



BDMAT
Birmingham Diocesan
Multi-Academy Trust

Finance Policy

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1.0 Introduction

The purpose of this document is to ensure that the Birmingham Diocesan Multi-Academy Trust (BDMAT) maintains and develops systems of financial control which conform to the requirements of both propriety and good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreements with the Department for Education (DfE).

Each School within BDMAT must comply with the principles of financial control outlined in the academies guidance published by the Education Skills & Funding Agency (ESFA) in the Academy Funding Agreement and Academies Financial Handbook.

BDMAT will ensure all staff, including the Accounting Officer, the Chief Finance and Operations Officer, Headteacher, Business Managers, School Business Partners and Admin Assistants, who deal with financial matters, are trained in the appropriate financial procedures. BDMAT's Finance & Resources Committee, a sub-committee of the BDMAT Board will be responsible for reviewing all controls and procedures of financial systems operating within the trust.

BDMAT is a Multi Academy Trust. The trust is a company limited by guarantee with charitable status and is governed by a Board of Directors. The membership and the main responsibilities of the Board are set out in the written terms of reference. The Directors have opted to establish separate committees to be known as Local Academy Boards (LABs) for each school and will ensure that, where possible, each LAB shall include at least one elected representative of the parents of pupils attending the relevant school.

2.0 Purpose of this document

The purpose of these Financial Regulations is to provide control over BDMAT's resources and to provide management with assurances that the resources are being properly applied for the achievement of BDMAT's objectives on a sustainable basis including:

- financial sustainability;
- achieving value for money;
- fulfilling its responsibility for the provision of effective financial controls over the use of public funds;
- ensuring that BDMAT complies with all relevant legislation; and
- safeguarding the assets of BDMAT.

3.0 The Status of these regulations

These regulations are applicable to all schools, projects and central office service provision.

The Finance Regulations are relevant to the MAT and school staff at all levels:

- All staff with duties involving financial management and administration should be made aware of the contents of this manual and have access to it.
- It is the responsibility of each central office staff and School Headteacher to ensure that staff follow the requirement of the manual.

The Chief Executive Officer (CEO) reserves the right to suspend and/or withdraw delegated authorities in whole or part where these regulations are not being adhered to. This would effectively withdraw authority to spend on staffing or other resources.

Compliance with these Regulations is compulsory for all staff. A member of staff who fails to comply with the Regulations may be subject to disciplinary action under BDMAT's disciplinary policy. Any such breach will be notified to the Board through the Finance and Resources Committee.

In exceptional circumstances, the Finance and Resources Committee may authorise a departure from the Regulations, but such a departure is to be reported to the Board at the earliest opportunity.

4.0 BDMAT Roles and Responsibilities

The main responsibilities of BDMAT are prescribed in the Funding Agreement with the ESFA. The key responsibilities include:

- ensuring that grants from the ESFA are used only for the purposes intended;
- approval of the annual budget in line with ESFA guidelines and timelines;
- balancing its budget from year to year;
- production of an Annual Report and Accounts;
- appointment of auditors;
- appointment of a Chief Executive Officer (as Accounting Officer);
- appointment of the Trust Chief Finance and Operations Officer in conjunction with the Chief Executive Officer (CEO);
- ensure regularity, propriety and value-for-money in relation to the management of public funds;
- executive pay setting by the Board must ensure decisions follow a robust evidence-based process;

- annual letters to the Accounting Officer from ESFA regarding the Accountability Framework are discussed by the Board; and
- to consider and sign the Statement of Internal Control (SIC)

Subject to provisions of the Companies Act, the Articles and to any directions given by special resolution, the business of the Trust will be managed by the Directors who may exercise all the power of the Trust.

BDMAT has defined the responsibilities of key committees and staff involved in the administration of the school finances to avoid duplication or omission of functions and to provide a framework of accountability for governors and staff.

The following sections summarise the responsibilities of those individuals with key roles in the administration and accountability of BDMAT finances.

5.0 Trust Board of Directors (“The Trust”)

The Trust is responsible for ensuring that high standards of corporate governance are maintained, addressing such matters as:

- finance policy development and strategic planning;
- ensuring sound management and administration of the Trust and its schools and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with general legislative requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls;
- management of the Trust’s financial, human and other resources;
- monitoring performance and the achievement of objectives and ensuring that plans for improvement are acted upon;
- setting the Trust’s standards of conduct and values;
- assessing and managing risk (including the preparation of a statement on school risk management, for its annual report and accounts); and
- to hold to account the CEO and Trust staff.

