



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

Financial Procedures

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I Introduction

The Governing Body of Brooklands Primary School is responsible for ensuring that the school meets all financial obligations placed upon it under the Scheme for Financing Schools and relevant legislation.

The Governing Body operates delegated financial oversight through its committees.

The Full Governing Body and the Pay and Resources Committee meet at least once per term. All meetings are minuted.

Staff and governors involved in financial management must comply with:

- Trafford Local Authority Financial Regulations
- The current Scheme for Financing Schools
- UK financial governance requirements
- Internal financial procedures

A register of business and pecuniary interests is maintained by the Clerk to Governors and reviewed annually.

Any governor or staff member with an interest in a tendering supplier must declare that interest and withdraw from decision-making relating to that contract.

No gifts or hospitality may be accepted where it could influence financial decision-making.

The school does not purchase goods or services for private use.

School Values

Financial decisions will reflect the school's values and support educational provision responsibly and transparently.



2 Financial Procedures

Governance Structure

Governance oversight operates as follows:

Governing Body

- Resources & Pay Committee
- Headteacher
- School Business Manager

The Resources & Pay Committee must include:

- At least four governors
- At least three non-staff governors

A quorum of three governors is required.

Budget Planning & Monitoring

Budgets are prepared as three-year projections and reviewed annually.

Budget planning must:

- Align with the School Development Plan
- Reflect staffing commitments
- Account for inflation and capital expenditure
- Consider known risks and future liabilities

Commitment accounting is used to monitor expenditure in real time. Virement between budget headings requires approval within delegated authority limits. Governors must be informed of intended use of surplus balances.

Budget Authorisation Levels

Authorised Body	Authorised Expenditure	Virement Authority
Headteacher	Up to £10,000 per item	Up to £5,000
Resources & Pay Committee	Up to £20,000	Up to £20,000
Governing Body	Over £20,000	Full budget

If expenditure exceeds £10,000:

- Chair of the Resources & Pay Committee must be informed
- Formal approval must be recorded

In exceptional urgent circumstances (e.g. health & safety), the Headteacher may authorise urgent expenditure exceeding limits but must report this to the Committee.



Reporting

The School Business Manager provides:

- Budget monitoring reports termly
- Variance explanations
- Financial performance updates

Reports are presented to the Headteacher and Resources & Pay Committee.

3 Financial Administration

Accounting Systems

The school operates a computerised accounting system. Access is restricted to authorised personnel. Users must have individual login credentials.

Accounting Records

Financial records include:

- Orders
- Invoices
- Bank statements
- Receipts
- Delivery notes

Records are retained for at least six years plus the current financial year. No correction fluid is permitted on financial documentation.

4 Purchasing

Approved Suppliers

Suppliers are selected based on:

- Value for money
- Quality
- Reliability
- Compliance with procurement requirements

Tendering

Formal tender is required for contracts exceeding £7,500. For major works above £50,000, an external consultant may be engaged to manage tender documentation.

Tenders must be:

- Documented



- Evaluated transparently
- Approved by the appropriate authority

Quotations

Value	Requirement
Up to £1,000	Written or catalogue pricing
£1,001 – £2,000	Two written quotations
£2,001 – £7,500	Three written quotations

Quotations must be retained.

Purchase Orders

All purchases require official purchase orders.

Process:

1. Requisition submitted by budget holder
2. Approved by Headteacher or SLT
3. Order generated by School Business Manager
4. Sequentially numbered
5. Approved before dispatch

Orders must not be used for personal purchases. Commitment accounting records outstanding orders.

Receipt of Goods

Goods are delivered to reception and checked.

Delivery notes must be:

- Cross-checked
- Signed
- Retained

Shortages must be documented.

Invoice Processing

Invoices are:

- Matched to orders
- Checked for accuracy



- Verified against delivery

Payment authorisation requires:

- Certification by School Business Manager
- Approval by Headteacher

Payments cannot be made against statements.

Payment of Invoices

Two authorised signatories are required for cheque payments.

Authorised signatories include:

- Headteacher
- Deputy Headteacher
- School Business Manager
- Authorised Finance Officer

No blank cheques may be signed. Cheques must be crossed “Account Payee Only”.

Petty Cash

Petty cash float maximum: £250

Controls:

- Receipts required
- Monthly reconciliation
- Authorisation before expenditure
- No personal cheque cashing

Unexplained losses must be reported to:

- Chair of Governors
- Local Authority Finance Officer

Debit Card

- Stored securely
- Sign-out register maintained
- £1,000 transaction limit
- No cash withdrawals

Supporting invoices required.

