

**FEDERATION OF ELIZABETH GARRETT ANDERSON SCHOOL & COPENHAGEN
PRIMARY SCHOOL****SCHOOL FINANCIAL REGULATIONS AND SCHEME OF DELEGATION**

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1. GENERAL

- 1.1. The Federation's Full Governing Body (FGB) recognises the need to lay down formally a policy for the overall management of the schools' financial affairs.
- 1.2. These regulations are subject to annual review
- 1.3. The FGB confirms that failure to observe these regulations is considered a serious matter and may involve disciplinary action against any individual concerned.
- 1.4. The FGB will discharge its responsibilities for financial management within the framework provided by the London Borough of Islington Funding Conditions.
- 1.5. The FGB confirms that the overall management of the school budget is delegated to the EGA and Copenhagen Finance and Premises committee subject to the exceptions contained in these regulations and outlined in the scheme of delegation see part 3 for more details.

2. THE RESPONSIBLE BODIES/OFFICERS

- 2.1. **London Borough of Islington (Education)** - Will notify the school of the budget available, provide guidance and support in drafting the budget and budget monitoring throughout the financial year. They are also responsible for audit, verifying expenditure areas and assisting in the schools' overall effectiveness.
- 2.2. **The Full Governing Body (FGB)** – The FGB is responsible for the overall management of the finances of the schools but delegates much of this work to the Finance and Premises Committee, the Executive Head / Headteacher and the School Business Managers. The annual budget is to be agreed by the FGB following recommendation of the draft budget by the Finance and Premises Committee (and taking due account of the requirements of the School Development Plans). It will receive regular budget monitoring reports from the Chair of the Finance and Premises Committee. (For frequency of Budget Monitoring Reports see scheme of delegation)
- 2.3. **The Finance and Premises Committee (F&P)** – The Finance and Premises Committee's membership and terms of reference shall be determined by the FGB and reviewed annually and the scheme of delegation amended accordingly – see below. The F&P Committee is responsible for the detailed monitoring and financial decision making subject to the limits in the scheme of delegation. The Finance and Premises Committee shall be at least 3 governors appointed by the FGB plus the Executive Head / Headteacher. The Committee shall have such co-opted non-voting members as the FGB shall appoint but these members will not be able to vote. The quorum shall be 3 governors and the Committee shall not meet without the Executive Head /Headteacher being present or a substantive officer nominated by her. The chair shall be appointed by the FGB. Detailed minutes will be kept and signed as correct by the chair when approved.
- 2.4. **The Executive Head /Headteacher** - is responsible for the overall day-to-day management of the school finances and budget within the plans agreed by the FGB.

2.5. The School Business Managers and Finance Teams – The School Business Managers will assist the Executive Head /Headteacher by preparing the draft school budgets and monthly budget monitors as well as being responsible for the management of the (Copenhagen Admin Officers) School Finance Officers ensuring accounting regulations and audit requirements are met.

2.6. Budget Holders – Budget Holders may authorise orders and the subsequent payment up to the limit of their budget and within the limits set and agreed by the FGB in the scheme of delegation – see below. This is reviewed during the annual budget setting process. Budget holders must order through the schools' procurement process (see Appendices 1 and 2)

3. SCHEME OF DELEGATION

AREA OF DELEGATION	FGB	FINANCE & PREMISES COMMITTEE	EXECUTIVE HEAD /HEADTEACHER/ SCHOOL BUSINESS MANAGERS
Preparation of annual budget	The final budget will be agreed by the FGB having examined the recommendation from the F&P Committee. Deficit budget to be set in conjunction with LBI (Education).	Check the Executive Head / headteacher's draft for amendment (if necessary) and then approval by FGB	SBMs to prepare the detailed draft budget for the Executive Head /Headteacher identifying expenditure needed for the School Development Plan. Executive Head /Headteacher to oversee and amend as necessary.
Monitoring Budget	The FGB shall set up a Finance and Premises Committee that must meet at least once a term to take responsibility for draft budget setting and budget monitoring.	Receive monitoring reports from Executive Head /Headteacher. Check that the predicted out-turn is heading as planned.	Maintain expenditure within agreed limits. Produce for circulation and keep records of expenditure and income budget monitor reports.
Virements	Large virements (above £25,000) and budget changes.	May approve virements between budget headings for £5,000 to £25,000. These to be reported to FGB at next available meeting. See appendix 3	The authority to approve virements of up to £5,000 between budget headings shall be delegated to the Executive Head /Headteacher for the period between FP meetings and then reported at the next FP meeting detailing all virements. See Appendix 3
Local payments		Agree to local	Operating of local

