



**Perseverance** **Respect** **Honesty** **Friendship**

# Financial Procedures

<b>Date written</b>	<b>Authorised by</b>	<b>Review Date</b>
June 2022	Governors	June 2023





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## I Introduction

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 Education.

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

The full Governing Body and the Pay and Resources Committee both meet at least once a term. All meetings are minuted.

The roles and responsibilities of each committee are set out in a separate remit document.

All staff / Governors involved in Financial Management should be aware of and have access to Trafford Councils Financial Regulations and Scheme for Financing Schools.

A register of the business interests of each governor and member of staff with significant financial responsibilities is maintained by the clerk to the governors and is available for inspection at each meeting of the Governing Body. The register is reviewed annually in the autumn term. It is the responsibility of each governor and member of staff with significant financial responsibilities to notify the clerk of any business or pecuniary interests they have which require inclusion in the register. Any governor or member of staff who has an interest in a business tendering for a contract will not form part of the committee awarding the contract. No governor or member of staff involved in awarding a contract will accept gifts or hospitality from current or potential suppliers.

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

This policy is based on our four school values:



Our children are confident learners with strong core skills across the curriculum and they work hard to succeed with every challenge.



Our children show respect for themselves and other people in our community, our country and our world.



Our children understand the importance of being honest to themselves and others about their good choices and their mistakes.



Our children develop strong friendships with their peers and act in a friendly manner towards others. They understand the difference between these and are open to making new friendships.

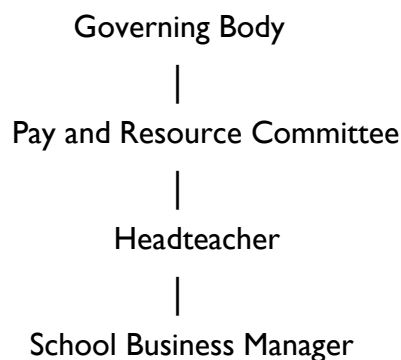
## I. Financial Procedures



## Governor and Staff Finance and administration

There are to be at least 4 governors on the Pay & Resource Committee of whom 3 must be non-staff governors, as the Pay & Resource Committee also acts as the pay appeal committee. At least 3 governors need to be present to make the meeting quorate. This policy should be reviewed annually with staff who have responsibility for financial management change. The Headteacher is responsible to the Governing Body for ensuring that financial requirements are implemented.

Finance and administration staff are organised as follows:



## 2. Financial planning and monitoring

### a) Budgeting Process

Careful planning (taking into account possible future staff changes, inflation and anticipated capital spend etc.) ensure that the monitoring of realistically determined budgets provide an accurate indicator of the school's economic health.

Budgets are drafted as three year plans to identify longer term budget implications, and are reviewed and approved annually.

The School Development Plan should form the basis of the budget, identifying educational priorities and has a strong focus on raising standards. It is therefore important that the SDP indicates the resource implications of each priority to guide decisions on the budget. The budget clearly identifies links between the SDP and the annual budget.

A strict system of Commitment Accounting which continuously reviews the budget ensures that budgets are not exceeded without prior notice. Constant review also highlights 'unknown circumstances' i.e. major building repairs that may come to light after the completion of the budgets. Awareness of this at an early stage will enable monies to be vired from other budget headings (subject to governor approval).



Whilst the Governing Body has the overall responsibility for the school finances which are delegated to the Sub-Committee, it is the Headteacher who has the responsibility to ensure that procedures are adhered to. Governors are informed about the intended use of all surplus money carried forward in balances.

## b) Budget Control and monitoring

The Governing Body carries ultimate responsibility for monitoring the 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 approval from the Headteacher if they wish to exceed their budget allocation. The process is co-ordinated by the School Business Manager. Expenditure and Virement limits are reviewed and approved annually by the full Governing Body, and are as follows:

Level Of Authorisation	Agreed expenditure up to a ceiling per individual item of	Virement of Allocated Funds
Headteacher	£10,000	£5,000
Resource Committee	£20,000	£20,000
Governing Body	Over £20,000	N/A

The Headteacher is given authority to incur expenditure up to a ceiling of £10,000 without recourse to the Governing Body. If any order exceeds £10,000, the Chair of the Pay & Resource Committee, must be informed and authorisation sought from the Pay & Resource Committee. If the Chair is not available this will be delegated to the vice chair of the Pay & Resource Committee. In exceptional circumstances, the Head is able to authorise expenditure above this ceiling, e.g. urgent Health and Safety matters. All expenditure will be reported to the next meeting of the Pay & Resource committee. The Committee has delegated powers to agree spending up to £20,000 **prior** to expenditure taking place and/or contracts are agreed. Expenditure of over £20,000 will be agreed by the full Board of Governors **prior** to entering into any contract.

