



The King Alfred School

Finance Policy and Procedures

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Signature of Chair of Governors	Signature of Headteacher

CONTENTS

Section Number	Section Name	Page Number
	Introduction	3
1	Organisation and Accountability	3
2	Internal Financial Controls	8
3	Budgeting/Financial Management and Planning	9
4	Purchasing	10
5	Income	14
6	Banking Arrangements	16
7	Petty Cash/Imprest	17
8	Assets	18
9	Insurance	18
10	Computer Systems/Data Security	20
11	Personnel/Payroll	21
12	Unofficial/Voluntary Funds	22
13	Charging for School Activities	24
Appendix 1	Register of Business Interests	27
Appendix 2	Retention of Records	28
Appendix 3	Division of Duties Chart	29
Appendix 4.1	Lettings Policy	30
Appendix 4.2	Lettings Insurance	32
Appendix 4.3	Conditions of Hire	34
Appendix 4.4	Application for Hire	39
Appendix 4.5	Application for Hire - Astro turf	41
Appendix 5	Summary - School Financial Value Standard (SFVS)	44

INTRODUCTION

The Finance Policy has been adapted to reflect the individual needs of The King Alfred school and includes specific information relating to procedures and tasks performed in the school.

The Finance Policy is a working document and will be updated to meet any changes, such as staff changes.

The policy will be approved by the Governing Body and will be reviewed at least every two years. Both the approval of the Finance Policy and the date of the future review will be recorded in the Minutes of the Governing Body Meeting.

The Finance Policy is used in conjunction with other Policies issued by the LA and in particular:

The Financial Management Scheme (FMS)

The Scheme sets out the financial relationship between Somerset County Council (SCC) and the maintained schools which it funds. (Somerset County Council is the Local Authority (LA)). The Scheme contains requirements relating to financial management and associated issues and is binding on both the LA and on schools through their respective Governing Bodies.

and

Financial Guidance issued by Education Financial Services

This includes:

- Financial Guidance – Working with SIMS FMS
- Financial Guidance – Budget Planning
- Financial Guidance – Reconciliation for Central Payment Schools
- Financial Guidance – Financial Reporting
- Financial Guidance – Income
- Financial Guidance – Petty Cash for Local Payment Schools
- Financial Guidance – Petty Cash for Central Payment Schools
- Financial Guidance – Unofficial School Funds

SECTION 1 - ORGANISATION AND ACCOUNTABILITY

Responsibilities of the Governing Body

- It is expected that each member of the Governing Body will have completed an induction course for Governors and be aware of policies for schools and The Governors Handbook <https://www.gov.uk/government/publications/governors-handbook--3> .
- Responsible for the well being and control of staff (Whole School Pay Policy).

- Responsible for security, custody and control of resources of the school (plant, buildings, materials, cash, stocks).
- Must comply with responsibility in relation to Health and Safety.
- May incur expenditure up to the total of the delegated budget share of the school after allowing for the carry forward.
- Ensuring that adequate financial procedures and controls exist to minimise the risk of loss, wastage or misappropriation and also to satisfy official requirements relating to VAT, Income Tax, NI, Construction Industry Tax etc.
- Governors may delegate any of these powers to a Committee or Headteacher. The Governing Body must determine, review and approve the constitution, membership and Terms of Reference (TOR) of any Committee annually. Committee minutes/reports are submitted regularly and documented in Full Governing Body minutes.
- Appoint a Clerk to the Governing Body (other than a governor or Headteacher) who will attend regular Clerk's briefings and ensure the efficient functioning of the Governing Body.
- Governors have the power to limit the delegated powers of the Headteacher if it is considered to be necessary.
- Register of Business Interests is reviewed annually to ensure it is up to date and current declarations held. Register to be available in school for scrutiny. Staff and Governors must withdraw from meetings where they or any member of their immediate family has a financial interest in any matter under consideration.
- Responsible for setting the de minimis level for capital expenditure.
- By 30 June, Governors must have formally approved the school's budget plan, taking into account such things as current spending, priorities in the School Development Plan (SDP), future commitments, pupil numbers etc. Details of the budget plan must be sent to the Schools Funding and Accountancy Team, with the assumptions underpinning it.
- Monitor the budget at least twice a year as presented by the Finance Committee ensuring full details of any variances, budget movements, and remedial plans have been documented.
- Responsible for ensuring that school accounts are accurately reflected in the County Council Statement of Accounts by making arrangements for compliance with guidance produced by the Local Authority.
- Approving at least three authorised signatories to cover for absence (Head Teacher + 2 others). A Governor can only sign as a second signatory.

- Ensuring that an up-to-date inventory is maintained for items with a replacement cost of £100 or more and an expected life of at least one year with all County Council property being security tagged. Ensuring that the inventory is checked against the items at least annually. Discrepancies are reported to the Headteacher.
- Nominating an independent person to audit the unofficial fund at least annually.
- Money may only be borrowed with written permission of the Secretary of State. See Sections 3.4.1, 3.4.2 and 3.4.3 of the Financial Management Scheme.
- Approving the write-off of debts.

Responsibilities of the Lead Finance Governor.

The Governing Body has delegated to the following responsibilities:

- The recommendation to the Governing Body of the annual budget.
- The monitoring of the budget, expenditure and income.
- Ensuring expenditure does not exceed the available budget.
- Authorising, in advance, virements exceeding £5,000.
- Ensuring that a full financial report is delivered to the Governing Body twice yearly - in the Autumn term and following the end of the financial year.

Responsibilities of the Headteacher

The Governing Body has delegated the following responsibilities to the Headteacher:

- Maintaining a Charging and Remissions Policy.
- Maintaining a Lettings Policy.
- Writing off or making provision for a bad debt subject to paragraphs 2.1.8 and 2.1.9 of the Financial Management Scheme.
- Maintaining a Tendering Policy.
- Agree costings for the 3 Year School Development Plan.
- Leading and managing staff to secure improvement.
- The efficient and effective deployment of staff and resources.
- Accountability to Governors and others, such as parents, pupils, staff and the local community.
- Ensuring all reasonable action is taken to minimise risks.

- By 31 March each year, or within 30 days of the budget share being issued, the Head must prepare estimates of expenditure and income covering the next financial year for consideration and approval by the Governing Body.
- Ensuring that a monthly reconciliation between the School's Accounting System (e.g. SIMS FMS) and the County Council's Accounting System is carried out by the last working day of the month following the month of account. (Also bank reconciliation if Local Payments School.)
- Submitting a written report to Governors or Finance Committee at least termly on the progress of the budget, explaining variations from expected spend/income and advising on the likely final position.
- Informing the Service Manager – Schools Funding and Accountancy Team immediately if the school's budget looks as though it will be overspent at the end of the year by 5% or more with a proposed course of action to recover the deficit.
- Authorising virements below a level of £5,000, a figure agreed by the full Governing Body in advance. (See Section 3 - Virements)
- Reporting virements and journals to the Full Governing Body for their approval.
- Submitting a formal response to the Service Manager – Schools Funding and Accountancy Team within one month's receipt of an internal audit report. Ensuring that the Governing Body receives details of the final report and the school's responses.
- Responsibility for the identification of all income due, its prompt collection and banking, and the maintenance of complete and accurate records.
- Responsibility for ensuring that Value Added Tax (VAT) is treated correctly on all transactions. Also ensures that the school complies with VAT and other tax regulations and that all relevant finance and administrative staff are aware of them.
- Notifying the SCC Insurance Section immediately of all new, anticipated or changed risks requiring insurance. Email: insurance@somerset.gov.uk
- Notifying HR Admin and Payroll as soon as possible of all matters affecting staff payments.
- Authorisation in advance of any staff changes or additional paid hours to be worked by staff, to be notified at the next relevant Governors' meeting.
- Responsibility for controlling access to all data in the school in accordance with the Data Protection Guidelines and Codes of Practice.

