Financial Procedures Manual

West Pelton Primary School & Nursery

Approved by: Governing Body	**Date:** 24June 2026
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Contents

Foreword 4

1. Organisation and Responsibilities 5

The Governing Body 5
Register of Business Interests 7
Governors and Staff Interests 8
Related Party Transactions 9
The Headteacher 9
Finance and Administrative Staff 10

2. Financial Planning and Monitoring 11

Budget Preparation 11
Budget Monitoring 12

3. Financial Control 12

Compliance 12
Accounting Systems 12
Accounting Records 12
Taxation 13

4. Purchasing 13

Contract Procedure Rules 13
Ordering 13
Payment of Invoices 14
Payments in advance / copy invoices 14
Suppliers 15
Procurement cards 15
Leasing and hire agreements 15

5. Income 16

School Meals 17
Letting of the School Premises 18
Extended Care 18

6. Voluntary Funds / Stand-alone Companies .. 18

Private School Funds 18

7. Assets 18

Asset Register 18
Disposal of Assets 19
Losses 19

8. Business continuity and insurance 20

Business Continuity Plan (BCP) 20
Insurance 20

Appendix 1 - Schedule of Finance-related Tasks 21

Foreword

1. To conduct itself effectively, a school needs to ensure that sound financial management arrangements are in place. Part of this process is having a financial procedures manual.

2. Sound financial management secures value for money, controls spending, ensures due probity of transactions and allows decisions to be informed by accurate accounting information.

3. The financial framework in which maintained schools in Durham operate is *The Scheme for the Financing of Schools in County Durham*, which is published by Durham County Council (the council) and sets out the respective roles and responsibilities of the council and all maintained schools in the county in relation to the funding of schools and the application of such funds.[1]

4. The purpose of this manual is to complement the scheme and to set out the financial procedures to be used within this School.

5. All Governors and staff of this School are required to comply with the procedures set out in this manual.

6. These procedures apply to the governor-led nursery provision and community provision run by the school, but do not apply to the stand-alone company formed by the governing body.

[1] A copy of the Scheme is included as a separate attachment on the Schools Extranet page for financial procedures manuals.

1. Organisation and Responsibilities

The Governing Body

7. The Governing Body of the School accepts responsibility for:

    a. Ensuring that the School meets all statutory obligations.

    b. Establishing proper financial management arrangements and accounting procedures.

    c. Maintaining a sound system of internal control by ensuring an adequate division of duties for financial procedures.

    d. Final approval of the annual budget plan.

8. The Governing Body is supported by a number of committees made up of members of the Governing Body. The committee with specific responsibility for finance is the Finance Committee which meets termly[2] and minutes of the meetings are considered at the termly meetings of the full Governing Body.

9. Meetings of the full Governing Body and of the Finance Committee are clerked and formal minutes are recorded.

10. The Finance Committee's responsibilities include the following:[3]

    a. Approval of the draft annual budget.

    b. Regular monitoring of actual income and expenditure against the budget and the forecast outturn for the year. (This is a standing item on the agenda for the committee).

    c. Awarding of contracts by tender to a specified limit.

11. The Governing Body and each committee operate in accordance with specified Terms of Reference as agreed at the following meeting after the budget setting and these are set out below:

    a. In conjunction with the Head Teacher to draft and propose the first formal budget plan of the financial year for approval by the full Governing Body.

    b. Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan,

[2] The council strongly recommends that meetings are at least termly.
[3] These are a minimum, other responsibilities may be appropriate, depending on the school.

rolling projections and signals from central government and the council regarding future years' budget.

c. Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.

d. Monitor the budget position statement to identify and address significant anomalies from the anticipated position and report termly to the full Governing Body.

e. Monitor outstanding debts.

f. Monitor provision of school meals by review of annual income and expenditure statement.[4]

g. Review the year end outturn report.

h. Appraise and approve spending decisions where competitive quotations or tenders are required.

i. Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).

j. Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.

k. Monitor expenditure of all private school funds held on behalf of the Governing Body by review of an audited annual statement of income and expenditure.

l. Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.

m. Consider the use and impact of the Early Years Premium, Pupil Premium, Sports Premium, Year 7 Catch-Up Premium.

n. Review and monitor all financial policies including lettings, charging and remissions and expenses policies.

o. Annually review contracts and lettings.

p. Monitor and review wrap around care provision including review of annual income and expenditure statements where applicable.

q. Consider and promote income generation.