## c) Reporting

The School Business Manager issues periodic reports to each budget holder detailing budgeted and actual expenditure. The School Business Manager or Business Support Officer prepares a termly report of actual performance against budget with



explanations of the main variances. This report is presented to the Headteacher and the Pay & Resource Committee.

### **3. Financial administration**

#### **a) Accounting Systems**

The school's accounting system is computerised. It is the school's policy that all staff involved with financial administration receives relevant training and are familiar with the operation of the computer.

#### **b) 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, and initialled. The use of correcting fluid or the erasure of information is not acceptable. All accounting records including invoices, delivery notes, bank statements etc. are retained in hard copy for six years, plus the current year in a secure area.

### **4. Purchasing**

#### **a) Approved suppliers**

The School will use reputable or recommended suppliers. The relevant budget holder will select suppliers on the basis of their capacity to provide quality, service, timely delivery and value for money.

#### **b) Tendering/Contracts**

All purchases with a greater value than £7,500 must be put out to formal tender. A specification will be prepared by the budget holder, authorised by the Chair of the relevant committee and Headteacher. It is anticipated that for any major building works of a value greater than £50,000 the services of a consultant would be engaged to deal with the handling of specifications and suitability of tender.

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



### c) Quotations

For purchases exceeding certain values, and below the tendering limit of £7,500, a specified number of quotations will be required as follows:

- Up to £1,000: Budget holders are expected to purchase objectively using catalogue prices and written quotations;
- £1,001 - £2,000: Two written quotations
- £2,001 - £7,500 Three written quotations

Quotations are retained by the School Business Manager.

### d) Purchase Orders

Computer raised, pre-numbered orders are used for all goods and services. Orders are only made by telephone in exceptional circumstances. Where goods are required urgently and an order is placed by telephone the order must always be confirmed in writing in the usual way.

Access to the computer system is restricted to the School Business Manager and Business Support Officer, each using their own individual passwords. If, at any time they feel their password has been compromised they are able to change it at their own discretion.

Commitment Accounting is in operation on the computer 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.

- a requisition is completed by the budget holder and requires the signature of the Headteacher or a member of SLT
- the School Business Manager generates an order on the computer, which is then allocated a sequential number as it is produced. The School Business Manager retains a copy on the computer system and a file copy
- the printed order is then approved by the Deputy Headteacher or a designated member of the SLT.
- following approval, the School Business Manager will send the original order to the supplier and then file the order numerically
- when an order is cancelled reasons for cancellation are recorded.

The computer system keeps a record of all orders placed that have not been invoiced (Commitment Accounting). The School Business Manager at the request of any budget holder will produce a listing of such orders.





#### **d) Receipt of goods**

All goods received should be delivered to the school reception office. The school secretary or other member of staff will carry out a brief inspection prior to signing for delivery as a prima facie check that delivery is complete. The delivery note and order are retained until the purchase invoice is received. If goods are part of a larger order, the School Business Manager maintains a record on the computer system explaining how much of the larger order has been fulfilled.

Any shortages or defective items in the goods supplied must be clearly indicated on the delivery note.

#### **e) Purchase Invoices**

All purchase invoices are handed immediately to the School Business Manager who records the invoice on the computer ensuring that the order number is correct and that only goods that have been received are processed for payment. The invoice is checked against the original order and the delivery note (where applicable) and evidences this check by completion of the computerised invoice process. The invoice is then certified payable by the School Business Manager and authorised by the Headteacher.

Where goods received were short or defective in some respect, and this still has not yet been rectified, this must be clearly noted on the invoice so that payment is not made until either a credit note is received or the delivery is put right.

#### **f) Payment of invoices**

A list of authorised signatories, with limits of authorisation and specimen signatures is maintained by the Headteacher, and the list is reviewed and approved annually by the Governing Body.

The School Business Manager reviews the purchase ledger on a regular basis and selects invoices for payment. It is the policy of the school to pay all invoices by the due date, where possible, 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.

Payment is only made when the School Business Manager has made the following checks:

- 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, tender, 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:
- that appropriate authorisation is in evidence

### **g) Signing cheques**

All cheque payments from public and non-public funds are signed and checked by two of the authorised signatories: Headteacher, Deputy Headteacher, School Business Manager and the Headteacher's Secretary.

The following procedures are followed when a cheque is signed:

- all supporting documentation are presented to the signatories;
- all cheques drawn are crossed as account payee only to avoid the possibility of improper negotiation of cheques;
- in 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.
- in no circumstances will payment be made against statements;
- signatories must check that the cheque is being drawn from the correct account, e.g. public or non-public funds

### **h) Petty Cash**

Procedures relating to petty cash are:

- all require authorisation from the School Business Manager prior to purchase;
- The petty cash account is incorporated in the SIMs package and funds are drawn from the bank by cheque
- wherever possible, goods and services are ordered and invoiced rather than being purchased by staff;
- cheques drawn to replenish the petty cash float are subject to the normal cheque signing procedures;
- all reimbursement should be claimed within a month of purchase;
- reimbursements for petty cash will only be made if the original receipts are presented;
- the petty cash float, which should not exceed £250, is kept in the safe when not in use;
- the petty cash float and all reimbursements are reconciled on a monthly basis by the School Business Manager.
- no personal cheques are cashed through petty cash.



