

Mill Hill Primary School

Finance and Charging Policy

1 Introduction

- 1.1 At Mill Hill Primary School we seek to ensure that pupils, parents, staff and governors gain the best possible value from the funds available to the school. In order to do so, we take the greatest care to ensure that all decisions regarding the spending and delegation of such funds are planned most carefully, in collaboration with all stakeholders and with due regard to best value.

2 School Improvement Plan

- 2.1 The school improvement plan is the catalyst, which drives and guides the present and future development of Mill Hill Primary School. This plan is reviewed and re-written each year and is based upon the consideration of the school's priorities in relation to the previous plan, the school's aims, local and national initiatives.
- 2.2 When preparing the school improvement plan the following areas are taken into account:
- In order to arrive at a list of priorities for development it is necessary to audit present arrangement. Such an audit is carried out by the Head Teacher, Assistant Head Teacher and subject coordinators.
 - Information from national testing, internal standardised testing and reception intake assessments is collated and analysed.
 - Analysis of the current pupil population and future trends of pupil numbers.

3 Monitoring the School Improvement Plan

- 3.1 The finance sub-committee of the Governing Body shall meet once each term to monitor spending targets and to evaluate the effectiveness of spending. The Head Teacher will monitor the effectiveness of the SIP in discussion with the Assistant Head Teacher and the subject coordinators.

4 Preparation of the School Budget

- 4.1 In preparing the school budget due consideration must be given to:
- The priorities identified in the SIP
 - Historical costs
 - School aims
 - The views of the staff and governors
 - Unforeseen events e.g. OFSTED
 - Calculation of budget surplus/deficit from the previous year
- 4.2 On receipt of the final budget figure, the head teacher should prepare a draft budget for the finance sub-committee for discussion and approval (usually in February or early March). Advice on the preparation of the budget should be sought from the Budget section of the Local Authority. The budget must then be presented for the approval of the whole governing body.

5 Monitoring the Budget

- 5.1 The budget is monitored on a monthly basis by the Head teacher, Assistant Head Teacher and School Administrator. The budget is monitored each term by the Head Teacher,

6.1 The virement of monies is the head teacher's responsibility and is only proposed after careful monitoring of the budget. Virement documentation is prepared by the administrator and must be counter-signed by the head teacher for amounts up to £5000. The Chair of Governors must also countersign virements up to a limit of £10,000. In excess of £10,000 must be agreed by the Full Governing Body.

- 7.1 The Head Teacher, Assistant Head Teacher, School Administrator, subject coordinators and the site manager, will raise orders for equipment and materials. In order to secure best value, as a school, we obtain 3 quotes for all individual items above £100. All requisitions are authorised by the Head Teacher before being processed as orders.
- 7.2 The School Administrator places orders through the computer SAP system. Any purchase up to £5,000 may be authorised by the Head Teacher or Assistant Head Teacher. Any purchase between £5000 and £10,000 requires the authorisation of the Head Teacher and the Chair of Governors. Orders over £10,000 must be authorised by the full governing body.
- 7.3 The Head Teacher will decide who best to approach, using the Local Authority CHAS approved list of contractors, for prices in respect of any contracting work to be carried out in school. The finance and premises sub- committees will approve tenders drawn up by the site manager and Head Teacher. For work costing between £5,000 and £75,000 the committees will obtain and consider at least 3 quotations from suitable contractors and suppliers.

8.1 The School Administrator is responsible for checking goods received against the delivery note and dealing with any arising problems with the supplier. The School Administrator, upon receipt of an invoice, prepares payments. The Head Teacher is responsible for the authorisation of payment of invoices.

9.1 School Capitation Account – held at National Westminster Bank

Assistant Head teacher Mr P Hair

9.3 School Fund Account – held at Yorkshire Bank

Assistant Head Teacher Mr P Hair

School Administrator

Mrs C Bianbridge

- 9.4 The School Fund cheque book is kept securely in the school safe. A receipt is requested for each cheque issued, every effort is made to ensure a receipt is obtained by enclosing a stamped self- addressed envelope with all invoices paid. A Bank Reconciliation is carried out against the bank statements each month.
- 9.5 School Fund income is prepared for banking by the Assistant School Administrator and checked by the School Administrator, before being placed in the Yorkshire Bank cash bags. Monies are collected by the City of Sunderland Security Services for transportation to the Yorkshire Bank and a receipt obtained by the security guard.
- 9.6 The School Fund is audited annually by the Local Authority Finance Liaison Officer.

