



ORMISTON
SIX VILLAGES
ACADEMY



FINANCIAL MANAGEMENT PROCEDURE

(INCLUDING THE SCHEME OF DELEGATION)

Approved by the Principal May 2017
Date of next review: September 2017

FINANCIAL MANAGEMENT WITHIN THE ACADEMY

The overall financial management is in accordance with the West Sussex County Council (WSSC) Financial Regulations for Schools and Ormiston Academies Trust (OAT) Financial Regulations Manual.

Key Accountabilities

Group/Individual	Accountability for	To
IEB	Overall management of the Academy budget. Overall financial planning.	OAT
IEB	Strategic financial planning, i.e. planning for longer term and major developments.	IEB
IEB	Preparation of annual budget. Monitoring efficiency of system of financial management within the Academy. Monitoring the annual budget. IEB' policy on Charging. Preparing expenditure plans for facilities. Preparing expenditure plans for staffing. Preparing expenditure plans for capitation and equipment. Monitoring that effective use is made of staff, accommodation and learning resources.	IEB
IEB	Delegated responsibility for the overall strategic vision and direction of Six Villages Sports Centre (SVSC)	OAT
Principal	Advising the IEB on strategic financial planning. Preparing expenditure plans and draft budgets. Delegated responsibility for the overall day-to-day management of the budget (as identified in the WSSC Schools' Financial Procedures Manual and Ormiston Academies Trust Financial Regulations Manual. Monitoring the Academy budget.	IEB
The Principal delegates responsibility to:		
Freedom Leisure	Day-to-day management of SVSC	Finance & Business Director/Principal
Finance & Business Director	Procedures for Financial Management. Day-to-day administration of finances. Advising Principal on budget forecasts. Monitoring all budgets relating to the Academy. Oversight of the School Fund Account.	Principal
Heads of Department	Management of Department budgets	Finance & Business Director/Principal

Monitoring and Review

The Finance & Business Director prepares monthly accounts of all funding sources for the Principal, IEB and OAT.

The Academy has procurement arrangements in place to secure value for money from all suppliers, including the Local Authority and outside contractors. The IEB receive a detailed set of accounts with commentary for consideration at termly meetings.

A termly statement of expenditure under all funding sources is presented to the IEB.

Freedom Leisure actions and monitors The Six Villages Sports Centre accounts as of 01.01.11.

Heads of Department receive monthly printouts of their capitation expenditure.

The financial systems are audited annually by Ormiston Academies Trust external auditors Grant Thornton annually and by Mazars termly.

The Financial Procedures are reviewed annually at the last meeting of the IEB each academic year.

The financial year runs from September to August.

The Academy personnel and accounts are maintained on SIMS and HOGE and HCSS.

The annual budgeting cycle commences in February when draft expenditure plans are formulated by SLT and a draft budget is prepared, based on the School Development Plan and forecast numbers of students. Budget forecasts are also drawn up for a three year period.

The full budget proposals are discussed by the IEB.

Any adjustments to the original draft budget are made in accordance with the IEB' decisions.

When the EFA advise the Academy of their Budget Share for the ensuing year, usually in March or April, the draft budget is then updated for pay awards and price increases etc. and presented to the IEB for discussion and recommendation that it be accepted by the IEB at their next meeting.

When the budget has been approved by the IEB it is signed by the Chairman and a copy forwarded to OAT to submit to the EFA within ten days, but by 30th June at the latest.

Monitoring

During the year the budget is monitored with the Principal receiving monthly printouts and then the IEB meet termly to review the situation.

Any requests for variances are discussed by the IEB and authorised.

The Head of each Department is responsible for the budget allocation for that Department.

The Head of each Department will receive monthly print-outs of their accounts and it is their responsibility to keep the expenditure within the allocation. The Finance & Business Director regularly monitors the accounts with the Principal.

At the end of each financial year any surplus or deficit balance on the account will normally be carried forward to the following year.

Orders should be written out on the forms available from the staff room or Finance & Business Director, these should include part numbers where appropriate, description of goods, price and quantities. Orders should then be signed by the Head of the Department and given to the Finance Office for processing.

The orders will then be entered on to HOGE, which sets up a commitment against the Department, printed off and signed by an authorised signatory.

