



Wimbledon College

Finance Policy

Including Financial Terms of Reference, Scheme of Delegation, Statement of Fiscal Roles and Responsibilities and Charging Policy

Agreed by the Governing Body on March 2021

Finance Policy

- Preamble*
- 1.1 This Finance Policy sets out the financial management structure and procedures at Wimbledon College.
 - 1.2 The Local Authority (the London Borough of Merton) publishes its *Scheme for Financing Schools* (herein referred to as the Scheme), which provides the parameters for the delegation of the budget to the school. The Scheme is supplemented by further financial regulations in the publication *On the Right Track*. The aim of Wimbledon College's Finance Policy is to apply Local Authority guidance and regulation to the school's finances.
- The Governing Body*
- 2.1 The Governing Body was incorporated under the *School Governance (Constitution) (England) Regulations 2003* on 1st January 2006. The statutory responsibilities of the Governing Body are detailed in Section 21 of the *Education Act 2002*.
 - 2.2 The Governing Body is ultimately responsible for the financial affairs of Wimbledon College. It exercises this responsibility by establishing clear levels of delegation to the Finance, Personnel & Resources Committee, to other Committees of the Governing Body, and to the Headteacher. The Headteacher and the Finance, Personnel & Resources Committee may delegate to other members of staff ensuring appropriate clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's financial affairs.
 - 2.3 The Governing Body has a strategic role in the financial management of the school. Its key responsibilities include:
 - a) Approval of the annual budget
 - b) Approval of the 3-year financial plan
 - c) Authorisation of school's financial value standard (SFVS) and assurance forms
 - d) Setting financial priorities through the school development plan
 - e) The appointment and salary of the Headteacher
 - f) Determination of the staff complement and pay policy for the school
 - g) Authorisation of terms of reference for all governors' committees
 - h) Authorisation of non-budgeted expenditure and virements subject to the limits set out in section 9.2 below.
 - i) Approving financial regulations and procedures
 - j) Acting as critical friend to the Headteacher and senior staff
 - 2.4 The full Governing Body meets at least four times a year (twice in the Autumn Term and once each in the Lent and Summer Terms).
 - 2.5 All meetings of the Governing Body and its committees are minuted and the signed copy of the minutes is held by the Headteacher's PA. The Clerk to the Governors also keeps a copy of the minutes.
 - 2.6 At the beginning of each meeting, governors are asked to declare any interest. Once a year a register of pecuniary interest is obtained from governors by the Clerk to the Governors.
 - 2.7 If there are serious concerns over the school's finances, the Governing Body will report these to the Director of Corporate Services and the Director of Children, Schools and Families in the Local Authority.

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*Finance, Personnel
& Resources
Committee*

- 3.1 The Finance, Personnel & Resources Committee shall have at least five governor members. The Headteacher and School Business Manager shall usually attend Finance, Personnel & Resources Committee meetings.
- 3.2 The Governing Body shall appoint a Chair of the Finance, Personnel & Resources Committee.
- 3.3 The Finance, Personnel & Resources Committee shall be considered quorate if at least three governors are present.
- 3.4 The Finance, Personnel & Resources Committee meets termly, usually before each full Governing Body meeting (except the September meeting).
- 3.5 The responsibilities of the Finance, Personnel & Resources Committee include:
 - a) Ensuring that the school complies with appropriate financial management standards.
 - b) Providing guidance and assistance to the Headteacher and governors in all matters relating to budgeting and finance, and defining financial responsibilities clearly.
 - c) Reviewing budget monitoring reports which contain detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control, and ensuring that full explanations are available. These reports must include original FMS system data.
 - d) Reporting on the schools finances at full Governing Body meetings.
 - e) Ensuring a recovery plan is put in place if a budget goes into deficit.
 - f) Overseeing the spending of surpluses.
 - g) Preparing and reporting on income and expenditure to a full meeting of governors annually and such supplementary estimates as may be required.
 - h) Preparing and reporting on a 3-year financial plan to a full meeting of governors.
 - i) Reviewing tenders received for contracts up to the set limits and agreeing which contractors are to be awarded contracts and making recommendations to the full Governors Body as necessary.
 - j) Ensuring each committee member completes an annual written declaration of interests and ensuring the opportunity is given to declare and record any conflict of interest at the beginning of each meeting of governors.
 - k) Authorising expenditure according to the set limits.
 - l) Receiving requests for authorisation to vire expenditure between budget headings according to the set limits.
 - m) After due consideration of costs and quality issues, approving the continuation or cessation of contracts, including Service Level Agreements (SLAs) with the Local Authority.
 - n) From time to time as needed, undertaking reviews in conjunction with the Headteacher, of the management organisation, accountancy

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systems and financial procedures of the school and their effectiveness, including access to the computer systems.