- Any unexplained loss or irregularity within the Petty Cash function will be reported immediately to the Chair of Governors and the Director of Finance at the Local Authority.

#### **i) Debit Card**

The School debit card is kept locked in the safe when not in use and only the Headteacher and the School Business Manager have access. The card must be signed out using the appropriate book indicating the date used, who by and for what purpose. A spending limit of £500 is placed on use of the card. No cash withdrawals are to be made using the debit card.

Supporting documentation for the expenditure is authorized by the Headteacher or a member of SLT, as an invoice.

### **5. Payroll**

The LEA has been informed to accept instructions from the Headteacher, Deputy Headteacher and School Business Manager re payroll payments. They have been instructed not to accept changes authorised by a person changing his/her own salary.

Overtime claims should be completed at the end of each month and will be paid in the following month's salary. Expense claims are reimbursed through petty cash or by cheque. Overtime claims and expense claims are authorised by the Headteacher and Deputy Headteacher. Overtime claims and expense claims are not returned to the claimant after authorisation but passed direct to the School Business Manager.

All personnel files are kept in the school office. Access is restricted to the Headteacher, Deputy Headteacher and School Business Manager. The school is registered under the Data Protection Act.

#### **Monthly procedures**

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

- forms are completed in respect of any starters, leavers, etc., and authorised by the School Business Manager, prior to despatch to the LEA.
- overtime claims are summarised by the School Business Manager and sent to the LEA following authorisation by the Headteacher.
- the payroll details received from the LEA are checked to ensure all amendments such as overtime and supply staff, have been made correctly;
- Salaries are checked and reconciled on a monthly basis by the Business Support Officer, who alerts the school to any discrepancies.



## **7. School Visits**

The School Secretary is responsible for accounting for any money paid for school visits.

Invoices for all expenditure are required. These are handed to the school secretary for record keeping purposes and payment.

All trips are paid via ParentPay/Evolve. Any payment made at the School Office will be issued with a receipt.

## **8. Income**

The Governing Body has overall responsibility for ensuring that all income due to the school is properly accounted for. The school operate an online banking facility with ParentPay, to discourage cash handling within the school. Two-weekly reports are printed from the ParentPay website and are entered into the relevant school accounts process, School Fund Account.

### **a) Income**

Income is defined as either official school income (School Budget), or unofficial school income (School Fund) and will be paid into the relevant bank account.

#### **Unofficial (School Fund)**

- Sponsorship/Fundraising
- Commission (photos/book clubs, etc.)
- General donations
- Charity collections

#### **Official (School Budget)**

- Staff insurance income
- MMU income
- Grants applied for by school
- Lettings Income

Dinner money is paid into Trafford BC's bank account.

### **b) Paying-in Slips**

When funds are paid into the school's delegated budget account, individual amounts must be identified on the paying-in slip so that they can be reconciled with the records in school. A check on this will be made by the School Business Manager as part of monthly reconciliations.



## 9. Banking and cash holdings

### a) Bank facilities

The school's bank facilities authorised by the Governing Body are held at Lloyds.

The school holds separate bank accounts for public and non-public funds.

The bank has been informed that the school is not allowed to borrow funds and that no account should be allowed to become overdrawn. All accounts are interest-earning current accounts.

### b) Bank reconciliations

Procedures for bank reconciliations are as follows:

<b>Account</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Reviewed</b>
School Budget	Weekly	School Business Manager	LEA (Annually)
School Fund (annually)	Weekly	School Secretary	Externally

All bank reconciliations are performed within five working days of the month end where possible. The review of each school budget bank reconciliation is evidenced within the documentation sent to the LEA with the monthly VAT Submittals. The reconciliation is carried out by the School Business Manager and signed by the Headteacher, or a member of SLT.

Chair of the Pay & Resources Committee should review the school budget bank account balance each termly finance meeting.

### c) 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 in 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 School Business 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 £1,000.

### d) Cashbooks

Cashbooks (receipt of income) are kept in a computerised format for school budget funds and collated on an Excel Worksheet.



## 10. Communicating procedures to staff

Written procedures detailing financial procedures are shared with staff annually.