- Submitting a signed copy of the annual leases return to the LA.

Responsibilities of the Deputy Headteacher

- Countersign cheques and/or Authorise BACS payment runs.
- In the absence of the Headteacher, undertakes the responsibilities of the Headteacher and ensures that an authorised person other than themselves, signs orders.

Responsibilities of the Business Manager/Finance Manager and Finance Assistant

- Assisting with the preparation of the school budget, setting expenditure thresholds and profiles.
- Ensuring that on receipt of approved order requisition forms, orders are processed for all planned expenditure except for supplies of public utility services and items purchased through petty cash of not more than £100 in value.
- Ensuring outstanding orders are reviewed regularly, cancelling or following up as necessary.
- Ensuring goods and services received are checked against delivery notes, orders and invoices and ensuring the school is charged only for goods received.
- Ensuring invoices are processed within one week of their receipt.
- Preparing cheques and/or BACS payments.
- Ensures that petty cash is used for approved purposes and that receipts are collected, staff re-imbursed, manual records are kept and transactions are recorded on the School's Accounting System (e.g. SIMS FMS) in a timely manner. Arrange for the reimbursement of the Imprest bank account.
- Ensuring processes are in place for the collection and recording of income due/received. Ensuring all income due is received, recorded and that the income is banked.
- Ensure that effective action is taken to pursue non payment of debts within defined timescales.
- Monitoring the budget, providing information and/or financial reports for the Headteacher, Governors, LA and budget holders as required.
- Maintaining separate official and unofficial funds and ensuring income is allocated to, and payments made from, the appropriate fund, with no mixing of funds.

- Ensuring processes are in place to maintain financial records for Unofficial Funds, that they are audited by an independent person annually, and are reported to the Governing Body for their approval. Ensuring that a certificate of the audit, the audit checklist and supporting information are submitted to the LA.
- Reconciling transactions between the County Council's Accounting System and the School's Accounting System by the last working day of the month following the month of account.
- Providing the LA with staff contract changes and submitting payroll forms to ensure that additional staff payments are made promptly.
- Providing financial information as required by the LA.
- Carrying out end of year procedures for closing old year accounts in accordance with the timetable issued by the Schools Funding and Accountancy Team.
- Maintaining an up to date inventory of school equipment.
- Ensuring adequate back ups are maintained of computer based information.

SECTION 2 - INTERNAL FINANCIAL CONTROLS

Division of Duties

Division of Duties is the involvement of more than one member of staff in the undertaking of financial tasks. This is very important as it ensures that one person is not solely responsible for any given function and helps protect against possible error/fraud and provides cover for staff absence.

Below is an example of how the division of duties can work in practice to minimise the risks involved:

- (1) Individual staff complete a requisition form for goods and services required.
- (2) Budget Holder the requisition form, with the appropriate cost centre identified.
- (3) Using the requisition form, the Finance Manager prepares orders on the School's Accounting System, having ensured that the goods/services required are within the budget plan and there are sufficient funds in the cost centre.
- (4) Finance Manager checks the official order against the requisition form, authorises and prints the order.
- (5) Upon receipt of goods, the budget holder checks the delivery note, to ensure that the goods listed have been "received" and back to the order to see if any items are outstanding.

- (6) When the invoice is received the budget holder checks the invoice, signs and passes for payment.
- (6) Finance Assistant processes the invoice against the original order on the School's Accounting System.
- (7) Finance Manager authorises invoices and creates payment by cheque or BACS.

No alterations are made to any invoices. If a change is required, the Finance Manager requests an amended invoice from the supplier.

Refer to [Appendix 3](#) which details Division of Duties for processes i.e. ordering, invoicing and petty cash including cover for absences. In the school all transactions are traceable through the system from start to finish.

Authorised Signatories

Authorised signatories are listed in Appendix 3.

Reconciliation

Reconciliation is carried out by the Finance Manager on a monthly basis, and this is sent to School Funding and Accounting Team by the last working day of the month following the month of account.

Records

- Financial and Personnel information needs to be retained for Inland Revenue and HM Revenue and Customs purposes. See [Appendix 2](#) for details. Documents are archived annually by the Finance Manager, as appropriate.
- A written log of any instances of fraud or theft detected in the last 12 months is kept in order to identify patterns of misconduct and any weaknesses in the current arrangements which need to be addressed.

SECTION 3 - BUDGETING/FINANCIAL MANAGEMENT AND PLANNING

Funding

The majority of the funds received by school are delegated through the LA via the annual Individual Schools Budget Statement. This allocation is calculated using a formula based on several factors which affect the school's funding. Additional allocations or deductions may be made throughout the year. The school also has the opportunity to raise additional funds (income) e.g. via lettings or PTA organised events.

Preparation of the School Budget

The priorities within the School Development Plan (SDP) contain accurate financial estimates and form the driving force of the budget with an emphasis on value for money. The Headteacher is responsible for preparing the budget for approval by the full Governing Body.

Any budget surplus or deficit is reviewed and addressed by the Governing Body.

Budget Monitoring and Reporting

Regular monitoring of income and expenditure against the agreed budget is central to effective financial management.

After the monthly reconciliation between the School's Accounting System and the County Council's Accounting System, budget monitoring reports detailing income and expenditure are produced for the Headteacher and budget holders.

The Headteacher analyses the monthly report to identify any variances/unexpected expenditure and takes appropriate action.

Budget holders receive and review their monthly reports comparing the amount committed/spent against their budgets.

If it is anticipated that the school may go into a deficit situation by the end of the financial year, the Headteacher will inform the Service Manager – Schools Funding and Accountancy Team immediately, with a proposed course of action to recover the deficit.

Virements (Budget Movements)

The Governing Body has agreed that budget virements of up to £5,000 can be actioned, without its prior approval, to allow some flexibility within the everyday running of the school.

All budget virements are recorded on a virements form by the Finance Officer and authorised by the Headteacher in advance of being actioned on the School's Accounting System. They are reported to the Governing Body at the next available opportunity.

SECTION 4 - PURCHASING

Orders/Contracts are only entered into after ensuring that value for money principles have been followed. This includes investigating any available subsidies or discounts for activities, services and goods.

The de minimis level, above which a purchase is treated as capital expenditure is £500.00

Governors' approval is required for orders of an individual item exceeding £10,000 and this should be recorded in the minutes of the meeting.

Limits set should be reviewed regularly by the Governing Body and documented in the minutes.

Contracts

Any contracts must comply with the Local Governments Acts, EU regulations and other legislation governing the expenditure of public funds. Thresholds are reviewed regularly. Refer to the Financial Management Scheme and EC Procurement Thresholds.

The value of a contract is calculated as the amount per annum multiplied by the number of years duration. Different processes are required for different types of contracts and for different values.

For example:

- If taking out a 3 year contract at £15,000 per year this would be worth £45,000 and would fall into the **Request For Quotation (RFQ) process**. This process requires a written specification of what is required to be issued to prospective suppliers for them to quote against.
- If taking out a 3 year contract at £50,000 per year this would be worth £150,000 and would fall into the **Official Journal of the European Union (OJEU) tender process**. This requires a formal sealed bid procurement process that must comply fully with the requirements of the EU Consolidated Public Procurement Directive.