- o) Reviewing this Finance Policy annually and proposing any amendments to the Governing Body.
- p) Contributing to the School Development Plan.
- q) Appointing an independent and competent reviewer for school funds not delegated under the Local Authority Scheme (ie. the Trust funds) and ensuring that this review is presented to the Governing Body.
- r) Reviewing Internal and External Audit reports and commenting to the Governing Body on recommendations, and ensuring implementation of recommendations through a plan of action.
- s) Approving the writing off of debts according to the set limits.
- t) Participating in any consultation with the Local Authority on funding reviews and amendments to the Scheme for Financing Schools and making recommendations to the Governing Body, on an annual basis, on the formal approval and adoption of the Scheme for Financing Schools.
- u) Participating in staffing reviews, redundancy plans, and implementing staff pay policy.
- v) To review the school Whistle blowing policy
- w) Ensuring the school maintains an up-to-date asset register.
- x) Overseeing the care of school buildings, grounds and property.

- Headteacher*
- 4.1 The Headteacher has responsibility for overall supervision of the day-to-day financial affairs of the school.
 - 4.2 The Headteacher may delegate specific responsibilities to members of staff, ensuring adequate separation of duties in both manual tasks and financial systems.
 - 4.3 The Headteacher will monitor the financial position of the school on a regular basis (not less than once a month).
 - 4.4 The Headteacher is responsible for the preparation and presentation to the Finance, Personnel & Resources Committee and to the full Governing Body of reports on the school's finances.
 - 4.5 The Headteacher is responsible for initiating consultations with the Chair of Governors and the Chair of the Finance, Personnel & Resources Committee on any significant and exceptional financial circumstances or any financial matter that is causing concern. He should report to the Chair of Governors:
 - a) Any failure in any material respect of any member of the school staff to comply with these procedures.
 - b) Any circumstances which could adversely affect the school's finances.
 - c) Any matter of serious concern in relation to the school's finances.

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- 4.6 The Head Teacher may amend the agreed budget by virement between budget headings up to the set limits and may authorise the purchase of individual items up to the set limits.
- First Deputy Head* 5 In the absence of the Headteacher, the First Deputy Head will have the authority of the Headteacher to continue the day-to-day running of the school's financial affairs. In exceptional circumstances, additional authority may be obtained from the Chair of Governors or Chair of the Finance, Personnel & Resources Committee.
- School Business Manager* 6.1 The School Business Manager will undertake such duties or responsibilities relating to financial matters as may be required of him/her by the Headteacher. In exceptional circumstances, additional authority may be obtained from the Chair of Governors or Chair of the Finance, Personnel & Resources Committee.
- 6.2 The School Business Manager has responsibility for reporting to the Headteacher any failure in any material respect of any member of the school staff to comply with the procedures set out in Local Authority and Wimbledon College regulations and policies, any circumstances which could adversely affect the school's finances, or any matter of serious concern in relation to the school's finances.
- 6.3 The School Business Manager is to liaise with the Chair of the Finance, Personnel & Resources Committee and to ensure that appropriate reports, budgets and accounts are prepared in good time Finance, Personnel & Resources Committee meetings and that the decisions of the committee are communicated and acted upon.
- 6.4 The School Business Manager is responsible for managing and leading those who work in the Finance Office and other staff in respect of any financial roles they may have. The School Business Manager is line-managed by the Headteacher.
- 6.5 The other responsibilities of the School Business Manager include:
- a) Monitoring day-to-day financial records and reconciling them with the records of the Local Authority as appropriate.
 - b) Preparing reports from the school's accounting system that will show the position of the school's finances as may be required by the Headteacher and governors.
 - c) Ensuring on a day-to-day basis that the financial procedures as set out in this document and Local Authority guidance and regulations are followed by all who may be involved in the school's finances.
 - d) Managing staff appointed to undertake duties involving any aspect of the school's finances.
 - e) Viring between budget headings according to the set limits.
 - f) Authorising orders according to the set limits.
- Premises Manager* 6.6 The facilities Manager may authorise timesheets for staff who work under their direction
- Budget Holders* 7.1 All budget holders are members of the School Leadership Team. Budget holder approval is required for all orders and payments up to the limits set for each heading in the annual budget.

