



# Ravenswood School

## Internal Financial Procedures

### Financial Year 2018-2019

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## **1: Introduction**

This handbook details financial procedures for staff and governors at Ravenswood School in line with the Ravenswood School Purchasing Policy. This supports the requirements of North Somerset Schools Financial Value Standards (SFVS). These documents will be reviewed annually by the Business Committee of the Governors.

Further information can be obtained from the North Somerset Council Website and the DfES / LEA "Scheme of Financing for Schools".

Should you have any comments or suggestions about any of the information contained within this manual, please contact Mark Senior (Headteacher) or Philippa Rowland (Finance Officer)

## **2: Current List of Curriculum Budget Holders**

In 2018, Katie Barnes (Deputy Headteacher) was identified as the one Curriculum Budget Holder and has authority to agree purchases from the F411 – F428 Curriculum Budget in line with school curriculum needs. Andy Pester, ICT and Premises Manager, has authority to agree purchases from premises budgets F200, F220 and from ICT budgets F301, G41. Liz Mullane, Healthcare Assistant, has authority to agree purchases for F302.

## **3: How to Order Goods**

Any supplies, services, equipment, etc., to be purchased on behalf of Ravenswood School must be ordered through the Finance Officer, so that an Internal Official Order can be generated and that a commitment is made against the relevant budget.

Internal Official Orders must be raised for ALL purchases including agency staff.

The budget will be debited by the net price (excluding VAT – which is claimed back by North Somerset Council).

The following procedures for ordering goods must be followed: -

Collect an Internal Official Order form from the Finance Officer and complete details of the goods to be ordered, include which budget is to be charged and full contact details including the address of any new suppliers.

The Headteacher must authorise the Internal Official Order Form prior to processing by the Finance Officer. The person completing the Internal Official Order form must put their name on it together with the full address and postcode, telephone number and fax number of the supplier or organisation to be ordered from, if known.

If the items to be ordered are from curriculum budget, then signed internal order form authorisation must be obtained from Deputy Head Teacher prior to handing to the Finance Officer.

Budget holders must seek to obtain Best Value at all times. Advice on Best Value is given in "NSC Scheme for Financing Schools, Section 2.10"

When an Internal Official Order has been authorised, it will be processed on FMS6 by the Finance Officer. It is then passed for final signed authorisation to the Headteacher and then the authorisation is processed on FMS6 by the Finance Officer. It will be filed in numerical order in the Outstanding Orders file together with the Purchase Order. The green copy of the Internal Official Order will be returned to the member of staff.

All purchases must be in line with the Ravenswood School Purchasing Policy.

#### 4: Recurring Orders

It can be very helpful when monitoring budgets to enter an order to cover the year's subscription or cost of goods even if the supplier charges per delivery.

Orders will be set up to a pre determined value by the Finance Officer when final budgets have been approved. The Official Purchase Order number can then be quoted to a supplier until the value of the order has been used, when it will then be necessary to raise a new order. (This process is not available for stationery orders.)

#### 5: Inspection Copies of Books / Software

As with all orders, it is necessary to link an Official Purchase Order number to all inspection copy requests so that a commitment can be made against capitation.

On receipt of an inspection copy, the procedure will be either to raise an Internal Official Order clearly marked Confirmation Order, as above or return the book(s). Books being returned should be sent by registered post or courier for proof of return to be obtained.

Note: Invoices are usually included with inspection copies and this must be passed to the Finance Officer where it will be held until due for payment.

#### 6: Delivery of Goods

Deliveries are usually received by the Admin Team in the Reception Office. It is their duty to check delivery notes against goods received and place these with the order forms once agreed, for audit purposes. The goods will then be passed onto the relevant member of staff to check against their copy of the Internal Official Order/Purchase order.

It is the responsibility of the member of staff who requested the goods, to notify the Finance Officer if there is a discrepancy from the goods received to those ordered and request these are returned. Please be aware there may be a carriage or postage cost involved.