		arrangements for cheque signature and petty cash payments within approved guidelines.	payment system according to agreed Audit requirements, LBI advice and FGB arrangements.
Reconciliation Accounts		Receive reports from Executive Head /Headteacher	Receive and sign off reports from Finance Officer to include bank statements and Central monthly income and expenditure statements.
Income	Agree Lettings Policy	Receive report from the Executive Head /Headteacher	Formulate Lettings Policy. Maximise income generation within ethos of schools
Audit		Receive and comment upon audit reports. Check that voluntary fund accounts are also audited.	Prepare for and respond to all internal and external audits.

Limits of delegation

Staff	Order Limit	Invoice Limit	Lease Agreement	Other Financial Commitment (virements)
Budget holder	£500*	£500*	X	X
Assistant Heads	£1500	£1500	X	X
SBM/Associate Head/Deputy Head	£5000	£5000	X	X
Executive/Head	£10000	£10000	£5000	£5000**
Finance Committee	£40000	£40000	£20000	£20000
Governing Body	£40000+	£40000+	£20000+	£20000+

*in exceptional cases prior agreement can be sought from a senior officer with more authority to proceed

** all virements must be reported to the next Finance and Premises Committee

4. BUDGET MANAGEMENT

- 4.1.** In addition to the provisions above, the Finance and Premises Committee, has full powers to rectify a demonstrable budget setting error, either for over expenditure or underestimation of income, which can be rectified by virement, i.e. from within the existing budget constraints of that financial year.
- 4.2.** Any major revisions to the budget will be received and agreed by the FGB once per term, and LBI is to be informed of any significant changes on the same basis. Revisions that indicate a material likely budget deficit/carryover will be notified to LBI.

- 4.3. Any potential budget overspend must be notified to the Director of Schools. The Governing Body cannot authorise expenditure that will produce a deficit without prior agreement of LBI.
- 4.4. Expenditure will be monitored against allocated budgets on a monthly basis from September through to March of each year and a budget monitor report will be produced monthly and the latest presented to the Finance and Premises Committee on each occasion it meets.

5. ORDERS

- 5.1 All manual orders will be made using an official order through the school Procurement Officer (Copenhagen – Office Manager / EGA - Admin Officer) (see Appendix 2).
- 5.2 All orders will be signed by the budget holder concerned, who remains responsible for ensuring that expenditure remains within budget.
- 5.3 There will be a division of responsibility so that ordering; authorising payment and the raising of cheques are completed by different individuals.
- 5.4 Orders will be made via the schools' current computer accounting system (currently SIMS [FMS6]). Orders under £3,000 may be authorised immediately after signature of budget holder and checking that cost centre is within budget. (Copenhagen – All orders to be authorised by the Headteacher)

6 RECEIPT OF GOODS

- 6.1 It is planned that all goods delivered to the School will be received by the Premises Manager or his staff (At Copenhagen, goods are received at the school office by the Admin Officer / Office Manager or Premises Assistant). If goods are delivered to other locations they should be re-directed to the Premises Manager or the Premises Manager should be notified of their receipt.
- 6.2 Upon the goods being received by the person placing the order they should be checked to ascertain: that the order has been correctly filled; that the goods are undamaged and fit for purpose, and whether the goods are accompanied – as they frequently are – by an invoice (as opposed to a delivery note) (Delivery note/ Invoice must be signed to confirm receipt and dated).

7 PAYMENT FOR GOODS AND SERVICES RECEIVED

- 7.1 Payment can only be made following receipt of a valid invoice – in general this means an invoice which bears the V.A.T. number of the supplier – which has been duly authorised by the appropriate budget holder.
- 7.2 When received, invoices, if not addressed to the Finance Officer, should be forwarded to the Finance Officer.
- 7.3 The Finance Officer (Copenhagen- The invoice is passed to be signed by the Heateacher and then processed to the finance programme by the Office manager / SBM) will then record the details of the invoice in the Schools' financial management system and forward the invoice to the relevant budget holder.
- 7.4 The budget holder should then – if appropriate – authorise payment by signing the invoice, to indicate that the goods have been received and are fit for purpose and that the invoice is for the correct amount and should be paid from the account controlled by the budget holder.

