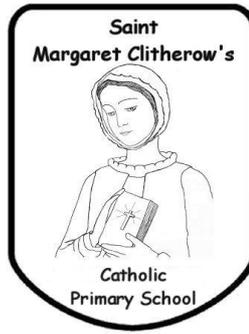


St Margaret Clitherow's Catholic Primary
School



SCHEME OF DELEGATION

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1. GOVERNANCE

The Governing body is collectively responsible for the overall direction of St Margaret Clitherow's School and its strategic management. This involves determining the guiding principles within which St Margaret Clitherow's operates and then making decisions about, for example, how to spend St Margaret Clitherow's budget. The governing body is also responsible for ensuring St Margaret Clitherow's meets all its statutory obligations and, through the head teacher, complies with the Council's financial regulations.

Effective governance results in clear public accountability for the performance of St Margaret Clitherow's. Weak governance reduces accountability, removes checks and balances and denies St Margaret Clitherow's a potentially valuable source of guidance.

The financial responsibilities of the Governing Body, its Committees, the Head Teacher and other Staff are defined in this financial manual. This should allow the Governing body to ensure that adequate systems of financial control are in place, and that it receives the information it needs to carry out its role.

To support effective financial governance are the following:

- Budget monitoring reports(FINDET)
- Governing Body/ finance committee minutes
- Register of business interests
- Information held by the Budget Advisory Service at Redcar & Cleveland Borough Council
- Support from the Governors Support Section at Redcar & Cleveland Borough Council
- Financial training provided by the Local Authority and other agencies
- Information held on Department of Children & Family Services website
- School buys into the School Finance Consortium

2. FINANCIAL ROLES AND RESPONSIBILITIES

The Governing Body will:

- Set spending priorities
- Consider, approve and monitor the budget
- Determine virement and expenditure thresholds
- Evaluate the effectiveness of spending decisions.

THE ROLE OF THE GOVERNING BODY

The Governing Body is given powers and duties as in an incorporated body. The statutory responsibilities of the Governing Body are detailed in Section 21 of the Education Act 2002.

The Governing Body is the body ultimately responsible for the overall financial affairs of St Margaret Clitherow's RC Primary School. It exercises this responsibility by establishing clear levels of delegation to the Finance and Staffing Committee, to other committees and to the Headteacher. The Head and the Finance and Staffing Committee may, in turn, authorise delegation to other members of staff to ensure sufficient clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's financial affairs.

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of annual budget
- Authorisation of the three year financial plan
- Setting financial priorities through the school improvement plan
- Appointment and salary of the Headteacher
- Determination of the staff complement and pay policy of the school
- Authorisation of terms of reference for all committees
- Authorisation of non budget expenditure and virements as detailed in section 3.
- To approve financial regulations and procedures on an annual basis
- Act as a critical friend to the school on all financial matters
- To make sure that any training gaps are identified by use of SVFS governors skills matrix to ensure appropriate training is received.

The Head

- Ensure compliance with the Council's Financial Regulations
- Ensure that sound systems of internal control are in place
- Compile draft budgets
- Supply the governors with regular budget monitoring information.

ROLE OF THE HEADTEACHER

The Headteacher has responsibility for the overall supervision of the day to day running of the financial affairs of the school.

The Headteacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions, ensuring adequate separation of duties in both manual tasks and financial systems.

The Headteacher should monitor the financial position of the school on a regular (not less than monthly) basis.

The Headteacher is responsible for the preparation and presentation to the Finance Committee and to the full Governing Body of reports on the school's finances in accordance with a pre determined timetable as well as on an ad hoc basis as necessary.

The Headteacher is responsible for initiating consultations with the Chair of Governors and the Chair of the Finance Committee on any significant and exceptional financial circumstances or any financial matter that is causing concern. He/she should also report to the Chair of Governors:

- Any failure in any material respect of any member of the school staff to comply with these procedures.
- Any circumstances which could adversely affect the schools finances.
- Any matter of serious concern in relation to the school's finances.

The Headteacher can amend the agreed budget by virement between any budget heading up to the limits set out in section 3.

The Headteacher can authorise the purchase of individual items up to the limits indicated in section 3.

The Headteacher can allocate from reserves.

