

NCST - SoD - Financial Regulations Manual

Last updated: June 2020

**Applies to: NCST, NCST Federation, Lister Community School
Rokeby School, Sarah Bonnell School**

www.ncst.net

Financial Regulations Manual

Budgeting and Reporting

Role	Value	Delegated Authority	Method	Review Period
Budget setting process		Leadership Group	Agree academy improvement priorities	Annual
		Headteacher and School Leadership Team	Draft budget plan	Annual
		CEO and Headteacher	Agree budget plan	Annual
		Trust Board	Approval and overall monitoring	Annual
Budget holders responsibilities	As per the individual budgets set	Headteacher, SLT and other budget holders	Budget monitoring is the responsibility of the budget holder and must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level.	Monthly
Role	Value	Delegated Authority	Method	Review Period
Monthly Management Accounts		School business manager and Headteacher in conjunction with Finance Consultants	All transactions to be processed and reconciled by the academies finance staff for the timely checking and production of the monthly management accounts and governors reports as per the Financial Timetable.	Monthly

Role	Value	Delegated Authority	Method	Review Period
Virements	Up to £10,000	Headteacher	Must be disclosed to the Finance Committee.	As necessary
	Over £10,001	Finance Committee	Must be approved by the Finance committee.	As necessary
ESFA Reporting		Chief Executive Officer/Chief Financial Officer in conjunction with the Trust's Auditors and Financial Consultants	An annual Financial Reporting Timetable will be released by the EFA dates and requirements will be included on this timetable.	As necessary to ensure compliance

Income

Role	Value	Delegated Authority	Method	Review Period
Collection and receipt of cash and cheques	Any	School Business Manager or delegated administration assistant	Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger. All on site cash and cheques must be locked in the safe until banking	Daily
Sales invoices	Up to £15,000	School Business Manager	All sales invoices must be processed through the financial management system, and issued in a timely manner.	As required
	£15,001 to £100,000	As above plus Headteacher	Headteacher to authorise the issuing of sales invoices above £15,001, and then as above.	As required
	Over £100,001	Finance Committee	Finance committee to approve the issuing of sales invoices above £100,001, and then as above	As required
Banking of cash and cheques	Any	School Business Manager or delegated administration assistant	Cash and cheques should be banked on a regular basis and should not be allowed to accumulate above £1,000. Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.	As required
Reconciliation of bank accounts		School Business Manager or delegated administration assistant or finance consultant	Bank accounts should be reconciled at least on a monthly basis by someone other than the person doing the banking. Bank reconciliations should then be signed dated and filed.	Monthly

Petty Cash		School Business Manager of delegated administration assistant	Petty cash should be kept in a locked tin and stored in the school safe. Petty cash payments should be kept below £25. Receipts must be provided for any claim. Pre approval from the appropriate budget holder must be obtained before any purchases take place. Period checks should take place by finance consultant or responsible officer	Weekly
------------	--	---	--	--------

Purchases and Payments

Role	Value	Delegated Authority	Method	Review Period
Purchase orders	Up to £1,000	School Business Manager and budget holders	Orders should be placed with approved suppliers unless agree otherwise with school business manager. Orders should be written on approved purchase order pro forma and authorised before being processed in the financial management system, and before order is placed with supplier. Approved paper based orders should be entered into the financial management system by someone other than the person who approved the order.	Monthly
	£1,001 to £5,000	Headteacher, Deputy and School Business Manager	As above and three quotes must be obtained. These can include both written and verbal.	Monthly
	£5,001 to £10,000	Headteacher and Deputy	As above however minimum three quotes must be written	Monthly
	£10,001 to £25,000	Headteacher and Deputy with notification to the Chief Executive Officer	As above however minimum three quotes must be written	Monthly
	Over £25,000	Trust Board as recommended by the Leadership Group or the Chief Financial Officer	Formal tendering process, including advertising in OJEU if appropriate	Monthly
Payment by cheque or BACs	Up to £20,000	Two signatories required from either of the Headteacher, Deputy or School Business Manager	Individual payments to any supplier to the value of £20,000 need to be signed by two individual in the delegated authority column. Cheques or payment notifications must be accompanied by authorised supporting documentation	As necessary
	£20,001 to £100,000	Two signatories including one from the above list	Cheques or payment notification must be accompanied by authorised supporting	As necessary

Role	Value	Delegated Authority	Method	Review Period
		plus the Chief Financial Officer	documentation	
	Above £100,000	Chief Executive Officer or delegate from Leadership Group	Cheques or payment notification must be accompanied by authorised supporting documentation	As necessary
Charge Card	Limited to £5k	Headteacher, School Business Manager and finance consultant	Must be kept in the safe when not in use. All transactions must be supported by a receipt. Orders should be placed only by card holder. Reconciliation should be checked by someone other than the person who places the orders.	Monthly
Standing orders and direct debits	As per limits for cheque of BACs payments	As per limits for cheque of BACs payments	As per limits for cheque of BACs payments	As necessary
Liabilities and Write-Offs	1% of total annual income or £45,000 (whichever is smaller) per single transaction. Cumulatively, 2.5% of total annual income in any one financial year per category of transaction where notified by the Trust Board. Otherwise cumulatively, 5% of total annual income in any one financial year per category of transaction.	Headteacher/Chief Financial Officer	Anything above these limits must be approved by Secretary of State through the ESFA	Annual
Purchase or sale of any freehold property	Any	Trust Board ESFA approval required	On recommendation of Leadership Group	Annual
Granting any leasehold or tenancy agreement	Any	Trust Board ESFA approval required	On recommendation of Leadership Group	Annual
Taking up any leasehold or tenancy agreement for more than three years	Any	Trust Board EFA approval required	On recommendation of the Leadership Group	Annual

Salaries and Wages

Role	Value	Delegated Authority	Method	Review Period
Appointment of Staff	Up to senior leadership team	Headteacher		Annual
	Deputies	Headteacher in consultation with the Leadership Group		Annual
	Headteacher	Trust Board on the recommendation of the Headteacher Appointments Committee		Annual
Payroll Processing		School Business Manager and Headteacher	School business manager to check monthly payroll and make any necessary changes or adjustments. Monthly payroll and any changes must be authorised and signed off on by the Headteacher. Payroll reports and payments made will be checked and agreed by the finance consultant on a monthly basis.	Monthly
Contracts of employment		School Business Manager or delegated administration assistant	All employee contracts need to be kept up to-date. Any contract changes need to be authorised by the appropriate authority level as per (Appointment of staff) authority and filed in the staff members file. These contracts will be periodically checked by the responsible officer and the auditors.	As required
One-off Payments (e.g. in settlement of claims, ill health retirements, bonuses and golden handshakes)	Any	Headteacher and Chief Financial Officer		

Assets

Role	Value	Delegated Authority	Method	Review Period
Fixed asset register	£2,000	School Business Manager or on-site ICT staff member	All assets to the value of £2,000 either individually or as a group will need to be recorded in the asset register.	Monthly and annually