

**WADEBRIDGE SCHOOL – DETAILED FINANCIAL CONTROLS**

APPROVED BY RESOURCES COMMITTEE December 2015

As at November 2015:

Headteacher	Ms T Yardley	Finance Officer	Mrs A Parsons		
Business Manager (Finance)	Mr C Wilson	Bursar	Mrs J Ely		
Business Manager (Premises)	Mr P Luke	Finance Assistant	Mrs J Trevelyan	IT Manager	Mr L Booth

<b>PROCESS</b>	<b>STAFF UNDERTAKING PROCESS</b>	<b>CONTROL</b>	<b>PERSON/S RESPONSIBLE</b>
<b><i>BUDGET MONITORING</i></b>			
Individual Budgets issued to budget holders – recommended monthly issue	School Bursar	Budgets to be monitored and variances identified & queried. Business Manager (Finance) to refer budget deficits to SLT Line Managers for action	Business Manager (Finance) SLT Line Manager Budget Holder
Budget Monitoring Sub reports (eg Curriculum), to SLT as & when required and at least termly	Reviewed on FMS by Business Manager (F)	Monitored at least monthly by Business Manager (F) who will investigate variances and take appropriate action, reporting to Line Managers, Headteacher and/or Governors where significant & appropriate	Business Manager SLT Line Manager Governors
Main School Budget Monitoring Report reviewed at least monthly with Headteacher & sent to Governors as a minimum for each meeting	Business Manager (F)	Report and accompanying notes from Business Manager (F), to be reviewed by Headteacher and Governors. Variances to be queried and acted upon if appropriate. Projected outturn to be shown on reports.  Governors may request a FMS Budget Monitoring Report at any time.	Business Manager (F) & Governors  Business Manager (F)
EFA Capital Funding	Business Managers (F & P)	To be monitored by both Business Managers from the specific cost centre report and budget reports whilst the project is running and reported to Governors with the Main Budget Report. Business Manager (P) is to ensure that all expected income has been received and that all expenditure against the cost centre relates to the	Business Manager, Headteacher & Governors  Business Managers (F & P)

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		specific project	Governors
<b>RETURNS/ SUBMISSIONS</b>			
VAT Report generated after last day of month and submitted to HMRC	School Bursar  Business Manager (F)	Checks on data sent & spot checks on VAT coding from VAT report. Reconcile to VAT ledger codes on FMS.  % business income to be monitored and adjustment made to claims if % threshold exceeded.	School Bursar/Business Manager (F)  Business Manager (F)
EFA Returns	Business Manager (F)	Budget Forecast, Out-turn, Company and Charity accounts and all other reports required by the EFA	Business Manager (F) Headteacher/Governors
Payroll returns to HMRC	Payroll Service Provider	Payroll provider to submit returns	Business Manager (F) Payroll service provider
Pension and other pay related returns to appropriate bodies	Payroll Service Provider	Payroll provider to submit returns	Business Manager (F) Payroll provider
EFA Capital Funding (bids)	Business Managers – (F & P)	Business Manager (F) to provide financial information as required and monitor funding and expenditure.  Business Manager (P) to complete and submit bids and monitor expenditure and funding	Business Managers (F & P) Headteacher
<b>FINANCIAL REGULATIONS</b>			
School Scheme of Delegation & Finance Policy plus other associated policies: <ul style="list-style-type: none"> <li>• Debt Management</li> <li>• Investment</li> <li>• Acceptance of Gifts and Hospitality</li> <li>• Purchase of Gifts and Alcohol</li> <li>• Travel and Subsistence</li> </ul>	Business Manager (F), SLT, Govs	To be reviewed & updated at least annually or when changes in staff. To be made available to all staff via the Staff Handbook	Business Manager (F), Headteacher & Govs

