

	BICESTER LEARNING ACADEMY TRUST <u>INTERNAL FINANCE POLICY</u>			<u>Written By:</u> J Davison - Director of Business & Finance (BLA)
	<u>Applicable to:</u> ALL DIRECTORS, STAFF & STUDENTS/PUPILS	<u>Accountable Officer:</u> B J Baxter – Executive Headteacher (TCS)	<u>Date Adopted:</u> Autumn Term 2018	<u>Date To Be Reviewed:</u> Autumn Term 2019 (Annually)

Bicester Learning Academy (BLA) is a Multi-Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

BICESTER LEARNING ACADEMY

Internal Finance Policy

(Revised November 2018)

The following policy outlines the procedures that should be followed in the management of the academy financial plans and accounts. This policy encompasses member schools of the academy at date of revision (currently The Cooper School and Glory Farm Primary School) and will be revised as and when other schools join the academy and annually.

From 1 September 2015, a centralised Finance Team was implemented to deal with all financial transactions across Bicester Learning Academy Trust (BLAT) and revised processes and procedures are now fully embedded.

OVERALL ACCOUNTING AND ADMINISTRATIVE INSTRUCTIONS

INTRODUCTION

1. These instructions are issued on the authority of the Trustees of the Academy and are designed to ensure:
 - a) The establishment and maintenance of a sound system of financial and administrative control within the academy;
 - b) The timely, regular and accurate reporting to the members and directors on the financial state of the academy;
 - c) The continuous development and improved cost effectiveness of the academy's financial and administrative arrangements.
2. The instructions supplement, but do not replace, a variety of publications and directives from the DfE (Department for Education) or ESFA (Education and Skills Funding Agency).
3. The key to control is accurate budgeting under four main areas

- a) Teaching:
The academy's primary aim is to provide education to the highest level possible from available resources. It is therefore vital that full and detailed consideration be given to the distribution of department capitation.
 - b) Staffing Costs:
Salary and wages account for around 80% plus of the academy's budget. Determination of the allocation for this area is vital and consideration of many complex issues must be made.
 - c) Academy Fabric:
The routine running and maintenance of the academy fabric, excluding the staffing and educational budget, is delegated to the Headteacher but all members of staff have a responsibility to make efficient use of those resources.
 - d) Capital Expenditure:
Planned major projects, mainly around building projects, but also including ICT equipment previously funded within revenue streams.
4. Any difficulties in interpretation or suggestions for amendments to these instructions should be referred to the Executive Headteacher or the Director of Business & Finance (DBF).

PART 1 ORGANISATION

CHAPTER 1 GENERAL ORGANISATION

1.1.1 INTRODUCTION

The overall responsibility for the direction of the Bicester Learning Academy, including the organisation and management of its financial systems, rests with the Board of Trustees.

Responsibility for the day to day organisation and operation of the academy lies with the Executive Headteacher, who in turn delegates part of those financial and administrative responsibilities to the Headteachers, Director of Business and Finance and Finance Staff and, as appropriate, to cost centre managers.

As an Academy most of the expenditure incurred is met from income derived from funds made available through the ESFA.

The academy's arrangements for the financial management of the academy are thus subject to conditions and arrangements laid down by the ESFA.

1.1.2 MAIN SOURCES OF INCOME

The Academy's income is derived from:

- The academy's budget share of funds delegated to academies by the ESFA formulae covering both Revenue and Capital.
- Any balances brought forward from previous financial years
- Interest accrued from bank balances
- Lettings of academy premises or facilities
- Grants made available from bodies for specific areas of development
- Any funds generated by the academy and its support including:
 - Deeds of Covenants
 - Charitable grants
 - Sponsorships