Where tenders are sought, the criteria to be used in the selection of the successful tender are established **prior** to advertising or receiving tenders. The Governing Body takes responsibility for the safe receipt, storage and opening of tenders where necessary.

A record is kept of how and from whom tenders are sought, what tenders are received, who the successful tender is and the reason for not accepting the lowest tender. A Contracts Register is maintained for this purpose.

As Guidance for purchases up to £25,000 in value, the following is required:

- Details of three prospective suppliers and a selection criteria
- Details of the pre-determined award criteria
- Three competitive quotes and supporting documentation
- Record of assessment of quotes and any correspondence

If the required number of quotes cannot be obtained and if the lowest quote is not accepted, the reasons are reported to the Governing Body and recorded in the minutes of the meeting.

Contracts for Goods and Services

- For contracts of Goods and Services between £25,000 and £130,000 in value the **RFQ** process is used.
- For contracts of Goods and Services above £130,000 the **OJEU** tender process is used.

Contracts for Works

- Contracts for works between £25,000 and £130,000 the **RFQ** process is used.
- Contracts for works above £130,000 to £3,750,000 the tender process **without OJEU Notice** is used.
- Contracts for works above £3,750,000 the **OJEU** tender process is used.

Where the school is engaging in works such as building or decorating where Construction Industry Tax (CIT) applies, the Finance Manager ensures that the supplier is registered under the scheme before accepting them to carry out the work.

Copies of all contracts entered into are retained by the school to enable compliance with terms and conditions to be monitored.

Requisition and Ordering

Requisition forms are completed by staff and signed by the budget holder. The Finance Assistant enters the order on FMS6 which ensures that the expenditure has been included in the budget plan and checks that there are adequate funds to make the purchase.

On receipt of approved order requisition forms, orders are processed for all planned expenditure except for supplies of public utility services and items purchased through petty cash of not more than £100 in value.

Outstanding orders are reviewed regularly, cancelled or followed up as necessary. If cancelled, a reason is written on the copy order for audit purposes.

Orders are not raised on behalf of, or for the benefit of, private individuals or organisations.

Telephone orders are discouraged and only used in exceptional circumstances. If an order is placed in this way, it is made clear that it is subject to SCC terms and conditions and written details are supplied immediately to the Finance Officer to enable a confirmation order to be raised on the School's Accounting System and sent to the supplier.

Delivery Notes

All delivery notes are checked upon receipt of goods, to ensure that the goods listed have been "received".

Delivery notes are also checked against the order by budget holders. Checks are evidenced in writing and the delivery note is then passed to the Finance Officer.

Discrepancies are followed up by the Finance Officer.

The inventory is updated for items of furniture, equipment etc. of £100 or more.

Payment of Invoices

Where goods are provided by a supplier who is registered for VAT, a valid VAT invoice is obtained.

Payments to individuals (other than some contractors subject to Construction Industry Tax) who supply goods or services to the school (eg tuition, performances etc.) are made via the payroll system.

The Finance Assistant passes the invoice to the budget holder who checks the invoice, to ensure that the goods have been received. The budget holder signs the invoice and passes it to the finance office for processing and payment. Payments are not made from statements or "brought forward balances".

The Finance Assistant enters the invoice against the official order on FMS6.

The Finance Manager checks the invoice and authorises it for payment.

The Finance Manager then creates the payment either by printing cheques or by creating a BACS payment schedule. Cheques are attached to the invoice and signed by two authorised signatories before posting. BACS schedules are printed and given to two authorised members of SLT to verify and electronically sign off. Once this is complete the Finance Manager is able to submit the batch for payment. All invoices paid by BACS are stamped with a 'PAID/DATE' stamp.

Paid invoices are filed alphabetically and retained for current year and preceding six years.

Procurement Cards (P-Cards)

A Procurement Card is issued by Somerset County Council, and its use complies with the Corporate Purchase Card Procedures guidance, which is issued to all cardholders at individual initial briefings. Supplementary guidance that is issued periodically is also adhered to.

Governors have agreed that the school has 2 procurement cards with National Westminster Bank and held by:

- 1) Mrs J Gait (Finance Manager)
- 2) Mrs A Timmins (Technician Food)

The P-Card is only used by the named cardholder and is kept under their control at all times.

Purchases are only made for authorised goods or services on behalf of the school (Somerset County Council).

Division of duties is adhered to

- (1) Procurement card purchases are made against official purchase orders with the exception of food deliveries for the Technology department.

- (2) The Finance Assistant checks receipts against the transaction log and enters against the order on FMS6.
- (3) The budget holder checks and authorises the payment of the purchases made by Mrs Timmins.

Leases

When considering a lease arrangement, the school only enters into an operating lease arrangement and not a finance lease or hire purchase as the latter are a form of borrowing. Operating leases involve the school paying a rental fee for the hire of an asset for a period of time, and are similar to a rental agreement.

The LA requires LA Community and Voluntary Controlled schools to complete an annual return at year end detailing any leases that schools have entered into and confirming that they are not finance leases. The Headteacher ensures that a signed copy of the annual leases return is sent to the LA.

SECTION 5 - INCOME

Income can be vulnerable and the income collection system should meet the following objectives:

- All income due to the school is identified and collected.
- All income is receipted and banked promptly and completely.
- There is a clearly documented audit trail from receipt through to banking for all transactions.

The school has a Charging and Remissions Policy and a Lettings Policy in place, see Appendices 4.1, 4.2, 4.3, 4.4 and 4.5.

Raising Invoices

When a request for an invoice to be raised is received the Finance Assistant creates the invoice on FMS6.

The invoice is checked and authorised by the Finance Manager, once complete the invoice is printed and sent to the customer.

Collection and Banking of Income

(i) Cash handling

Cash Handling guidance, as recommended by South West Audit Partnership (SWAP), is adhered to at all times.

SWAP recommend that on school sites where cash is collected and banked locally that the safety of the individual is considered and that clear and up to date guidance is provided for banking:

- Cash is not counted where the public/visitors can see.

- Prior to banking, cash and cheques are locked securely in the safe, out of site of the public/visitors.
- Income is banked regularly, so that a minimal amount is kept on the school premises.
- Banking is carried out by car by two members of staff.

(ii) Recording

Income collected in class when departments sell resources and is recorded on record sheets by the teacher, the income is then taken to the Finance office.

All income brought in by students is to be in a sealed envelope with details of the trip or event, student name and tutor group clearly written on the front. Staff in the School Office record receipt of an envelope in the record/monitoring book against the appropriate student name.

A receipt is issued by the Finance Manager for any cash, postal orders and cheques received via the office. If appropriate, termly receipts can be issued, eg swimming, dinner money, trips. In some cases, eg trips, this may be produced as part of the returns slip.

Income is recorded on the School's Accounting System promptly ensuring the correct VAT treatment is applied, and the authorisation slip is printed. Bank paying in slips and electronic coding slips are completed in full.

Parents/Carers are now able to pay for trips and dinner money online via Tucasi. Cashless catering has reduced the amount of cash students now have to carry in school.

(iii) Reconciliation

Reconciliation of income and banking is carried out weekly by the Finance Manager, ensuring that all income banked has been received.

Debts Policy

The Finance Manager monitors outstanding debts regularly, and pursues bad debts.

Effective action is taken to pursue non payment of debts within defined timescales.

Where money is not recovered, the matter is referred to the Headteacher, who may write off the debt providing the total amount of debt written off in a financial year does not exceed 1% of the school's delegated budget share for the year.

Subject to the paragraph above, debts due from a single debtor up to a total value of £1,000 in any one financial year may be written off, in this event, the school should refer to the Financial Management Scheme.