[4] Where the school arranges provision in-house or makes its own arrangements for the provision of meals by a contractor.

r. Ensure appropriate insurances are in place.

s. Annually review and approve the school's Financial Procedures Manual.

t. Annually review and make decisions in respect of service level agreements.

u. Make decisions on expenditure following recommendations from other committees.

v. Ensure pay decisions are appropriately funded.

w. Ensure as far as is practical that any health and safety issues are appropriately funding in accordance with priorities.

x. Annually review benchmarking data.

y. Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.

12. The Governing Body has considered the extent to which it wishes to delegate its responsibilities and these are detailed later in this manual.

Register of Business Interests

13. The School maintains an up-to-date register of any business interests of each member of the Governing Body and the Headteacher, which includes details of:

    a. Any business interests they or any member of their immediate family have.

    b. Any other educational establishments where they are a Governor or member of a management committee or Interim Executive Board.

    c. Any relationships between School staff and members of the Governing Body.

14. Staff and Governors are reminded of the need to update the register on an annual basis.

15. The register is available for inspection by Governors, staff, parents and the council. The register is published on the School's website.

16. Declarations are made using the code of conduct forms available on the Schools Extranet. It is the responsibility of each Governor and member of staff to alert the Clerk to the Governing Body of any business interest

they have. The requirement to declare such an interest is an agenda item at each meeting of the Governing Body or committee.

17. During any meeting of Governors, any Governor with a financial interest in a matter being considered will disclose the fact to the meeting. Where a governor with a declared interest has information relevant to the matter being discussed, or governors wish to ask questions of the governor, the governor may stay in the meeting to provide information or answer questions, but must leave the meeting before governors begin their discussion of the matter and make a decision. The minutes record the points at which a governor left and re-joined the meeting.

Governors and Staff Interests

18. No Governor or member of staff will take or hold any interest in any equipment or property held by or used for the School.

19. No Governor or member of staff will obtain an interest in the disposal of:

- School equipment
- School property
- School materials surplus to requirements at the end of any contract between the School (including persons acting on its behalf) and any third party.

20. No Governor or member of staff who has an interest in a business which may tender for a contract with the School will participate in the procurement process, including specification of the tender and invitations to tender.

21. No Governor or member of staff involved in awarding a contract will accept personal gifts or offers of hospitality from current or potential suppliers.

22. With the agreement of Governors, the Headteacher may agree to provide benefits to staff, in the form of refreshments or meals, (e.g. a working breakfast). The Headteacher shall ensure that:

a. A record is kept of the benefits and the reasons for these benefits being provided.

b. The benefits are proportionate and are affordable in the context of the School's financial position, (i.e. that the School is not spending funding on benefits at a time when it is having to make cuts in other areas, such as staffing and educational supplies).

c. The benefits are provided to all staff.

d. The benefits are provided on site.

e. The benefits do not involve a cash payment.

23. Benefits are funded from the School's delegated budget and not from private school funds.

24. Where off-site training involves the provision of meals this is only provided where there is an identified training need and is not a reward for good performance.

25. Any other form of benefits are likely to be taxable benefits and the school will seek advice before offering these benefits.

26. Under no circumstances will benefits include the provision of alcoholic beverages.

Related Party Transactions

27. A related party transaction is one where a procurement contract is awarded to a person or body that has close links with the persons awarding the contract. This also applies to recruitment decisions.

28. Related party transactions are not prohibited but must be declared and the governor or member of staff concerned will take no part in the procurement or recruitment procedure.

29. A record of any related party transactions involving staff or Governors will be maintained (a template is available on the School Portal financial procedures manuals) and will include:

    a. The value of the contract or grade and salary of the post.

    b. The person at the school whose interest makes this a related party transaction.

    c. How the procurement (or appointment) was handled in order to avoid any impropriety either in practice or in appearance.

30. Governors and members of staff shall make new declarations of interest, (see Register of Business Interests section above), where a new procurement or recruitment arises that could give rise to related party transaction.