The Headteacher can authorise orders not exceeding the limits set out in section 3.

In exceptional circumstances, the Headteacher can exceed the agreed limits after discussion the Chair of Governors or the Chair of the Finance and Staffing. A full report with reasons would then be made at the next meeting.

The Headteacher has responsibility for ensuring on a day to day basis that the financial procedures as set out in this document and following guidance issued by the local authority, are followed by all who may be involved in any way in the school's finances

The Headteacher has responsibility for the management of staff appointed to undertake duties involving any aspect of the school's finances.

The Headteacher has the authority to vire within Budget Headings as per limits set out in section 3, such virements to be reported monthly to the Head and included on regular virement reports to the Finance Committee.

THE ROLE OF THE DEPUTY HEAD

The Deputy Head will have the authority of the Headteacher to continue the day to day running of the school's financial affairs when the Headteacher is unable to do so.

At any other time the Deputy Head may authorise payments as in section 3.

The Deputy Head will also undertake such other duties or responsibilities relating to financial matters as may be required of them by the Headteacher.

In exceptional circumstances or in an emergency situation additional authority may be obtained from the Chair of Governors and the Chair of the Finance Committee acting jointly.

THE ROLE OF SENIOR ADMINISTRATION OFFICER

1. Responsibility for maintaining of all day to day records of the school and reconciling them with the records of the Local Authority as appropriate.
2. Duties commensurate with current job description.

The school buys into the school finance consortium

The support provides :

1. Responsibility for the regular preparation, for the school's accounting system of reports that will show the position of the school's finances as may be required by the Head and the Governors.
2. Reconciling them with the records of the Local Authority as appropriate.
3. After instruction Authority to vire within Budget Headings as per limits set out in section 3, such virements to be reported monthly to the Head and included on regular virement reports to the Finance Committee.
4. Update all contract adjustments e.g. add member of staff , changes of contract as advised by HT

ADMINISTRATION

1. Keys to the safe are held by school Senior office administrator and the office clerk and they are removed from the Premises each night.
2. For private school fund and imprest Cheque signatories are Mrs Jamalizadeh, Miss Welch and Mrs Wilberforce as per bank mandate which is held securely.
3. The petty cash imprest level is authorised at £300.

THE STAFF:

- Comply with St Margaret Clitherow's financial regulations

Finance and Staffing Committee

Remit:

- To consider the budget allocation from the LA and approve an annual budget for the financial year.
- To vire or allocated from reserves between budget headings during the course of the year
- *Headteacher to spend/vire up to £5000, Headteacher with approval of the Chair to spend/vire up to £10,000, any amount over £10,000 to be approved by the Finance and Staffing Committee);*
- To monitor income and expenditure and examine projected outturn figures during the financial year.
 - To review the final outturn is and how it will be spent.
 - To advise the Governing Body on the school's charging policy.
 - To determine the staffing levels and annual teaching staff establishment.
 - To determine the grades for non-teaching staff.
 - To ensure that the systems and practices of the school and the Governing Body are appropriate to meet the School Financial Value Standard.
 - To Review Register of Business Interests of the staff and governors.
 - Monitor Private School Fund Accounts
 - To annually review the Staff Appraisal Policy including policies regarding recruitment are in place such as pay policy
 - Review internal audit reports and schools' internal review of financial controls and ensure recommendations are in place
 - Responsibility for reporting to the Headteacher any failure in any material respect of any member of the school staff to comply with these procedures, any circumstances which could adversely affect the school's finances, any matter of serious concern in relation to the school's finances.

The day to day management of the budget is delegated to the Head Teacher.

Delegated powers of the Finance & Staffing Committee

The Finance and Staffing Committee has delegated powers to take financial decisions on behalf of the Governing Body. There must be a minimum of three members in order to make decisions. At its first meeting each school year, it will elect one of its members to be the Chair of the Committee. The Committee will meet at least once each term, any actions will be reported to the next meeting of the Governing Body to ensure that the Governing Body is kept fully informed on all matters of importance.

The Committee may co-opt non-governors as advisors to extend the range of expertise but non members may not vote on any matter.

Financial information to Governors

The Finance & Staffing Committee meets once a term. The Head provides a report at each meeting on financial matters. (SIMS FINDET)

The full Governing body are provided with end of year accounts, at the summer meeting and at this meeting the Headteacher duly signs the Outturn Statement.