The school will maintain a record of all debts written off showing what attempted recovery action has been taken and the justification for non-recovery.

SECTION 6 - BANKING ARRANGEMENTS

The proper administration of bank accounts is a fundamental financial control. In particular, regular bank reconciliations are essential as they prove that the balances shown in the accounting records are correct and provide assurance that the underlying accounts are accurate. The internal controls documented in this section guard against potential error or fraud.

Bank Accounts

The current banking arrangements are approved by the Governing Body.

The school has the following bank/building society accounts:

- Lloyds Current Account – Official funds
- Lloyds Current Account – Unofficial funds
- SCC Comsfund Account – Interest account

Surplus balances from the Current Account – Official funds is moved to the SCC Comsfund. This is reviewed monthly.

Bank statements are available via online banking, paper copies are received monthly. The Finance Manager reconciles the bank statements to the transactions held within the School's Accounting System. This reconciliation is checked and certified correct by the Headteacher (Form LP/1).

The Governing Body has agreed the following signatories, one of which is the Headteacher, so that two people sign each cheque and authorise BACS payment runs. Sample signatories of each authorised person have been sent to the bank. **Blank cheques are never signed.**

The authorised signatories are:

- 1) Mrs D C Hurr (Headteacher)
- 2) Miss P Matthews
- 3) Mr S Aylward
- 4) Mr JP Hoskins
- 5) Miss J Cahill

Advances of the budget are received in 13 instalments during the year. The accounts do not go overdrawn, as there is no overdraft facility allowed.

When using Direct Debits and Standing Orders, the school ensures that:

(i) A copy of the signed direct debit or standing order guarantee has been signed by two authorised signatories;

(ii) An invoice/statement has been received prior to the payment due date. The payment is approved in advance by the school approved signatories along with other payments;

(iii) Effective monitoring arrangements are in place for cash flow monitoring and to confirm accuracy of each payment (done during reconciliation);

(iv) There is written evidence of cancellation of direct debits/standing orders.

Controlled Stationery

All controlled stationery is kept securely in the safe.

Spoilt cheques are attached to the back of the chequebook.

SECTION 7 - PETTY CASH/IMPREST

Petty cash is a small sum of money, which is held in the safe. When expenditure is incurred, a claim is completed and expenses reimbursed.

The account is always topped back up to a fixed float of £300.00.

Petty Cash is used to reimburse staff for approved purchases on behalf of the school upon production of a valid receipt up to the value of £15.00 for:

- Cash payments too small for an order to be acceptable
- Emergency purchases where immediate settlement is required
- Obtaining greater discounts for settlement by cash/cheque
- Obtaining goods/services from suppliers who do not accept official orders

Petty Cash is NOT used for:

- Making payment to staff including salaries, travel or expense claims.
- Paying for services such as mobile telephones, fuel or services that may be liable to Construction Industry Tax
- Making payments to individuals (e.g. theatre groups, authors, musicians, self employed) who require cheques to be payable to them personally (except window cleaners and piano tuners who use their own equipment)
- Cashing Personal cheques

Using the Petty Cash Account

If VAT is charged on an item, a valid VAT receipt is obtained. (If a VAT receipt cannot be obtained, a petty cash voucher is completed and authorised but no VAT can be reclaimed.)

All receipts and petty cash vouchers are authorised by the Budget holders and promptly entered by the Finance Assistant onto the School's Accounting System on a weekly basis.

A reimbursement claim is completed regularly, at a minimum when approximately half the float has been spent. The claim is checked and authorised by the Finance Manager who raises a cheque for cash.

SECTION 8 - ASSETS

The school has many valuable items in use throughout the site. Some of these items are fixed, but many are portable and therefore may be vulnerable to theft.

Inventory

All items purchased above £100 (together with portable items under £100 e.g. ICT equipment/ digital cameras) are recorded in the school inventory upon receipt, giving full details of:

- Value
- Date purchased
- Description
- Serial numbers (where applicable)
- SCC Security label number (Security labels are available from Somerset County Council's Insurance Section)
- Location within school

The Inventory is checked annually against the asset register by the Heads of Departments, with any discrepancies being investigated. Evidence of the annual check is retained.

A record is maintained of all authorised disposals, including the proceeds of the sale, the date of transaction and the name and address of purchaser.

A booking out system is employed where any goods are taken off site. The system includes the following details:

- Name of borrower
- Item borrowed
- Date borrowed
- Date returned

Cash/Cheque books

Cash and cheque books are kept in the safe when not in use.

The value of petty cash held within the school is kept to a minimum.

Income collected from pupils is recorded daily and banked weekly, in order to ensure only minimum levels are held on the premises.

SECTION 9 - INSURANCE

School Contents Insurance (Balance of Risks)

The school buys into Somerset County Council's Contents Insurance for Schools <https://slp.somerset.org.uk/sites/insurance/SitePages/Home.aspx>

This insurance covers:

- School contents situated in the school premises (including attendant buildings owned and/or occupied by the school for the purposes of the school's business)

- The cost of the removal of debris
- Professional fees
- Contents temporarily removed from the premises (Limit of £2,500)
- Damage to Property on temporary loan to the school (Limit of £2,500)
- As from 1st April 2015 loss of freezer content up to a limit of £1,000 is covered.

Perils covered:

- Damage resulting from theft
- Malicious damage
- Escape of water
- Impact
- Accidental damage.

The cover excludes personal effects of employees, pupils, students and visitors.

ICT equipment is also included in this policy. Details of all ICT equipment are recorded in the school inventory. A full and up-to-date inventory of school contents must be kept at all times to substantiate a claim and provide evidence of ownership.

An excess of £100 applies to each and every claim except for:

- Laptop/mobile computers - excess is £200
- Theft from non-alarmed area - £250
- Theft whilst in transit - £250

Building Maintenance Insurance

The school manages its own building maintenance.

Vehicle Insurance

The school owned minibus/vehicle is insured through Somerset County Council Motor Insurance.

When a vehicle is hired in by the school, the school will make insurance arrangements through County.

School Activities Travel Insurance

The school buys into Schools Activities Travel policy arranged by Somerset County Council.

The Policy provides travel insurance cover for all insured persons (pupils, teaching and support staff, adult volunteers, helpers and assistants, and other authorised children) of participating schools whilst on organised trips **outside** the designated school boundaries.

Extended School activities

The School ensures the correct use of school premises when used by a third party.

Lettings Insurance

Lettings insurance, available through Somerset County Council, is offered by the school to all hirers of the school premises (other than commercial organisations who should have their own Public Liability cover).

A fee based on 12% of the hiring cost is added to the lettings charge.

SECTION 10 - COMPUTER SYSTEMS/DATA SECURITY

The Data Protection Act 1998

The School and Governing Body register under The Data Protection Act. The Headteacher is responsible for controlling access to all data in the school in accordance with the Data Protection Act and to ensure that all staff are aware of their responsibilities/obligations at all times.

All information relating to personnel is:

- obtained and processed fairly and lawfully
- held only for specified lawful purposes
- adequate, relevant but not excessive for those purposes
- accurate and up to date
- available to those people referred to
- kept securely.

Information is not kept longer than necessary and neither used nor disclosed other than in accordance with the purposes that the school has disclosed.

Any new use of personal information, including the sharing of personal data with other agencies, should be notified to the Information Commissioners Office (ICO) and the relevant pupils and staff.

Offences against the Act are criminal and individuals will be held personally responsible.

Access/Security

The purpose for controlling access is to ensure that only authorised personnel are able to access information that is relevant to the tasks for which they are responsible. It prevents unauthorised access to information which could result in accidental or deliberate corruption of the data and which might contravene the confidentiality part of the Data Protection Act.