The Headteacher

31. The School Standards and Framework Act 1998 allows the Governing Body of any school with a delegated budget, to delegate to the Headteacher the responsibility for deploying resources (subject to the provisions laid out in the Scheme for Financing of Schools).

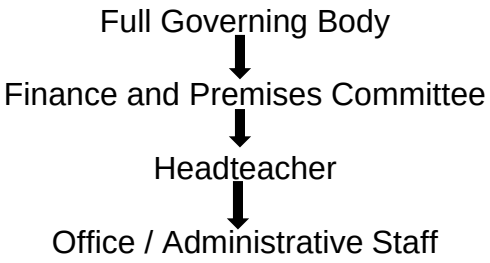
32. The Governing Body recognises that it is outside its core functions to make day-to-day decisions on the deployment of resources.

Accordingly, the Headteacher has been given delegated powers in respect of these decisions. The expenditure limits under which the Headteacher may exercise this power are set by the Governors and reviewed on an annual basis.

Finance and Administrative Staff

33. Powers delegated by the Headteacher to other financial and administrative staff are set out below:

Finance is delegated through the Governing Body to School staff as follows:



Access to Financial Systems

ParentPay	Helen Atherton (Business Manager) Helen Quinn (Admin Assistant)
Procurement Card Holder	Victoria Hewison (Headteacher) Helen Atherton (Business Manager)
Oracle (DEBS)	Victoria Hewison (Headteacher) Helen Atherton (Business Manager) Helen Quinn (Admin Assistsant)
Pulse Secure Access to ICON Income Recording	Helen Atherton (Business Manager)
Synergy Provider Portal (EY Funding)	Helen Atherton (Business Manager)

34. In respect of these delegations, the Headteacher approves lists of authorised users for relevant systems, e.g. for the placing of orders or holders of procurement cards. Where appropriate, specimen signatures are retained on file in School and the following information is recorded:

- Full Name
- Post

- What they are delegated to sign
- Specimen signature
- Effective Date

35. These delegations are reviewed on an annual basis and when staff changes take place.

36. A summary of the most important finance-related tasks is included as Appendix 1 to this manual.

37. Access to electronic systems (e.g. Arbor, Oracle and ParentPay), is restricted and password protected. The sharing of user IDs and passwords is not permitted; members of staff are responsible for maintaining the confidentiality of their passwords and ensuring that their passwords are secure.

38. Passwords are strong passwords of 14 characters including at least one capital letter lower case letter, number and symbol, and are changed annually in line with system policy. Passwords score green on the website:

    https://howsecureismypassword.net

2. Financial Planning and Monitoring

Budget Preparation

39. The School has an annual School Improvement Plan which is presented to and approved by the Governing Body. The plan defines the priority areas for spending. The annual budget is built around the plan and takes account of funding notified by the council and realistic estimates and assumptions about expected expenditure and income, including grant income, so that planned expenditure does not exceed the resources available, which may include a surplus balance carried forward from previous years.

40. The Headteacher prepares an initial draft budget, with support from the School Finance Officer, which sets out a planned budget for all items of income and expenditure and describes all assumptions underpinning the plan.

41. This initial draft budget plan is submitted to the Finance Committee for scrutiny, after which it is submitted to the full Governing Body for approval. The approved budget plan (including any supplementary financial information requested by the council) is submitted to the council in accordance with notified deadlines.

42. The Governing Body cannot approve a budget plan which will result in the School having a deficit balance at the end of the financial year, unless it has approval from the council and has a plan to recover the deficit in the following year.

Budget Monitoring

43. The Headteacher and School Finance provides budget monitoring reports to the Finance Committee in advance of its meetings and at any other time when a financial issue requires discussion. These reports include the appropriate budgetary control report and a written quarterly report.

44. Reports should include the current forecast to the end of the year, including the forecast accumulated balance (surplus or deficit) at the end of the financial year.

3. Financial Control

Compliance

45. In line with the council's Scheme for the Financing of Schools, the School complies with the requirements on financial controls and monitoring in the management of its delegated budget. This includes the right of the council's Internal Audit Service to access all staff, documents, systems and records regardless of whether the School has a Service Level Agreement with Internal Audit & Corporate Fraud.[5]

Accounting Systems

46. Adequate accounting and financial systems and records are maintained by the School in a manner prescribed by the council so that a full management trail is maintained.