CHAPTER 2 - DETAILED RESPONSIBILITIES AND TERMS OF REFERENCE

FINANCIAL ROLES

1.2.1 BOARD OF TRUSTEES (Board). The Board is required to:

- Supply information as required by the Secretary of State for Education, the ESFA and external agencies such as Auditors or Accountants
- Determine the final form of the academy's annual budget for the following financial year
- Approve short and long term financial plans submitted by the Finance Committee (Trustees)
- Review short and long term financial plans submitted by the Finance Committee (Members)

1.2.2 THE FINANCE COMMITTEE

Terms of reference approved by the Board and attached as Appendix 1

Key points:

- Review and agree annual budget prior to Full Board Approval
- Monitor operation of financial systems
- Report regularly to the Board regarding academy's financial performance against budget.
- Ensure annual review and assessment of academy's management of finance.
- Report above to the Board with recommendations for development.

1.2.3 EXECUTIVE HEADTEACHER

- Preparation and submission to the Finance Committee of drafts of the Academy's financial plan.
- Day to day management of academy budget
- The issue of Terms of Reference to, and the supervision of, the Director of Business & Finance
- Ensure the Director of Business & Finance (and any other staff as may be necessary) are up to date with best practice and system changes
- The Executive Headteacher retains full and final responsibility to the Board for the financial integrity of the Academy as Accounting Officer and is directed by the Board to maintain sound systems of financial control within Bicester Learning Academy, to report regularly to the ESFA and the Board on the financial state of the academy and to seek to develop the academy's financial arrangements.
- In practical terms the Executive Headteacher is to ensure that all financial activities at Bicester Learning Academy are transparent, fair and honest, to ensure that deadlines are met, that income and expenditures are within the planned budget and that the academy adheres to the ESFA's system of financial controls.

1.2.4 HEADTEACHER

- Preparation and submission to the Finance Committee of drafts of the school financial plan.
- Day to day management of the school budget
- Ensure the Executive Headteacher and the Director of Business & Finance (and any other staff as may be necessary) are up to date with changes (planned or requested, unplanned, one off expenditure etc.).

1.2.5 THE DIRECTOR OF BUSINESS & FINANCE: TERMS AND RESPONSIBILITIES

- The preparation of the annual financial plan in consultation with the Executive Headteacher, Headteachers of member schools and the Finance Committee
- Monitor income and expenditure in relation to financial plans
- Report any requests for previously unauthorised expenditure to the relevant Headteacher.
- The management and supervision of the Finance Manager.
- Monitor payment of salaries by the academy's payroll agency

- Keep analyses of costs and other statistical information
- Supervise the academy's finance computer systems
- Assist in such duties and activities relating to general administration and control of the academy as the Board and Executive Headteacher shall from time to time reasonably require.
- Make the Executive Headteacher immediately aware of any serious anomalies in the monthly accounting
- Provide the Finance Committee with regular forecasts of the end of the financial year statements to aid financial control and highlight, as early as possible, any potential over/under spend
- Provide the Chair of Trustees with regular management accounts every month, and with the other trustees six times a year, as a minimum

1.2.6 THE FINANCE MANAGER: TERMS AND RESPONSIBILITIES

- In close liaison with the Director of Business & Finance, keep all the academy accounts and prepare income and expenditure reports in accordance with the ESFA's financial regulations and preparation of accounts for submission to the academy's auditors.
- Maintenance and oversight of any bank accounts (investment, deposit, non-public etc).
- Make the Director of Business & Finance immediately aware of any anomalies in the monthly accounting
- VAT accounting and payment as necessary
- Manage the BACS payment system
- Keep analyses of costs and other statistical information
- Assist in such duties and activities relating to general administration and control of the academy as the Director of Business & Finance shall from time to time reasonably require.