The school has entered into a Service Level Agreement with a Finance Consortium. This Service Level Agreement assures on-going support and a personal visit by a member of the Finance Consortium every month. The school may be subject to an audit from the LA internal audit section and school will act on any recommendations. The school will undertake a review of internal financial controls annually and report any findings to governors.

Head Teacher reports to Governors - Devolved Gift Aid

A termly update is given by the Head Teacher in relation to the financial balances for Devolved Capital.

Minutes of all meetings

Minutes are taken at all the Governor meetings, including committees and duly circulated and agreed. The Governor Support clerk (SLA) takes minutes of the Full Governing Body Meetings and Finance & staffing Committee meetings.

Register of business interests

Governors and Staff should declare any business interest on the official 'Register of Business Interests' standard form and are responsible for informing the governor clerk of any changes. As part of the Service Level Agreement for Governor Support Services there is a requirement that this information for school governing bodies is regularly updated and held by Governor Support Services.

In terms of governor meetings, at the start of each meeting Governors and Staff have an opportunity to 'declare' an interest in any item which may arise.

3. FINANCIAL MANAGEMENT

Budget Approval Process

The Finance and Staffing Committee together with the Headteacher and with support from the school finance consortium will review the allocated school budget share sum. The Headteacher in conjunction with relevant leadership group members will draft St Margaret Clitherow's annual budget to ensure the delegated financial resources support the effective delivery of the curriculum and management of St Margaret's. This will be submitted to the Finance and Committee and approved at the end of the Spring Term.

It is then presented to the Full Governing body in the summer term. The Finance & Staffing committee will ensure compliance with the Council's Financial Regulations.

Budget Control

The Finance & Staffing committee together with the Headteacher and support from the school finance consortium will ensure the effective allocation of the resources for staffing, premises, administration, curriculum resources and student services.

The committee have set a ceiling of £5,000 on any single item purchased by the Headteacher without reference to the Finance & Staffing Committee unless these are purchases already agreed by Governors within Premises or ICT Improvement plans.

Unbudgeted expenditure of more than £10,000 will be submitted for approval to the Finance and Staffing Committee.

The school uses the SIMS accounting system to manage financial affairs this system allows school to load the annual budget process day to day transactions and monitor salary costs , produce financial reports, including CRF report.

	FGB	F and S	HT/DHT	Admin	Staff
Approval of budget/3 year plan	x				
Virement/allocation from reserve					
Expenditure in excess of 60 also need approval by the LA	X				
Expenditure in excess of £10,000		X			
Expenditure between 5-10		x			
Expenditure below 5			x		
Authorise orders			X		
Authorise invoices			X		
Authorise petty cash			X		
Authorise private School Fund			X		
Appointment of teachers			X		
Appointment of non teaching			X		
Appointment of HT	x	x	x		

Budget Monitoring

The Finance & Staffing Committee will receive details and monitor the progress of the budget on a termly basis by means of a FINDET report and detailed annotated statement and projected outturn, from our finance consortium team member. These reports are presented to the full Governing body at each meeting.

The Finance & Staffing committee will ensure that St Margaret Clitherow's financial performance is in line with the approved budget. In excess of £5,000 funds are to be transferred from contingency or from one area of the budget to another by means of virement, authorisation from the Finance & Staffing committee should be obtained.

The Finance & Staffing committee will ensure that all accounts are audited and/or the schools self assessment of financial controls completed on an annual basis and annually review the Scheme of Delegation documentation.

In addition to the pupil premium Budget the following funds will be included within all monitoring arrangements:

- Additional Funding – Standards Funds
- SEN
- Devolved and LCVAP
- Other School Funds

Year End

The final outturn will be agreed by SIMS and LA accounts. LA final outturn will be signed by the headteacher and signed by ht along with the final utilisation of balances. Balances in excess of 8% represent an excessive balance under the LA claw back mechanism. The SDP will identify work to the premises that these balances can be used to pay for.

A CFR report will be completed at the end of each financial year. The LA CRF report will be reconciled to the SIMS accounts according to the LA timetable. Once the LA has submitted the CRF data to the DFE and the DFE loaded it onto the benchmarking website the school will benchmark its finances against other schools and reports finding to governors during the autumn term.