Accounting Records

47. Access to the accounting records in School, both paper and electronic, is restricted to those who are authorised to use the systems.

48. Any alterations to any original prime documents are made clearly in ink and the use of correction fluid on such documents is not permitted.

49. Scanned copies of paper accounting records are retained in School for six years plus the current year's records. This includes petty cash vouchers.

[5] Internal Audit SLAs cover additional services: governance and financial management, audit of school voluntary funds and certification of grant funded expenditure.

50. Where grant terms and conditions indicate that original invoices should be retained, schools should query this with the grant making body before making an application or claim. Schools should note that paper invoices received by the council are not retained.

Taxation

51. The School abides by any procedures issued by the council in connection with VAT, income tax and the Construction Industry Scheme.[6]

4. Purchasing

Contract Procedure Rules

52. The School has adopted the DCC Contract Procedure Rules for Schools[7] for the procurement of goods and services and adheres to tendering processes for those goods and services that are not available from a framework procured by the council.[8]

Ordering

53. Official, system-generated, pre-numbered orders are created wherever possible at the time goods or services are procured and purchase orders are not created retrospectively when invoices are received or processed.

54. The use of the non-order facility is kept to a minimum e.g. for processing:

- utility bills and any other types of regular expenditure, e.g. photocopier charges, where the value of the expenditure is not known;

  and

- regular orders for provisions where delivery of the provisions and the invoice is virtually immediate. A record of the order details must be held and checked off against the delivery note and invoice details in these cases.

55. The use of telephone or verbal orders is kept to an absolute minimum and the use of these orders is monitored by the Headteacher. In

[6] See section below on *Payment of Invoices*. VAT advice is provided as a useful link on the Schools Extranet.
[7] These are available on the Schools Extranet Procurement pages. Schools that choose to use their own procurement rules should amend this paragraph.
[8] These frameworks are only available to schools that buy into the council's Access to County Council Contracts & Purchasing Advice Service Level Agreement.

instances where it is deemed necessary to place a verbal order, a retrospective order is placed on Oracle as soon as practicable.

56. All official orders placed on the system are for goods and services where ownership is retained by the School. Under no circumstances are official orders raised to obtain goods and services for the private use of any individual.

Payment of Invoices

57. All goods received in School are signed for and any delivery note retained in School. Delivery notes are initialled by the person responsible in confirmation that checks have been carried out that goods received are what was originally ordered. Any shortages or defective items are reported to the supplier as soon as practicable and before any related invoice is paid. The delivery notes are scanned and retained on file. The goods should then be receipted on the Oracle system to allow for swift payment.

58. To comply with The Public Contracts Regulations 2015, which requires invoices to be paid within 30 days of the invoice payment, the School Business Manager ensures that all disputed invoices are regularly monitored via Business Intelligence.

59. Purchase orders request that invoices are sent directly to the council's Payments and Income Team. Any invoices received in the School should be checked to ensure that they have the Purchase Order number clearly stated on the invoice, after which they should be scanned and emailed to

creditors@durham.gov.uk

60. The invoice will be paid once all details are matched when comparing the Purchase Order, receipted amount, and invoice

61. Any invoices that are on hold will produce an automated email from

debslive@durham.gov.uk

62. This will inform the requisitioner the invoice will not be paid until the issue has been resolved. Failure to respond to these notification emails results in reminder emails being generated every three days.

Payments in advance / copy invoices

63. No invoices are paid in advance of receipt of the goods unless, exceptionally, the Headteacher is satisfied that there is no alternative.

64. No copy invoice is passed for payment unless comprehensive checks have been undertaken to check that the invoice has not already been paid through the creditors system or by procurement card or petty cash.

Suppliers

65. All requests for new suppliers must be made using the DCC New Supplier Request form – Oracle. All mandatory fields must be completed prior to set up. Construction Industry Scheme (CIS) information must be included for suppliers carrying out works which fall within the scheme.