1.2.7 THE FINANCE OFFICER(S): TERMS AND RESPONSIBILITIES **(May be known by different titles in different schools)**

- Cash handling (collection and disbursements, banking and security).
- Ensure that no purchase order is placed without appropriate financial approval (see part 4).
- Attend to payment of all invoices and statements of account, ensuring that the purchase and authorisation of payments are in accordance with designated authorities.
- Keep analyses of costs and other statistical information
- Purchase of the principal commodities for consumption and use (either directly or indirectly).
- Make the Finance Manager immediately aware of any anomalies in the accounting processes
- Assist in such duties and activities relating to general administration and control of the academy as the Finance Manager shall from time to time reasonably require.

1.2.8 THE FINANCE ASSISTANT (S): TERMS AND RESPONSIBILITIES **(May be known by different titles in different schools)**

- Cash handling (collection and disbursements, banking and security).
- Ensure that no purchase order is placed without appropriate financial approval (see part 4).
- Attend to payment of all invoices and statements of account, ensuring that the purchase and authorisation of payments are in accordance with designated authorities.
- Keep analyses of costs and other statistical information
- Make the Finance Manager immediately aware of any anomalies in the accounting processes
- ***Posts within paragraphs 1.2.3 to 1.2.8 have detailed job descriptions, which were reviewed and evaluated during the summer 2016.***

PART 2 - FINANCIAL PLANNING AND REPORTING

CHAPTER 2.1 - ACADEMIC AND FINANCIAL PLANS

2.1.1 The academy's academic plans are revised each year by the Senior Leadership Teams (SLTs). The financial plans are revised on an individual school and central spend area basis by the Director of Business & Finance in liaison with individual Headteachers and SLTs, consolidated and presented to the Finance Committee to then be approved by the Board and published in the Academy and School Development Plans. It is axiomatic that each plan fully supports and facilitates the other and that the SDPs (School Development Plans) are thus fully costed.

CHAPTER 2.2 - BUDGETS

2.2.1 TEACHING STAFF INVOLVEMENT

Guidance to teaching staff and other Cost Centre Budget Holders on the management of their budget allocation is provided through the issue of 'Cost Centre Holder Handbook'. Priorities for expenditure are made clear in the SDP.

2.2.2 MAIN BUDGET AREAS

- a) Capitation i.e. funding for teaching purposes (including staff and 'non staff' costs); the budget to be determined after consideration of:
 - i) the baseline formula funding
 - ii) staff bids in line with SDP
 - iii) academy priorities, e.g. National Curriculum
- b) INSET i.e. the in-service training of teachers, governors and all support staff. This budget heading to include expenditure on approved courses. Fees, supply cover, travelling and subsistence costs for approved visits e.g. meetings of teachers are also included.
- c) Other income: Budgets are to include estimated income from other sources, where this is appropriate e.g. lettings, bank interest.
- d) Grant funding: Budgets will be spent in accordance with the terms and conditions relating to the grant.
- e) Capital expenditure: Budgets will be spent in accordance with the terms and conditions of capital expenditure.

2.2.3 PREPARATION OF FINANCIAL PLANS

All financial plans will be determined in three phases.

- a) Phase 1 - requirements for costs covered by capitation, based on formula allocation.
- b) Phase 2 - requirements for other funds identified through Academy Development Plan.
 - i) improvements to premises
 - ii) capital equipment other than premises
 - iii) capital bids for curriculum items.
- c) Phase 3 - requirements for INSET staff development.

The resultant phases are then consolidated to form an initial financial plan by the Director of Business & Finance, in discussion with the Headteacher and SLT, prior to presentation to the Finance Committee.

Once the Finance Committee has approved the financial plan, it is then submitted to the Board for ratification. The Director of Business & Finance will then submit the budget to ESFA by the required deadline.

CHAPTER 2.3 - REPORTING

2.3.1 INTRODUCTION

This chapter outlines the requirements for external reporting to the DofE/ESFA and internal reporting to the Board, SLTs, Finance Committee and Heads of Costs Centres.