#### 7: Invoices

Invoices are received by the Finance Officer who checks the original purchase order also that the goods or services have been received and then passes to the Headteacher for authorising.

The Finance Officer checks that;

- Goods or services have been received
- Prices and quantities are checked and agree

AUTHORISATION STAMP	
TO:	
DATE:	
THE ATTACHED INVOICE IS FORWARDED FOR YOUR INSPECTION AND AUTHORISATION.	
TO ENABLE PAYMENT PLEASE WILL YOU INITIAL THE BOXES BELOW:	
CONFIRM GOODS RECEIVED OR SERVICES RENDERED	<input type="checkbox"/>
CERTIFIED FOR PAYMENT	<input type="checkbox"/>
TO BE COMPLETED BY THE FINANCE OFFICE/SECRETARY:	
PRICES CHECKED	<input type="checkbox"/>
CONFIRMED A/C NOT PREVIOUSLY PASSED FOR PAYMENT	<input type="checkbox"/>
DOES THIS INVOICE COMPLETE THE ORDER?	
YES/NO	

The Finance Officer or Budget Holder will initial the "Confirm Goods Received or Services Rendered" before the Headteacher authorises "Certified for Payment". By doing this there is a segregation of duties.

## **8: Imprest Account for Petty Cash**

The school imprest account has a limit of £250.

The account must be reconciled every term by the Finance Officer and handed to the Headteacher for verification of every new claim and forwards request onto North Somerset.

### **8a: Petty Cash / Imprest Requests**

Purchases should not be made without an Internal Official Order being raised. If this is unavoidable, a VAT receipt only for the item(s) being claimed, must be obtained from the supplier in order for a reimbursement to be made.

To receive petty cash reimbursement up to £50, a Petty Cash Voucher (see Appendix D) must be obtained from the Reception Office, completed and authorised. It must be authorised by the Headteacher or Deputy Head, before being brought to the Finance Officer. Reimbursement of up to £50 can be made by cash or cheque. A cheque may be issued if several amounts are received.

Purchases over £50 will not generally be reimbursed. In this situation authorisation will need to be obtained from the Headteacher, who will consider each case individually. If agreed, the Finance Officer will need to raise an invoice to the school, payable to member of staff. This invoice will be processed through the normal route and a payment made by North Somerset Council to the member of staff's bank account. Payment will not be made until delivery of goods to the school.

## **9: Internet Ordering**

A school purchase credit card is held by the school and should be used for purchases through the internet. Purchases through the Internet should only be made where goods or services cannot be effectively or economically obtained via traditional methods. Bear in mind that if no full VAT invoice/receipt is produced, the GROSS cost will be charged to the Budget Holder.

An Internal Official Order must precede all Internet purchases. The order must be raised in the name of the individual who is ordering the goods before being authorised and signed by the Headteacher.

Note: Credit card payments can only be made by the Finance Officer, Headteacher, Deputy Headteacher, ICT / Premises Manager, LSA responsible for DT supplies. The delivery address of the goods should always be the school.

If however a member of staff orders through an account of their own, reimbursement will be made via the creditors system and the individual will be reimbursed by North Somerset Council BACS not Petty Cash. Payment will not be made until delivery of goods to the school.

Purchase over the Internet should be restricted to sites offering secure facilities for the entry of credit card details. A secure site should display "https" at the start of the address and a padlock icon on the right hand side of the status line at the foot of the screen. A hard copy of all the transaction documentation and associated emails must be retained.

Note: If the goods are not delivered then the individual will not be reimbursed; they will have to raise the issue with their credit card provider.

## **10: How to Deal with Payments from Students**

Payments from students should be passed to the Finance Officer in person. Students should always be recommended to bring cheques into school rather than cash.

Cheques should have the students' name, class and what the money is for on the back of the cheque or on the outside of the envelope.

Cash payments must be in an envelope with the students' name, class and what the money is for on the envelope.

Receipts for monies received over £10.00 will be issued by admin team.

This information should be included in letters to parents relating to trips. Receipts for payments will be returned to the class teachers for distribution.