10 School Income

10.1 School Meals

Paid Meals

Dinner money is collected each Monday morning. We request that dinner money is brought to school in a secure envelope/packet clearly showing the child's name, class and the amount enclosed.

- Dinner money is sent by class teachers to the school office where the School Administrator and Assistant School Administrator check the amounts received and record payments on class registers.
- The school Administrator then inputs the amounts received into the Sims Dinner money system and the assistant School Administrator counts the cash received ready for banking.
- The School Administrator reconciles the figures input into the Sims Dinner Money system against the cash received and completes the Nat West paying in slip: separate slips for cash and cheques.
- The School Administrator and the Assistant School Administrator check the monies prepared for banking against the paying in slips and place the cash/cheques in the Nat west money bags.
- The monies are collected by the City of Sunderland Security Services for transportation to the Nat West Bank and a receipt is received from the security guard.
- A cash analysis sheet is prepared and the amounts banked are recorded on the SAP system.
- Dinner money received after collection by the Security Services is recorded as above and kept securely in the school safe.

10.3 Free Meals

Children whose parents/carers are in receipt of the appropriate benefits are entitled to receive a free school meal.

- Parents/Carers must complete a Free Meals Application Form which must be authorised by the School Administrator or the Awards Section, Children's Services.
- Parents/carers must provide proof of the type of benefit they are receiving.
- A copy of the Free School Meals application form is retained in school.
- Free school meals cannot be provided without authorisation.

10.4 Breakfast Club

Payments are collected by the Office Staff/online

- Payments are checked and recorded in the Breakfast Club Register. The register and cash received are passed to the school Administrator, checked and are kept securely in the safe.
- At the end of each week monies received are reconciled against the Breakfast Club Register by the School Administrator and the amount noted on the Nat west paying in slip.
- Breakfast Club monies are banked as above.
- Breakfast Club income is recorded on the SAP system.

10.5 After School Club

Payments are collected by Office Staff/Online

- Payments are checked and recorded in the After School Club Register. The register and cash received are passed to the school Administrator, checked and are kept securely in the safe.
- At the end of each week monies received are reconciled against the After School Club Register by the After School Club staff, checked by the School Administrator and the amount noted on the Nat west paying in slip.
- After School Club monies are banked as above.
- After School Club income is recorded on the SAP system.

11 Voluntary contributions

- 11.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.
- 11.2 Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 11.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - school trips abroad;
 - Musical events.
- 11.4 Monies received are recorded by the Assistant School Administrator on class lists and are kept in the office. The information is then transferred to the E.V risk assessment forms. Any monies collected are stored securely in the office safe prior to banking into the School Fund account.

12 Residential visits

- 12.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do suggest a charge to cover the costs of board and lodging. If we cannot raise sufficient funding through parental contributions, the visit may

have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

- 12.2 Monies received are collected in instalments and are recorded on a pupil's individual savings card, by the school administrator or assistant school administrator, who also keeps an office copy. Any monies collected are stored securely in the office safe prior to banking into the School Fund account.

13 Music tuition

- 13.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 13.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.
- 13.3 Monies received are recorded by the Assistant School Administrator on class lists and are kept in the office. Any monies collected are stored securely in the office safe prior to banking into the School Fund account.

14 After School Clubs

- 14.1 The school offers a range of after school clubs. Where qualified coaches run the sessions, who are not members of the school staff, we make a small charge for these sessions. Monies received are recorded by the Assistant School Administrator on class lists and are kept in the office. Any monies collected are stored securely in the office safe, prior to banking into the School Fund account.

15 Monitoring and review

- 15.1 This policy is monitored by the governing body, and will be reviewed regularly.

Signed:

Chair of Governors

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Head Teacher

September 2018