6.0 Finance and Resources Committee

The key responsibilities of this committee include:

- monitor and review the financial position of the organisation and ensure there is proper focus on schools who are struggling with sustainability or who are non-compliant with this handbook.
- recommend approval of individual budgets to the Board and act as approver for significant transactions within the scheme of delegation (see below);

- agree the financial strategy of the organisation;
- monitor capital projects & procurement, pensions and pay; and
- ensure the financial governance responsibilities of the Board are being met.

The Committee also has delegated responsibility for risk management and audit which include:

- monitoring and evaluating the work of internal auditors, external auditors, and the compliance function;
- keep under review the adequacy of the effectiveness of internal controls;
- review the overall risk profile of the organisation; and
- monitor the integrity of the financial statements

7.0 Chief Executive Officer/Accounting Officer

The Chief Executive Officer (CEO) has overall responsibility for BDMAT's activities including financial activities. As the Accounting Officer for BDMAT, the CEO is personally responsible for:

- propriety and regularity of the public finances for which they are answerable. This covers standards, conduct, behaviour and corporate governance;
- keeping of proper accounts;
- prudent and economical administration;
- avoidance of waste and extravagance;
- ensuring value for money;
- efficient and effective use of all available resources; and
- management of opportunities and risks.

The essences of the role is a personal responsibility for:

Regularity – dealing with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and this policy and compliance with internal BDMAT procedures. This includes spending public money for the purposes intended by Parliament.

Propriety – The requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of Parliamentary, control. This covers standards of conduct, behaviour and corporate governance.

Value for money – this is about achieving the best possible education and wider societal outcomes through the economic, efficient and effective use of all the resources in the trust's charge, the avoidance of waste and extravagance and

prudent and economical administration. A key objective is to achieve value for money not only for the academy trust but for taxpayers more generally.

In practice, much of the financial responsibility is delegated to the Chief Finance and Operations Officer but the CEO still retains responsibility for:

- approving new staff appointments, outside of the agreed staffing structure and budgets, except for any senior staff posts, which the Directors have agreed should be approved by them;
- authorising orders, contracts and signing cheques/releasing payments in conjunction with other authorised signatories in accordance with the agreed Scheme of Delegation
- preparing budget plans in conjunction with the Chief Finance and Operations Officer in line with ESFA guidelines implementing expenditure in line with BDMAT's budget;
- seeking BDMAT Board approval for purchase orders or contracts in excess of delegated thresholds;
- submitting reports to the BDMAT Board giving details of income, expenditure and commitment to date, ensuring any actions resulting from the annual audit are implemented.

8.0 Role of the Chief Finance and Operations Officer

The Chief Finance and Operations Officer (CFOO) works in close collaboration with the CEO through whom they are responsible to the members. The main responsibilities of the CFOO are:

- day to day management of a suitable accounting system;
- financial issues, including the establishment of operating BDMAT's central budget and individual management of the school financial position at a strategic and operational level within the framework for financial control determined by the Directors;
- preparation of budget plans in conjunction with the CEO and Headteachers;
- the maintenance of effective systems of internal control;
- maintenance of adequate fixed asset registers;
- liaising with auditors to ensure that the annual accounts are properly presented and adequately supported by the underlying books and records of BDMAT;
- the preparation of monthly management accounts, including income and expenditure reports;
- cash flow forecast and a balance sheet;



- ensuring forms and returns are sent to the ESFA in line with the timetable in the ESFA guidance additional roles, some of which are not directly finance related, as outlined in the CFOO's job description; and
- consideration of novel, contentious or repercussive transactions before they are entered into and reported to ESFA.

9.0 Role of Central Finance Team

The duties of the Central Finance team are to provide support for all schools and the central team in the following areas:

- Hoge 100;
- HCSS Budget planning;
- software banking;
- year end accounts;
- Annual Accounts Return;
- VAT and tax returns;
- ESFA returns such as Land & Building, Asbestos;
- Due diligence reports;
- any other financial responsibility; and
- support to new schools joining BDMAT.