Procurement cards

66. The School shall not obtain any credit or store card, in accordance with prohibitions on borrowing by schools.

67. The School has access to council procurement cards, which can be used in a similar way to credit cards. These cards are used for any transactions where payment by card is required.

68. Procurement cards must not be shared; the Business Manager will arrange for an appropriate number of cards to be provided. Applications must be approved by the Headteacher.

69. Procurement cards shall only be used in accordance with the council's procurement card policy for schools and the terms and conditions of the card provider.[9]

70. Where a transaction needs to be completed by card and the amount exceeds the normal transaction limit it is usually possible to obtain a temporary increase in the transaction limit at short notice and the Business Manager shall contact Payments & Expenditure to arrange:

    purchasing@durham.gov.uk

    03000 267 252

71. The Business Manager shall submit duly completed and authorised transaction logs in accordance with the policy as agreed with Payments & Expenditure. All logs must be fully coded and approved appropriately. The Headteacher is responsible for approving transaction logs of staff. Transactions by the Headteacher are approved by the Chair of Governors or in their absence the Vice Chair or Chair of Finance

Leasing and hire agreements

72. The School acknowledges that it cannot borrow, except from the council or a loan scheme authorised by the Secretary of State.[10] A lease or hire

[9] This is available on the Schools Extranet page for financial procedures manuals.
[10] Or successor with responsibility for schools

agreement may be a form of borrowing and the School shall not sign any hire or lease agreement lasting for more than one year without first taking advice from the School Funding Team. The School will contact the council's leasing advisor to seek a quote for a lease that complies with accounting regulations in respect of leases.

73. In addition, the school shall also inform the School Accounting Team about the following types of agreements for the procurement of assets:

    a. Buildings or rooms that the school rents from a third-party.[11]

    b. Vehicles that are covered by a hire agreement (excluding hires from the council fleet).

    c. Equipment such as laptops, computers, photocopiers and hand dryers.

74. Information should be emailed to: SchoolAccounting@durham.gov.uk

5. Income

75. The Governing Body has the overall responsibility for ensuring that all income due to the School is properly accounted for.

76. The Headteacher is responsible for the collection of and accounting for all income and debts due to the School, within the procedures prescribed by the council, including the *Handling & Transportation of Cash Policy (Schools and Small Establishments)*[12] and debt recovery procedures issued by the council.[13]

77. All School budget income received in the school is paid into the council's income account, All income due to the School's delegated budget is entered on a council electronic e-return against the appropriate income code and is collected by the council's approved cash security contractor, in accordance with procedures issued by the council's income team.

78. Childcare voucher income due to the School's delegated budget is paid directly into the delegated budget by BACS payment from the Childcare Voucher Scheme provider. Childcare income received directly from parents is treated as delegated budget income in the usual way.[14]

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[11] Agreements for the above are not relevant where they are only for a limited period of time, for example where a room is only rented during school hours or a vehicle is only hired for a school trip.

[12] This is available on the Schools Extranet page for financial procedures manuals.
[13] This is available on the Schools Extranet page for financial procedures manuals.
[14] The council recommends that this should be at least monthly.

79. The School uses an online payment system, to allow parents to make payments to the School using a credit card on a third-party website. The system used complies with the council's Protocol for schools' third-party systems.[15]

80. The Business Manager ensures that when debts are entered onto the online payment system the correct bank account is used so that income due to the School's delegated budget is paid into the council's income account, and income due to the School's private school fund is paid into that fund's bank account.

81. Income received through the online payments system is paid to the council by the online payment system provider and credited direct into the school budget within Oracle. Income can be monitored through Business Intelligence.

82. Income from lettings of the School premises is banked to the credit of the School's delegated budget and is not paid into voluntary or private funds.

83. The Business Manager is responsible for reviewing outstanding debts and where action is needed to recover an outstanding debt, the Business Manager shall draw this to the attention of the Headteacher as soon as possible. The Headteacher shall determine the appropriate course of action to be taken.

84. Debt reports are produced for review by the Headteacher on at least half-termly basis.

85. Staff are not permitted to accrue school meal debts and are required to clear outstanding balances on a monthly basis.