The Headteacher is responsible for the overall control of all systems, with the Deputy covering for absence.

Access rights are determined, monitored and reviewed regularly by the System Manager.

Access to software is restricted according to the level of access required for an individual to carry out their job to an expected level. Access rights are reviewed regularly by the System Manager and protected via passwords.

All laptops and memory sticks are encrypted.

Computers are not left easily accessible by unauthorised users.

Computer screens are locked (by password/locking the workstation) if left unattended.

Any software installed onto the schools network is protected through a virus guard so that any files received from outside sources can be virus checked before being opened.

Cloud Technology

Where cloud technology is used to store personal or confidential data the school ensures that the supplier adheres to the Data Protection Act.

Back Up

Back up is carried out automatically every night and the backed up data is stored on site, but this is currently under review to source remote storage options. It is the school's duty to make sure that backup procedures have worked. Further information about backup should be available from the School's ICT support.

Transmission of Data

The transmission of personal or confidential data must always be over secure channels and the school ensures that any methods used, including email, do not lead to breaches of the Data Protection Act.

Computer Printouts

Each month, details of expenditure as recorded on the County Council's Accounting System relating to the School's budget are downloaded and printed. These printouts are stored in a lockable cabinet as they contain personal information relating to staff employed at the school.

SECTION 11 - PERSONNEL/PAYROLL

Regulations

The school is aware that there are a number of areas where Inland Revenue regulations affect or determine the way payments are made. In particular, these relate to individuals who are self-employed and where individuals/companies are subject to Construction Industry Tax Scheme.

Controls are in place to ensure appointments are cleared through the Disclosure and Barring Service (DBS). Also, controls are in place to ensure that additional checks are made where required for a staff member's eligibility to work in the UK and their suitability to work with children.

Payroll

No employee can certify payroll expenditure from which he or she might personally benefit.

The Chair of Governors signs any amendments to the Headteacher's contract.

Links with SIMS FMS

Contract information held within SIMS.net Personnel feeds through to SIMS FMS providing salary and on-cost projections. The Business Manager ensures that SIMS.net Personnel is kept up to date with any contract changes and also with salary, Superannuation and National Insurance changes.

Pay Policy

The school has a separate Pay Policy which is reviewed annually by the Headteacher and Governing Body.

Whistleblowing Policy

The School has a Whistleblowing Policy, the implementation of which is reviewed and communicated to staff regularly.

SECTION 12 - UNOFFICIAL/VOLUNTARY FUNDS

Unofficial funds are monies that do not belong to Somerset County Council but for which employees of SCC are accountable during the course of their employment. The funds arise from contributions or donations other than from the Local Authority (LA). Consequently it does not hold any official monies of the LA

All staff involved with Unofficial School Funds must ensure that their actions comply with The Financial Management Scheme (Section 2.8). It is the responsibility of the Governing Body and Headteacher to provide an overview of the Unofficial Fund and ensure the day-to-day administration and operation of the Fund is carried out with as much care and diligence as the school's delegated budget (Official Funds).

Purpose of the Unofficial Fund

The purpose of an Unofficial School Fund is to hold the proceeds of fund raising events and donations made by individuals or organisations and spend them for the benefit of the pupils.

The Unofficial Funds comprise:

- General donations i.e. funds donated for the general benefit of the school
- Specific donations i.e. funds donated with contingent terms
- Fund raising activities
- Charity collections
- Book Club income
- After-school activities (tennis/cricket etc)
- School trips

Management of the Unofficial Fund

The Headteacher ensures that proper accounts are maintained of all receipts and payments concerning unofficial funds.

The Headteacher delegates the operation of unofficial funds to the Finance Manager, who keeps records of all transactions and reconciles to the bank statement.

Separation of Funds

This fund is kept completely separate from the Official Fund. It has independent records and has its own bank account accruing interest. The two funds are never involved in the same transaction/activity. (It is recognised that some transactions can go through either official or unofficial funds, but the income and related expenditure always go through the same fund.)

Accounting Procedures and Records

The Unofficial Funds are managed with as much care and diligence as the school's delegated budget (Official Funds) and therefore proper accounts are kept of receipts and payments relating to unofficial funds.

(i) Income

As soon as money is received, it is sent to the Finance Assistant for recording. Receipts are issued when requested and where money is being collected in instalments from pupils, a collection record card is maintained for each pupil.

All cash income is paid into the bank in full weekly.

(ii) Authorised Expenditure

Any money paid out is by cheque.

All cheques are signed by a minimum of two authorised signatories. Blank cheques are never signed or issued.

Authorised signatories are:

- 1) Mrs D C Hurr
- 2) Miss P Matthews
- 3) Mr S Aylward
- 4) Mr JP Hoskins
- 5) Miss J Cahill

An invoice or a signed receipt covers all payments. If no receipt has been obtained, a payment voucher, authorised by the Headteacher covers all reimbursements of payments made.

Copies of paid invoices are retained for all purchases to ensure that the records are comprehensive.

All payment vouchers are numbered, dated and filed.

(iii) Reconciliations

Regular reconciliations of the bank statements to the accounting records are completed monthly.

Auditing of Accounts

The school appoints an auditor who is independent of the school and is not involved or related to anyone involved in the running of the funds. (It is not normally necessary for the auditor to be a registered auditor or qualified accountant.)

The accounts are audited at the end of each academic year.

Auditors are entitled to seek and to obtain any information and explanations required from members of the staff concerned with the operation of the fund and all records are made available to them.

If a cost is incurred in obtaining the audit, this is met from the fund.

The Headteacher ensures that the accounts are prepared annually, audited and presents the audited accounts, the auditor's certificate, the audit checklist and a written report on the accounts to the Governing Body as early as possible in the Autumn Term.

The LA requires all schools to complete an Unofficial Funds Audit Checklist and an Annual Audit Certificate for their Unofficial School Fund (or a nil return if they do not have one). Once accepted by the Governing Body, the Headteacher ensures that a signed copy of the Year-End Statement of Accounts, showing details of income and expenditure, for all Unofficial Funds is sent to the LA along with the Annual Audit certificate and the Unofficial Funds Audit Checklist.

Charity Commission Registration

- Schools' unofficial funds would normally be required to register as charities with the Charity Commission **if they are established for exclusively** charitable purposes and if their total income exceeds £5,000 per annum.
- Becoming a charity will allow the fund to be eligible for various tax reliefs and may also help in obtaining grants from other charities which can make grants only for charitable purposes.
- Where the school fund has charitable status, the Governors will normally be the trustees of the charity.

SECTION 13 – CHARGING FOR SCHOOL ACTIVITIES

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. No charges can be made unless the governing body of the school has drawn up a Charging and Remissions Policy. The policy must be made available to parents and must be kept under regular review.

The following guidance has been taken into account in the school's Charging and Remissions Policy:

Guidance on Charging

In general, all education provided during school hours is free, though music tuition can be an exception to this (see below).

(i) Residential School Visits

Schools cannot charge if 50% or more of the time spent on the activity is in school hours or if the activity is part of the national curriculum. If a charge is made the cost must not exceed the actual cost; ie the school must not make a profit.

However, schools may charge for the cost of board and lodgings during overnight school trips. The charge must not be more than the accommodation actually costs and parents who are in receipt of certain benefits are not required to pay.

(ii) Music

Tuition

Charges can be made when the tuition is not an essential part of:

- the National Curriculum
- a public examination syllabus
- first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme

(iii) Examinations

No charge can be made for entering pupils for public examinations that are on the National Curriculum.