10.0 The Role of the Local Academy Board

The role of the Local Academy Board (LAB) in school finance administration is:

- to plan the overall academy budget, including priorities for future expenditure;
- to submit the budget plan to the BDMAT Board for approval;
- to approve the Draft Annual Budget;
- to maintain a register of pecuniary interests for governors and staff.

11.0 Role of the Head Teacher/Executive Head Teacher/Head of School

The day to day operation of the budget is delegated to the Head Teacher who will be responsible for:

- preparing the school improvement plan and school budget in accordance with priorities agreed by the governors and submission of these plans to the Governing Body for approval;
- managing internal control systems and internal financial transactions in accordance with the Multi Academy Trust's Financial Policy;



- maintaining adequate financial records in accordance with the Academies Financial Handbook, setting limits of expenditure for members of staff authorised to place orders;
- providing a monthly budget monitoring report to trustees. This should report any variations in expenditure against the approved budget plan monitoring the academy cash flow;
- ensuring that returns to the ESFA and BDMAT are submitted according to published deadlines;
- providing access to accounting and other relevant records to Audit, including school fund(s), and implementing auditor recommendations where necessary;
- checking that the school inventory is maintained as accurately and up to date as possible and ensuring that an independent check of the inventory is made at least once a year;
- recommending to governors' equipment to be written off or disposed of;
- ensuring that disposal of such equipment is adequately recorded in the Governors' minutes and that the disposal of assets is conducted in an open manner and where income generated from the disposal is maximised;
- ensuring that stolen items are reported to the Finance & General Purposes committee before formal approval to delete item from the inventory/asset register and reported to BDMAT to report to the ESFA as per audit requirements;
- ensuring that adequate procedures are in place for the prompt security marking of all items of a portable and desirable nature;
- ensuring that adequate controls are in place to ensure that all responsibilities delegated are monitored; and
- to maintain a central file of all submitted applications for grant funding and counter sign and submissions for audit purposes.

12.0 The role of the School Business Manager/School Finance Partner

Subject to individual job descriptions the Head Teacher may delegate financial procedures to the School Business Manager (SBM). For schools without a SBM the School Finance Partner (SFP) will cover this role. The SBM's/SFP's roles may in:

- reviewing the monthly salary reports and signing and dating these to confirm they are accurate and noting any queries;
- providing budget monitoring /outturn monthly reports for the Head Teacher to present to governors and submission, as requested to the CFOO;
- ensuring that invoice checking procedures are followed;



- ensuring that, in conjunction with the Head Teacher, authorisation of orders, invoices and schedules are in accordance with this Financial Policy and the Academies Financial Handbook;
- prompt and intact banking of income and associated recording of income in accordance the Academies Financial Handbook;
- operating the local expenditure bank account (BACS) as per the Academies Financial Handbook;
- to prepare cash flow statements so as to ensure the school has sufficient cash to meet its needs and submit these to the finance committee;
- administering the recording of income received, and payments made from the school fund;
- retention of all documents such as collection records and receipts to support the transactions;
- preparation of the year end summary of transactions for inspection, in accordance with the Academies Financial Handbook;
- assisting with the maintenance of an accurate inventory and associated security procedures; and
- assist in the preparation of the three-year budget.

13.0 The Role of Staff in Schools

The role of staff in Schools financial administration is:

- to familiarise themselves with this policy;
- to conduct all financial transactions relating to BDMAT in accordance with this policy;
- to manage any budget delegated to them by the Head Teacher, and after due consultation with relevant staff;
- to actively seek 'best value' on all work, goods, materials or services procured on behalf of the School;
- to ensure that all relevant documents (delivery notes, invoices, etc.) are promptly passed to the SBM for processing.

14.0 Delegated Authority

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all members, Directors, governors and staff who can influence financial decisions, or spending powers are required to declare any financial interests they have in companies or individuals from whom BDMAT may purchase goods or services.

The register is open to public inspections and should include all business interests such as directorships, share-holdings or other appointments of influence within a business or organisation which may have dealings with BDMAT. The disclosures should also include any business interests of relatives such as a parent or spouse or business partner, where influence could be exerted over a member, director, governor or a member of staff by that person. It is also important to identify any connected parties and or related parties with any other charity, company or organisation with which it operates in the pursuit of charitable activities.

The existence of a register of business interests does not, of course, detract from the duties of members, Directors, governors and staff to declare interests whenever they are relevant to matters being discussed by the Board, Committees and LABs. Where an interest has been declared, members, trustees, governors and staff should withdraw from that part of any committee or other meeting.