- 7.5 Signed invoices should be returned to the Finance Officer.
- 7.6 If, for any reason, the budget holder is not prepared to sign the invoice s/he should notify the Finance Officer who will record in the financial management system that the invoice is on 'hold'. The budget holder should continue to liaise with the Finance Officer until the matter is resolved.
- 7.7 Upon receipt of the signed invoice the Finance Officer (Copenhagen – Office Manager / SBM) will process the payment. All cheques drawn to effect payments of invoices will be signed by two signatories authorised to sign cheques on behalf of each School. The postholders authorised to sign cheques are: the Executive/Headteacher; the Associate/Deputy Headteachers and the School Business Manager.

8 PAYROLL

- 6.1 Payroll inputs, comprising instructions to start, stop or increase pay, authority to certify weekly timesheets, overtime, out of hours and special payments, are to be signed by the Executive Head /Headteacher, or Associate Head /Deputy Head Teacher. No person may authorise any part of his/her own pay.
- 6.2 Copies of payroll input will be kept and properly filed to ensure an adequate audit trail.
- 6.3 Any discretionary element of permanent changes in allowances, pay spine point, or other payments of a recurring nature will be cleared through both HR and Finance Committees. A signature evidencing this approval is to be obtained, on standard documents/memo, for record purposes. Copies evidencing this approval will be filed on the employee's Personal File.
- 6.4 Personal Files will be maintained by the Executive Head /Headteacher (Copenhagen –SBM) for all employees. Files will be kept on site in a locked or password protected file and be easily accessible for LBI and Audit purposes.
- 6.5 Each employee file will contain a completed application form, contract of employment, appointment/starter form, salary details with evidence for updates, for variations etc. as set out above.

9 FINANCIAL ACCOUNTING PROCEDURES

- 9.1 The school disbursement account, school journey account (Copenhagen does not have a school journey account-school journey payments and contributions are processed through the Disb A/c) and voluntary fund accounts are to be maintained by the School Finance Officers and School Business Managers. Cash/bank reconciliations will be completed at each month end and initialised by the person performing the reconciliation and the Executive Head /Headteacher to evidence that internal checks are operating.
- 9.2 Timely and accurate financial returns to the Authority will be the responsibility of the School Business Managers and countersigned by the Executive Head /Headteacher.
- 9.3 The petty cash held in school will be sufficient for day to day needs and will normally not exceed £600. Secure storage arrangements will be made which meet or exceed the insurers' requirements. The management of the petty cash account will be according to the procedures outlined below.

10 PETTY CASH – CLAIMING FOR EXPENDITURE INCURRED ON BEHALF OF THE SCHOOL

- 10.1 Where it is not feasible to obtain goods and services through the order/invoice system outlined above, staff should reclaim any expenditure incurred on behalf of the school through the 'Petty Cash' system. (Copenhagen – all petty cash expenditure must be approved by the Headteacher **before** purchase)
- 10.2 In general the Petty Cash system will operate on a basis of refunding expenses already incurred rather than anticipating expenses about to be incurred.
- 10.3 All claims for a refund of expenditure must be accompanied by proof that the expenditure has been incurred in the form of a receipt for the payment made. Where appropriate (i.e. in the case of most purchases) the receipt must clearly show the V.A.T. number of the supplier of the goods or service.
- 10.4 To claim a refund, staff should complete a — Petty Cash Voucher.
- 10.5 The Petty Cash Voucher must be authorised by the budget holder of the budget to be charged with the expenditure – or the appropriate line manager if the budget holder is claiming the refund.
- 10.6 The Petty Cash Voucher should then be taken, together with the receipt to the Finance Officer (Copenhagen – Office Manager/SBM) who will refund the expenditure incurred.
- 10.7 For amount up to £50 the refund will generally be in cash: for greater amounts the refund will be by cheque.
- 10.8 The amount of petty cash held by the Finance Officer (Copenhagen – Office Manager/SBM) will not normally exceed £600. Where amounts in excess of £200 are required the Finance Officer should be given at least two days' notice.

