

ST JOHN'S HIGHBURY VALE C OF E SCHOOL

Written Procedures for Finance

0 Overview

0.1.1 This document formalises the procedures to be carried out by the Business Manager and other responsible staff for all processes related to the Finances of the school. It covers the following areas:

1. Goods – Orders and Invoices
2. Central Charges and Salaries
3. Other Income and Expenditure

1 Goods – Orders and Invoices

1.1 Ordering Goods

- 1.1.1 In the first instance, if goods are required a Purchase Order requisition form is obtained from the Admin Officer (Carol) or the School Business Manager (Jackie).
- 1.1.2 It is imperative that a thorough check is made of current stock before requesting more from the Headteacher who is in charge of purchasing and supplies.
- 1.1.3 A requisition form must be filled in with the following details:
- Supplier/catalogue
 - Date
 - Ordered By
 - Catalogue Number
 - Description of Item
 - Quantity
 - Unit Price
 - Price of Order
- 1.1.4 The requisition is checked by the Headteacher or Deputy Headteacher against the current budget allocation and authorised accordingly by Headteacher or Deputy Headteacher.
- 1.1.5 The requisition is then faxed/sent to the supplier by the school office, One copy is retained by person ordering and the other by the school office. The office copy is later matched with the delivery note and invoice when the goods are received.

- 1.1.6 It is the school policy never to take any goods on approval, unless written authority is received from the Headteacher or Deputy Headteacher.

1.2 Receiving deliveries

- 1.2.1 Deliveries are taken in and signed for by the school office.
- 1.2.2 The goods are opened and checked by either Carol (Admin Officer) or Derek (Premises Manager) or a Teaching Assistant and the person who ordered the goods is contacted to collect their delivery.
- 1.2.3 Signed delivery notes (to confirm all details are correct) are returned to Jackie in the office in order for them to be matched to orders and invoices.

1.3 Entering an Invoice

- 1.3.1 When an invoice arrives it is passed onto Jackie.
- 1.3.2 The invoices are then matched to the order and delivery note and marked with the budget area they are to be paid against.
- 1.3.3 These invoices will then be passed to the Deputy Headteacher / Headteacher to authorise payment.
- 1.3.4 Once authorised, the School Business Manager puts the invoice on FMS.
- 1.3.5 If the supplier is not on FMS then the School Business Manager adds the supplier to the system as follows:
- Go into Focus > Accounts Payable > Supplier
 - Add the details of the supplier to the supplier screen.
 - Change the start date of the supplier to the invoice date so that you can pay on the correct day.
 - If the VAT number is marked on the invoice please enter this on the system also.

1.4 Paying invoice:

- 1.4.1 Once the invoices have been authorised they are then passed to the School Business Manager to put on FMS and cheques are issued.
- 1.4.2 All cheques require two authorised signatories (Headteacher / Deputy Headteacher / Senior Teacher / School Business Manager)
- 1.4.3 Paying an invoice
- Route: Focus > Accounts Payable > Invoice/Credit Note
 - Click + to add invoice
 - Select non order invoice
 - Add details of supplier – invoice number – date – period date
 - Posting period needs to be the month that you are working in

- Pay from – select bank
- Click + to add invoice details
- cost centre
- ledger code
- add vat details at either 20% or (5% for energy)
- net amount
- click save
- check amount is correct with invoice
- if vat needs adjusting slightly, click on the vat line and enter correct amount
- click tick at top to authorise
- click to post (fully authorise), (top right hand corner of screen).

1.5 Cancelling a cheque:

- Go to Focus > Accounts Payable > Cheque Processing
- Click on 'Find cheque number' button > select cheque number > click OK > Sims will highlight cheque run where your cheque is recorded > Click on red cross (X) this will cancel the cheque > enter reason where asked > click on save.

1.6 Cancelling an invoice:

- Always cancel cheque first (see above)
- Go to Focus > Accounts Payable > Invoice/Credit note > select the invoice to be cancelled > click on cancel invoice button (top right hand of screen).

2 Central Charges and Salaries

2.1 Central Charges

2.1.1 Charges and income are entered through the central payments method on FMS as follows:

- Go to Focus > Central > Payment
- Click + select payment if (CCR) or receipt if (CIR) > click the browser to select cost centre & ledger code > enter amount > change period if necessary > enter reference > click tick at top of screen to save.

2.1.2 Both the School Business Manager and Headteacher check staff salary charges, and all charges and Income and if both agree the the data is input on to system by each staff code total as follows:

- Go to Focus > Central > Payment
- Follow instructions for CCR –Reconciliations

2.2 Monthly Reconciliation of Central Funds

2.2.1 Once the central charges & income statements have been entered onto FMS and the salaries have been posted then the fund control report is done through the chart of

accounts review and checked against the monthly reconciliation sheet that is produced and sent to schools with the CCR and CIR reports.

2.2.2 This is signed and dated that it reconciles by the School Business Manager and the Headteacher.

2.2.3 It is checked twice termly and signed by the Finance Link Governor.

2.3 Reconciliation of Disbursement account

2.3.1 Once the bank statement arrives in the school it is passed to the School Business Manager. The bank statement is then reconciled through the FMS system and a print out of the statement is needed to show that it reconciles to the system.

2.3.2 Once reconciled, an unreconciled item listing is printed which is attached to the statement. (Route: Reports-General Ledger-Unreconciled Items)

2.3.3 The whole report is passed to the Headteacher for acknowledgement and signed, it is also signed by the School Business Manager and twice termly discussed with the Finance Link Governor.

2.3.4 The reconciliation is stored in the locked filing cabinet.

3 Other Income and Expenditure

3.1 Breakfast Club Fees

3.1.1 Breakfast club staff (usually Ruth) record fees daily in a register and fee record sheet. Money is given to the office (Carol / Jackie) daily to be put in the safe. At the end of the week, Ruth checks the fee records sheets and totals them.

3.1.2 Once reconciled, it is passed to Jackie, entered in to the paying in book for banking, and recorded on FMS and copies to "Breakfast Club" files.

3.2 Breakfast Club Expenditure

3.2.1 Ruth (Breakfast Club Co-ordinator) uses petty cash to purchase breakfast club food / resources. Receipts are provided to the School Business Manager.

3.3 After School Club Fees

3.3.1 The After Schools Club Activities co-ordinator records fees in a register and fees record sheet.

3.3.2 Money is given to the office (Carol/ Jackie) daily to be put in the safe. At the end of each week after school club co-ordinator checks the fee records sheets and totals them.

3.3.3 Once reconciled, a copy is kept for reference /auditing purposes by co-ordinator.

3.3.4 The co-ordinator is responsible for contacting the Friends of St Johns treasurer on a fortnightly basis to inform her that fees are ready for banking.

3.4 Non Invoiced Income

3.4.1 Income received through the school is normally banked on a weekly basis or when there is more than £200 pounds in the safe and entered onto FMS each week by Jackie through Manual Journal Processing. The paying in books are also completed by Jackie.

Date approved by Resources Committee:

4 February

Date adopted by Governing Body:

17 January

Date for next review:

Spring term 2014