15.0 Investigation of fraud and irregularity

The personal responsibilities of the accounting officer extend to the prevention of loss through fraud and irregularity. However, in addition to the accounting officer's responsibilities, the members of BDMAT are also responsible for preventing such losses of public funds, and this means that members, directors and governors must be aware of the risk of fraud and irregularity to occur within their organisations and they must, as far as possible, address this risk in their internal control and assurance arrangements by putting in place proportionate controls. BDMAT is also responsible for ensuring appropriate action is taken where fraud and irregularity is suspected or identified.

All instances of fraud or theft committed against BDMAT, whether by employees or governors or third parties above £5,000, must be reported by BDMAT to the ESFA. Any unusual or systematic fraud, regardless of value, must also be reported.

The ESFA reserves the right to conduct or commission its own investigation into actual or potential fraud, theft or irregularity in any academy either as the result of a formal notification from the Trust itself or as the result of other information received.

The ESFA has provided "fraud indicators" that can identify risks of fraud. All staff can use this list to see high risk areas where fraud could occur (see Financial Probity Policy).



16.0 Appointment of External Auditors

BDMAT is required to submit the accounts for an annual audit. This means that external auditors need to be appointed. The appointment should be for a reasonable period, renewable at the discretion of BDMAT.

The auditors are required to give an opinion on whether:

- the financial statements have been prepared in accordance with the Charity's SORP 15 and the Annual Accounts Directions issued by the ESFA;
- proper accounting records have been kept by BDMAT throughout the financial year; and
- grants made by the ESFA have been applied for the purposes intended.

BDMAT should arrange for on-going monitoring of the performance of the auditors to be undertaken by the Finance and Resource Committee.

17.0 Accounting system

All the financial transactions of BDMAT must be recorded on the Hoge 100 accounting systems operated by the SBM in each School or the School Finance Partner.

Financial records are required to be kept for at least six years. This is a requirement laid down by Her Majesty's Revenue and Customs (HMRC).

18.0 System Access

The Hoge 100 accounting system is protected by access permissions to authorised staff. Access permissions should be strictly controlled, and individual log-ins and passwords should not be compromised. Access to Hoge 100 should be restricted and the Chief Finance and Operations Officer is responsible for determining the access levels for all members of staff using the system.

All leavers with previous access to Hoge 100 must have their access permissions formally removed.

19.0 Back-up Procedures

The Chief Finance and Operations Officer is responsible for ensuring that there are effective back up procedures for the system.

The Chief Finance and Operations Officer should also prepare a disaster recovery plan in the event of loss of accounting facilities or financial data. This should link with the annual assessment made by Directors of the major risks to which the

trust is exposed and the systems that have been put in place to mitigate those risks.

20.0 Transaction Processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified. Detailed information on the operation of the Hoge 100 system can be found in the user manuals

21.0 Transaction Reports

The Chief Finance and Operations Officer will obtain, and review system reports to ensure that only regular transactions are posted to the accounting system. The reports obtained and reviewed will include:

- monthly payroll reports;
- monthly bank statements reconciliations;
- monthly credit card statements;
- monthly VAT returns; and
- management accounts summarising expenditure and income against budget at budget holder level.

22.0 Reconciliations

The SBM or School Finance Partner is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:

- payroll;
- bank balance per the nominal ledger to the bank statement;
- credit card;
- VAT; and
- Operations Officer. The Head teacher will review and sign all reconciliations trail balance.

Any unusual or long outstanding reconciling items must be brought to the attention of the Chief Finance and as evidence of their review.

23.0 Annual Budgets

Annual budgets will reflect the best estimate of the resources available to each school for the forthcoming year and how those resources are to be utilised by each school. There should be a clear link between the school improvement plan objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- forecast of the likely number of pupils to estimate the amount of ESFA grant receivable;
- review of other income sources available to the individual school within BDMAT to assess likely level of receipts;
- review of past individual performance against budgets to promote an understanding of BDMAT's cost base;
- identification of potential efficiency savings;
- review of the main expenditure headings in light of the strategic plan objectives and the expected variation in cost, e.g. pay increase, inflation and other anticipated changes; and
- liaising with external agencies including major suppliers to ensure that BDMAT's best financial interests are met.

Individual school plans and budgets will need to be revised until income and expenditure are in balance. Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding.