However, an examination entry fee may be charged to parents if:

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority (LA) originally paid or agreed to pay the entry fee

Schools can also charge for:

- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school

(iv) Breakages And Replacements

Schools can charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

(v) Extra-Curricular Activities And School Clubs

School can charge for extra-curricular activities and school clubs. The charge cannot exceed the actual cost of the provision.

Voluntary Contributions

Schools can ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment and
- school funds generally

In the example of an activity, if it cannot be funded without voluntary contributions, the school must make this clear to the parents at the outset. The contribution is voluntary and pupils of parents who can't, or don't want to, contribute must not be excluded from the activity. If insufficient voluntary contributions are raised then the activity can be cancelled.

Remission of Charges

When a school informs parents about a school visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190 (Financial Year 2016/17)).
- Guaranteed State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

APPENDIX 1

REGISTER OF BUSINESS INTERESTS

The Governing Body of The King Alfred School has agreed that the governors and staff involved in financial decision making should “declare any links they have with companies or organisations from which the school may wish to buy goods or services. It is important for anyone involved in spending money to demonstrate that they do not benefit personally from decisions that they make”.

The Governing Body has defined a “business interest” as:
(i) a situation where the person concerned, their family (immediate and other relatives) or close friends have a connection with a potential supplier, or where there is a business connection, i.e. common directorships /partnerships.
(ii) in relation to Pay and Performance, an interest in the pay or appraisal of someone working at the school in cases where the governor or staff member is also paid to work at the school.

Nil returns are required.

Name	Name of company or organisation	Nature of business or interest	Date entered in register

APPENDIX 2

RETENTION OF RECORDS

Documentation, files and records are retained to act as a record and support for actions taken and to assist future reviews of policy. They are also retained to satisfy the requirements of Internal Audit, External Audit, HM Revenue and Customs and the Inland Revenue. This section identifies the minimum period of time that records should be retained to satisfy all these requirements.

Financial Regulations require the retention of certain records for specified periods. If in doubt, a minimum of six years should be applied. Specific regulations are as follows.

COMPUTER TABULATIONS	6 years plus current year
SIMS DATA	6 years plus current year
COPY ORDERS	6 years plus current year
DELIVERY NOTES, CREDITOR INVOICES, CREDIT AND DEBIT NOTES	6 years plus current year
RECEIPT BOOKS	6 years plus current year
PETTY CASH BOOK	6 years plus current year
BANK STATEMENT, CHEQUE BOOK STUBS (including analysed cheques)	6 years plus current year
CASH RECORDS AND TILL ROLLS	6 years plus current year
DEBTOR ACCOUNTS	6 years plus current year (providing debt has been collected)
INVENTORY RECORDS	6 years plus current year
TIMESHEETS	6 years plus current year
EMPLOYEES' RECORDS, PERSONNEL ACCIDENT REPORT	7 years following cessation of contract
TENDERS (schedule of limited/opened)	6 years plus current year after settlement of final account
TENDERS (schedule of price approvals, other correspondence)	6 years plus current year after settlement of final account
CONTRACT DOCUMENTATION, FINAL ACCOUNTS AND SUPPORT EVIDENCE	6 years plus current year after settlement of final account
OTHER SITE DOCUMENTS eg DIARIES	6 years plus current year (providing sufficient documentation is held confirming exact dates of work etc.)

APPENDIX 3

DIVISION OF DUTIES CHART

	Normal Orders	If Finance Manager Orders	If Headteacher Orders
Order Proforma Requisition	Head of Department	Finance Assistant	Headteacher
Certify SIMS Order	Finance Manager	Business Manager	Business Manager or Deputy Headteacher
Certify Invoice	Finance Manager	Business Manager	Finance Manager
Sign Cheques and Authorise BACS payments	Mrs D C Hurr Miss P Matthews Mr S Aylward Mr J-P Hoskins Miss J Cahill (Two signatures are required)		

Payroll Forms		
	Teaching	Support Staff
Appointment and Termination Forms	Headteacher	Headteacher
Additional Hours	Headteacher	Business Manager
Supply Teachers	Headteacher or Deputy Headteacher	N/A
Sickness	Cover Manager	Cover Manager
Travel Claims	Headteacher plus Business Manager	Headteacher plus Business Manager

APPENDIX 4.1

LETTINGS POLICY

Aims

The Governing Body wish :

- to encourage use of the school by community organisations
- to ensure wherever possible that the full cost of the let is met by the hiring organisation

2 Right of Hire

The school is available for hire by community and cultural groups and by public bodies.

Under the Representation of the People Act 1983, it is also available for hire as a polling or counting station and for political meetings during election periods, as defined in the Act.

3 Administration of Hire

The administration of lettings will be administered by the Site Manager.

All hirers of the school will be made aware of the cost of hire and insurance and the terms and conditions beforehand and will sign an agreement.

4 Health and Safety

People hiring the school must familiarise themselves, in advance, of the Fire and First Aid procedures.

5 Charge for Lettings - groupings and charges

Groupings for Hire costs - the groupings are purely advisory:

Group 1 - lettings are free in recognition of the fact that they represent activities which are directly related to the running of the school or other parts of the educational system.

Group 2 - charges are set at a level to reflect the schools wish to encourage such activities or events. E.g. Charitable events, Scouts, Guides, Playgroups, Senior Citizens groups, non fund-raising activities.

Group 3 - charges which reflect the market hire cost:

Categories: Commercial Hire, Political Bodies, Private Social Functions, Non-Somerset organisations.

HIRE CHARGES

ASTROTURE

		Senior	Junior
1 Hour	Half Pitch	£26.00	£20
1 Hour	Full Pitch	£52.00	£30
Weekend Charge	ALL	£60.00	£30

LETTING CHARGES

	Weekday	Weekend
Standard Classroom Specialist classroom available upon request	£10 per hour	£15 per hour
HALL	£25 per hour	£30 per hour
LECTURE THEATRE	£15 per hour	£20 per hour
FOOTBALL PITCH	£30 per game***	£30 per game***

All charges are subject to VAT* and 12% Insurance**

* VAT – for exemptions please see Conditions of Hire document

** Insurance – certain restricts apply please see Lettings of County Council Premises – Insurance document

Insurance does not apply to Astroturf and Football Pitch Hire

*** To a maximum 3 hour period, additional fees may be applied for extended use.

APPENDIX 4.2

SOMERSET COUNTY COUNCIL LETTINGS OF COUNTY COUNCIL PREMISES HIRERS' LIABILITY INSURANCE



The County Council requires that any individual or organisation hiring Somerset County Council schools and other premises on a casual basis has insurance for their own legal liability to third parties arising from their use of the premises.

Subject to the Exclusions below the County Council is able to offer Hirers' Liability insurance to any Hirer that cannot provide evidence of other insurance.

This insurance indemnifies the Hirer against their legal liability to pay damages or compensation arising out of or from:

- a) personal injury to any person (other than personal injury to an employee of the Hirer arising out of or in the course of employment by the Hirer);
- b) damage to the premises (including contents therein) hired from the County Council;
- c) damage to any other property not belonging to or in the custody of the Hirer or any person in the Hirer's service;

occurring during the period of the hire and arising out of the activities of the Hirer for which the premises were hired.

This insurance is subject to a limit of indemnity of £5,000,000 and the Hirer will be required to pay the first £100 of each claim.

It is a requirement of the insurance that the Hirer must take all reasonable precautions to prevent accident, loss, damage or injury.