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| <i>Finance Office</i> | 8.1 | Finance office staff work under the direction of the School Business Manager. |
| <i>Delegated Authority</i> | 9.1 | The Governing Body has considered the extent to which it wishes to delegate financial authority to the Headteacher and other staff, including the power of virement between budget headings and has formally recorded its decision (and any revisions) in the minutes. |

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9.2 The delegation of financial authority and set limits are as follows:

	Senior Finance Administrator	SLT/Budget Holders	School Business Manager	Deputy Head	Headteacher	Chair of Governors	Finance, Personnel & Resources Committee	Full Governing Body
Approval of Annual Budget and 3-Year Budgets								✓
Virements over £25k							✓	✓
Virements under £25k				✓	✓	✓	✓	✓
Virements under £10k			✓					
Authorisation of orders, payments, contracts, leases and cheques over £250k								✓
Authorisation of orders, payments, contracts, leases and cheques up to £250k							✓	✓
Authorisation of orders, payments, contracts, leases and cheques up to £50k				✓	✓			
Authorisation of orders and payments up to £5k			✓					✓
Authorisation of petty cash payments up to £50								✓
Authorisation of petty cash payments up to £150			✓	✓	✓			✓
Appointment of Headteacher								✓
Appointment of permanent Teaching and Support Staff				✓				
Appointment of Temporary Teaching and Support Staff and Supply Staff				✓	✓			

Pecuniary Interest 10.1

The school holds a register of business interests. Any employee or governor, or a close relative of either who could be considered to be a supplier of works, services or goods or have a financial interest in the company, must register such an interest and ensure that the record is confirmed or updated on an individual basis at least annually. If a governor is present at a meeting that involves awarding a contract for works, goods or services, where a governor has a pecuniary interest, then he will disclose the fact at the meeting and will not take part in the consideration or vote on the matter. The register of business interests of

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staff is maintained and kept by the Clerk to the Governing Body. The register of staff interests shall be updated in September each year.

- 10.2 No governor or member of staff will accept gifts or hospitality from current or potential suppliers, or obtain an interest in the disposal of school equipment or property or school materials surplus to requirements, or will take or hold any interest in any equipment or property held or used for the school.
- 10.3 Gifts of small value (less than £25) which may be given by pupils or parents in thanks to teachers and support staff may be accepted with the authorisation of the Headteacher.

Best Value 11 The Governing Body is committed to best value in all aspects of the operation of the school. This includes the deployment of staff and resources, the maintenance of buildings and equipment, the purchase of goods, services and capital works and in all other decisions made by the Governing Body and staff.

Budget Management Policy 12 It is the aim of the Governing Body to ensure that financial resources made available to the school are used in an efficient and effective way. Financial decisions will be made after consideration of:

- a) priorities identified in the school development plan
- b) the curriculum, pastoral and wider needs of pupils and staff
- c) the need to maintain the fabric and facilities of the school's buildings and grounds

Budget Schedule 13.1 Planning for the detailed annual budget begins in November/December each year following the Governors' agreement of the school development plan. Outline budget proposals are prepared by the school leadership team and the School Business Manager and presented to the Finance, Personnel & Resources Committee.

13.2 The school receives its indicative budget from the Local Authority in February/March and then prepares a draft budget for Governors.

13.3 The school receives its final budget from the Local Authority in March/April and the Governors will agree the school's final budget by 1st June.

13.4 The budget is reviewed each month at a school leadership team meeting and at all Finance, Personnel & Resources Committee meetings.

13.5 Alongside the detailed annual budget, a three-yearly budget based on Local Authority projections will also be prepared.

Benchmarking 14 In preparing the annual budget, the Finance, Personnel & Resources Committee will examine financial benchmarking data and consider whether adjustments should be made to the school's own distribution of resources.

Self-Assessment 15 The School Business Manager will prepare a detailed report, on the School Financial Value Standard (SVFS) assurance forms (the Governing Body's self-evaluation exercise), for the Finance, Personnel & Resources

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Committee. This is for formal discussion at committee and must be signed by the chair and sent to LA's Finance Department on an annual basis before 31st March.

<i>Balances</i>	16	The aim of the Governing Body is to spend appropriately at least 95% of the delegated budget to the benefit of boys currently in the school. Funds will only be set aside and carried forward from one year to the next where governors have agreed a clear case for doing so.
<i>Budget Control and Monitoring</i>	17.1	The School Business Manager prepares a monthly report of actual performance against budget with explanations of the main variance for the Headteacher and Finance, Personnel & Resources Committee as required.
	17.2	The School Business Manager will issue a monthly report to each Budget holder detailing both budgeted and actual expenditure.
	17.3	Each month the School Business Manager will complete: a) Bank reconciliations b) VAT return c) Payroll reconciliation and clearance of suspense file (received evidence from FMS) d) Monthly income advances entered on FMS (received evidence from FMS) e) School Fund bank reconciliation f) Monthly monitoring report These monthly tasks will be completed by the 15th of the month and reported to the Local Authority within three weeks of the end of the month.
<i>Reporting to the Local Authority</i>	18.1	The school uses the accruals basis of accounting.
	18.2	The Senior Finance Administrator will submit monthly bank reconciliations to the Local Authority. The VAT return is also sent to the Local Authority. Monitoring reports are completed monthly and are available to the Local Authority on request.
	18.3	The School Business Manager will complete a Year End Pre-Certification Checklist at the point of closure of the accounts and send it to the Local Authority. This will be reported to the Governors at the next opportunity.
	18.4	A Final Statement will be submitted to the Local Authority at year end.
<i>Reporting to the DfE</i>	19.1	The School Business Manager will draft the Consistent Financial Reporting Return to the Local Authority as part of the end of year arrangements. The Local Authority will then forward this to the Department for Education (DfE).
	19.2	The School Business Manager will complete the Annual Assurance Return to the DfE accounting for Devolved Formula Capital (DFC) funding which is received directly into the school's bank account from the DfE each year.