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<ul style="list-style-type: none"> <li>Data Protection</li> </ul> <p>Academies Financial Handbook</p> <p>Schedule of Delegated Responsibility</p>		<p>Available to Govs and staff as an appendix to the Scheme of Delegation and Finance Policy</p> <p>Schedule to be made available to all staff dealing with any financially related role.</p>	<p>Business Manager (F) HT &amp; Govs</p> <p>Business Manager (F)</p>
<b>UP TO DATE PROCEDURES</b>		Detailed financial procedures are stored on the Staff network area and Governors shared area. This will be maintained by the Finance Team and updated as necessary	Business Manager (F) Finance Team
<b>GENERAL</b>			
Two stage closure of accounting period	Business Manager	<p>On the first working day of the month, following input of work relating to the previous period, the accounting period is closed and no further bank related processing can take place in that period. This ensures processing in the correct period.</p> <p>Following completion of the Payroll Reconciliation for the previous month the accounting period is finalised. Data reported from this period will now not change with data input.</p>	Business Manager (F)
Annual Closure of Accounts	Business Manager +(F) and Finance Team	Year-end reports run in advance of closure and reported items investigated, rectified and cleared. Accruals and pre-payments dealt with and reporting for EFA set up in preparation for Annual Audit	Business Manager (F) plus Finance Team
<b>ACCOUNTING RECORDS</b>			
Security of Records – 6 years plus current	Finance Team	File records annually, clearly label and store securely	Finance Team, Business Manager (F)

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Transactions traceable	Finance Team	All data logically and accurately processed and documented	Finance Team. Business Manager (F)
Records Securely retained	Finance Team	Records in locked office.	Finance Team, Business Manager (F)
Access is controlled	School Bursar & Network Manager	Appropriate access to levels of all SIMS modules including Finance (FMS) and Personnel (P7) set up for all users. Passwords required to be appropriate and periodically changed. Stationery in locked receptacle – cheques securely locked with limited access.	Network Manager  All Staff, ICT NW Manager  Finance Team, School Business Manager (F)
<b>PAYMENTS</b>			
<u>Raising Order</u>	CAL  Finance Team	Internal Order Form to be raised following correct procurement process  Order checked for VfM, whether within budget & adherence to Procurement Policy, signed if appropriate by Business Manager (F/P) or Headteacher The Headteacher or Business Manager (Finance) (in the absence of the Business Manager (Finance) the IT Manager may deputise for the purpose of authorising orders up to a maximum of £3,000 per single item or total value of £10,000) may individually authorise orders up to a maximum of £3,000 per single item or total value of £10,000. Orders placed by the IT manager must be notified to the Business Manager (finance) on their return to work. The Business Manager (Premises) may individually authorise orders up to a maximum of £3,000 per single item or total value of £10,000. Any single item of an urgent nature over £3,000 up to a limit of £10,000 must be approved by two of the following:- Chair of Governors or Chair of Resources Committee, Business Manager (Finance), Business Manager (Premises)	CAL (F)  Business Manager (F)  Business Manager (F), Headteacher

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		<p>Orders exceeding £10,000 for a single item not premises related shall be approved by the Resources Committee.</p> <p>Details of urgent orders authorised by the Chair of Governors of the Chair of the Resources Committee shall be reported back to the next meeting of the Resources Committee. Orders for premises condition, compliance or improvement work that has been notified to SLT and/or Governors in advance can be placed by the Business Manager Premises up to a value of £25,000.</p>	
<p><u>Invoice Processing</u></p> <p>Invoice processed following Government regulations(VAT, HMRC), Company and Charity regulations)</p> <ul style="list-style-type: none"> <li>• Order Invoices</li> <li>• Non- order Invoices</li> </ul>	<p>-Finance Assistant</p> <p>-Bursar &amp; Finance Officer</p>	<p>Invoice initialled 'goods received' after being checked by budget holder</p> <p>Invoice certified for payment</p> <p>Review &amp; check invoice documentation</p> <p>The member of the Finance Team who raises the order will not process the invoice against the order. The exception to this would be in the case of staff absence coupled with an urgent payment requirement</p>	<p>Budget holder</p> <p>SLT – DHT</p> <p>Cheque signatory</p>
<p><u>BACS – incoming direct debits</u></p> <p>Input to FMS following receipt of documentation</p>	<p>Bursar</p>	<p>Review on bank statements and check to FMS reconciliation statement</p>	<p>Business Manager (F)</p>