Use of resources

An annual report concerning improved use of resources will be submitted to governors once a year.

Contracts for Supplies & Services & Works

This document will ensure that the Head has proper procedures for establishing, monitoring and review of all contracts in existence. The committee will take part in the reviewing of contracts including those in the form of *SLAs* during the draft budget setting & final approval meetings.

In relation to the Building Management and Contract organisation, there is a management agreement in place to ensure that Value for Money is achieved. This arrangement involves the purchase of specialised advice and contract procurement for the buildings management programme and contracts.

Clear limits of delegated authority in relation to contracts

Delegation limits refer to thresholds above which the approval of the Governors is needed before goods or services can be purchased. St Margaret Clitherow's school does not exceed the requirements set out in the council school funding

£0 - £5000 written quotation required

Over £5,001 three written quotes plus permission from the Diocese (building work only)

Any large capital works for which tenders are required will be co-ordinated between the Head teacher, Contract Building Adviser Mr. Dave Ashwell, Diocesan Building Adviser, Mrs. Sharon Westcough Mr Glen Parker and the Diocesan Trustees.

4. FINANCIAL PLANNING

Financial planning is an essential part of good financial management. It provides St Margaret Clitherow's school with a clear view of how it intends to use its resources. It has two interlaced elements: St Margaret Clitherow's School Improvement Plan (SIP) and St Margaret Clitherow's Budget.

School Improvement Plan (SIP)

The SIP forms a major building block for constructing the budget. The Sip contains the following elements:

- A statement of school policy and objectives
- Identify St Margaret Clitherow's educational priorities
- Outline what we have to do deliver these priorities
- Identify Spending Priorities for the current financial year, including resources, premises and ICT
- The budget for the current financial year

As referred to in the above the SIP will identify St Margaret Clitherow's educational priorities. This will be done in sufficient detail to provide the basis for constructing budget plans for the next financial year. It is imperative that St Margaret Clitherow's SIP indicates the resource implications of each priority to inform decisions on St Margaret Clitherow's budget.

Budgeting

Budgeting is essential to good financial management and key to the successful delivery of the SIP. The budget contains all items of income and expenditure that the school and governors are expected to manage in a manner that delivers school priorities. Budgeting is carried out using the Redcar & Cleveland's budget setting guidelines and timetable. The School's Finance Consortium gives clear advice which will identify inflation rates and other assumptions to be applied to all aspects expenditure and income. The school's budget is monitored using the SIMS FINDET report for schools.

As well as the detailed annual budget the school completes a detailed 3 year budget plan to identify financial trends or financial pressures etc.

The budget will be balanced to funds available and not be allowed to overspend.

Financial Planning Timetable

Financial monitoring and planning is a continuous process. To formulate the process a timetable is adopted and adhered to in order that statutory deadlines are met. This timetable covers the whole planning process, including both the SIP and the budget. The timetable ensures that Governors are provided with the information they need to evaluate their options, which will form the basis of the SIP and budget.

Action	When	Who's involved – some maybe not all
Budget Preparation	Ongoing but main focus on finalisation is Feb/March	Head Teacher, Senior Management Team, Administrator, School Finance Consortium
Budget Presentation	Drafts normally presented to Finance & Staffing Committee March/April Approval by Full Governing Body normally June	Head Teacher, Administrator, Finance Staffing Committee, Full Governing Body, School Finance Consortium Governor Support Service
Budget Monitoring	Monthly Termly Year End	Monthly – School level Termly – Finance Committee & Full Governing Body
Final Year End Accounts	Year End – May	Head Teacher, DHT, Administrator Finance Staffing Committee,
Utilisation of Balances Statement	Year End – May	Head Teacher, DHT, Administrator Finance Staffing Committee
CFR	July	HT
SEF	September	HT /DHT/AHT

5. INTERNAL CONTROLS

This next section covers individual arrangements that are in place to ensure that effective control systems for the financial feeder systems and other governance assurance processes.

- Purchasing
- Payroll
- Imprest (Petty Cash)
- Banking
- Income (including dinner monies)
- Data Security
- Voluntary Fund
- Tax
- Insurance
- Assets
- Whistleblowing/Anti Fraud Corruption

5a. PURCHASING

Currently by using a variety of sources we endeavour to obtain value for money.