2.3.2 REPORTING TO ESFA

Reporting requirements may be summarised as:

- Budget forecast return: outturn in May each year
- Budget forecast return in July each year
- Land and Buildings Collection Tool by 31 October each year
- Financial Statements and Audited Annual Accounts by 31 December each year
- Annual Accounts Return in January each year

2.3.3. INTERNAL REPORTS

Reports are made available to the Board and the Finance Committee. Both of these bodies are empowered to request the provision of further information in whatever form they may reasonably require. Routine monitoring by the Finance Committee will be based on reports from the Director of Business & Finance and Headteachers, which summarises income, departmental expenditure and details of bank account(s).

2.3.4. COST CENTRE REPORTS

These will be provided, at a minimum, three times per year to all cost centre holders, but the current practice is that the reports are provided on a monthly basis. Cost Centre Holders are required to follow the guidance published by the DBF & FM in the booklet 'Handbook for Cost Centre Holders' and are further required to sign, date and return their agreement to the contents of the cost centre reports at a minimum of three times per year. Cost Centre Holders may request additional reports throughout the year if required. The Director of Business & Finance may issue additional reports for Cost Centres where expenditure and/or income are a cause for concern.

PART 3 - FINANCIAL ADMINISTRATION

CHAPTER 3.1 - STAFFING

3.1.1 TERMS OF REFERENCE

Terms of reference for the Headteacher, Director of Business & Finance and Finance Staff are detailed in Part 1.2.3 to 1.2.6

3.1.2 EMERGENCY ARRANGEMENTS

It is impossible to cover all eventualities in these instructions. However, in the short term absence of any finance staff or during school holidays there may be some delay in processing orders and invoices. Should there be a significant period of absence, the DBF will seek to provide temporary trained resource via the optimum means available.

CHAPTER 3.2 - ACCOUNTING PROCEDURES

3.2.1 ACCOUNTING SYSTEMS

The academy operates a bespoke and distinct accounting system: P S Financials – a fully computerised accounting system to record receipt and expenditure of all funds, reports and accounts.

3.2.2 ACCOUNTING FOR VAT

The academy operates the gross accounting for VAT system. While some input to the computer (e.g. orders) are made net, the system automatically adds VAT at the required rate, if appropriate. Monthly VAT returns are submitted to HMRC by the Finance Manager.

3.2.3 INCOME

All cheques and cash are to be passed immediately to the Finance Officer/Finance Assistant who enters the amount in the appropriate account and places the money in the safe and a receipt may be issued. All cheques should be made payable to 'Bicester Learning Academy'.

The ParentPay system was introduced in May 2016 for school trips and other high cost activities, in order to transfer to a "cashless" system and to limit the amount of cash/cheques received in the Finance Office. A phased approach has now been fully implemented for both schools and therefore cash and cheques to the Finance Office are minimal. Allowance has been made however for the relatively small number of parents/guardians who are unable to access the ParentPay system.

3.2.4 MONIES RECEIVED

All money received is to be processed promptly to the appropriate account and the cash or cheque placed in the safe.

3.2.5 CASH

All receipts are to be banked as soon as possible and the sum retained in the safe at any one time, (excluding cheques and money orders), should not exceed £5,000. Limits for other holdings are outlined in the Zurich Provisions of Insurance & Risk Management Services document held by the Director of Business & Finance.

3.2.6 DEBTOR CONTROL

The Finance Officer is to review the list of debtors each month and to pursue all bills which have been outstanding for more than one month. Issues are escalated to the Finance Manager and Director of Business & Finance for further action, as required.

3.2.7 BAD DEBTS

Bad debts are to be reported and, if necessary, written off as outlined in Part 4.1.6.

3.2.8 PAYMENTS

Payments on behalf of the academy will be made by BACS payments wherever possible. Payment by cheque will be kept to an absolute minimum.

3.2.9 DIRECT DEBITS

Direct debits may be used for the payment of recurrent bills. In determining the level of signature, the annual amount involved is to be used.

3.2.10 PETTY CASH

Petty cash is not held by the academy.