If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where cuts can be made. This may entail prioritising tasks and deferring projects until more funding is available.

If a potential surplus is identified at an individual academy within BDMAT, this may be held back as a contingency or alternatively carried forward to invest in future years' priorities for the pupils that the school serves.

It will be the responsibility of each Local Academy Board to recommend an annual budget for submission to the BDMAT board. Such approval should be clearly minuted in enough time to allow prompt submission of aggregated plans to the ESFA and should be accompanied by a statement of assumptions and explanations behind the plan so that if circumstances change, it is easier for all concerned to take remedial action.

The Chief Finance and Operations Officer, in conjunction with the Chief Executive Officer, are responsible for preparing and obtaining approval for BDMAT's annual budget, which aggregates the budgets of each school in BDMAT. The Directors must approve the budget.

The approved aggregated budget must be submitted to the ESFA by 27 July each year or at a date specified by the ESFA. The deadline date for submission of the

academy budget is the 1st June which allows sufficient time for the approval process.

Budgets should be seen as a working document which may need revising throughout the year as circumstances change.

24.0 Budgeting Software

All the budget information for BDMAT must be recorded on the HCSS Budget systems operated by the SBM in each school or the School Finance Partner.

25.0 System Access

The HCSS Budget system is protected by access permissions to authorised staff. Access permissions should be strictly controlled, and individual log-ins and passwords should not be compromised. Access to HCSS should be restricted and the CFOO is responsible for determining the access levels for all members of staff using the system.

All leavers with previous access to HCSS must have their access permissions formally removed.

26.0 Monitoring and Review

Budget monitoring reports have been developed in which variances are highlighted for discussion as appropriate. Each school should prepare monthly reports. The reports will detail actual income and expenditure against budget both for budget holders and at a summary level for the Head Teacher, so that up to date figures are available for the Chief Finance and Operations Officer on Hoge 100.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated, and action taken where appropriate. Any potential overspend against budget must, in the first instance, be discussed with the Chief Finance and Operations Officer.

Each school should present monitoring reports to the Local Academy Board at least three times a year.

27.0 Cash handling

Cash payment for catering and school trips must be reconciled on a daily basis by a member of the school office team (not the person involved in cash collection) to the receipts and signed as evidence of reconciliation. The cash totals need to be entered onto the banking sheet. The cash can be kept in the safe for up to a month

or the safe limit (£5,000) prior to banking . Cash must be banked at the end of each half term and not left in the safe over school holidays. The SBM must reconcile the banking sheet to actual receipts.

Headteachers will need to carry out a risk assessment on the banking of cash to see if the correct approach is a cash collection service. If the school does not have a cash collection service, then for safety reasons two members of the office staff will be required to take the cash to the bank.

28.0 Payroll

The main element of the payroll system is:

- staff appointments; and
- payroll administration payments.

The payroll is managed by the central finance team in conjunction with a payroll bureau.

29.0 Staff Appointment

The Local Academy boards have approved a personnel establishment for each school in BDMAT and the Head Teachers at each school must ensure that adequate budgetary provision exists for any establishment changes.

Directors of BDMAT have the authority to appoint the Chief Executive Officer and the Head Teacher at each school. The appointment of the Chief Finance and Operations Officer must be approved by the Directors of BDMAT.

The Chief Executive Officer is responsible for ensuring that BDMAT's pay policy is implemented.

The Chief Executive Officer is responsible for ensuring that the statutory obligations around the safer recruitment policy and procedures are administered and School Business Managers/Office Managers will be responsible for maintaining accurate records of all staff employed at their school in a single central record.

30.0 Payroll Administration

BDMAT payroll is outsourced and administered by Education Personnel Management. Amendments to payroll data, e.g. appointments, resignations, pay changes and overtime, should be authorised and a record kept in personnel files.

All supply teacher, casual working and overtime claims must be checked and confirmed by a budget holder and must be forwarded promptly to the school's Business Manager/Office Manager.

31.0 Payroll Payments

All staff are paid monthly by bank credit transfer to their bank accounts.

Education Personnel Management payroll system automatically calculates the deductions due from payroll to comply with legislation. The major deductions are for tax, National Insurance contributions and pensions.

School Business Managers/School Finance Partners need to undertake a monthly reconciliation between the current month's actual expenditure and the budgeted payroll costs. Any variations should be investigated and reported to the Head Teacher and queries raised immediately with Education Personnel Management Team. Both the School Business Manager/School Finance Partner and the Head Teacher should sign the reconciliation to verify the accuracy of the payments made.