### FINANCIAL DELEGATION - LEA FUNDS

<b><u>Delegated member of Staff and Job Title/ Finance Committee / Governing Body</u></b>	<b><u>Delegated Finance Function</u></b>	<b><u>Ceiling of Delegated Expenditure</u></b>
Headteacher	Discretion to vire money between budget heads	£5,000.00
Pay & Resource Committee	Virement of money between budget headings	£20,000.00
Governing Body	Virement of money between budget headings	Full delegated budget
Headteacher	Authorisation of the ordering and purchasing of goods or services	£10,000.00
Resource Committee	Authorisation of the ordering and purchasing of goods or services	£20,000.00
Governing Body	Authorisation of the ordering and purchasing of goods or services	Full delegated budget
Deputy Headteacher's	Authorisation of the ordering and purchasing of goods or services  (In the absence of the Headteacher)	£ 10,000.00
Headteacher & School Business Manager	Access to School's Financial System	N/a
Headteacher	Signing of Official Orders	£ 10,000.00 (If the amount exceeds £10,000.00)

		approval is sought from the Chair of the Resource Committee)
Deputy Headteacher	Signing of Official Orders	£ 10,000.00 (expenditure having been approved by Headteacher)
Headteacher	Certification of Invoices	Normally up to £10,000.00- unless prior approval has been obtained from the Resource Committee.
Deputy Headteacher	Certification of Invoices	£10,000.00 (In the absence of the Headteacher)
Headteacher, Deputy Headteacher's, School Business Manager & Headteachers Secretary	Signing of Cheques from the School's Bank Account  (two signatures are required - one of which is normally the Headteacher)	Normally up to £10,000.00- unless prior approval has been obtained from Resource Committee.
School Business Manager	Banking of all monies	No Limit

## Gifts and Hospitality

This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality or any other inducement.

### Principles

The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business.



Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that personal integrity is being compromised or that the school is being placed under an obligation. Staff must not make use of their official position to further their private interests.

## **Gifts**

Gifts of low intrinsic value such as diaries, biscuits etc can be accepted from suppliers of goods or services. Gifts of low value (under £20) from parents or children e.g. as a thank you at Christmas or end of year are acceptable. However it is unacceptable to receive gifts of any value on a regular basis

In the interest of Safeguarding Children and to prevent staff from being open to accusation of exerting influence, staff must only give rewards to individual children that are consistent with the established practice in school and they must make a member of the SLT aware of the reward being given.

In the case where staff receive a gift on behalf of the school, the gift remains the property of the school and this will be recorded and documented as a gift to the school.

## **Hospitality**

Modest hospitality, provided in reasonable circumstances, e.g. lunches in the context of working visits is acceptable, and provision of basic refreshments to staff, governors and visitors is acceptable, within agreed reason. This will come from the main school fund account.

Gifts may be provided by school but this should be the exception rather than the rule. The value of this must not exceed £100 in a year to any one recipient. Where Governors agree to extend a small token of gratitude or sympathy, these gifts should not exceed £100, in any individual instance. This will come from the school fund account.

## **Charging**

### **1. Introduction**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. We do not charge for any activity undertaken as part of the National Curriculum.

### **2. Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose





parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the Theatre;
- Musical events.

All trips and visits are non-profit making.

Parents of children in receipt of Pupil Premium are not required to make a voluntary contribution.

### **3. Residential Trips**

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses, which can be made by instalments. If parents are experiencing financial difficulties they are invited to contact the Headteacher in confidence. Parents also need to have a discussion with the Headteacher if their child is in receipt of Pupil Premium and they are unable to meet the cost.

### **4. Music Tuition**

All children study music as part of the normal school curriculum. There is no charge for this.

### **5. Activities Outside School Hours**

No charge is made for activities organised by the school and that are outside of school hours and are part of the curriculum. However, we may ask for a voluntary contribution towards transport.

Before and After School Club (BASC) is a chargeable service. The fees are in the appendix.

### **6. Private Organisations**

The school premises are used by various private organisations who charge for tuition / activities:

Private instrumental music tuition

Holiday Clubs

Sports Clubs (not run by the school)

Other extra-curricular clubs, e.g. MFL, Lego, Art, etc.



## 7. Damage/Loss to property

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## 8. Remissions and Concessions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

## 9. Other Charges

The Headteacher, Pay & Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

## 10. General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

## Breakfast & After School Club (BASC) Fees 2022-23

### Breakfast Club Fees

Fees per session £6.25

Ad Hoc sessions £7.25

### After School Club Fees

Fees per session £12.35

Ad hoc sessions £13.35

Please note a charge of **£10 per 15 minutes** will be payable for late collections

**Fees are due half termly in advance and are re-assessed annually**

**If fees are not paid in advance we reserve the right to withdraw the place.**



**Payment should be made via ParentPay/Evolve. We accept childcare vouchers please contact us to advise if you wish to use these in advance.**

## **LETTINGS**

### **1. Purpose**

The school is willing to let its property for the following reasons:

1. To promote the sensible and just use of school property for the mutual benefit of the school, groups and individuals in the community.
2. To raise revenue which will be used to the educational advantage of the pupils.