3.2.11 TRAVELLING AND SUBSISTENCE COSTS

Staff will be refunded for all reasonable travelling expenses when on duty for the academy/school. Where a private motor vehicle is used a flat rate mileage allowance will be paid at standard recognised HMRC rates. Subsistence costs will be considered for possible refund.

Payment is made via the Payroll System (currently run on the academy's behalf by Gloucestershire County Council), on completion of a claim form held in the Finance/Administrative Offices.

3.2.12 CONTROL OF EXPENDITURE

The following procedures apply to all academy expenditure:

- (i) Order form - available from Finance Office and Staff Portal, authorised by the Budget Holder.
- (ii) INSET expenditure on request form - authorised by the Budget Holder.
- (iii) Misc. expenditure/travel request form - available from Finance Office and Staff Portal.

3.2.13 PAYMENTS FOR PHOTOCOPYING

a) Private Photocopying

i) Internal:

Support Staff will maintain monthly records of all private photocopying. These records are used to 'bill' members of staff.

ii) External Photocopying:

A charge will be made to the value of all the costs incurred by the academy/school (materials and labour). External photocopying may reflect commercial rates and ensure that there is no financial loss incurred by the academy.

The Finance Officer prepares an invoice which is sent or given to the customer after the work is completed.

b) Departmental Photocopying:

This will be debited three times per year in arrears from cost centre accounts where such a system is in place, but some costs may be carried centrally.

3.2.14 RETENTION OF RECORDS

All accounting records are to be retained for six years plus the current year. Keys to the storeroom are to be restricted to the Headteacher and Finance Manager and to those needing access for audit.

Members of the Finance Committee are also allowed access on request.

3.2.15 BACK UP RECORDS

The academy Finance System is cloud based and backed up by PSF.

CHAPTER 3.3 - ACCOUNTS

3.3.1 The academy is required to submit their audited accounts and auditor's management letter to the Education and Skills Funding Agency (ESFA) for the accounting period ending 31 August by 31 December annually. These accounts are also to be published on the academy's website by 31 January of the following year.

3.3.2 The academy is subject to regular auditing by appointed auditors and their findings/reports will be presented to the Finance Committee and the Board

PART 4 - FINANCIAL SYSTEMS

CHAPTER 1 - PURCHASING

4.1.1. Lists of approved suppliers are held by the Finance Staff. The Secretary to the Academy Trust will maintain the Records of Declarations of Interests for the Board. The Finance Manager will maintain Records of Declarations of Interests for all budget holders across the academy.

4.1.2. Except in an emergency (see paragraph 4.1.7. below), goods or services may only be requested on order forms. The order forms must be fully completed and when approved by the Budget Holder passed on to the Finance Department for action (see paragraph 4.1.8. below).

4.1.3. The Finance Officer will confirm that the department has sufficient unspent funds for the purchase, the order will then be processed and allocated a unique serial number. Details of routine orders are entered into the system within four days. See para 3.1.2 for Emergency arrangements.

4.1.4 The order is dispatched to the supplier directly and is filed sequentially in the finance system.

4.1.5. When a delivery arrives the originator will be informed that it awaits collection. When the originator is satisfied that the goods are satisfactory and the invoice merits payment, the invoice/delivery note should be forwarded to the Finance Office for stamping and return for signature, thereby authorising payment.

4.1.6 The Finance Officer/Finance Assistant shall forward any invoices to the relevant person for authorisation and on return input invoices into the system. Payment is automatically made via BACS within the timescales held within the system.

4.1.7 Oral or telephone orders may be made in emergencies only and an order number should be requested from the Finance Office. The Finance Office must be notified of the likely amount of the order and may impose an upper limit if the exact amount is not known. The Finance Officer is to be informed at the earliest opportunity of the appropriate details of all telephone orders. No payment against a telephone order will be made until a completed order form is received from the originator and then procedures 4.1.2 - 4.1.5 should be completed.