BDMAT has a responsibility for ensuring that all payments to individuals are subject to tax and national insurance deductions where appropriate. In order to achieve this, the following guidelines should be followed:

- an assessment must be made as to whether the individual is providing a contract of service (i.e. employed) or a contract for services (i.e. self-employed). If considered to be a contract of service, the individual shall be set up as an employee of the school before receiving payment through the payroll;
- where an individual seeks payment from the school for a contract for services, this must be in the form of an invoice.

Careful attention should be paid to repetitive payments to individuals.

32.0 Procurement

BDMAT wants to achieve the best value for money from all our purchases. This means we want to get what we need in the correct quality, quantity and time at the best price possible. A large proportion of their purchases will be paid for with public funds and we need to maintain the integrity of these funds by following the general principles of:

- **Probity:** It must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the Academy.

- **Accountability:** The Academy is publicly accountable for its expenditure and the conduct of its affairs.
- **Fairness:** That all those dealt with by the Academy are dealt with on a fair and equitable basis.

33.0 Routine Purchasing

Budget holders will be informed of the budget available to them as soon as the budget is formally ratified and approved by BDMAT's Board. It is the responsibility of the budget holder to manage their element of the budget and to ensure that the funds available are not overspent.

It is essential that all of the following controls are adhered to:

- orders should not be entered into verbally;
- the use of official requisition forms through the local system automatically updates the financial records and enable committed expenditure to be included in the monthly management information;
- orders should only be approved in accordance with the authorised limits within the scheme of delegation;
- in exceptional circumstances (e.g. emergency repairs) orders may be placed by telephone. In such circumstances a confirmation order should be generated. Orders may be faxed to suppliers, in order to reduce timelines.

Orders under £5,000 - can be ordered by budget holders, who will be responsible for ensuring that reasonable steps have been taken to achieve Best Value.

Best Value could be achieved by:

- supplier chosen from the list of approved suppliers;
- negotiating discounts;
- taking advantage of sale seasons; and
- obtaining alternative quotation wherever possible.

Orders over £5,000 but less than £10,000 - at least three written quotations should be obtained for all orders between £5,000 and £10,000 to identify the best source of the goods/services. Written details of quotations obtained should be prepared and retained by School Business Manager/Office Manager for audit purposes and approved by the Headteacher.

Orders over £10,000 but less than £25,000 - all goods/services ordered with a value over £25,000, or for a series of contracts which in total exceed £25,000, must

be subject to three written quotations and must be referred to the Chief Finance and Operations Officer for formal approval.

Orders over £25,000 – will be subject to tendering as set out in the Procurement Policy.

The school budget holder or the school business manager/office manager must make appropriate arrangements for the delivery of goods and services to the school. On receipt of goods and services there must be a detailed check of the goods and services received against the purchase order (or equivalent in exceptional circumstances). All discrepancies should be discussed with the supplier of the goods and services without delay.

All invoices should be sent to the school's Business Manager/Office Manager or the head office to be checked against the Hoge 100 numbered order (or equivalent in exceptional circumstances) and the delivery note to evidence the following:

- invoice arithmetically correct;
- goods/services received;
- goods/services as ordered; and
- prices correct.

Invoices will be authorised for payment by the relevant budget holder and then passed to the School's Business Manager/Office Manager or head office for recording and payment through Hoge 100.

34.0 Business Credit Cards

Business credit cards are held by named cardholders in each school or head office. Any cards held by anyone other than the Accounting Officer, Head Teacher or the School Business Manager will be linked to a specific cost centre and should only be used to purchase goods from that cost centre.

Each cardholder is personally responsible for the safe custody of their card. The card should be held securely at all times and any loss of cards should be reported immediately. Both the cardholder and the budget house are jointly liable for the integrity of all transactions and proper and controlled use of the credit card.

All receipts must be produced and reconciled monthly to the monthly statement by the School Business Manager or School Finance Partner and reviewed and signed off by the Head Teacher.



35.0 Linked Policies

There are a number of policies that should be considered alongside this policy which are:

- Procurement Policy;
- Income Policy;
- Budget and Financial Planning Policy;
- Pay Policy;
- Credit Card Policy; and
- Financial Probity.