11 CHEQUE SIGNATORIES

- 11.1 All cheques will have two signatures. The authorised signatories will be: - Executive Head /Headteacher, Associate Head / Deputy Head Teachers and School Business Managers.
- 11.2 A governor may become a member of the signature panel only to the extent that this provides a means of supplying a second signature during school holiday periods.

12 INCOME

- 12.1 The keeping of accurate financial records will be the responsibility of the School Business Managers and School Finance Officers.
- 12.2 Records of cash received will be made on the day cash is received. Banking records will be completed daily and the money kept overnight in the safe will not exceed the insurance limit at any time.
- 12.3 Post will not be opened by one member of staff alone and any income received must be taken directly to the Finance Officer.
- 12.4 Debts will be chased by the School Finance Officers and the School Business Manager. Debts up to the limit of £100 can only be written off if authorised by the Chair of Governors/Finance Committee (with the exception of dinner money arrears, which can only be written off by instruction from the Assistant Director of Schools (Finance)).
- 12.5 Executive Head /Headteacher will ensure adequate supervision of staff and discharge of responsibilities by certification of income and banking records.

13 CHARITABLE COLLECTIONS

- 13.1** Periodically collections are made on a whole school basis for charitable causes.
- 13.2** Such collections will be managed by a member of staff who will, *inter alia*, make arrangements with the School Business Managers with regard to the banking of monies raised.
- 13.3** All monies raised should be retained by the member of staff (unless handed to the Finance Officers for safe keeping) until they are ready to be banked.
- 13.4** In this case 'ready to be banked' means that the monies are presented to the Finance Officers in correctly filled plastic coin bags – available from the Finance Officers.
- 13.5** The Finance Officers will verify that the bags have been correctly filled, count all notes received, arrange for all monies collected to be paid into the School Fund Accounts and draw a cheque for the appropriate amount for the member of staff to present or forward to the Charity concerned.

14 SAFETY DEPOSIT FOR CASH HELD BY STAFF

- 14.1** Where cash and cheques are being collected by members of staff (Copenhagen- ALL monies should be paid to the school office and a receipt given (the amount is entered onto the Tucasi Schools Cash office system by the Admin Officer) – for example by way of parental contributions to School journeys – the Finance Officers will on request retain these monies in safe keeping.
- 14.2** Cash accepted for safe keeping by the Finance Officers:-
- will be kept in exactly the same form as handed in by the member of staff;
 - will not be counted by the Finance Officers;
 - will not be receipted by the Finance Officers;
 - Will be returned to the member of staff upon request.
- 14.3** Until the cash and cheques are eventually formally handed over to the Finance Officers for paying in to one of the school's accounts, the member of staff collecting remains responsible for accounting for the cash and cheques.

15 SCHOOL FUND

- 15.1** The School Funds are the repository of all monies received within the Schools which are not properly attributable to either the Disbursement Account or the School Journey Account.
- 15.2** The Finance Officers will maintain proper books of account in respect of all transactions within the School Funds.
- 15.3** Amongst the monies retained within the School Funds are funds for the relief of hardship, donations to the Schools, and receipts from School events, charitable collections and celebration collections.
- 15.4** Authority to use monies within the School Funds is vested in the Governing Body and delegated generally to the Executive Head /Headteacher and, in the case of monies held for the relief of hardship, to the Associate Head /Deputy Headteacher with responsibility for 'Inclusion'.
- 15.5** All cheques drawn to effect payments from the School Fund will be signed by two signatories authorised to sign cheques on behalf of the School. The

postholders authorised to sign cheques are the Executive Head /Headteacher; the Associate Head /Deputy Headteachers and the School Business Managers.

- 15.6** The School Fund will be independently audited annually by no later than 31st December each year.

16 SCHOOL JOURNEY FUND (not applicable to Copenhagen as they do not have a separate School Journey account)

- 16.1** The School Journey Funds are the repository of monies which are collected by way of contributions for School Journeys, trips and visits ("journeys") organised in accordance with the School Journey procedures.
- 16.2** Monies (i.e. cash and cheques) collected from students should be fully recorded on a School Journey Record Sheet available from the Finance Officers.
- 16.3** Until such monies are banked with the Finance Officer they may be handed to the Finance Officers for safe keeping.
- 16.4** When the monies are banked the Finance Officers will acknowledge receipt by initialling the School Journey Record Sheet.
- 16.5** Monies so banked will be paid into the account shortly after receipt.
- 16.6** The Finance Officers will maintain proper books of account in respect of all transactions within the School Journey Fund, detailing the amounts received and paid out in respect of each current journey.
- 16.7** The accounts for each journey must balance.
- 16.8** No money will be paid out in respect of any journey (e.g. by way of a deposit) unless it has previously been paid in.
- 16.9** All cheques drawn to effect payments from the School Journey Fund will be signed by two signatories authorised to sign cheques on behalf of the Schools. The postholders authorised to sign cheques are:
- 16.10** The Executive Head /Headteacher; the Associate Head / Deputy Headteacher. So far as is possible, all cheques will be signed by the School Business Managers.

