



FINANCE POLICY

This Policy was adopted by:

The Directors of the Primary Academies Trust

on 14th July 2016 (date)

Signed by  Chair of Directors

Review Date Signed

Review Date Signed

Review Date Signed

This statement sets out the Directors and Local Governing Body policy on the management of finances within the schools in the Primary Academies Trust. It applies to all funds delegated or devolved within the provisions of the Schools Standards and Framework Act 1998 and The Primary Academies Trust Funding Agreement.

1. The Directors have overall responsibility for securing the efficient and effective administration of the schools and their resources. Accordingly, the Directors regard proper control of the school finances as being of utmost importance. The Directors endorse and have adopted the principles of good practice contained within
 - Academies Financial Handbook
 - Financial Regulations
 - Academies Accounts Direction
 - Charities Commission's Statement of Recommended Practice (SORP) – Accounting and Reporting by Charities.
2. All staff involved in financial transactions are required to be fully aware of and to comply with these requirements.
3. There are two main strands to this:
 - Operational Control over spending and income collection
 - Monitoring and control of the budget
4. The Accounting Officer/Chief Executive Officer (CEO) is accountable to the Directors for the exercise of delegated authority and in turn staff are accountable through their line management to the Chief Executive Officer (CEO). Staff must not exceed their delegated authority, which must only be exercised within the above framework of overarching rules and school policies and will be held accountable for their decisions and actions. Any matter of financial consequence shall be drawn to the attention of the Board of Directors in a timely manner.
5. All financial dealings are to be conducted
 - in a framework of openness thereby allowing proper scrutiny and evaluation and
 - with absolute integrity and regard for the good reputation of the school.
6. Proposals for the deployment of financial resources shall be properly supported and each proposal shall demonstrate Value for Money and its sustainability in the light of the resources likely to be available.
7. The regular comparison of spending against budget is intended to highlight those areas where the budget is under pressure to enable effective remedial management action and to identify those areas where resources may be released to further un-resourced elements within the school development plan. This process should take place at three levels
 - Formal reporting to Directors
 - Report to Finance committee and/or Portfolio Lead
 - Ongoing Internal monitoring
8. The Directors regard the passage of timely and accurate information as being central to the success of their policy. The CEO is responsible for putting suitable arrangements in place to ensure the financial data within school are both up to date and accurate so that any member of staff responsible for control of a budget can have an accurate position statement upon request. Internal monitoring is to take place not less frequently than monthly. The Directors should receive financial reports at least termly.
9. The staff identified as budget holders within this document are responsible for controlling those aspects of the budget and ensuring that the CEO is kept fully informed of spending against budget.
10. The CEO is responsible for ensuring regular monitoring of all budget lines and formal reporting to Directors. Formal reports with explanatory commentaries including information about changes in non financial data (e.g. pupil numbers) are required to be circulated no less than 7 days in advance of the relevant meeting. It is essential that the forecast year end position together with the implications for at least the next two years is kept under ongoing review.
11. Where routine budget monitoring reveals budgetary pressures requiring urgent attention, which cannot await the next programmed meeting the CEO shall notify the Chair of Directors.

The tables below set out the delegated authority and responsibilities of individuals together with the frequencies at which tasks and reports must be completed.

This policy was approved by the Board of Directors body on 29 January 2015

and is signed on its behalf by _____ Hugh Whittaker – Chair of Directors

Table of Delegated Authority/Responsibility

Financial Management

Function	Chief Executive Officer	Head of Finance	Executive Headteachers	Chair of Directors	Heads of School	Premises Manager	Finance Manager	School Based Administrators	Company Secretary	Financial Management Handbook
Comply with Financial Regulations	√	√	√	√	√	√	√	√	√	1.5
Comply with Minimum Standards	√	√	√	√	√	√	√	√	√	1.5
Ensure separation of duties	S	√	A		A	√	√	√	A	2.1 2.3
Ensure internal controls operate correctly	√	√	A		√	A	√	A	A	2.1 2.3
Ensure Directors' Policies are complied with	√	√	√	√	√	√	√	√	√	
Annual Budget Forecast										
Prepare	A	√	A		A	A	√	A	A	2.2
Approves	√	√		√						
Monitors	√	√				√	√			4.2
Submits Budget Forecast to EFA	S	√					√			
Register of Interests									√	2.5
Register of Eligibility to Serve									√	2.5

Key to all tables

Frequency	Functions	Notes
O = Ongoing	O = Oversee	# Substitute name of fund or budget holders
W = Weekly	S = Supervises	£ Insert individual limits.
M = Monthly	R = Reports	* Acts within delegated powers and if required
H = each half term	C = Co-ordinates	
T = Termly	√ = does	
Y = as soon as possible after Year-end	A = Assists as required	

Responsibility for Budget Monitoring

	Board of Directors	Finance Committee	Chief Executive Officer/ Executive Headteachers	Head of Finance	Budget Holders
Maintenance of records	Frequency	Frequency	Frequency	Frequency	Frequency
Download of Data				Ongoing	
Reconciliation of Data				Ongoing	
Monitoring of budget lines/departments				Weekly	
Maintain forecast of year-end position		Termly	Monthly	Monthly	Monthly
Initiates management action			Ongoing	Ongoing	
Prepares formal budget monitoring statement			Ongoing		
Prepares commentary				Termly	
Receives report	Termly	Termly	Termly	Termly	
Initiates management action /makes recommendations to Directors		Termly	Termly	Termly	
Amend Development Plan (if req)			Termly		
Bank Reconciliation				Monthly	