AUTHORISATION LEVELS (applicable to both Revenue & Capital Expenditure)

4.1.8 At least three independently obtained costings need to be sought for all purchases including leases costing more than £5,000 over the lifetime of the purchase / lease.

The authorisation levels for orders and non-order invoices are as follows:-

- Up to £1,000 – Budget Holder
- Between £1,000 & £10,000 – Budget Holder countersigned by the Headteacher

- Over £10,000 but under £25,000 - Headteacher & Director of Business & Finance
- Over £25,000 but under £50,000 - Finance Committee
- Over £50,000 - Full Board of Trustees

CHAPTER 4.2 STAFF PAYROLL

- 4.2.1** At present, the payroll is administered on the academy's behalf by Gloucestershire County Council. Monitoring of this service is the responsibility of the Director of Business & Finance.
- 4.2.2** Changes to the monthly payroll are to be notified by the HR Manager and authorised by the Headteacher. Permanent changes e.g. re-grading or responsibility allowances will be authorised by the Headteacher and agreed by the Director of Business & Finance.

Temporary changes e.g. overtime etc. should be:

- approved by HOD
- collated by the HR Manager
- authorised by Headteacher or Deputy Headteacher

- 4.2.3** Gloucestershire County Council payroll procedures are to be adopted for overtime payments. Such payments are to be authorised monthly by the Headteacher or the deputy on the appropriate Gloucestershire County Council/Bicester Learning Academy forms. Authorisation is also made by the Director of Business & Finance via Gloucestershire County Council's e-forms system. Overtime claims for each month are to be clipped together and filed in date order and made available to the Director of Business & Finance on request.
- 4.2.4** A complete monthly payroll download is made available from Gloucestershire County Council each month in advance. This download is first to be checked for accuracy by the Finance Manager.
- 4.2.5** The procedure for amending the staff payroll list must be efficient as problems caused by over or underpayment of salaries take a long time to resolve, are emotive and rapidly erode goodwill. The monthly download is checked to make sure that any changes agreed under 4.2.2 or 4.2.3 have been made. Gloucestershire County Council should then be alerted immediately if there is a discrepancy and the members of staff concerned should be appraised of the situation.
- 4.2.6** A payroll costing file will be made available by Gloucestershire County Council, according to the relevant schedule. This will provide the opportunity for a final check to be made, before salary payments are made to individual members of staff.

CHAPTER 4.3 - ACCOUNTING FOR ASSETS

INVENTORIES

- 4.3.1.** All items purchased with a value of £500 or more are to be entered in the appropriate departmental inventory and Asset Management system. All electrical items are automatically covered under the PAT register. The origin of funding for the acquisition is to be entered in the inventory. These inventories are audited.
- 4.3.2** Inventories are to be checked by the designated officer at random but not infrequent intervals and a signature to this effect entered with the date. Discrepancies which prompt enquiries will be reported in accordance with Chapter 4.7.
- 4.3.3** All academy property is to be clearly identified; this is the responsibility of the inventory holder. Property may only be removed from site with the express permission of the Headteacher or inventory holder who will complete an official loan form.

DISPOSALS

- 4.3.4** Heads of Departments may write off items which have been broken or damaged beyond economic repair and should sign the inventory appropriately.
- 4.3.5** Any academy property which is surplus to requirements is to be reported to the Finance Manager or Headteacher who will arrange disposal - usually sale by competitive tender.
- 4.3.6** No disposal of any asset (a) up to £5,000 is to be made without prior permission of the Headteacher and Finance Committee and (b) over £5,000 by the full Board.

