to ensure that pupils with disabilities are treated no less favourably than other pupils.
7. To ensure that the governing body appoints three **governors** to conduct the Performance Review of the Headteacher, and, in addition, a Review Officer/s to investigate any complaint from the Headteacher.
8. To ensure, via reports from the Headteacher, that the Performance Management policy is implemented throughout the school, and that all staff are included in the system of performance review.
9. To ensure that staff handbooks are written and updated.
10. To agree procedures for hearing staff grievances.
11. To agree procedures for appeals against dismissal from school staff, in line with School Staffing Regulations 2006 (*in cases where Headteacher has dismissed a member of staff*).
12. To ensure that the school follows safe recruitment practices and has a formal induction programme for all new staff members.
13. To ensure that formal CRB checks are carried out for all new members of staff and that the school maintains a log of staff checks for inspection purposes.
14. To keep under review staff work/life balance, working conditions/wellbeing and ensure that absence is monitored.

### **Terms of Reference - Premises**

1. To provide support and advice for the Headteacher in all matters relating to the school premises and grounds, security and health and safety.
2. To inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the full governing body.
3. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
4. To draw up, and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995.
5. To recommend to the full governing body proposals for the delegation of authority to the headteacher to take action on minor items of repair and maintenance work subject to the financial limit of designated in the financial procedures.
6. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the headteacher for taking appropriate action on behalf of the governing body in the event of an emergency.
7. To monitor the work of any major contractor, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing body.
8. To ensure that the school complies with health and safety regulations and to regularly review the health and safety policy.
9. To regularly review the school policy on security and ensure that any changes are implemented.
10. To ensure that governors' responsibilities are discharged regarding litter and refuse under the Environmental Protection Act 1990.
11. To liaise with the LEA about any matters concerning the school premises and grounds.

### **Terms of Reference - Finance**

1. To provide advice and assistance to the Headteacher and governing body in all matters relating to budgeting and finance, with reference to the provision of the DCSF Financial Management Standard in Schools (FMSIS) and the SFVS.
2. To review regularly the detail of the financial procedures agreed by the governing body.
3. To review financial policy statements, including consideration of long-term planning and resourcing.
4. To consider each year's School Improvement Plan (or post-OfSTED Action Plan) priorities, and to review the annual budget plan for approval by the full governing body.
5. To prepare a Charging Policy for the school for approval by the full governing body.
6. To monitor income and expenditure of all funds and to report the financial situation to the full governing body each term.

7. To monitor the impact of spending decisions upon educational achievement in the school.
8. To recommend for approval by the governing body the level of delegation to the Headteacher for the day-to-day financial management of the school (as part of the Finance and Resources Policy).
9. To recommend the amount which can be vired between budget headings by the Headteacher without prior agreement of the finance committee (as part of the Finance and Resources Policy).

*N.B. Record decisions from 8 & 9 in the full governing body minutes.*

10. To ensure the audit of unofficial school funds.
11. To ensure the provision of the financial information necessary to meet all statutory requirements.
12. To attend or commission appropriate governor training.
13. To report to the Full Governing Body.

## Appendix 4

### **Register of Business Interests as at April 2015**

1. Miss Jo Barnes, who is the partner of Mr Paul Linsell (Governor), is employed as a member of support staff.

Mr P Dixon, who is Mrs S Dixon's husband, is a part-time ICT teacher at the school.

Mr R Lodge is employed as an AfA consultant.

## Appendix 5

### **Bad Debt Policy**

1. Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible an invoice will be raised for immediate payment.
2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment for future services is made in advance.
  - 28 days from date of invoice – first reminder
  - 56 days from date of invoice – second reminder
  - 84 days from date of invoice – final reminder
3. When the third reminder is sent, the matter will be referred to the LA Legal Services Department and the debtor informed accordingly.
4. No legal referral will be made for debts under £100.
5. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:
  - Those up to the value of £100 to be approved by the Headteacher and reported to the next meeting of the governing body.
  - Those exceeding £100 and up to the value of £500 to be referred to the governing body for approval, either directly or after consideration by the finance committee.
  - Those exceeding £500 to be referred to the Assistant Director of Children' Services (Resources & Efficiency) as per the Norfolk Scheme for Financing Schools.
6. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.



## Appendix 6

### **Redundant Equipment Policy**

1. The governing body has the authority to declare equipment, furniture or any other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from the delegated budget. Land and buildings are always excluded from this authority.
2. Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £500 and sale is to be by public auction or competitive tendering, authority for disposal can be given by the Headteacher.
3. The prior approval of the governing body will be required where:
  - The estimated disposal value is between £500 and £2,500
  - The sale is not to be by public auction or competitive tendering
4. Where the estimated disposal value is above £2,500, these cases must be referred to the Assistant Director of Children's Services (Resources & Efficiency) as per the Norfolk Scheme for Financing Schools.
5. A list of equipment disposed of will be presented to the governing body at its next meeting. This list will show, so far as is known, the item, department, date of manufacture or purchase, value when new, when made redundant (estimated where necessary) and disposal value.
6. The school's inventory will be amended to show disposals and such entries will be endorsed by the Headteacher.
7. The net income (ie excluding VAT) from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.