5 Payroll



Payroll instructions must not be authorised by someone altering their own salary.

Monthly checks include:

- Verification of starters/leavers
- Overtime validation
- Payroll reconciliation

Payroll access is restricted. Personnel files are securely stored. The school complies with UK data protection law (UK GDPR and Data Protection Act 2018).

6 School Visits

Trip income is managed via ParentPay/Evolve. Payments are recorded. Invoices for expenditure are retained. Receipts issued for office payments.

7 Income

Income is categorised as:

Official Funds

- Grants
- LA income
- Lettings income
- Budget allocations

Unofficial Funds (School Fund)

- Donations
- Sponsorship
- Fundraising
- Commission

Income must be paid into the correct account.

Cash handling is minimised.

Two-weekly reconciliation reports are reviewed.

8 Banking & Cash

Bank Accounts

The school maintains:



- Separate accounts for public and non-public funds
- Interest-earning current accounts

The school cannot borrow funds. Accounts must not become overdrawn.

Bank Reconciliations

Reconciliations occur:

- Weekly
- Within five working days of month end

Reviewed and signed by:

- Headteacher
- SLT Member

Termly review by Chair of Resources & Pay Committee.

Cash Banking

Cash must not exceed £1,000 on site.

Cash is:

- Locked securely
- Banked intact
- Recorded clearly

9 Asset Management & Disposal

Asset Definition

Assets include property valued at £20 or more with a useful life exceeding two years.

Asset Register

The school maintains an asset database including:

- Asset number
- Description
- Supplier
- Location
- Responsible person
- Value
- Warranty



- Replacement date

Inventory is reviewed annually. Physical verification is conducted annually.

Asset Security

Portable equipment must:

- Be password protected
- Stored securely
- Transported safely

Staff must report loss immediately.

Write-Off of Assets

Assets may be written off if:

- Broken
- Stolen
- Obsolete

Approval:

- Under £500 - Headteacher
- Over £500 - Resources & Pay Committee

Minutes must record approval.

Disposal

Disposal must comply with:

- WEEE regulations
- Environmental legislation

Sales proceeds are recorded as income.

Losses

Losses must be:

- Reported
- Logged
- Notified to insurers
- Reported to governors

Insurance claims are authorised before submission.

Insurance



Insurance is reviewed annually. Insurance records are maintained by the School Business Manager.

Insurers are notified of:

- New risks
- Asset changes
- Claims

No indemnities are issued without insurer approval.

Finance Leasing

All leasing must be approved by the Resources & Pay Committee. The school does not enter finance leases or hire purchase agreements without explicit approval.

10 Debt Recovery

The school collects payment in advance where possible. Debt recovery follows Scheme for Financing Schools guidance.

Write-Off Limits

- Up to £250 - Resources & Pay Committee approval
- £250+ - Requires Local Authority approval
- £10,000+ - Requires Executive Member approval

Records retained for seven years.

Recovery Process

1. Invoice issued
2. Informal reminder
3. First written reminder (2 weeks)
4. Second reminder (2 weeks later)
5. Escalation to legal services

Repayment agreements may be negotiated. All agreements are documented.

11 Governor Allowances

Governors may claim reimbursement for:

- Childcare
- Dependent care
- Travel (within approved mileage rates)
- Training expenses



- Approved incidental costs

Claims:

- Submitted with receipts
- Approved by Headteacher
- Reviewed by Finance Committee

Governors may not claim:

- Attendance allowance
- Loss of earnings

Policy reviewed annually.

12 Risk management

The school will maintain effective financial risk management procedures to ensure transparency, accountability and compliance with financial regulations. Appropriate audit trails will be maintained for all financial transactions, including authorisation records, quotations, purchase orders, invoices and payment approvals. Financial duties will be appropriately segregated wherever possible to reduce the risk of error or fraud. Internal controls, reconciliations and monitoring processes will be reviewed regularly by the Headteacher, School Business Manager and Resources & Pay Committee.

The school additionally commissions an external financial management consultant through One Education, who provides half-termly monitoring reports and undertakes a full annual audit of financial procedures and controls. Outcomes and recommendations from these reviews are shared with governors through the appropriate committee structure to support robust financial oversight and governance.

Any suspected irregularity, financial loss or breach of procedure must be reported immediately to the Headteacher and Chair of Governors and investigated in accordance with Local Authority procedures. The Governing Body will ensure that financial systems and controls are subject to periodic review to support effective governance and risk management.