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<p><u>Cheque management</u></p>	<p>Finance Team</p>	<p>Cheques locked. Cheque signatories are not allowed access.</p>	<p>Business Manager (F), Finance Team</p>
<p>Printing of cheques</p> <ul style="list-style-type: none"> <li>• Main Budget – Finance Assistant</li> <li>• School Fund – Finance Officer</li> </ul>		<p>Following printing of cheques, invoices, amounts and cheque number verified between FMS data &amp; pre-printed cheque numbers.</p>	<p>Cheque signatories</p>
<p>BACs Payments out</p> <p>Processes to be in accordance with EFA/Government Regulations</p>	<p>Finance Team</p> <p>Finance Officer</p> <p>Signatories</p> <p>Finance Assistant Finance Officer</p> <p>Finance Officer/Bursar</p>	<p>BACs Payments to mirror cheque payment process and signing – with following in place:</p> <ul style="list-style-type: none"> <li>• A BACs batch form is produced from FMS listing the invoices to be paid via BACs</li> <li>• The form is authorised by the school signatories under the limits within the Scheme of Delegation and Finance Policy (they must check the actual invoice documents to the form before signing)</li> <li>• The signed form is checked to the documents and to the FMS data and if correct, BACs payment confirmed on FMS.</li> </ul>	<p>BACs signatories, Business Manager (F), Finance Team</p> <p>Cheque signatory/ies, School Business Manager (F) SLT/Governors. (As indicated in School Scheme of Delegation &amp; Finance Policy)</p>
<p>Reconciliation to bank statement</p>	<ul style="list-style-type: none"> <li>• Bursar – Main and Savings Accounts</li> <li>• Finance Officer – School Fund</li> </ul>	<p>Cheques and invoice documentation verified &amp; signed (must not be signed by the same person that authorises invoice for payment or authorises order)</p> <p>Cheques in excess of £1,000 - 2 signatures Cheques in excess of £20,000 - 3 signatures</p> <p>Reconciliation to take place weekly and unreconciled items to be reviewed and investigated if older than expected. The School Fund account is reconciled weekly.</p>	<p>Business Manager (F), Finance Team</p> <p>Finance Team DHT authorises reconciliations</p>
<p>Management of payment processing documentation</p>	<p>Finance Team</p>	<p>Filed in cheque number order for ease of reference with all associated documentation attached to the cheque</p>	<p>Business Manager (F), Finance Team</p>

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		counterfoil BACS run filed in numerical order with associated documentation attached.	Business Manager (F), Finance Team
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<b>INCOME</b>			
Accepting, receipting income and preparing for bank.	Finance Officer, Bursar and Admin. Staff on reception	1. Accepts, counts and receipts income	Division of duties and counter checking should be undertaken within this process if staffing levels allow.
	Finance Officer and Bursar together	2. Counts income, enters to paying in book.	
	Finance Officer/Bursar	3. Enters income to FMS in accordance with Government/EFA Regulations (income to be banked and entered to FMS promptly)	
Checking of prepared banking to paying in book and FMS data	Headteacher's PA	Carried out prior to each banking exercise	Business Manager (F) Headteacher's PA
Banking	Finance Team	Two persons must take the banking to the bank, one may not necessarily be a member of the Finance Team	Business Manager (F) Finance Team
Reconciliation to bank	<ul style="list-style-type: none"> <li>• Bursar – Main Account</li> <li>• Finance Officer – School Fund</li> </ul>	See below, bank reconciliation	Business Manager (F) Finance Officer and Bursar
Management of Income documentation & paying in/receipt books	Finance Team	Documentation to be filed in date order. Receipts and paying in books to be in locked receptacle	Business Manager (F) Finance Team
<b>BACS – Credits</b> On receipt of documentation, record income to FMS	Finance Officer & Bursar	Review on bank statements and check to bank reconciliation statement. Attach BACs receipt to relevant statement	Business Manager (F) Finance Officer & Bursar



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<b>BANK RECONCILIATION</b>			
Bank Reconciliation on <b>receipt</b> of statement from bank –at least weekly (except school holidays)	Bursar	Review, check & sign, bank statement, FMS/Tucasi completed bank reconciliation & un-reconciled items FMS/Tucasi print. Manual reconciliation to the bank ledger code to be recorded on face of bank statement	Deputy Head Business Manager (F)
<ul style="list-style-type: none"> <li>Main &amp; Savings Accounts</li> <li>School Fund Account</li> </ul>	Finance Officer		
Reconcile bank ledger code to bank statement	Finance Officer & Bursar	Manual calculation on face of last statement in the current reconciliation batch.	Business Manager (F)
Bank reconciliation statements	Finance Officer/Bursar	To be filed securely in numerical order	Business Manager (F)
<b>JOURNALS TO/FROM BUDGETS</b>			
Journal Transfers from one budget cost centre/ledger code to another. This relates to actual items of <b>expenditure &amp; income</b> being moved to the correct budget area and code	Business Manager (F), Finance Officer & Bursar.	Where this relates to specific cost centres managed by budget holders a journal transfer form will be completed with amounts and meaningful narrative before journal processed.  The journal is entered onto the finance system and the relevant documentation filed in the journal file	Budget Holder  Finance Officer/Bursar Business Manager (F)
<b>VIREMENTS TO/FROM</b>			