## **11: Official Income**

Any official income eg; school dinner money must be promptly banked and entered onto FMS6. Banking should be prepared at least once a week by the Finance Officer. There should be segregation of duties from the person taking the money and the person compiling the banking. Therefore money being taken to the bank should be taken by two people, but not the person who prepares the banking paying in slips.

## **12: Requests for Cash in Advance / Urgent Cheques**

This should be avoided where possible.

If an occasion arises when it is necessary to obtain cash or a cheque prior to an event, trip or purchase taking place, please give the Finance Officer as much notice as possible or at least two weeks, in order for appropriate arrangements to be made and sufficient cash available in petty cash.

When cash is given or cheques issued in advance receipts must be obtained and handed into the School Office as soon as possible together with any surplus cash.

## **13: How to Cost a School Trip- School Visits and Evolve**

When planning school trips, the excel spreadsheet which can be found on Central Resources/Staff Room/Visit Forms/Finance Form must be completed and uploaded into EVOLVE.

When planning the cost of places this must include the required number of adults, pupils ratio and the costs for adults over and above the normal class ratio..

If a trip is cancelled, the coach company, additional adults and the venue must be notified to mitigate any unnecessary expense.

## 14: School Fund (Unofficial School Fund)

The School Fund is for the benefit of the pupils at the school with its own governing constitution which is reviewed annually by the governing body.

All income into the School Fund must be banked, on a regular basis.

The Bank Reconciliation Statement ([See Appendix A](#)) should be completed within a week of receipt of the bank statement, which is received on a monthly basis. The Bank Reconciliation Statement is to be prepared and signed by the Finance Officer, then checked and countersigned by the Admin Assistant/School Secretary. A "Statement of Account" should be provided to the Business Committee each even term.

The School Fund requires an annual audit after 31<sup>st</sup> March completed by an external auditor. NB; Contact details in Admin Asst handbook. The Audit outcome and certificate must be presented to the Business Committee and after forwarded to North Somerset council Internal Audit Department.

The School Fund income and expenditure should be controlled using the same standards as the Official Funds with appropriate segregation of duties.

## 15: Inventory including Keys

The inventory is maintained using an Excel spreadsheet by the School Secretary. A hard copy is also kept in the School safe and this is checked and updated annually in Term 3 / 4. Any equipment purchased with a value of £100 or more should be added to the inventory ([See Appendix B](#) for inventory requirements). The Finance Officer and ICT / Premises Manager are required to update the inventory with details regarding new furniture as it arrives and is approved. Equipment should not be moved permanently from one room to another without the ICT / Premises Manager being informed so that the inventory can be updated.

The inventory will be checked annually and certified at the financial year-end by the Headteacher. All equipment being written off / disposed of must be authorised by the Headteacher. The Governing Body should be advised of any missing equipment.

Any equipment being taken off site, other than Laptops, should be signed out on the temporary removals register ([See Appendix C](#)), which is located with the ICT/ Premises Manager.

All teachers provided with a School Laptop must complete a Laptop Loan Agreement in accordance with the Ravenswood School e-Safety Policy.

As part of the inventory, duplicate keys are also required to be signed in and out. If duplicate keys are temporarily removed they are to be signed out on the key removal form, which is located in the Reception Office.

If keys are to be allocated on permanent basis they will require authorisation from the Headteacher. Keys must be returned to the when they are no longer required or when a member of staff leaves, they must not be handed to another member of staff.