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- Accounting Systems*
- 20.1 The school maintains adequate accounting and other financial records and these are subject to audit by the Local Authority's audit processes.
- 20.2 The proper functioning of the accounting system is the responsibility of the School Business Manager. In prolonged absence of the School Business Manager, arrangements will be made to appoint temporary cover.
- Accounting Records*
- 21.1 Only authorised staff are permitted access to accounting records that are securely retained when not in use. A list of authorised staff is given in the Appendix.
- 21.2 Alterations to any original documents such as cheques, invoices, orders and other vouchers are made clearly in ink. Correcting fluid or the erasure of information is not to be used.
- 21.3 Current documents are kept in the Finance Office.
- 21.4 Accounting records including invoices, delivery notes, and bank statements etc., are retained in hard copy for six years, plus the current year, in a secure store on the school site.

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Segregation of duties 22

In the interests of public accountability and for the protection of staff, financial duties are segregated as follows:

Individual	Responsibility
Budget Holders	Authorise requests for placing of orders and petty cash within delegation of authority limits. Remaining within authorised budget level
Staff	To raise requisitions and seek SLT authorisation before placing orders. To demonstrate value for money by obtaining number of quotes within agreed expenditure levels. Checking of deliveries against orders and passing invoices as correct and valid for payment
Finance Assistants	Processing authorised orders and match to agreed invoices on financial systems.
Senior Finance Administrator	Bank accounts reconciliation Preparation of VAT returns Payment and reconciliation of Petty cash Entering SLT authorisation on Financial systems
School Business Manager	Ensuring the school meets LA financial requirements Ensuring budgets are not exceeded or report where there is an approved overspend Authorisation/ entering SLT authorisation on Financial systems Authorisation of cheques and BACS payments Preparation of FMS capitation returns to LA Preparation of budgets Monthly SLT budget review Reports to Governing Body
Facilities Manager	In the absence of the SBM, entering SLT/budget holder authorisation on Financial systems
Deputy Heads	Authorisation of orders above £50k. Authorisation of cheques and BACS payments
Headteacher	Ensuring budgets are not exceeded Authorisation of orders, cheques and BACS payments
Governing Body	Ensuring budgets are not exceeded Authorisation of some final orders and cheques

Purchasing 23

The limits of authorisation to purchase are set out in section 9.2 above.

Tendering 24.1

Purchases with a value greater than £100,001 are put out to formal tender or a framework agreement to be accessed. Wimbledon College uses the services of professional tending services, for example through School's Buying Club or London Borough of Merton Maintenance, Wilby & Burnett Project Management Service.

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Where these services are not used the following tendering procedure would be followed:

- a) A specification is prepared by the budget holder, authorised by a Deputy Head and publicly advertised via appropriate medium (website, trade journal or local newspaper)
 - b) The invitations to tender will include :
 - An introduction/background to the project
 - The scope and objectives of the project
 - Any technical requirements
 - Implementation details for the project
 - The terms and conditions of the tender and
 - The form and date of required response to the school
 - c) All replies should be addressed to the School Business Manager in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies are kept sealed until that date.
 - d) All tenders are opened at the same time in the presence of the Headteacher, at least one Governor.
 - e) Where e-tendering is used, sealed bids may be performed using an e-procurement web site. Bids may be sent via the e-procurement site, they release them the day after closing date set.
 - f) No contractor will be permitted to amend the tender after the deadline.
 - g) The School Business Manager will retain all relevant tenders and correspondence for at least a year.
 - h) Where contracts under seal provide for payments to be made in instalments, the School Business Manager ensures a contract register is maintained which shows the state of the account on each contract together with related professional fees and other payments.
 - i) The decision to award the purchase to one of those tendering is taken by the Finance, Personnel & Resources Committee.
 - j) Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept is taken by the full Governing Body.
 - k) The reasons for accepting a particular tender are documented by the Clerk to the Governors, especially if it is decided to accept other than the lowest tender. All decisions are reported to the Governing Body.
- 24.2 The following points are considered when deciding which tender to accept:
- a) Overall price and the individual items or services which make up that price
 - b) Whether there are any hidden or additional costs which the school will have to incur to obtain a satisfactory product
 - c) Whether there is scope for negotiation