CHAPTER 4.4 - INSURANCE

4.4.1 Insurance cover required. The Board requires the academy to obtain insurance cover as follows:

- a) Buildings and contents of the academy against damage by fire, lightning, explosion, storm, riot or malicious attack and similar risks.
- b) Any consequential loss arising from such damage.
- c) Employers and public liability cover for injury or illness of staff or third parties or damage to third party property.
- d) Fully comprehensive cover for the academy minibus.
- e) Annual travel cover for academy trips at home and abroad
- f) Cash assault cover for staff
- g) Occasional business use by the Board and staff of private motor vehicles on academy business.
- h) The academy is automatically insured for cash on site
- i) Any other insurance deemed necessary at any time
- j) Protection for trustees and officers from claims arising from negligent acts, errors or omissions whilst on academy business

4.4.2 Insurance for all the above is currently supplied by Zurich Insurance as arranged through the academy. All insurance documentation including the policy and Provisions of Insurance & Risk Management Services document are held by the Director of Business & Finance.

4.4.3 Additional insurance for maternity leave and long term sickness is optional and may be included in the academy financial plan as agreed by the Finance Committee and the Board.

CHAPTER 4.5 - BANKING PROCEDURES

4.5.1 BANK ACCOUNTS

The academy will utilise one single bank account to facilitate the efficient and cost effective handling of its finances.

4.5.2 CHEQUE SIGNATORIES

The academy has several designated signatories, the Headteacher, Deputy Headteacher, Director of Business & Finance and other named members of staff, details are available from the Director of Business & Finance. As payments are normally made via BACS, cheques are only issued in cases of emergencies and should not exceed £5,000, unless in exceptional circumstances.

Cheques up to any value always require two signatures.

4.5.3 STATEMENTS

Bank statements are received on a regular basis.

4.5.4 RECONCILIATION

Reconciliations between the accounting records and bank statements are carried out by the Finance Manager. Records of these public funds are printed by the computer and filed.

CHAPTER 4.6 - LOSSES AND EX GRATIA PAYMENTS

4.6.1 LOSSES

All losses are to be reported immediately to the Headteacher by the person discovering the loss. The Headteacher is to begin an immediate investigation and ensure that the details are to be brought to the attention of the Finance Committee.

4.6.2 WRITE OFF AUTHORITIES (BAD DEBTS)

When investigations show a loss to be irrecoverable, full details are to be advised to the Headteacher and their loss written off by:

- (a) up to £5,000 is to be made with prior permission of the Headteacher and Finance Committee, and
- (b) £5,000 or over by the Board.

4.6.3 EX GRATIA PAYMENTS

The Finance Committee may authorise ex gratia payments up to a limit of £500. Any payments between £500 - £1,000 must be authorised at a full meeting of the board. Should the Board wish to make an ex-gratia payment for a greater amount, then prior approval of the Members should be sought. All ex-gratia payments will be made via the payroll system and subjected to NI, superannuation and Income Tax regulations.

PART 5 - ADMINISTRATIVE PROCEDURES

CHAPTER 1 - HANDLING OF MAIL

- 5.1.1** All post received in the Post Office bags is to be opened by designated staff. Items of private and personal nature are to be passed unopened to the staffroom pigeon holes.
- 5.1.2** Any monies received in the mail are to be passed immediately to the Finance Office for processing. Monies include cash, cheque or credit transfer notifications of any type.

PARCELS AND OTHER DELIVERIES

- 5.1.4** The procedures for handling parcels and other deliveries are given in part 4, chapter 1 paragraph 4.1.5. above.

5.1.5 During holiday periods, parcels and other deliveries are to be stored securely in each school. The Royal Mail's Keepsake service will be used for both schools over the Christmas/New Year school holiday period.

MAIL DESPATCH

5.1.6 All mail is to be available for stamping by 3 p.m.

5.1.7 All mail goes by second class post unless requested otherwise.

5.1.8 All examination entries are to be certified by the Examinations Officer and the Certificate of Posting filed. Other mail requiring additional services must be clearly marked.

Policy/Procedure Title	Internal Finance Policy
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Author (Name/Department)	J Davison – Director of Business & Finance (BLA)
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