### **2. Guidelines**

1. The school has priority over use of the property.
2. The Governors and Headteacher will agree to let any particular part of the school property.
3. The school will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.
4. The school will seek to treat hirers fairly.
5. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.
6. There will be two categories of letting, a category being determined by the 'purpose' of the letting. The categories are:
  - a) Community.
  - b) Educational, i.e. to directly benefit the school.
7. A register of lets will be kept by school office.

### **3. Implementation**

1. The Pay & Resource Committee will annually set:
  - a) The hire charge of each category and each type of hire.
  - b) Review the category of any individual letting.
2. Individual lettings will be managed by the school in accordance with the Governors' policy.

### **4. Evaluation**

Annually, on receipt of a report from the school, the Pay & Resource Committee will review:

- a. The policy.
- b. The charges.
- c. The conditions of letting.

The charges will then be fixed for the coming academic year i.e. September to August.

## **SCHOOL LETTINGS CONDITIONS**

1. The Hirer agrees that all requirements relevant to the lettings will be complied with (including obtaining any necessary licence e.g. for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved in the activity concerned will be advised of these conditions.
2. In the event of cancellation of the booking the Hirer will be charged up to 25% of the total projected revenue up to four weeks before the event; up to 50% of the total projected revenue will be charged for cancellations within two weeks before the event and up to 100% of the total projected revenue will be charged for cancellations within one week of the event.
3. A deposit of £50 must accompany any confirmed booking at the community rate.
4. In the unlikely event that Brooklands Primary School has to cancel the booking the Hirer will be reimbursed any advance payments although Brooklands Primary School will not incur any other liability.
5. The Hirer must ensure the named and responsible person will be present on the premises at all times during the period of the letting.
6. The Hirer accepts fully responsibility for any damage to or theft of Brooklands Primary School property occurring during the period for which the premises are hired.
7. The premises may only be used for the purposes stated on the application form overleaf. Use of the premises for any other purposes other than those stated on the application form will terminate this agreement.
8. Any additional cleaning undertaken by Brooklands Primary School staff which in the opinion of the officers of the school, occurs as a result of the hiring outside the scope of the agreed hire charge will be charged to the Hirer at the appropriate rate.
9. Brooklands Primary School accepts no liability for the loss of personal property brought onto or left in the premises during the letting.
10. Brooklands Primary School accepts no liability for the loss or damage to motor vehicles left in the school car park or on the public street during this let.
11. Brooklands Primary School is a non-smoking environment. The Hirer and those using the school premises under the same letting agreement must respect this policy. If any damage is caused due to smoking the Hirer will be liable for the cost of any rectification.
12. Brooklands Primary School is responsible for ensuring that the means of access or egress are safe for the use of the Hirers and that plant or equipment used by the Hirers is safe. It follows, therefore, from this that if the Hirer discovers a hazard in regard to access to school premises or the equipment to be used he/she should take action to make the Site Manager on duty aware of the hazard.
13. The Hirer must comply with the Health and Safety at Work Act 1974 and any issues related to any regulations thereunder or statutory instruments, and in particular prior to utilising the premises, the Hirer shall inspect the premises, its fitments and equipment and satisfy themselves that any legislative requirements are met and must comply with keeping children safe in education 2018.
14. In performing the Agreement the Hirer shall comply with the provisions of the Race Relations Act 1976 (as amended).
15. The Hirer agrees that no equipment will be used without approval and that the installation of the Hirers equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
16. The Hirer accepts that he/she should familiarise himself/herself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of fire should also be studied and the information disseminated. The Site Manager will advise if required to do so.



17. Unless it is expressly stated that the Contracts (Rights of Third Parties) Act 1999 is to apply, nothing in this Agreement will create rights in favour of anyone other than the parties to the Agreement.
18. The Hirer further agrees to indemnify Brooklands Primary School against all claims, actions and liabilities arising from the use of the premises by the Hirer apart from claims and actions arising through the negligence of the School, its servants or agents.
19. There is a minimum of a two hour let in any one day.
20. The hirer should be aware that 15 minutes before and after each activity should be included in the let to allow for the premises to be opened and prepared and cleared, cleaned and closed.
21. The school reserves the right to cancel any lettings arrangement without prior notice & without assigning any reason. In such circumstances school will not accept any liability for loss as a result of such cancellation.
22. Brooklands Primary School reserves the right to refuse admission of any person to the premises and to require any person to leave the premises upon request by an authorised employee or agent of the school.
23. Prices will be reviewed annually from 1.2.16.