Processes to achieve this:

Capital

- Building Works (in the main Capital) will be procured by the Building Manager under instruction from HT and Finance & Staffing Committee. The procurement of such works will be within LA tendering guidelines for capital building works.
- Any large capital works for which tenders are required will be co-ordinated between the Head teacher, Contract Building Adviser Mr. Dave Ashwell, Diocesan Building Adviser, Mrs. Sharon Westcough and the Diocesan Trustees. An architect will be instructed by the Diocesan Building Adviser.
- Where a quotation other than the lowest is accepted the reason for this decision will be reported to the governing body and included in the minutes of the relevant meeting.
- Use of Redcar & Cleveland's Corporate Procurement facility if required.

Ordering of Goods & Services

The process for ordering 'normal' goods & services is as follows:

- A member of staff writes an order on the school requisition form and which is authorised by the HT. This is passed to the School Administrator
- The School Administrator then inputs the data from the order onto the SIMS system. At this point there is a financial commitment made with the school budget for that expenditure and hence shown as such against the particular budget heading in any reports produced.
- The Official Order will be signed by HT
- The order will then be placed with the supplier.

In urgent case where by a 'Verbal' order has been placed this should be confirmed as per the processes identified above.

Exception to this process is in relation to utilities and imprest payments.

All committed expenditure is recorded on the SIMS system and monitored regularly as part of the regular budget monitoring process.

Receipt of goods and services

The member of staff unpacking the goods or receiving services ensures that they have been received as ordered by marking off the goods against the delivery note and original order.

This should not be done by the person who has signed the order.

Any shortages or discrepancies would be reported to the supplier at the earliest opportunity and noted on the copy order.

Payment for goods

- Invoices are date stamped on the day of receipt.
- On receipt of invoice this should be cross referenced with the original order to ensure that the order number quoted is correct and paying only for goods actually ordered.
- Check that the expenditure has been properly incurred by checking the delivery note against the order & invoice.
- Check Invoice item description, quantity, price and VAT are correct
- Discounts where applicable have been applied.
- Code the invoice and ensure this is correct to the code on the order.
- After all the checks above have been made, the Head Teacher or Deputy Head Teacher will sign as an authorised signatory to approve/certify payment of that invoice. It must be noted that the person who approves/certifies the invoice for payment must not be the same person who either signs the order for the goods/services or the person who checked the goods upon receipt. It is acknowledged that in extreme circumstances when limited staffing resources are available this may not always be the case.
- Once the invoice has been signed it should be processed in the schools SIMs system.
- After this process the invoices are dispatched promptly to the AP section at the Redcar & Cleveland Borough Council.

Please note the following: STATEMENTS AND PHOTOCOPIED INVOICES ARE NOT USED. If an invoice is lost the provider will be contacted and asked to provide a copy.

5b. PAYROLL

St Margaret Clitherow's follows established Redcar & Cleveland Borough Council's procedures for the administration of personnel, which includes such activities as, Appointments of Staff, Termination of Contracts and Variation to Contracts including those which are a promotion. St Margaret Clitherow's has a Service Level Agreement for all Human Resource work and Payroll.

The staffing structure will be reported in an annual report made to governors.

Changes to Staffing

The decisions regarding staffing changes are made by the Headteacher together with Governors where appropriate. The Administrator will fill in the necessary forms and forward them to Human Resources who will check them and send on to Payroll. Thus separation of duties is achieved.

Only authorised staff has access to personnel files and arrangements for staff to access to their own records, if required, are in place.

Every member of staff will have job description, person specification, performance management review which will identify training needs and access to training and procedural manuals.

The Administrator maintains a list of staff employed. This list is regularly updated to reflect new starters. Changes are also made in the personnel section of SIMS. Net. The Administrator undertakes payroll checks half termly to ensure the following:

- There are no ghost employees
- Staff are being paid at the correct rate & allowances
- An annual workforce census is completed in November

5c. PETTY CASH (IMPREST)

Petty Cash is useful for making small purchases with a minimum of fuss. Since however cash is portable and desirable it is important that proper controls are in place to prevent its loss or abuse.