The premium for the insurance is added to the hiring charge. The insurance is also available to hirers where the County Council makes no charge, although it is expected that outside organisations eligible for free use of premises will normally make their own insurance arrangements. If insurance is required in the absence of a hiring charge the County Council will calculate a premium equivalent to that payable on a chargeable letting for a similar period of hire.

The County Council does not offer insurance for other risks associated with hire of premises, such as loss of money or tickets or cancellation of events due to adverse weather.

This document is a summary of cover. Full details of the insurance are available from the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY. Email: insurance@somerset.gov.uk

Exclusions

These insurance arrangements are not available to commercial organisations such as exhibition promoters or professional entertainment companies, as we expect those types of hirer to have their own insurance.

The insurance will not apply to the extent that the Hirer is indemnified under any other policy of insurance.

The insurance excludes any claim for personal injury or damage arising out of the use of the premises for:

- a) meetings organised by political parties;
- b) professional entertainment purposes;
- c) commercial or business functions which involve bringing into the premises equipment which operates by means of the application of heat;
- d) martial arts activities;
- e) any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant.

Claims

All claims under these insurance arrangements must be made to the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY.

Preliminary information should be telephoned to the Insurance Department on 01823 359862, when advice on further action will be given.

HIRE OF EDUCATIONAL ESTABLISHMENTS

CONDITIONS OF HIRE

1. In these conditions,
 - (a) "the Authority" means the Somerset County Council;
 - (b) "the Establishment" means the school premises;
 - (c) "the Facilities" means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
 - (d) "the Hirer" has the meaning defined at Clause 2 below;
 - (e) "the Hire Period" is the period or periods of hire set out in the application form and agreed by the Headteacher;
 - (f) "the Responsible Body" means the establishment's Governing Body, its management committee or any other body charged with responsibility for the use of its premises by the community;
 - (g) "User/Users" are those people using the Facilities as members of the Hirer's party.

2. The Hirer

- 2.1 The Hirer is the person (whether acting as an individual or on behalf of a club or organisation) hiring the Facilities.
- 2.2 The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
- 2.3 Where the person who signs the form indicates that he or she signs the application form for or on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the person who signs this agreement for any breach or non-observance of these conditions and that person warrants that he/she is the duly authorised representative of the club or organisation concerned and has the necessary authority to sign this agreement on its behalf.
- 2.4 Should there be any default of payment by the club or organisation, the person signing the form shall be deemed personally liable.

3. Application for Hire

- 3.1 All applications for the hire of the Facilities must be in writing, or by e-mail, using the printed form.
- 3.2 The Facilities will be used solely for the event described on the application form.

- 3.3 If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the Facilities are used, but a regular booking shall not create or cause a periodic tenancy in respect of the Facilities.
- 3.4 The information given by the Hirer in the booking form shall not imply that the Authority considers the Facilities are suitable for the purpose(s) for which they are to be hired or are adequate accommodation for the number of people attending, and the Authority gives no warranty that the Facilities are legally or physically fit for the purpose(s) for which they are hired.
- 3.5 The Headteacher or his/her representative may enter the Facilities at any time during the Hire Period to ensure that the terms of this agreement are being fulfilled, and the Hirer shall not at any time be entitled to exclusive possession as against the Authority or its duly authorised representative(s).
- 3.6 The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
- 3.7 Authority to accept or decline or postpone a booking shall rest with the Headteacher of the establishment or his/her representative whose decision shall be final.

4. Access to the Facilities

- 4.1 Provided the Hire Period has been agreed by the Headteacher, the Hirer and the Users will be given access to the Facilities by the School caretaker.
- 4.2. The caretaker will be present to unlock the premises at the beginning of the hire and will lock up at the end. He/she will not be available during the period of the hire.

5. Hirer's Responsibilities and the Safety of Users

- 5.1 The Hirer is responsible for the safe admission and departure of Users to and from the School and Facilities.
- 5.2 The Hirer must ensure that any necessary Disclosure and Barring Service (DBS) checks have been carried out for those supervising children during the Hire Period.
- 5.3 The Hirer is responsible for the behaviour and safety of the Users and must ensure that there is appropriate supervision levels at all times during the Hire Period.
- 5.4 The Hirer is responsible for ensuring that all necessary written permission forms have been obtained from children's parents to enable them to participate.
- 5.5 The Hirer must ensure that a qualified supervisor is present during all activities of a hazardous nature, ie, karate, trampoline, gymnastics, swimming, judo or where the hiring organisation is a youth group.

- 5.6 The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the Facilities are used.
- 5.7 The Hirer is responsible for any special needs or requirements of the Users.
- 5.8 The Hirer is responsible for the adequacy, suitability and safety of all equipment brought to the Facilities.
- 5.9 The Hirer shall not use the Facilities in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Facilities or adjoining or neighbouring property, or to the owners, occupiers or users of such adjoining or neighbouring property.
- 5.10 It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.
- 5.11 The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the Facilities and to ensure that guests are restricted to the Facilities and to the necessary means of access thereto.
- 5.12 The Hirer must ensure that all equipment is put back after use.
- 5.13 Any equipment brought to the Facilities must be removed at the end of each Hire Period.
- 5.14 The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
- 5.15 If the alarm system is activated during the Hire Period, due to Users wandering into restricted areas of the building, then the Hirer will be responsible for any call out fee charged to reset the alarm.
- 5.16 The Hirer must have access to a phone or mobile phone (where there is a signal) at all times in case of an emergency.
- 5.17 The Hirer and the Users must participate in any evacuation drills or procedures operated by the School.
- 5.18 The Hirer must adhere to non-smoking legislation and the non-smoking policy of the School.

6. Condition of Facilities

- 6.1 The Facilities must be left clean and tidy after each Hire Period. If the Facilities are not cleaned to the reasonable satisfaction of the caretaker, the Hirer will be responsible for the cost to have them cleaned.

7. Payment

- 7.1 In the case of a one-off hire payment will be made if possible in advance of the hire.
- 7.2 If the hire is for a regular let the establishment will invoice the Hirer on a monthly basis.
- 7.3 The Hirer shall be solely responsible for ensuring the agreed hire fee is paid. Failure to pay the agreed fee may result in future bookings being refused and legal action being taken to recover the outstanding debt.

8. Cancellation by the School

- 8.1 The Headteacher reserves the right to cancel an agreed booking for reasons including but not limited to: -
- The School requires the use of the Facilities;
 - The School considers that the Facilities are unfit for use;
 - Any reason beyond the School's control.
- 8.2 Any monies paid in respect of bookings cancelled in accordance with the above Conditions will be refunded to the Hirer. The Authority, the School and the Responsible Body will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the Hirer or the User, arising from cancellation.
- 8.3 If the Hirer is in breach of these Conditions of Hire the Headteacher reserves the right to cancel a booking immediately and no refund will be given.

9. Cancellation by the Hirer

- 9.1 The School will refund advance payments in full if notice of cancellation is received in writing a week before the event. VAT exemptions applied for block bookings for the hire of sports facilities such as the Astro turf will not apply if cancellation refunds are issued. For further information please contact the Finance Manager.

10. Damage

- 10.1 Any damage to the Facilities or the School should immediately be reported to the Caretaker.
- 10.2 If any damage is done to the Facilities, School equipment or any part of the School by the Hirer or the Users, the School may at its discretion carry out the necessary repairs and the Hirer will undertake to pay the cost of such reparation.

11. Insurance

- 11.1 It is a prerequisite of this Agreement that the Hirer has appropriate insurance cover.
- 11.2 The Hirer is responsible for arranging appropriate insurance cover. Details of the insurance arrangements which Somerset County Council is able to offer is

attached (Appendix 4.2). However, the Hirer must also consider taking out further cover for other risks not included such as cancellation.