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- d) The qualifications and experience of the supplier
- e) How well any specifications or technical requirements laid down by the school will be met
- f) Whether it is possible to obtain certificates of quantity
- g) The suppliers own quality control procedure, pre-sales demonstrations and after sales service
- h) The financial status of the supplier
- i) References from other schools or users

24.3 Once a tender is accepted an order is issued to the supplier in the normal way.

24.4 The Contracts Register is kept by the Facilities Manager.

Quotations 25 For purchases below £100,000, budget holders are expected to purchase objectively using catalogue prices for standard items and verbal or written quotations otherwise. A specified number of quotations are required as follows:

Up to £3,000	One verbal or written quotation
£3,001 - £10,000	Two verbal or written quotations
£10,001-£40,000	Three or more written quotations
£40,001-£100,000	Four or more written quotations
£100,001- Public Contracts Regulations (2020) Threshold	Tender Exercise/Framework Agreement
Over PCR Threshold- Services £183,330 Works £4,733,252	TED – Tender Exercise

Quotations are attached to the office copy of the purchase order.

- Purchase Orders* 26.1 Written, numbered orders are used for all goods and services. Budget holders prepare a written order on the standard form and pass it to the Finance Office where it is entered onto the FMS system and an official order is generated and posted.
- 26.2 Orders are only made by telephone or online if necessary but a written order must always be submitted to the Finance Office at the same time.
- 26.3 Orders are only used for goods and services provided to the school. Individuals may not use official orders to obtain goods and services for private use.
- 26.4 When an order is cancelled reasons for cancellation are recorded on the FMS system.
- 26.5 The FMS system keeps a record of all orders placed that have been invoiced. The Senior Finance Administrator produces a listing of such orders at the request of the Headteacher or any budget holder.
- 26.6 Payments to individual members of staff are only made on production of a receipt or other certification that payment has been made and in general should not exceed £500 in value. Reimbursement requests are approved

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for payment by the relevant budget holder or if it is a budget holder himself who is to be reimbursed, a Deputy Head or Headteacher is to approve.

- 26.7 Orders made without following the above procedure will be deemed to be an invalid school order and the individual who placed the order will become liable for any costs including any subsequent costs of return.
- Receipt of Goods*
- 27.1 All goods received are delivered to Reception where practicable. The Receptionist informs the Budget Holder the same day that the goods have arrived. Goods are to be stored in the post room until collected by the Budget Holder.
- 27.2 With 24-hours of being notified, the Budget Holder is to check the delivery note against the order and then sign and date it and pass it on to the Senior Finance Administrator
- 27.3 Any shortages or defective items in the goods supplied are clearly indicated on the delivery note by the Budget Holder who is responsible for ensuring the delivery is rectified.
- Purchase Invoices*
- 28.1 All purchase invoices are to be handed to the Finance Assistant who records the invoices on the FMS system.
- 28.2 Where goods received were short or defective in some respect, and this still has not been rectified, this is clearly noted on the invoice so that payment is not made until either a credit note is received or the full and correct delivery is received. If this remains unresolved the supplier's credit control department must be contacted to advise them that there is a problem with the delivery to ensure that the school does not incur finance charges. A record of any communication must be kept on the file in the Finance Office.
- 28.3 The Senior Finance Administrator carries out a final check to ensure that all the school's procedures have been followed.
- Payment of Invoices*
- 29.1 The Senior Finance Administrator pays all invoices within 30 working days of their receipt if possible. It is the policy of the school to pay all invoices by the due date 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. Payments in advance of receipt of goods or services are only made where it is a condition of the supplier and the Deputy Head (is satisfied that there is no alternative.
- 29.2 Payment is made when the Senior Finance Administrator has made the following checks :
- a) Goods or services have been received and checked to the order.
 - b) Expenditure has been properly incurred and payment has not already been made.
 - c) Prices agree with quotations, tenders, contracts or catalogue prices and arithmetic is correct.
 - d) VAT has been properly accounted for.
 - e) The invoice has been correctly coded.
 - f) Discounts have been taken where applicable.