The maximum level of the Imprest Account is £300 in accordance with the LA regulations. Cash is not kept to be used as part of the Imprest Account processes. Cheque books are kept in the safe. Proper use of petty cash – payments from the petty cash fund are limited to minor items not exceeding £100 per item, which have been approved in advance by an authorised signatory, HT. Personal cheques are not cashed from the petty cash fund.

Invoices are not paid through the Imprest.

All expenditure from the fund must be supported by receipts, identifying any VAT paid.

Proper records are kept for amounts paid and taken out of the fund. All cheques drawn on the Imprest Account are recorded in SIMS.

All payments are reconciled to the monthly bank statement and countersigned by the Headteacher.

5d. BANKING ARRANGEMENTS

The proper administration of bank accounts is at the heart of financial control. In particular, regular bank reconciliations at St Margaret Clitherow's are essential. They prove that the balances shown in the accounting records are correct and provide assurance that the underlying accounts are accurate.

The standards in this section cover bank account and cheque controls. Failure to keep to these standards leaves areas of St Margaret's finances open to potential error or fraud and indicates a possible breakdown in St Margaret's internal control systems.

The imprest is reimbursed on a regular basis so that the account does not become overdrawn and incur charges.

Key controls in relation to safeguarding banking arrangements

- There are no loans or overdraft facilities allowed
- Two signatories are required for each cheque
- Imprest Account Signatories – Head Teacher (N Jamalizadeh) and Assistant Head Teacher (Emma Welch), V Wilberforce
- School Fund Account Signatories – N Jamalizadeh, E Welch and V Wilberforce
- Signatories of cheques are made aware of what the payment is for
- All cheques are crossed
- No blank cheques are signed
- Cheque books are kept securely

5e. INCOME CONTROL

Income is a valuable asset and is therefore vulnerable to fraud. It is vital that appropriate controls are in place to ensure its security. Income can come from a variety of sources, including grant funding, school dinner money etc. It is important that St Margaret Clitherow's School does not exceed its insurance or Redcar and Cleveland's limits on holding cash on premises, this figure is £10,000. The amount of cash held in any one week would not normally exceed this. Cash (not cheques) would be banked mid-week if money held was even to approach this amount.

Controls for School Budget Share Income

- St Margaret Clitherow's issues receipts which are kept on file and recorded in SIMS
- Receipts and manual copies also held in the Finance Office.
- The income is then banked each week. Cheques and cash are separated and a copy is sent to the Local Authority via an e slip.
- SIMS Income receipt numbers are also typed on the e slip to aid reconciliation.
- A record of expected income is kept and checked against the reconciliation printout received each week from the Local Authority.

Controls for Dinner Monies

The procedure adopted for dealing with dinner monies is as per the Redcar & Cleveland approved policy a brief overview is as follows:

- Banking is carried out in the same way as income above.
- Dinner monies are recorded directly on to the School Meal programme.
- At the end of the week a Catering Return is produced and all monies are reconciled against this.
- This return is emailed to the Local Authority where it is checked against the monies banked by the school.

Security of cash & cheques

Cash and cheques are locked away in the safe each evening to safeguard against loss or theft.

Reconciliation of collections and deposits

This reconciliation involves matching income receipts/other documentation to accounting records on the one hand and bank statements and paying-in slips on the other.

Income is always banked intact and payments are never made out of cash income nor are personal cheques.

Chasing invoices and writing off debts.

School follows the Local Authority regulations for the raising of Debtors Invoices and for the writing off of bad debts.

Recording of monies between staff

A signature is obtained to evidence cash hand over e.g. trips money

Receipts will be issued for any change over of money for amounts of £5 or above (not including dinner money).

5f. DATA SECURITY

The school uses computers to record and process personal information of students and staff and financial management of the school.

Computer access is properly protected against unauthorised use by the use of passwords.

Security of Access

Computer systems used for school management are protected by password security to ensure that only authorised staff have access.

Back up procedures & Recovery of damaged information

Back ups are done each evening by Redcar & Cleveland IT and they would restore any systems after an emergency.

Protection against computer viruses

Only authorised software is used on all computers and that is communicated via the Redcar & Cleveland IT Policy. The local authority is responsible for the antivirus software on the admin computers, but school is responsible for ensuring correct use of computers to prevent viruses.