### History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1	Secretary / Headteacher	August 2007		
2	Secretary / Headteacher	22/09/08		Best Value added
3	Secretary / Headteacher	August 2009		Budgets & References updated
4	Finance & Personnel Committee	05/10/09	14/10/09	Staff Laptop Loan Agreement updated
5	Business Committee/SBM	20/5/2013		Amendments in line with staff changes and appointment of

				school business manager
6	Business Committee/SBM	3/10/2013		Amendment to School Visits Procedure
7	Business Committee	September 2014	2/10/14	
8	Business Committee	September 2015	30/09/15	
9	Business Committee	September 2016	21/9/16	
10	Business Committee	September 2017	25/9/17	Increased amount for which receipts will be routinely issued to £10,
11	Business Committee	October 2018	3/10/18	Change of names and roles within the school

# Appendix A – Bank Reconciliation Statement

## RAVENSWOOD SCHOOL



### School Fund: Current Account - Bank Reconciliation

Bank Reconciliation Statement as at: -	<u>??Date??</u>	£
Balance as per Bank Statement No.	<u>??No.??</u>	
ADD: Credits not yet on Bank Statement		
	Paying In Slip	
Date	No.	Amount
Total	<u>£0.00</u>	£0.00

LESS: Unpresented cheques		
Date	Cheque No.	Amount
Total	<u>£0.00</u>	£0.00

BALANCE: £0.00

Balance as per Cash Book as at: - ??Date??

DIFFERENCE: £0.00

N.B. Please explain difference overleaf if not zero.

Prepared By: \_\_\_\_\_ ??Title?? Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ ??Title?? Date: \_\_\_\_\_



## Appendix B – Inventory Requirements

								Inventory Check Details		Disposal Details		
Brand / Description	Type	Serial No.	Asset No.	Date Purchased	Supplier	Approx. Value	Location – Rm No.	Checked By	Checked Date	Disposal Date	Reason	Authorised By

## Appendix C – Temporary Removals Register

Officer/Governors name taking Equipment	Date Equipment taken off site	Description of Equipment (serial no. if applicable)	Authorised by Head / Deputy / ICT Manager	Date Equipment returned	Officers initials on return of equipment

## Appendix D – Petty Cash Voucher

<b>PETTY CASH VOUCHER</b>			
<b>Date:</b>		<b>Voucher No:</b>	
<b>Purchased from:</b>		<b>VAT No:</b>	
<b>Details</b>		<b>£</b>	<b>P</b>
<b>Cost Centre:</b>			
<b>Ledger Code:</b>		<b>VAT @</b>	
<b>20%</b>			
<b>Total value of the claim</b>			
<b>Authorised by:</b>		<b>Name:</b>	
<b>Received by:</b>		<b>Name:</b>	

**Ravenswood School  
E-Safety Policy**

**Appendix E**

**Ravenswood School  
Laptop Loan Agreement**

Part of Ravenswood School's Improvement Plan is to provide laptop computers to staff to assist in the delivery of the National Curriculum. Following consultations on the allocation of computers under the DfE Laptops for Teachers Initiative, it has been recommended that a laptop computer be loaned to you while you remain employed at this school. While the laptop is in your care the following items should be noted:

1. Laptops are provided to teaching staff for their use in promoting teaching and learning.
2. This laptop remains the property of Ravenswood School and is for use only by the member of staff to whom it's issued.
3. The laptop user must also sign and fully comply with the Acceptable Technology Usage Agreement.
4. Insurance cover provides protection from the standard risks whilst it is on the school site but excludes theft from an unattended car (or your home) and you will be responsible for its replacement and may need to claim this from your own insurance company.
5. Anti-Virus software on the laptop automatically updates when the laptop is connected to the school network. Therefore, the laptop should be connected to the school network regularly, ideally at least once a week. Please contact the ICT Network Manager if you have any queries regarding the laptop or the school network.
6. Any telephone charges incurred by staff accessing the Internet from home are not chargeable to the school.
7. North Somerset Council CYPS policies and school policies regarding appropriate use apply to this laptop. The user of the laptop must adhere to data protection, computer misuse and health and safety rules.
8. The laptop will be checked annually for safety and for compliance with school policies. Outcomes will be reported to the Headteacher.
9. If you leave the employment of the school the laptop must be returned in good condition to the Headteacher before your official leaving date.

Laptop Make & Model: ..... Serial No.: .....

Authorised by Headteacher: ..... Date: .....

Member of Staff: .....

Received by Signature: ..... Date: .....