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- 29.4 Cheque and BACS run payments from public and non-public funds are signed by two authorised signatories.
- 29.5 The following procedures are followed when a cheque is signed/BACS processed:
- a) The invoices, orders and confirmation of delivery are presented to the signatories.
 - b) The cheque signatory must not sign a cheque relating to goods or services for which he has also authorised the expenditure.
 - c) The school copy of the remittance advice is attached to the invoice by the Finance Assistant.
 - d) All cheques drawn are crossed as account payee only to avoid the possibility of improper negotiation of cheques.
 - e) The cheque signatories check the supporting documentation and that the invoice has been authorised and evidence this by signing the top of the cheque printout.
 - f) The senior authorising officer should be the last to sign.
 - g) No signatory is to sign a blank cheque.
 - h) No payment will be made on a photocopied invoice unless exhaustive checks have been made to confirm that payment has not previously been made. Confirmation that such checks have been made is recorded by the Senior Finance Administrator writing on the invoice – “Copy not previously passed for payment” and signing.
 - i) Payments are not to be made against statements.
- Month-End Procedures* 30 At the end of each month the School Business Manager extracts a list of balances from the purchase ledger and compares the total with the purchase ledger control account in the nominal ledger. Any reconciling items are noted and adjusted if required.
- Purchases from Trust Funds* 31 Any purchase made through the school account will be deemed to be on behalf of the school. If the school uses trust funds or is given funds from a private source to purchase specific items, then any goods become the property of the school.
- Taxation* 32 The school recognises the importance of ensuring correct procedures in relation to transactions where there is some tax implication.
- VAT* 33 The school abides by Local Authority regulations for VAT procedures, including VAT on trips and business activities (ie. VAT sponsorship).
- Cash and Cheque Income from Pupils* 34.1 Teaching staff are not responsible for the collection of money and should not ordinarily do so. Payment of monies for school trips, materials, school meals credit, etc. by pupils is to be arranged through School Gateway.
- Fund Raising* 35.1 Monies raised by fund-raising activities for the benefit of the school will be paid into the school accounts. It is the responsibility of the event organizer to ensure all income is handed over to the Finance Assistant who records receipt.

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- 35.2 Monies raised by fund-raising activities for charities will be processed by the Finance Office and paid, to the designated charity.
- Bad Debts* 36 Bad debts are only written off when the school has followed all reasonable steps to ensure their recovery. The Headteacher is authorised to write off any debt under £500. Debts above £500 are reported to the Finance, Personnel & Resources Committee for decision. Debts above £5000 are reported to the full Governing Body for decision.
- Bank Accounts* 37.1 The school only operates bank accounts selected from the approved list in the Scheme and ensures that all transactions on its bank accounts comply with the Scheme and Local Authority regulations.
- 37.2 The school does not overdraw its bank account or make arrangements with its bankers for overdrafts, loans or any other form of credit or deferred purchase relating to the delegated budget. The school does not offer any security to the bank.
- 37.3 The school Debit Card will be used in accordance with the school Debit card policy.
- 37.4 No new bank account or change in the current bank account should take place without formal authorisation by the Finance, Personnel & Resources Committee.
- 37.5 The school and members of the school will not make use of any private bank accounts for school business.
- 37.6 Bank reconciliations are completed monthly. All bank reconciliations are performed within thirty working days of the month end and are reviewed by the School Business Manager. The Headteacher will sign off the reconciliation to evidence each bank reconciliation.
- 37.7 Current bank signatories are listed in the Appendix. Any of these signatories leaving the school will immediately cease to be a signatory and arrangements will be made by the School Business Manager with the bank to remove the signatory and replace him.
- 37.8 Bank signatories for the delegated budget must be employees of the College. Bank signatories for Trust fund accounts may include governors.
- 37.9 Changes in the arrangements for standing orders and direct debits must have the written authorisation of a Deputy Head and School Business Manager.
- Cash Banking* 38.1 Wimbledon College is working towards a cashless school. No monies are accepted in the refectory and all collections are encourage to use digital or online platforms. However where cash and cheques are received they are locked in a secure place prior to banking to safeguard against loss or theft. All cash is banked intact and without delay and recorded on paying-in slips. Bank paying-in slips show the split of cash and cheques and reference cheques to related debt.
- 38.2 All cash and cheques are banked by the Senior Finance Administrator.