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<b>BUDGETS</b>			
Virements from and allocations to cost centres in accordance with limits set by School Scheme of Delegation & Finance Policy. This relates to <b>funding</b> moved from one cost centre to another	Business Manager (F)	<p>Virement Form to be completed with required movement of funds and signed. Sufficient meaningful narrative must be annotated on the form. The Headteacher's authority is sought for virements within the delegated limits set out in the Scheme of Delegation &amp; Finance Policy, Governors' approval is required for virements over that limit.</p> <p>Virements are to be reported at the following Resources Committee Meeting. Virement form as associated documents to be filed in the virement file</p>	<p>Business Manager (F)</p> <p>Business Manager (F)</p> <p>Business Manager (F)</p>
<b>PETTY CASH</b>			
Allocating Petty Cash to staff following receipt of signed Petty Cash Slip, detailed with amounts claimed and attached VAT receipt (Amounts under £10).	Finance Officer / Bursar	Cash taken from Petty Cash tin & allocated to staff. Entries to Petty Cash book if held	Business Manager (F) Finance Officer
	Finance Officer / Bursar	Cash checked by receiving staff and Petty Cash Claim form signed	Staff claiming cash
Maintenance of Petty Cash records	Bursar - Main Account	<p>Signed Petty Cash Claims processed to FMS weekly, (processed in accordance with Government regulations and School policies).</p> <p>Balance Petty Cash on FMS/Tucasi to total of claims and receipts in Petty Cash Tin</p> <p>Main Account Petty Cash Float limit = £250</p>	Business Manager (F) Bursar/Finance Officer

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<b>PAYROLL</b>			
Completion of Payroll Forms	Headteacher's PA	<p>Advise Admin Staff who complete initial data on payroll forms. Headteacher's PA to verify data and complete form for authorising signature. Headteacher to authorise contractual changes and new contracts. Business Manager (F) to authorise payroll claims. Business Manager (P) to authorise Premises Staff claims only.</p> <p>Budget holder staff dealing with payroll forms must be aware of HMRC regulations and relevant aspects of Employee Law.</p> <p>New contracts &amp; contractual changes are entered to SIMS Personnel records &amp; all Payroll forms are forwarded to CC Personnel Section who, as the current Personnel and Payroll provider, hold the Prime Records.</p> <p>Documented Payroll Reconciliation Procedures to be followed:</p> <p><i>Initial file</i> and BACs authorisation form, received before the end of the month: Data reviewed and checked by the Business Manager (F), the Headteacher's PA. Discrepancies referred and if necessary a revised file and BACs authorisation is sent. The latter is signed to authorise charge to the school bank account and submitted to the Payroll provider when all data verified.</p> <p><i>Final file</i> received at the beginning of the month. Payroll reconciliation process carried out by the Business Manager (F) and the Bursar. Any suspense items investigated and rectified. All required journals of specific costs are processed</p>	<p>Headteacher Headteacher's PA</p> <p>Business Managers (F &amp; P)</p> <p>School Business Manager (F)</p> <p>School Business Manager (F) Headteacher's PA</p> <p>School Business Manager (F) Bursar</p>
Payroll Reconciliation processed from Payroll data upload - monthly to school from CC Personnel/Payroll Section (first week after end of month)			