School is responsible for making sure that viruses do not disrupt our administration computers.

Data Protection Act

Staff and Governors are fully aware of their responsibilities regarding Data Protection Act 1998. Staff and Governors have received Data Protection and Information Security Guidelines and signed the undertakings issued by the Governors Support Section.

The data protection commissioner is notified that the activities we are engaged in do fall into the requirements of the Data Protection Act. This is renewed on 10th February each year.

5g. VOLUNTARY FUNDS

Voluntary funds provide St Margaret Clitherow's with an additional source of income. Although such funds are not public money the same financial standards are applied.

Separate accounting from school budget

St Margaret Clitherow's School Private Funds are kept separate from school delegated budget and kept in separate bank account. The funds include private school funds and breakfast club.

The Governing Body has appointed the Headteacher to oversee the fund.

Governors receive a copy of the private fund accounts termly. The balance on the accounts will be reported by the Headteacher or senior administrative officer at every finance and staffing meeting. Each fund has a constitution by which we outline what each fund is to be used for.

The fund is audited by an independent person (David Wilberforce) annually who will not have any day to day dealings with the fund.

The Local Authority receives a copy of the auditor's certificate.

Banking takes place once per month. Money is deposited into the private funds. This is then entered on relevant Excel worksheet which itemises each amount of money and what that money is for. Every month we receive a Bank Statement and amounts paid in and cheques withdrawn are reconciled against the accounting record. The bank reconciliations will be presented to governors. Both funds will be audited and a certificate sent to the auditors.

This applies to all of our private accounts and each month the Headteacher or Deputy or Assistant Head teacher checks that this has been carried out by signing the printout of the account.

Two authorised signatures are needed on every cheque – blank cheques are not signed. Invoices /receipts are checked and are attached for cheque expenditure.

The Council's general insurance scheme covers this account.

5h. TAX

St Margaret Clitherow's adheres to the Council's recommendations regarding Value Added Tax and the Construction Industry Scheme. Any queries are initially referred to Redcar & Cleveland's AP section or the finance auditor.

5g. INSURANCE

Provision of Insurance

St Margaret Clitherow's has arrangements in place for the provision of insurance cover for liabilities examples of such are:

Public Liability, Employers Liability, Property, I.T. equipment, Fidelity Guarantee and Professional Indemnity.

The provision of insurance cover is provided by Redcar & Cleveland Borough Council's Insurance Section and the Diocese of Middlesbrough.

Notification of changes to requirements

St Margaret Clitherow's representatives i.e. the Head Teacher, Deputy Head Teacher or Administrator will notify at the earliest opportunity Redcar & Cleveland's Insurance Section and the Diocese of Middlesbrough any changes in circumstances which may involve an increase in insurance cover or identification of a potential liability. Examples include but not limited to: acquisition of equipment. Premises alteration, health and safety issues.

Notification of Claim

St Margaret Clitherow's representatives i.e. the Head Teacher, Deputy Head Teacher or Administrator will immediately notify Redcar & Cleveland Borough Council's Insurance Section and the Diocese of any incident arising that may result in an insurance claim being made.

Car Insurance

All staff which use vehicle (private or other) for business use are required to adhere to the Redcar & Cleveland's Permitted Drivers Policy which specifically identifies insurance requirements.

5i. ASSETS

St Margaret Clitherow's ensure that items of equipment are appropriately stored and an asset register is kept which is updated on a regular basis.

A log is kept of all items which are removed from the school premises.

For additional security where possible assets are security marked eg ICT equipment.

Write-off and disposal of surplus assets

The responsibility of the 'Write off' and/or 'Disposal's of individual asset(s) has been delegated to the governing body. A list of all write-offs/disposals will be presented by the Head Teacher to each Full Governing body meeting.

Premises

The premises will be maintained to a high standard and servicing and repair renewal will be updated regularly and priorities identified. Routine checks will be maintained.

School has a disaster recovery plan

5j. ANTI-FRAUD & CORRUPTION WHISTLEBLOWING

Redcar and Cleveland Borough Council have an Anti-fraud and Corruption Whistle blowing Policy which is adhered to by all staff and governors at St Margaret Clitherow's.

The policy is actively communicated by the displaying of posters in prominent areas.