### **INSURANCE ARRANGEMENTS**

1. There is cover under the Brooklands Primary School Public Liability Insurance insofar as injuries arising from a defect of the school premises or of the contents of the building are concerned. There is however no cover against any injury arising from any action or negligence of the Hirers. Hirers should note therefore that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.
2. It is possible for a Hirer to take out a public liability policy with most insurance companies, either for a short period of a few days or, as is most usual an annual policy. The minimum limit of indemnity for this type of policy should not be less than £5,000,000. A copy of the certificate will need to be seen by the School Business Manager.
3. Brooklands Primary School would consider it desirable that any organisation operating regularly in its premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.
4. Hirers should ensure that their public liability policy includes damage to premises under their control. It is not essential to take out a separate fire policy as any liability which could be proved against the Hirer when there is a fire would come under this policy.
5. At present Brooklands Primary School insures through Trafford Borough Council.

### **CONTACT THE SITE MANAGER**

The site manager on duty during the period of your letting can be contacted on 0161 973 3758.

**PAYMENT** – Hirers will be invoiced for the balance immediately after the event with the exception of long term hirers (ten weeks or more) who will be charged half-termly. All settlements are required within ten days. Please make cheques payable to Brooklands Primary School. Any queries regarding the invoice must be referred to the school office within five working days of receipt.



## LETTINGS CHARGES

<b>Community (Hourly Rate – Minimum of a two hour let Monday – Friday)</b>		<b>Educational</b>
Monday – Friday 8.00am – 10.00pm	£35.00 per hr	Lets undertaken within school opening hours (i.e. 8.00am to 6.00pm) will be charged at 10% of the income from the let.  Consideration of rates will be made on an individual basis for any person or organisation who contributes to school outside of their specific let.
After 10.00pm and all day Sat/Sun Minimum 6 hours	£40.00 per hr	
Additional classrooms/areas	£15.00 per hr	

## AFTER SCHOOL CLUBS

Monday – Friday 8.00am – 8.45am 3.30pm – 6.00pm	10% of let	Lets undertaken within school opening hours (i.e. 8.00am to 6.00pm) will be charged at 10% of the income for the let.  Use of photocopier will be an additional charge.
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## HOLIDAY CLUB



<p>Monday – Friday 8.30am – 5.00pm</p>	<p>Daily rate £50.00</p>	<p>Based on annual hire – part of most school holidays.</p> <p>Use of the photocopier will be an additional charge.</p>
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## THE HIRE OF SCHOOL EQUIPMENT

A £100 refundable deposit is payable when booking school equipment. Breakages and damage will be charged. Only the following equipment can be hired:

Description of Equipment	£ per day or part thereof
	Community
<p>Stage lighting and sound facilities (by prior arrangement to be agreed in advance of booking)</p>	<p>£50.00</p>
<p>Screen &amp; projector</p>	<p>£30.00</p>
<p>Piano</p>	<p>£30.00</p>

- When equipment detailed above is hired VAT will be charged at the standard rate at the time of hire

## 1. General requirements

We aim to provide a broad, balanced and enjoyable curriculum for all our pupils. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for our pupils.

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Scheme for Financing Schools and any other legal requirements. In particular:

- The Governing Body will not write-off any debt belonging to the school which exceeds £250.

Any sums above £250 will be referred to the Local Authority's Director of Finance and Resources (section 151 officer) for approval for write-off.

The formal agreement of the Local Authority's Director of Finance and Resources will be obtained before a debt exceeding £250 is written off. (If any debtor has a number of debts which together exceed the write-off limit then these will be treated as a total amount).

Debts greater than £10,000 can only be written off by the Executive member for finance on advice of the section 151 officer.

- A formal record of any debts written off will be maintained and this will be retained for 7 years (the form of this record is specified below).
- The school will not initiate any legal action to recover debts, but will refer any debts which it has not been able to collect (unless a decision to write-off the debt is demonstrably a reasonable course of action) to the Council's Legal services Section to consider taking legal or other action to recover the debt.

In general payment for all goods and services supplied by the School should be collected in advance or 'at the point of sale'.

The procedures to secure the collection of all debts are outlined in paragraphs 3 to 4 and should be followed by all School staff.

## 2. Acceptable 'credit period'

The Governing Body must determine the length of time they deem to as an acceptable 'credit settlement period' before the debt recovery procedures are applied.

The Governing Body may consider that an 'acceptable' credit period may vary between different income generating activities; for example;

- School lettings;
- School Meals;





- Trips and activities.

The Governors may have stipulated a maximum settlement period for school lettings in a separate 'Lettings policy'. However, in order to ensure a consistent approach and demonstrate transparency, the 'acceptable' period for each activity should be stipulated in this policy.

Debt recovery procedures should be applied in accordance with item 4 of this policy.

### 3. Reporting of outstanding debt levels

The Head teacher will ensure that the level of outstanding debt is regularly monitored.

Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the Pay & Resource Committee.

The Headteacher will review the level of outstanding debts *every term* to determine whether this level is acceptable and whether action to recover debts is effective.