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- 38.1 Money for banking is banked at the local branch with two members of staff in attendance.
- 38.2 Any cash received in excess of the insured limit for the safes (£5,000) will be banked on the same day.
- Cashbooks* 39 Cashbooks are kept for all accounts in a computerised format for the delegated budget (FMS) and Trust funds (Xero).
- Safe* 40 Arrangements with regard to the two school safes are as follows:
- a) Cash and cheque books are kept in the safe except when being processed.
 - b) Keys to the safes are held by (1) the School Business Manager and Receptionist and (2) the School Business Manager and the Senior Finance Administrator and are removed from the premises overnight.
 - c) The insured cash limit for each safe is £5,000.
 - d) For periods of less than 24-hours, up to £300 may be kept in a locked drawer, but it must be placed in the safe at the earliest opportunity.
 - e) A record of unpresented cheques is maintained and of all items not recorded on the finance system.
- Petty Cash* 41.1 The School operates a Petty Cash system. Reimbursement of small purchases by staff is made by cash up to the value of £150 and greater than that payment is made by cheque or BACS
- 41.2 The petty cash imprest level is £1054.
- Reimbursement* 42.3 Reimbursement to individuals for authorised expenses or travel expenses over £150 will be made by cheque or BACS
- Investments* 43.1 No public investments of delegated budget funds are made other than in the bank accounts listed in the Appendix.
- 43.2 The school only receives money from :
- a) The Local Authority (the Delegated Budget and other funds)
 - b) The DFE (Devolved Formula Capital and CIF funding)
 - c) VAT and tax reimbursements
 - d) The Trustees for Roman Catholic Purposes (TRCP)
 - e) Contributions towards school expenditure by private funds, charities or companies
 - f) Any other permissible sources
- 43.3 All cheque payments from the bank accounts require two authorised cheque signatories. The cheque signatories are listed in the Appendix and the bank maintains specimen signatures. All cheque books and other financial stationery are kept securely. All bank statements are filed sequentially.
- Payroll* 44.1 The Finance, Personnel & Resources Committee formally approves, terminations and salary levels except that of the Headteacher which is made by the full Governing Body. The Headteacher approves all appointments, starting salaries, changes of hours and TLR's.

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- 44.2 The Finance, Personnel & Resources Committee appoints a payroll provider and reviews the performance and value for money of the payroll contract each year.
- 44.3 The payroll provider accepts instructions only from the Headteacher or School Business Manager.
- 45.4 With the authorisation of the Chair of Governors, the School Business Manager will notify any changes to the Headteacher's salary to the payroll provider.
- 44.5 Net payments to staff and payments to HM Customs and Revenue are made by the payroll provider.
- 44.6 Teachers' pension payments are made by the payroll provider to the Teachers' Pensions Agency.
- 44.7 Overtime claims are completed at the end of each month and paid with the following month's salary. Overtime claims are authorised in advance by a Deputy Head. Claims should be submitted for payment authorised by their line manager.
- 44.8 Personnel files for teaching and support staff are securely kept by the HR Officer. Access is restricted to the Headteacher, Deputy Heads, School Business Manager and Headteacher's PA.
- Monthly Procedures* 45 The following procedures take place on a monthly basis and are performed by the School Business Manager unless otherwise indicated :
- a) Standard data variation forms are completed in respect of any starters, leavers, etc., and authorised by the Headteacher prior to despatch to the payroll provider.
 - b) Overtime claims are summarised by the School Business Manager and sent to the payroll provider following authorisation by a Deputy Head.
 - c) The School Business Manager obtains termly reports on the content of payroll master files and checks them against the school's documentation to ensure that they match.
 - d) The payroll details received from the payroll provider are checked to ensure all amendments such as overtime and supply staff have been made correctly.
 - e) The gross pay for each employee is checked against FMS records and the reasons for any variations noted.
 - f) The School Business Manager reconciles gross pay as per the payroll to personnel records monthly.
 - g) All staff are paid on a monthly basis.
- Insurance* 46.1 Insurance for Wimbledon College is provided as part of arrangements made by the Department for Education Risk Protection Arrangement scheme (RPA).
- 46.2 The adequacy of insurance is reviewed annually by the Finance, Personnel & Resources Committee when agreeing the budget. Risks not covered by RPA are covered by using an insurance broker.

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- 46.3 The insurers are notified by the School Business Manager of new risks, property and equipment which require insurance or any alteration affecting existing insurance as they arise.
- 46.4 The school immediately informs its insurers of accidents, losses and other incidents which may give rise to an insurance claim. Claims under an insurance policy are authorised by the School Business Manager.

Asset Register 47.1 The Governing Body is responsible for maintaining the school’s assets securely. The Facilities Manager oversees maintenance of the asset register. The asset register is kept electronically and available to members of the school leadership team.

47.2 The Finance Assistant notifies the Site Supervisor of all new acquisitions with a cost greater than £100 to go onto the asset register, although items of a lower value may sometimes be included (especially where a number of items purchased together with an overall value above £100 such as classroom desks and chairs, or computers). The Site Manager then arranges for the items to be security marked.

47.3 Budget Holders are responsible for ensuring that assets they have purchased are marked as belonging to the school. The Facilities Supervisor sends an asset listing to each Budget Holder annually. Each Budget Holder is required to check the existence, condition and adequacy of security marking for the assets under their control and report any differences. The Site Manager follows up discrepancies with the Budget Holder. Any significant losses are reported to the Governing Body through the Facilities Manager.

47.4 Requests for school assets to be used off site must be approved by a Deputy Head and a signed and dated inventory completed and checked on return. Anyone borrowing equipment for non-school purposes is responsible for its insurance or replacement if lost or damaged. Routine assets taken off site (such as sports equipment) do not need to be recorded. The Facilities Manager checks annually that these procedures are being followed.