School Meals

86. An annual review of free meal entitlement is undertaken between April and October each year by the Business Manager to confirm continuity of entitlement for each academic year. Entitlement is accurately recorded on the termly school censuses, which determine entitlement to Pupil Premium and the free school meal elements of formula funding.

87. Outstanding debts are regularly reviewed in accordance with the procedures outlined in the Income section above.

[15] This ensures that the system provider submits data in a form that allows the Council to credit the correct school's delegated budget and that the provider complies with credit card industry rules.

Letting of the School Premises

88. All lettings of the School premises and site are undertaken in line with the guidance issued by the council.

89. The nature of the letting can result in the other party acquiring letting rights in respect of the school premises and the School will purchase advice from the council's Property Management Team, before agreeing an individual letting.

Extended Care

90. The Headteacher / Business Manager ensures that appropriate records of attendance and payment received for Breakfast / Nursery / After School Clubs are maintained to provide an adequate management trail.

91. All income and expenditure for the Extended Care provisions is processed via the Delegated Budget.

92. Outstanding debts are regularly reviewed in accordance with the procedures outlined in the Income section above.

93. Staff are not permitted to accrue debts for Extended Care Services and are required to clear outstanding balances on a monthly basis

94. The Business Manager prepares a statement of income and expenditure for the Extended Care Provision for reporting to the Governing Body / Finance Committee on an annual basis.

6. Voluntary Funds / Stand-alone Companies

95. The Governing Body is responsible for any funds in the name of the School that are separate to the delegated budget of the School.

Private School Funds

96. The private school fund is operated in accordance with separate guidance provided by the council, in the Financial Procedures Manual section of the School Portal.

7. Assets

Asset Register

97. The Governing Body is responsible for maintaining the School's assets securely. It delegates responsibility to the Headteacher to ensure that equipment, materials and other stocks are carefully maintained and recorded.

98. An asset register is maintained on a spreadsheet in the format approved by the council's Internal Audit Service. The Business Manager is responsible for keeping the asset register up-to-date. The register includes makes, models, serial numbers and the location of the items. [16]

99. Asset and stock records must contain an adequate description (including serial numbers where appropriate) of furnishings, fittings, equipment, plant, machinery, vehicles and other property with an individual value exceeding £1,000, plus items that the School identifies as valuable and portable, including laptops and tablets.

100. Valuable and portable items are identified with security markings as belonging to the School.

101. No School assets are removed from the School premises other than in the ordinary course of business except in accordance with specific approval from the Headteacher. All assets taken off the School site are recorded in a register held by the Business Manager.

102. No School assets are used other than for School purposes except in accordance with specific approval from the Headteacher.

103. All items are subject to an annual physical check by a person(s) independent from maintaining the register. The results of the inventory are reported to the Headteacher who reports back to the Governing Body on an annual basis. All discrepancies are investigated.

Disposal of Assets

104. Assets found to be obsolete or in excess of requirements are disposed of after their disposal has been approved by the Finance Committee. In accordance with the Governors and Staff Interests section of this manual, no Governor or member of staff will obtain an interest in the disposal of School equipment or property or School materials surplus to requirements at the end of any contract between the School (including persons acting on its behalf) and any third party.

105. ICT equipment is only disposed of after ensuring all GDPR requirements are satisfied.

Losses

106. All losses are reported to the Headteacher, who will inform the police and the Internal Audit Service if the loss is a result of burglary or theft. The School's insurers are informed at the same time via the council. Action is taken immediately to prevent further loss.

[16] A template is available on the Schools Extranet page for financial procedures manuals.

8. Business continuity and insurance

107. The Governing Body is responsible for ensuring that the school has a business continuity plan and adequate insurance cover.

Business Continuity Plan (BCP)

108. The BCP sets out how the school would cope if it was not able to continue to operate as normal, including:

    a. Premises that could be used if the School's own premises became unavailable for an extended period.

    b. Keeping a copy of the up-to-date asset register where it would not be vulnerable to a disaster in the School.

    c. Adequate insurance for premises and contents.

    d. Daily backing up off-site of the School's important IT systems.

    e. Contingencies for significant simultaneous absence of staff

    f. Additional local hazards specific to this School.[17]

109. The plan is kept up-to-date.

Insurance

110. The School maintains appropriate insurance cover to meet legal requirements for insurance. This includes cover for any funds in the name of the School that are separate to the delegated budget of the School

[17] Insert as appropriate.