*(Monitoring of outstanding debts may be differentiated by type, e.g. if school meal debts prove more of a problem than those for lettings of premises then the frequency and degree of monitoring should reflect this).*

### 4. Debt Recovery Procedures

4.1 Where payment from the parent/guardian has not been received in advance, or 'at the point of sale', the following process should be applied.

- (a) An invoice should be issued for the full amount in order to officially set up the debt;

Where invoices are raised they should state the date by which payment is due date/month/year.

- (b) In all other cases, such as;

Correspondence with parents, etc. the maximum period that the school regards as reasonable before payment is overdue should be clearly stated, for example contributions for a school trip should be received by date/month/year.

Payment for items purchased should be sent to the school office by date/month/year.

If payment is not forthcoming the process detailed in 4.1(a) should be applied.

- (c) A record of all goods and services will be maintained detailing:
- type of good/services supplied;
  - value;
  - date(s) good/services supplied; and
  - the identity of the 'debtor', e.g. child, parent, hirer, etc.

### 5. Verbal and Written Reminders

5.1 **Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.**



Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced.

It is therefore important that at least one, but preferably two, written reminders are sent.

## 5.2 **Initial 'overdue payment' reminder**

An initial reminder may be informal and can be made either in person (when a parent/guardian comes to collect/drop off the child), or by telephone.

In general, the School Business Manager / Secretary will notify the parent/guardian after having built up a good relationship with the parents.

The date of the initial reminder should be recorded.

## 5.3 **First 'overdue payment' reminder letter**

A formal reminder letter should be issued 2 weeks after the informal reminder / the date of supply.

*If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.*

The date of the initial reminder should be recorded.

## 5.4 **Second 'overdue payment' reminder letter**

A second reminder letter will be issued 2 weeks after the First Reminder Letter.

The date of the initial reminder should be recorded.

## 6. **Failure to respond to reminders / settle a debt**

If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be referred to the Council's Legal Services Section.

At the discretion of the Headteacher the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

This decision and its basis will be recorded and reported to the Pay & Resource Committee

## 7. **Negotiation of repayment terms**

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

### **However, if people are unable to pay;**

The School may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.

- Hardship – where paying the debt would cause financial hardship.
- Ill health – where our recovery action might cause further ill health.
- Time – where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- Cost – where the value of the debt is less than the cost of recovering it.



- Multiple debt – where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

If a debtor requests for 'repayment terms' these may be negotiated at the discretion of the Headteacher.

A record of all such agreements entered into will be retained.

In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

The settlement period should be the shortest that is judged reasonable.

The Headteacher will decide whether any debtor who has been granted extended settlement terms will not be offered any further 'credit' and will, in future, be required to pay in advance.

This decision and its basis will be recorded and reported to the Pay & Resource Committee

## **8. Costs of debt recovery**

Where the school incurs material additional costs in recovering a debt then the Headteacher will decide whether to seek to recover such costs from the debtor.

The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.

This decision and its basis will be recorded and reported to the resource Committee

## **9. Bad debts/writing off debts**

This debt recovery policy should be cross-referenced to the Scheme for Financing Schools.

Headteachers are permitted to write off debts, subject to them reporting exercising such delegation to the Schools Governing Body. Any debts written off will be charged to the School's revenue account.

A record of all debts written off, together with reasons, must be maintained and made available to the Director of Finance upon request. Where debts become a significant issue for a School, advice should be sought from the Director of Finance about establishing a bad debt provision. Schools should avoid offering credit, if credit terms are to be considered schools should consult with the Director of Finance.

Write-off of any debt requires the written approval of the Pay & Resource Committee up to a maximum of £250.

A record of the write-off, the reason for it, and the approval for it, will be retained for 7 years.



## Write off assets/Disposal of assets

The Governing Body is responsible for maintaining the school's assets securely

It is important for the school to maintain an accurate record of assets to ensure:-

- Accountability and management of assets
- Assist in budget planning and resource allocation

For the purpose of this policy, assets are defined as property owned by the school with a purchase price of £20.00 or more and have a useful life of 2 years or more.

## Assets

### Recording and Reporting of Assets and Resources

All new equipment purchased will be recorded by the School Secretary and items relating to IT hardware and software will be input by our IT Consultant. All assets must be included on the asset database along with relevant information:-

- Each item is assigned an asset number
- Item description, model number
- Supplier Information
- Person responsible and location of where item can be located
- Warranty
- Value
- If any user/operating manuals are available
- Estimated date of when replacement will be due. The following timescale will be adopted as a guide in order to aid budgeting:-
  - Fixtures and fittings – 10 years
  - General Equipment – 5 years
  - Computers inc monitors/laptops – 3 years

### Responsibility of Staff - Security of Assets

It is the responsibility of all staff to ensure schools assets are stored safely and securely.

Where possible all portable electronic equipment ie laptops, iPads, USB/portable hard drives should be kept in a locked secure area when not in use. A pro-security culture is encouraged and all staff should actively take part in creating and maintaining a secure environment.