17 INVENTORIES

- 17.1** The Executive Head /Headteacher will ensure that an accurate and up to date stock record/inventory is maintained. Inventories will include serial numbers of equipment and their location. Valuable items will be security marked. Any items that are lost, stolen or unusable will be deleted from the stock records. Stock records/inventories will be authorised by the Executive Head /Headteacher at each year end.
- 17.2** A separate off-site inventory listing items and their physical location will be maintained to meet insurers' requirements.
- 17.3** A separate ICT inventory will be maintained by the ICT Systems and Strategy Manager for all ICT hardware and software (Copenhagen- All ICT hardware is included in the Asset register maintained by the School Business Manager)

Disposal of Assets (See appendix 6)

18 SECURITY ARRANGEMENTS

- 18.1** The overall security arrangements for the school will be the responsibility of the Executive Head /Headteacher.
- 18.2** The Premises Manager (ENGIE) (Copenhagen-SBM) will be responsible for ensuring that the alarm and security arrangements for the buildings are maintained.
- 18.3** Safes, and similar receptacles, will be kept locked and the keys removed. Keys will be carried on the authorised safe key holders (School Finance Officers and School Business Managers (Copenhagen has a digital password which is known to the SBM, Headteacher and Office Manager). Cash will be kept only in the safe with keys being available to authorised personnel only.
- 18.4** Hand over procedures, in the event of the absence of the safe key holder, will be written on standard format/memo. These procedures will be reviewed and updated each year.

19 WHISTLE BLOWING POLICY

The Federation has a 'Whistleblowing' Policy which enables anyone to freely and confidentially report any untoward circumstances as to how the schools resources are being used. For more details please see Appendix 4.

Appendix 1

FEDERATION ELIZABETH GARRETT ANDERSON SCHOOL and COPENHAGEN PRIMARY SCHOOL

PROCUREMENT REGULATIONS

The Scheme for Financing Schools requires that schools must follow statutory provision and European Union procurement directives with respect to quotations and tenders.

The use of these regulations should be viewed in conjunction with value for money principles.

These regulations set out mandatory rules which staff must follow when purchasing goods, services, or works.

MANDATORY RULES

The rules are relatively simple and are designed to enable you to obtain best value for money for the school.

QUOTATIONS & TENDERS MUST BE INVITED AS FOLLOWS-

Estimated contract value

- £5,000 to £9,999 at least one written quotation
- £10,000 to £100,000 at least three competitive written quotations. See also the scheme of delegation regarding approval of such expenditure.

Above £100,000 Contact Procurement team for advice.

WHAT ARE EUROPEAN PROCUREMENT RULES?

The European Procurement Rules only apply if the estimated value of the contract exceeds a threshold (financial limit) laid down in European rules (and updated every 2 years). At 25th June 2015 the thresholds are as follows but for these amounts LBI advice must be sought.

Supplies - £172,514
Services - £172,514
Works - £4,322,012

RECORDS TO KEEP

Record of the date & copy of quotations received.
Amount of quote
Names and addresses of bidders
Details which ensure an adequate audit trail.

Exceptions to the Procurement Procedure

1. When procuring goods & services from an approved central purchasing body
2. Will only be approved with exceptional mitigating circumstances

3. Will only be considered on the basis of a written waiver, produced in advance of the order.

Appendix 2

FEDERATION OF ELIZABETH GARRETT ANDERSON SCHOOL and COPENHAGEN PRIMARY SCHOOL

GUIDE TO BUDGET HOLDERS FOR PURCHASING GOODS AND SERVICES

1. INTRODUCTION

This is an explanatory note for budget holders as a guide for purchasing goods and services and is part of the schools' procedures to ensure that they receive the best value for money and that it keeps within its financial regulations.