11.3 The Hirer agrees to provide the Headteacher with a copy of their insurance policy prior to the Hire Period and thereafter upon request.

12. Liability Generally

12.1 Except in the case of death or personal injury caused by the negligence of the School or Somerset County Council, neither the County Council nor the Governing Body of the School shall be liable to the Hirer in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature incurred by the Hirer.

12.2 The Hirer shall indemnify and keep the Authority indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or any other liability arising in any way from this Agreement and any breach of any of the Hirer's undertakings/agreements contained in this Agreement.

12.3 The Hirer shall not do or permit or suffer to be done by any act, matter or thing which would or might constitute a breach of any statutory requirement affecting the Facilities or which would or might vitiate in whole or in part any insurance effected in respect of the Facilities from time to time.

13. Car Parking

13.1 The parking of vehicles within the School site in the car parking area, by the Hirer and the Users shall be subject to the agreement of the Headteacher and permitted only on condition that:

- They park at their own risk and that they accept responsibility for any damage caused to their vehicles or any injury to any person or the property of the School by the vehicles or the presence of such vehicles at the School.
- The Hirer shall maintain at all time adequate means of access for emergency vehicles.

14. No assignment/sub-contracting

14.1 The Hirer shall not be entitled to assign the benefit of, delegate the burden of, or sub-contract all or any of its rights and obligations under, these Conditions of Hire.

15. Variation

15.1 The Responsible Body reserves the right to vary these Conditions of Hire at any time or to make special arrangements in any particular case. The varied conditions of hire will not be effective until a copy is given to the Hirer.

APPLICATION FOR HIRE

I hereby apply for the use of the facilities detailed below:

Club/Organisation:

Accommodation required:

Equipment/Furniture required:

Equipment, etc to be brought onto premises by Hirer (if any):

Heating required: Yes/No

Insurance required: Yes/No If you do not require insurance, please attach a copy of your own Public Liability Insurance Policy to this application. See Appendix 4.3 section 11.3

Qualification of Hirer (if relevant) see Point 5.5 of Hirer's Responsibilities and the Safety of Users:

.....

Applicant's Name:

Address:

.....

Telephone No:

Treasurer:

Address:

Telephone No:
.....

Date required:
.....

Alternative Date:
.....

Times: From: To:

Approximate number of people:
.....

I have read and agree to be bound by the Conditions of Hire.

Signed in a personal capacity and on behalf of
whose authority I have to bind them by signing this application.

Signed:

.....

Date:

APPENDIX 4.5

APPLICATION TO HIRE ASTROTURF

I hereby apply for the use of the Astroturf facilities:

Club/Organisation:				
Please indicate pitch size		Full Pitch	Half Pitch	
Equipment required:				
Qualification of Hirer (<i>if relevant</i>) see No 14 of Conditions of Hire:				
Applicant's Name:				
Address:				
Telephone No:				
Treasurer:				
Address:				
Telephone No:				
Date/s required:		From:	To:	
Dates not required during the booking period above (Do not include Christmas Holidays)				
Times:		From:	To:	
Approximate number of people:				
AGE RANGE OF PLAYERS (Please tick the appropriate age groups)				
0-5 Years	6-10	11- 16	16-18	Adult
Please complete the details on the reverse of this form				<i>Not applicable</i>

I have read and agree to be bound by the Conditions of Hire.

Signed in a personal capacity and on behalf of whose authority I have to bind them by signing this application.

Signed: _____ Date: _____

Sport

Football Hockey Other – Please state _____

Coaches

Please indicate how many of your coaches who undertake the training have the following levels of coaching awards

All other sports

Qualification	Number of Coaches
None	
Level 1	
Level 2	
Level 3	
Level 4	
Other	

Football Only

Qualification / level	No of Coaches
TOP Sport (generic course)	
TOP Sport Football Course	
TOP Sport Soccability Course	
FA Teaching Certificate Key Stage 2	
FA Teaching Certificate Key Stage 3 & 4	
1st for Sport Level 1 Certificate in coaching football	
Junior Football Organisers	
FA Mini - Soccer Match Day Skills	
FA Coaching Level 1 (Club Coach)	
FA Coaching Level 2	
FA Coaching Level 3	
FA Coaching Disabled Footballers Level 1	

Goalkeeping	
None	

Player Age Groups

School Year	No of Players	Male	Female
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			

APPENDIX 5

Summary of the Schools Financial Value Standard (SFVS)

Effective financial management ensures that money is spent wisely and properly, and allows schools to optimise their resources to provide high-quality teaching and learning and so raise standards and attainment for all pupils.

SFVS replaces FMSiS and is designed to assist schools manage their finances and give assurance that they have secure financial management in place, it concentrates more on demonstrating value for money rather than processes.

Unlike FMSiS, SFVS will not be externally assessed.

Governing bodies are expected to formally discuss all of the points with the Headteacher and senior staff annually. The governing body may delegate the consideration of the questions to finance or other relevant committee, but a detailed report should be provided to the full governing body.

There are twenty three points and these are grouped into four sections:

1. The Governing Body and School Staff
2. Setting the Budget
3. Value for Money
4. Protecting Public Money

1. The Governing Body and School Staff

- 1.1 The Staff and Governors have a shared understanding of their own financial management roles, responsibilities and accountabilities and those of others.
- 1.2 School governance arrangements ensure that Governors are able to fulfil their financial management roles, responsibilities and accountabilities properly.
- 1.3 The Headteacher, Business Manager and Finance Manager operate with financial integrity, setting an example to governors and staff alike.
- 1.4 The Governing Body has considered and signed a Controls Assurance Statement confirming that resources have been properly managed.
- 1.5 The School has effective governance arrangements covering issues which include conflicts of interest and whistle-blowing.

2. Setting the Budget

- 2.1 The School's Annual Budget is realistic and affordable in relation to available resources.
- 2.2 There is a clear and demonstrable link between the Budget and Schools Development Plan for raising standards and attainment.
- 2.3 The Budget is consistent with longer term financial plans including the recovery of any deficits and saving for future developments.

2.4 The Budget is monitored and reported on monthly; any variances would be identified and investigated in a timely manner.

3. Value for Money

3.1 The School annually benchmarks its income and expenditure against that of similar schools, and the results are discussed by the Governors. Any categories which appear to be out of line are investigated further and action taken where necessary.

3.2 The school complies with Consistent Financial Reporting (CFR), all year end documentation is approved by the Finance Committee and reported to the Governing Body, and constitute a statutory return to the Local Authority.

3.3 Plans for any Carry Forward are discussed and minuted at the Governors' meeting when the budget is approved.

3.4 The school has procurement arrangements in place to secure value for money from all suppliers including the Local Authority and outside contractors.

3.5 The School has a maintenance schedule which details the maintenance programme for the current year including any service contracts.

4. Protecting Public Money

4.1 Audit Reports are standard agenda items for Governor Meetings.

4.2 Financial Management Information provided to Governors and staff meets requirements by being:

- Relevant
- Accurate
- Timely
- User friendly

4.3 The School provides the Local Authority with up to date and accurate information.

4.4 The School has up to date, documented and approved financial regulations that are implemented consistently.

4.5 The School maintains proper accounting records throughout the year, using FMS6.

The governors and staff have evidence that there is effective control over:

- Financial management system
- Income received
- Payroll
- Purchasing
- The banking system
- Petty cash holdings and payments
- Taxation system
- Voluntary funds
- The School's assets