Appendix 1 - Schedule of Finance-related Tasks

Daily

1. Check secure email on a daily basis to see if there are any important messages.

2. Check Schools Portal to see if there are any important issues affecting your School.

Weekly

1. Where the school is expecting income and this is to be paid directly into the council's income account, an email must be sent to Income@durham.gov.uk informing them of the amount to be received, receipt date and the cost centre and account to use for coding the income.

2. Submit Electronic School Meals Return via the link on the Schools Extranet

Monthly

1. Procurement card transactions should be verified according to the guidance notes on the Oracle for Schools Teams site

2. Under/over receipting of purchase orders needs to be reviewed monthly., Schools should view their PO over receipts in Oracle BI which lists any relevant POs, that need to be responded to.

3. AP Invoices on hold report will be reviewed to ensure all invoice queries are resolved allowing payment to be made to the supplier.

Termly

1. Ensure that pupil records on Arbor are "flagged" if eligible for free school meals. Ensure that acceptable evidence is retained in School for audit checks. Eligibility checks can be made via the School Meals Team County Hall via the Portal. Further details are available on the portal or contact the School Meals Team, tel:

   03000 268 002 or

03000 268 003.

2. Complete and submit termly DfE School Census.

3. Ensure preparation is made in line with the *Handling & Transportation of Cash Policy (Schools and Small Establishments)*[18] for all income received to be collected by the council's cash security contractor on the agreed day(s)[19]. Where necessary additional collections can be arranged with the security contractor where income held is likely to exceed the safe limit:[20] a charge will be incurred for additional collections.

4. Record all income collected by the security contractor onto the electronic e-return on ICON in line with the E Return Procedure Guide.

Annually

1. Annual statements should be drawn up and audited for all voluntary funds held in the name of the School where the Business Manager or any other staff member is the designated treasurer.

2. The audited statement(s) should be signed by both the treasurer and auditor prior to submission to the Governing Body.

3. The treasurer of any other funds connected to the School should also arrange for an annual statement to be drawn up for auditing, signature and submission to the Governing Body for information.

4. As part of the annual CFR[21] requirements (information annually posted on the Extranet), review any voluntary funds where the Business Manager or any other staff member is the designated treasurer, to establish if there is any income and expenditure activity that should be included on the annual CFR return, whether processed through the School's delegated budget or not.

5. Permits and disclaimers should be reissued to hirers for lettings, which run for more than one year.

6. Complete the Schools Financial Value Standard[22] (SFVS) and submit to Internal Audit in line with DfE requirements.

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[18] This is available on the Schools Extranet page for financial procedures manuals.
[19] NB This need not be weekly, particularly if the school uses an online payment system and has a secure safe on the premises.
[20] Insert the limit here, which is determined by the safe manufacturer and assumes correct installation of the safe.
[21] Consistent financial reporting – an annual return which provides benchmark data for schools
[22] Or successor standard

7. Annual Independent stock check should be undertaken i.e. by an individual not involved with the 'day to day' updating of the stock records.

8. Review and update this Financial Procedures Manual for approval by Governors.

9. Review and update the Control Risk Self Assessment (CRSA)[23] for approval by Governors.

10. Ensure Arbor Personnel records are updated when staff receive increments on 1 April (support staff) or 1 September (teachers).

11. Review access privileges on Arbor / other electronic systems and update including removal of leavers etc.

12. Any outstanding blanket order balances need to be closed by emailing a request to

    purchasing@durham.gov.uk

Ad-Hoc

13. Manage outstanding debts in accordance with the council's *Guidance regarding referrals of non-payment of school debt (excluding school meals)* and separate guidance on school meals issued by the LA's Catering Support Team. [24]

14. Stock records should be updated when equipment/furniture is received in School, in line with the values etc. set / approved by Governors, and list of obsolete stock reported to Governing Body for write-off on an annual basis.

For further advice please contact your School Finance Officer.

[23] This is available on the Schools Extranet page for financial procedures manuals.
[24] This is available on the Schools Extranet page for financial procedures manuals.