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		Individual pay data verified against school monthly cost projections for each member of staff, discrepancies investigated, followed up and corrected where appropriate	School Business Manager (F) Bursar
		Fund Control totals within FMS must balance to nil at the end of the reconciliation process	School Business Manager (F) Bursar
<b>ASSETS</b>			
Asset Register/Inventory to be held and regularly updated	Senior Management & Finance and IT Staff	All assets received to the school that fall within the limits identified within the Scheme of Delegation and Finance Policy will be recorded on the School asset recording system used by the school.	Headteacher Business Managers (F & P) CALs
Write Offs	Governors	The Finance Team will record the items on receipt.	Headteacher Business Manager (F) Finance Officer/Bursar
		Headteacher has authority to write off items up to a value of £1,500. Any item in excess of this in value must be submitted to the Resources Committee	Headteacher Governors

### **RESPONSIBLE OFFICER CHECKS**

These integrity checks are to be carried out by an independent and suitably qualified/experienced individual who will submit their report direct to the Chair of Governors – this is likely to be part of the annual audit process by the Schools auditors

### **PROCEDURAL INTEGRITY CHECKS CARRIED OUT BY THE FINANCE TEAM AND VERIFIED BY THE BUSINESS MANAGER (FINANCE)**

**Business Manager (Finance)** to carry out periodic review (*at least termly*) of the Finance Team integrity checks and processes.

#### **Bank**

- Check Bank Reconciliation up to date, this should be carried out *weekly* for the Main Account and the Savings Account and *weekly* for the Fund Account (less entries on this account). **Finance Team.**
- Check un-reconciled items for old entries (identifies duplicate input or incorrect entries as well as un-cleared cheques). When reconciling bank statements weekly. **Finance Team.**

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- Double check bank balance in all accounts to ensure sufficient funds are in place to meet expenditure, preferably daily during processing, at least *weekly*. **Finance Team**.
- Check bank ledger balance to bank statement and un-reconciled items, the calculation for this should be manually stated on the front of the last reconciled statement in the *weekly* batch. **Finance Team**.
- **Business Manager (Finance)** to check that all bank reconciliations are reviewed and signed by the Deputy Head or, in his absence, one of the Assistant Headteachers. *At least termly*.
- **Business Manager (Finance)** to review cash flow with Chair of Resources (Cash Flow Statement available on FMS). *Monthly*.

### Accounts Payable

1. List of outstanding orders from FMS to be reviewed *monthly* by *Finance Term* and *periodically* by the *Business Manager (Finance)*
2. Check that Petty Cash processing is up to date in order to ensure accuracy of 'to date' expenditure reporting. *Finance Staff, weekly*.
3. Petty Cash and receipts held to be reconciled to the data on FMS Petty Cash. *Termly* by **Responsible Officer**
4. Print Aged Creditors Report to screen to review. **Finance Staff, monthly**. :
  - a. There should be no payments outstanding over 30 days
  - b. There may be credit notes outstanding and if these are over 60 days they should be reviewed and a decision made as to whether to wait for the next invoice to come in or to contact the firm asking for a repayment.
  - c. Agree Aged Creditors Report total to Creditors ledger code total in FMS.
5. Check Debtors & Creditors Aged Reports equal respective ledger code balances in FMS – **Business Manager**
6. Check VAT has been reconciled monthly to the FMS VAT ledger code balances. **Business Manager, monthly** when signing Vat return.
7. Check Revenue Contribution to Capital codes. Expenditure (08341) must match income (16009).

### Accounts Receivable

1. Income prepared for banking verified to FMS and paying in book, each time by **Headteacher's PA**.
2. Aged Debtors Report produced *monthly* and checked for debts over 30 days. **Finance Team**
  - a. Debt Management procedures initiated where applicable
  - b. Input errors investigated and cleared
3. Unreconciled bank items checked for outstanding income entries which may indicate duplicate input. *Weekly, Finance Team*

### General

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- Check that period closed and finalised after Payroll Reconciliation process. *Monthly, **Business Manager (Finance)*** if/when reports are being produced from FMS for review.
- Check that there are no 'actuals' shown against the School Reserve on reports. *Monthly, **Business Manager (Finance)*** if/when reports are being produced from FMS for review.
- Check Capital Cost Centres to ensure that items are correctly coded – Capital Funding should equal Capital Expenditure and variances should be explained (eg funding outstanding).
- Check that all new cost centres, ledger codes and links are reflected in all of the user defined reports in FMS. ***Business Manager (Finance)**, monthly* when reporting to SLT or Governors. Balance on user defined main report should equal balance on Chart of Accounts Review on FMS

Chris Wilson