Quotations must be received from three sources for any item in excess of £1,000. The lowest quotation would normally be accepted, if one of the higher quotes was preferred this would be passed to the Principal for consideration and approval. If they agreed to accept other than the lowest quote their reasons must be attached to the paperwork and reported to the IEB.

Whenever possible all orders are transmitted to the supplier by email or fax and then filed in numerical order. Photocopies are maintained of any order which has to be sent by post and this is then kept on the file.

When goods are delivered they are received by Reception.

They are checked off by the Assistant Bursar, the delivery note signed to confirm receipt and this is then kept with the original order.

The Academy uses BACs for the majority of payments and also has a cheque book for local purchases, petty cash etc.

One signature is required on a cheque unless it is for £2,000 or more and then two signatures are needed in accordance with WSCC Schools' Financial Procedures Manual and Ormiston Academies Trust Financial Regulations Manual.

The current bank account runs at £15,000 funding basis.

Bank statements are received on a fortnightly basis and the account is reconciled. A print out is maintained as proof of this reconciliation. The Finance Manager and Principal then sign and date the bank statements.

Invoices are processed on HOGE following receipt of goods and the BACs run produces a record which is attached to the invoice and a remittance advice which is sent.

All invoices are numbered to correspond to the BACs payment run and filed in numerical order.

Should any cheque be cancelled this is marked as such and filed in numerical sequence with the

vouchers.

The **petty cash** is held by the Finance Office and is used for minor items of expenditure. The limit of petty cash held will be £20 (Twenty pounds) for travel expenses and £10 (Ten pounds) for all other expenses. Receipts for such expenditure are kept on file in numerical sequence. The petty cash is reconciled monthly and evidence of this maintained on file.

The work of the Finance & Business Director is monitored by the Principal.

Authorised signatories

Barclays Bank main account (2 x signatories required for all cheque over £2,000)

Umbar Sharif - Principal

Laura White – Finance & Business Director

Barclays Open Credit Agreement – limit £500 per cheque

Umbar Sharif - Principal

Laura White – Finance & Business Director

Angela King – Finance Assistant

Barclays Purchasing Card – limit £5,000

Laura White – Finance & Business Director

Ethan Burge - Finance Manager

Penny Bridges – Finance Assistant

Barclays School Fund Account (2 x signatories required for all cheques)

Umbar Sharif - Principal

Laura White – Finance & Business Director

Ethan Burge – Finance Manager

Personnel appointments and claims

Umbar Sharif - Principal

Laura White – Finance & Business Director

Ethan Burge - Finance Manager

Lettings

Invoices for private lettings are issued and income in settlement is received and banked by the finance office and receipts issued to the client.

Lettings income received in respect of the Academy buildings is reported to the Finance & Business Director on a monthly basis.

Student monies

All income should be paid via Parentpay.

This is then entered onto HOGE and will already show on Parentpay.

All income is banked weekly.

Zurich maintain the insurance policies for Ormiston Six Villages Academy (whole campus) which cover Buildings, Contents, Cash in Transit, Liability Insurances, Personal Accident, School Journey Insurance, Fidelity Guarantees.

In addition the Academy subscribes to the Buildings & Contents All Risks Policy, Loss of Revenue and Hirer's Insurance.

The Friends of OSVA (FOSVA) subscribes to the Parent Teacher Association Public Liability Insurance.

School Fund Accounts

The Academy maintains a School Fund Account, integrated into the Academy's accounts, which is audited annually with a copy of the audited accounts being submitted to the IEB.

All School Fund cheque payments require two signatures. (pg4)

Asset Register

Inventories are maintained for each Department of items in excess of £100, these are checked annually during the Autumn Term.

The inventory is maintained on the Equipment Register module of the HOGE Finance programme.

When equipment is taken off site by a member of staff this is recorded in a register held by the Network Manager.

All equipment which is attractive and/or has a fixed value in excess of £100 is security marked.

School Safe

The floor safe is kept in the Finance office.

This is a combination/key safe and key holders are the Finance & Business Director and the Finance Manager.

Computer Systems

There is an administration network across the campus which has access to the SIMS programmes - Student database, Attendance, Personnel, Timetable, Cover, Exams, and Assessment Manager. HOGE is used for Finance.

Access to all modules is controlled and passwords are changed every 90 days. The Academy and the IEB are registered under the Data Protection Act 1984. Virus detection software is maintained on all computers. Regular backups are made. The Academy subscribes to the County IT contract which covers recovery of data from backup by the County team.