2. PURCHASING PROCESS

Purchasing will be carried out by the Office Managers/Procurement Officers using the following system:-

- 2.1. Budget holders will normally receive a monthly statement informing them of the amount left in their budget. Budget holders will need this information to ascertain how much is left in their budget and that there is enough remaining before pursuing an order.
- 2.2. Budget holders will still need to complete an official requisition order form.
- 2.3. The more detail that can be given on this form the better, e.g. catalogue number, supplier name and address, description of item, quantities required.
- 2.4. The order is then given to the Office Managers/Procurement Officers who will process the order through the school system.
- 2.5. When the order has been delivered the Premises Managers will check with the Office Managers/Procurement Officers that all items have been received before they are delivered to the department concerned.
- 2.6. Only in exceptional cases and with prior agreement of the Executive Head / Headteacher or School Business Managers can budget holders purchase goods and services outside of this system. If purchases are made without prior permission, for example using credit cards, then reimbursement may be refused.

Appendix 3

Virements

From	To	Amount	Reason	Authorised by	Date virement SIMS

Authorised by Finance Committee

Signature _____

Print Name _____

Signature _____

Print Name _____

Date _____

Appendix 4

WHISTLEBLOWERS' GUIDE – EGA and Copenhagen Abridged Guide to Staff and Managers

Introduction

London Borough of Islington and the Federation are committed to ensuring that risk of fraud and corruption are minimised. These guidelines form part of the *Anti Fraud and Corruption Policy* and the Federated *Whistleblowers' Policy*, copies of which are available from the School Business Managers. Areas where corruption could occur are in finance and examinations.

Employee Behaviour

The *Staff Code of Conduct* sets out what is expected of all employees and they must act in accordance with these at all times. Managers are expected to deal promptly with anyone responsible for perpetrating fraud or corruption.

Preventing Malpractice, Fraud and Corruption

To beat malpractice, fraud and corruption it is essential to prevent it in the first instance. To this aim there are clear rules and procedures set down to which everyone must work.

Financial Regulations and the *Staff Code of Conduct* stipulate that employees of the school must report suspected cases of malpractice, fraud and corruption to either an appropriate manager or directly to Internal Audit. This ensures that proper investigations are carried out, cases are dealt with consistently, people are treated fairly and public funds are protected.

Response to Suspected Fraud

a) **ACTION BY EMPLOYEES** – where fraud or corruption is suspected you should:

- write down your concerns immediately
- make a note of all relevant details e.g. telephone calls, dates, times etc
- Report the matter immediately to your manager or the Chief Internal Auditor (Tel: 7527 2461).

- not tell anyone else about your suspicions
- be prepared to assist Internal Audit in any investigation
- not attempt to carry out any investigation yourself as this may jeopardise any future enquiry

b) **ACTION BY MANAGERS** – where fraud or corruption is suspected you should:

- listen to staff concerns and treat every case seriously, sensitively and confidentially
 - give all staff concerns a fair hearing and reassure staff that reporting this will not affect them adversely.
 - attempt to gain as much information as possible including any notes and evidence. Such evidence should be kept in a secure location
 - report the matter to the Executive Head / Headteacher or other appropriate SLT member.
 - together to assess whether the suspicions have any foundation before taking the matter further
 - report the matter to the Chief Internal Auditor (Tel: 7527 2461) along with any evidence
- be prepared to assist Internal Audit in any investigation
 - not attempt to carry out any further investigation.

c) **ACTION BY INTERNAL AUDIT** – the Chief Internal Auditor will advise and decide on how an enquiry will be progressed and who needs to be involved. Experienced Audit staff will carry out the investigation.

d) **DISCLOSURE TO AN OUTSIDE BODY** – concerns should be raised internally in the first instance. In certain circumstances this may not prove possible and there are several other bodies with which concerns can be raised. These include LBI the Chief Internal Auditor, the Principal Complaints' Officer of the Council, the Chief Executive or the District Auditor. In these cases the *Public Interest Disclosure Act* provides protection if the whistleblower has an honest and reasonable suspicion that malpractice has occurred and that they would be victimised if the matter were raised internally.