All equipment should be used properly and manufacturer's instructions should be followed.

For portable assets used off the school premises:-

- Staff should ensure equipment is password protected,



- Good housekeeping of hardware storage should be implemented. Ideally all information should be stored as a temporary measure only and information transferred to the schools server routinely.
- When transporting equipment it should be carried on your person and stored out of sight.
- Equipment should always remain in your care; keep sensitive data secure from other people and take care not to cause damage by mishandling or from food and drink spillages.
- Keep portable equipment secure; be vigilant of surroundings, take measures to guard from open ground floor windows and doors, do not leave in a car or leave unattended.

All staff must endeavour to keep the schools inventory list up-to-date and report any changes, damage or loss to the School Business Manager/Headteacher immediately.

### **Annual Review of Assets**

At the commencement of each new financial year a report for each department detailing their assets will be distributed and the relevant responsible person will be asked to approve/add/amend accordingly. A signed record of these reports will be filed in the inventory file located in the school office.

### **Write-off Assets**

Resources must be recorded as inactive when the school is considered to have suffered a loss:-

- Item broken/irreparable
- Item stolen
- Item obsolete

Approval to dispose of registered assets must be authorised by the Headteacher with a value of less than £500.00 and if greater than £500.00 details should be submitted to the Pay & Resources Committee for authorisation. All written off assets or items sold are to be reported to the Pay & Resources Committee and recorded in inventory file as inactive. The governors must minute their approval of all disposals. The Headteacher is responsible for notifying the LEA where this is necessary.

The inventory is updated regularly by the School Secretary, and periodically the inventory of assets and equipment will be brought to the Pay & Resource committee for review.

### **Disposal of Assets**

All items will be disposed of by most appropriate means. Where possible the school will endeavour to recycle goods, sell or trade-in all surplus goods. All proceeds from the sale of items purchased from public funds or donated to the school will be recorded by the School Business Manager and paid into the schools bank account as income to the school budget. Electrical and mechanical equipment, including computers should be disposed of by a



professional company in order to dispose of them both safely and securely and to ensure compliance with the WEEE (Waste Electrical and Electric Equipment) directive.

### **b) Losses**

All losses are to be reported to the School Business Manager. The School Business 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 Business Manager maintains a record of losses and insurance monies received. The governors are informed of all losses and the LEA is notified as appropriate.

### **c) Insurance**

- the adequacy of insurance is reviewed annually;
- details of all insurance policies held by the school are kept in the school's office under the control of the School Business 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 the submission to the insurance company;
- insurance arrangements cover the use of school property when off the premises.

### **d) Finance Leasing**

The Pay & Resource Committee is responsible for approving all leasing and hiring arrangements. These are reported to the governors. No finance leases or hire purchase contract are taken out by the school.

## **Governor Allowances**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003, the School Governance (New Schools) (England) Regulations 2007 and the National Governors Association Good Practice Guidance to developing an allowances policy for governing bodies 2005.

Governors will be entitled to claim the actual costs, which they incur as follows:

- I. Governors/associate members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor/associate member or representative of the School to which they have been appointed, and are agreed by the Pay and Resource Committee that they are justified before any reimbursable costs are incurred.



2. Governors/associate members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance and Premises Committee:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles shall be at a rate not exceeding the Inland Revenue Authorised Mileage Rate as published from time to time.
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Housing Communities and Local Government, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Any other justifiable allowances.

The governing body acknowledge that:

- governors/associate members may not be paid attendance allowance;
- governors/associate members may not be reimbursed for loss of earnings.

Governors/associate members wishing to make claims under the above arrangements should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Headteacher.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.



# Appendix I

## Application for the Hire of School Buildings and Equipment

In consideration of **Brooklands Primary School** agreeing to let to me, the undersigned

Insert name .....

Address .....

Occupation .....

Insert name of organisation .....

State number & type of rooms required .....

.....

Plus any additional equipment (e.g. School piano/radio/PA system/ stage lighting). Please specify:

.....

.....

State purpose .....

To be held on .....

Time .....

Upon the Terms and Conditions of the 'Regulations' and the 'Scale of Charges' in force for the time being.

**I HEREBY AGREE to hire and use** the said Room(s)/Facilities/Equipment in accordance with the School's Regulations and Charges

**at a rate of**.....





That I have read, understand and will observe and fulfil all the Conditions referred to overleaf and that I fully understand the position concerning Insurance.

**Signature**.....

**Date**.....

The account in respect of payment for the hire of the said room(s)/facilities/equipment should be returned to:

.....  
.....  
.....  
.....

**This form should be returned to the  
School business Manager  
Brooklands Primary School  
Sale  
M33 3SY**

**A deposit of £50 for community rate hire must accompany any confirmed booking.**