Table of Responsibility for Policy Review

Function	Board of Directors	Committees	CEO/EHT	Head of Finance	Finance Manager	Company Secretary
Finance policy						
Initiate annual review						√
Prepare				√		
Approve	√	√				
Remission of Fees & Charging Policy						
Initiates Annual review						√
Recommendations			√	√		
Approve	√	√				
Lettings policy						
Initiates Annual review						√
Recommendations			√	√		
Approve	√	√				
Insurance review (extent not cost)						
Initiates Annual review				√	√	
Recommendations			√	√		
Approve	√	√				
Directors expenses						
Initiates Annual review						√
Recommendations				√		
Approve	√	√				
Purchase of services						
Initiates review				√	√	
Recommendations			√			
Approve	√	√				
Appointment of Auditors (Statutory and Internal)						
Initiates review				√		
Recommendations			√			
Approve	√	√				

Asset protection	Board of Directors	Chief Executive Officer	Executive Headteachers	Chief Finance Officer/HOF	Head of School	Administrators	Caretaker	Company Secretary
Security of Property & assets		✓	✓	✓	✓	✓	✓	✓
Security of Cash				✓S	✓S	✓		
Data protection registration	✓			✓				✓
Compliance with data protection rules	S	✓	✓	✓	✓	✓	✓	✓
Maintain back-up of data				✓		✓		
Maintain security of data				✓		✓		
Maintenance of Inventories				✓S		✓	✓	✓
Checking and certification		✓	✓	✓	✓			
Maintain Fixed Asset Register				✓		✓		

The Directors require that all purchasing decisions are made after adequate market testing or research to ensure efficiency and value for money in the organisations activities.

For all amounts above £30,000 (with the exception of monthly payroll liabilities) authorisation is required from the Finance Committee and/or Board of Directors

Quotations and tenders as appropriate are required as shown below.

A note of verbal quotes for lower value items should be made and retained.

Estimated value of goods or services	Number of quotes required
Over £1,000 and up to £2,500	Evidence of 2 lots of market testing
Over £2,500 (£5,000 for works) and up to £10,000	3 written quotations
Over £10,000 and up to £50,000	3 written formal quotations
Over £50,000 but less than EU Threshold	3 written tenders
Over EU Thresholds	http://www.ojec.com/Thresholds.aspx

ALL changes must be countersigned by the Chair of Directors and Chair of Finance Committee

Name of Individual	Post	Orders	Monthly payroll	BACS Payments	Travel Claims	Debit Card/Cash Claims	Cheques	Authorise Credit Notes	Write Off Assets	Payroll Forms	Payroll Forms for CEO
Gary Chown	Chief Executive Officer	£30,000	Y	£60,000	Y	£1,000	£200	£2,000	£1,000	Y	
Jan Baker	Executive Headteacher	£10,000	N/A	N/A	Y	£1,000	£200	£2,000	£1,000	Y	
Helen Nicholls	Executive Headteacher	£10,000	N/A	N/A	Y	£1,000	£200	£2,000	£1,000	Y	
Claire Baillie	Executive Headteacher	£10,000	N/A	N/A	Y	£500	£200	N	N	Y	
Ashley Leeson	Executive Headteacher	£10,000	N/A	N/A	Y	£500	£200	N	N	Y	
Ryan Lewis	Head of Finance	£30,000	Y	£60,000	Y	£1,000	£200	£2,000	£1,000	Y	
Simon Levi	Head of Human Resources	£10,000	N/A	N/A	Y	£500	£200	N	N	Y	
VACANT	Head of Estate	£10,000	N/A	N/A	Y	£500	£200	N	N	Y	
Steve Bosley	Head of School Bickleigh-on-Exe C of E Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
VACANT	Head of School Hemyock	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Leanne Arrowsmith	Head of School St Andrew's Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Fran Brinicombe	Head of School St David's C of E Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Lyn Brimson	Head of School Sampford Peverell C of E Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Charlotte Hill	Head of School Sidbury C of E Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Nick Burstow	Head of School South Brent Primary	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Rachel Olivant	Head of School Woodwater Academy	£5,000	N/A	N/A	Y	£500	£200	N	N	Y	
Maria Phillips	Finance Manager	£5,000	N/A	£60,000	Y	£1,000	£200	£500	£500	Y	
Emma Hunt	Human Resources Manager	£5,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	
VACANT	Estate Manager	£5,000	N/A	N/A	N/A	N/A	N/A	N/A	£500	Y	
Hugh Whittaker	Chair of Directors	N/A	N/A	N/A	N/A	N/A	N/A	N/A	>£1,000	N/A	Y
Rebecca Diebner	Vice Chair of Directors	N/A	N/A	N/A	N/A	N/A	N/A	N/A	>£1,000	N/A	Y