Appendix 5 – Debit card

ELIZABETH GARRETT ANDERSON SCHOOL / COPENHAGEN SCHOOL

PROCUREMENT USING EACH SCHOOL'S BARCLAYS BANK DEBIT CARD

The Debit Card can be used by the Procurement Managers (PM) for making purchases by telephone, mail/internet or fax. Where documentation is used for ordering the PM must keep paperwork secure that displays the card number. Cardholder may use in person at a suppliers' premises.

A Requisition Form must be completed with the relevant authorisation before the card is used (see Requisition Form). This form must be marked "*paid by debit card*" and with the date.

Orders must always be delivered to EGA and not to a private address.

If an order is placed on behalf of a Budget Holder, they will always be informed, in writing, of a purchase made against their budget.

Receipts, along with completed Requisition Form, must be handed to the School Business Managers (SBMs) or Finance Officers (FOs) as soon as they are made (next working day if order made during the evening or weekend). VAT receipts must be obtained from the supplier.

If goods are rejected or returned the SBMs / FOs should be advised. They will contact the supplier to arrange a credit to the account.

The SBMs (or FOs) will check the original receipt to make sure the correct amount is charged to the account.

If goods do not arrive the SBMs (or FOs) should be informed so that a check can be made that goods have not been charged. It is a VISA regulation that the transaction is not processed until the goods are despatched.

If the card is stolen or lost the bank should be informed immediately. Telephone 0845 600 6000 or 00 44 0845 600 6000 (if calling from abroad).

The **PIN** should be protected at all times in a locked safe. The card is the responsibility of the SBM and will be kept in a locked safe when not in use.

I have received a copy of this document and will comply with the use of the card.

_____	Jo Dibb	Date: _____
(Headteacher)		
_____	Karen Tumbridge	Date: _____
(School Business Manager)		
_____	Victoria Osbourne	Date: _____
(School Business Manager)		
_____	Melinda Hull	Date: _____
(Procurement Manager)		
_____	Copenhagen	Date: _____
(Procurement Manager)		

Appendix 6

Disposal of Assets

Purpose of the Policy

1. To set out a clear procedure for the writing off and (when appropriate) the sale of stock and for the writing off of debt to the school.
2. To satisfy the requirements of internal audit and to protect the interests of staff and members of the governing body by supporting decisions made concerning the disposal of assets.

Who can authorise a Disposal or Write Off

1. The Head teacher can authorise the writing off of a debt and the writing off, sale or part exchange of an item of stock, provided that the debt or item is valued (in his/her reasonable estimation) at £1000.00 or less.
2. In the event that the debt or item identified for disposal has a value in excess of £1000.00 the authority of the Finance and Premises Committee must be obtained.

Writing off Debt

1. A debt may be written off when two demands for payment have been made, in writing to the debtor by the Head teacher or Chair of Governors and it is believed by the Executive Head /Headteacher that there is no reasonable prospect of payment without recourse to law.

2. As a general principle the governors will take legal action to recover debts in excess of £100.00 unless there are exceptional circumstances.

Writing Off of Stock

1. An item of stock can be written off (that is disposed of without income) where the item is considered to be beyond repair or has no saleable value.
2. A record of the disposal must be kept in the Inventory/Asset File and on the database.

Sale of Stock

1. If an item of stock is surplus to requirements or is obsolete but is considered to have a saleable value it should be sold if possible.
2. Small items under the value of £100.00 can be sold at the Head teacher's discretion.
3. Large items (those estimated to have a value over £100.00) will need to seek an estimated value from someone with more specialised knowledge related to the item e.g. IT.
4. Stock can be purchased by members of staff or by members of the governing body provided that they have had no involvement in fixing the sale price of the item.
5. A receipt should be signed on sale by the purchaser and on behalf of the Head teacher.

What Happens To The Proceeds Of Sale

Wherever possible the proceeds of the sale of stock shall be returned to the account that originally funded the purchase of the item e.g. equipment, books and furniture code in school delegated budget.

The Paperwork on Writing Off or Sale

Amendment of School Inventory file / Assets file and appropriate databases

An item that is disposed of should be removed from each Schools' Inventory/Asset databases immediately upon disposal so that the Inventory/Asset databases remains an accurate record of stock.

Disposals' Record

1. When an item is disposed of by sale or is written off without income a record of the disposal should be recorded in a separate document for signing and on the appropriate database.
2. The record shall include a description of the item and the method of disposal.
3. The record will be signed by the Chair of the Finance and Premises Committee.