Disposal of Assets 48.1 Disposals of assets are authorised by the relevant Budget Holder, Deputy Head, School Business Manager, Headteacher or Governing Body as follows:

	Upper Limit
Budget Holder	£200
Deputy Head	£5000
Headteacher	£10,000
Governing Body	Over £10,000

48.2 Assets which are no longer required are sold where possible. The School Business Manager is responsible for ascertaining the viability of selling such assets or making arrangements for their disposal.

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<i>Losses</i>	49.1	All losses are reported to the School Business Manager who informs the insurers and the police (if the loss is a result of burglary or theft). The School Business Manager liaises with the insurers in administration of the claim.
	49.2	The School Business Manager maintains a record of losses and insurance monies received. The Finance, Personnel & Resources Committee is informed of significant losses.
<i>Leasing</i>	50	The Finance, Personnel & Resources Committee is responsible for approving all leasing and hiring arrangements over £50,000. The Headteacher is responsible for approving all leasing and hiring arrangements up to £50,000.
<i>Audit</i>	51.1	The school is subject to the Local Authority internal audit arrangements. The Governing Body is committed to acting appropriately upon the recommendations of the internal audit report.
	51.2	The school is also subject to the audit regime determined by the Audit Commission including the public fraud initiative.
	51.3	Through the 1929 Trust for Roman Catholic Purposes, the school is accountable to the Charity Commission for Trust funds.
	51.4	An independent financial review and certification of accounts is undertaken of Trust funds (including the School Fund and Appeal funds) each year and submitted to the Finance, Personnel & Resources Committee.
<i>Premises and Grounds</i>	52.1	The buildings and grounds of Wimbledon College at Edge Hill and Coombe Lane are owned by the Trustees for Roman Catholic Purposes (the Jesuit Trustees). Any purchase, sale, construction, or significant alteration of buildings or grounds must have the approval of the Trustees.
	52.2	Significant parts of the College are Grade II listed buildings within a designated Conservation Area. Building works, repairs and alterations must comply with English Heritage and Local Authority requirements.
<i>De-minimis level</i>	53	<p>The de-minimis of capital expenditure for the London Borough of Merton is set at £10,000 per project. This applies to all schemes within the capital programme, however in exceptional circumstances thresholds below this may be considered where specific items of expenditure are below this de-minimis level but meet proper accounting definitions of capital expenditure.</p> <p>Wimbledon College choose to adopt the above de-minimis limit rather than the limit of £2,000 as mentioned in some Department for Education and HMRC guidance for various types of school.</p>
<i>Licensing of School Facilities to Outside Users</i>	54.1	The licensing of College premises is conducted through a limited company (Wimbledon College Ltd.) established for that purpose. The ultimate parent of the company is the Governing Body of Wimbledon College. Wimbledon College Ltd is registered No 2783713.

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- 54.2 The school retains income from licensing of the school premises, subject to any alternative provisions arising from any joint use. The school is permitted to cross-subsidise community and voluntary use with income from other use, provided there is no net cost to the school's delegated budget.
- 54.3 Licensing of school equipment and facilities must be in accordance with the current terms and rates approved by the Finance, Personnel & Resources Committee.
- 54.4 Free use or charges below economic cost may be approved by the Headteacher for groups with close associations with the College.
- 54.5 All hiring of school equipment and facilities is recorded in the licensing diary kept by the facilities Manager.
- Charging and Remission* 55.1 The Governing Body aims to promote a wide range of sports, extra-curricular activities and school trips which make a significant contribution to pupils' education and experience of school.
- 55.2 The Governing Body aims to support these activities through prudent use of the School Fund while at the same time charging individual pupils, or giving remissions to those in need, in order to achieve a balance in use of resources to the benefit of the whole school.
- 55.3 Parents who are unable to afford the whole or part of the cost for any additional activity are always encouraged to apply, through the Head of Line, for funding support. The appropriate Deputy Head may authorise support up to the amount indicated in the annual budget.
- School Fund* 56.1 The Wimbledon College School Fund and other voluntary monies intended for the school's use are part of the overarching Jesuit Trust to which the College belongs: The Society of Jesus Trust of 1929 for Roman Catholic Purposes.
- 56.2 This Trust is registered with the Charity Commission (Registration Number 230165).
- 56.3 Funds given to the School Fund and are reviewed annually by an independent accountant.
- Friends of Wimbledon College* 57 The Friends of Wimbledon College (FoWC) is the parent and staff association of the school. FoWC undertakes fundraising activities in its own right and is separately registered as a charity. Funds are used to enable it to provide hospitality at school functions and to make donations to the School Fund.

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March 2022

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