

**Longwood Synergy
Teaching School Annex
to
PVIS FINANCIAL
REGULATIONS AND
PROCEDURES**

October 2016

To be reviewed annually or before if required

Date of review: 20th October 2016

Condition of Annex for Governing Board approval

In review of PVIS existing financial procedure and regulations policy, it is recommend that an Annex is attached to ensure that as long as Longwood Infant School holds the designation as a Teaching School, ALL financial transactions, grant expenditure, income generation and financial management is under the scrutiny and approval of the PVIS Governing Board.

**** It is important to note that Synergy Teaching School is NOT a separate entity and is the name given to Longwood Infant Schools designation as a Teaching School. Therefore for the purpose of managing the grant and expenditure of Synergy Teaching School activity, the relevant sections of PVIS financial regulations have therefore been copied and amended to create an annex to PVIS financial regulations.**

Introduction

- Longwood Infant School's designation as a Teaching School in July 2014, will require the PVIS Resource Management Governors to adopt an annex to their existing financial regulations and procedures policy to oversee the expenditure of the Teaching School Grant.
- The overall accountability for the expenditure of the Teaching School Grant is that of the Governing Board. The Head Teacher also appointed as Director of Synergy Teaching School should provide regular budget monitoring reports to Governors in the format requested by the Governors.
- The Head Teacher/Director of Synergy Teaching School will be the Accounting Officer and ensure that the NCTL (National College Teaching and Learning) grants terms and conditions of grant expenditure are adhered to.
- The Head Teacher/Director of Synergy Teaching School) has responsibility for ensuring that all relevant staff have a copy of these regulations and procedures and Annex, and understand their requirements and are made aware of any future changes agreed by the PVIS Governing Board.
- It is the responsibility of all staff in cases of suspected fraud, misappropriation of funds, materials or equipment, or any other irregularities, to comply with the School's 'Whistle-Blowing Policy/Confidential Reporting Code: and to report immediately to the Head Teacher in the first instance and to the Authority's Assistant Director of Finance (Audit), Audit Services Unit, Corporate Resources Department, in the second instance, if relevant PVIS Governing Board must be prepared to notify NCTL of any of the above.

- It is the responsibility of all staff, Head Teacher/Director of Teaching School/Governing Body to ensure that all cases of suspected fraud, misappropriation of funds (either official or subsidiary) materials or equipment, or any other irregularities are reported **immediately** to the Authority's Assistant Director of Finance (Audit), Audit Services Unit, Corporate Resources Department and NCTL.
- The Annex may only be altered in the light of new legislation/regulations as advised by the Authority, by the new annual terms and conditions of grants distributed by NCTL (National College for Teaching and Learning) or to encompass changes in procedure brought about by new technology. They will be reviewed annually and kept up to date by the Governing Board.

General

A. GENERAL

1. The Head Teacher/Director of Synergy Teaching School shall be the Accounting Officer for the proper administration of the financial affairs of Synergy Teaching School and all accounting systems, procedures and records of the Synergy Teaching School and its employees.
2. The Governing Board should take no decision on any item having financial consequences without first obtaining a financial assessment of the initial cost and any future running costs.
3. The Head Teacher/Director of Synergy Teaching School will support these financial regulations with the issue of more detailed instructions to staff from time to time.
4. Any changes to the regulations will be subject to the approval of the Governing Board.
5. Synergy Teaching School will comply with all accounting policies and requirements of the Authority this is whilst Synergy Teaching School remains under PVIS Governing Board.
6. The Head Teacher/Director of Synergy Teaching School will comply with the NCTL (National College for Teaching and Leadership) grant terms and conditions.
7. The Head Teacher/Director of Synergy Teaching School will report any breach of Financial Regulations to the Governing Body and Authority's Assistant Director of Finance (Audit).
- 8.

B. INCOME/BANKING

1. The HeadTeacher/ Director of Synergy Teaching School is responsible for drawing up an annex of its policy on charging and remissions for Synergy Teaching School. This policy should be reviewed bi-annually by the Governing Body.
2. The HeadTeacher/Director of Synergy Teaching School in consultation with the relevant Teaching School staff, and 4Derbyshire Executive Board, shall undertake

regular reviews of all scales of charges which is incorporated into the policy on charging and remissions.

3. The HeadTeacher/Director of Synergy Teaching School and Strategic Manager will be tasked with the responsibility of proposing a business plan and income generation targets to support the sustainability of Synergy Teaching School as the annual grant diminishes.
4. The HeadTeacher/Director of Synergy Teaching School will be accountable for ensuring income generation targets are met to ensure sustainability of Synergy Teaching School activities.
5. The School Business Assistant shall take action to collect all amounts due to the delegated budget. Official receipts must be issued and copies retained in school.
6. The Headteacher Director of Synergy Teaching School Alliance will raise invoices for lettings in accordance with the School lettings policy for rooms in any Schools within Derbyshire.
7. The Governing Board shall have the discretion to write off individual bad debts after all recovery options have been exhausted and in consultation with the Authority's Director of Legal Services.
8. No sale of goods and services on credit shall be made without the prior approval of the Head Teacher/Director of Synergy Teaching and must be reported to the full Governing Board.
9. The Head Teacher/ Director of Synergy Teaching School is responsible for ensuring the security, collection and banking of income due to the delegated budget.
10. Income must be banked promptly and intact in accordance with the School's Financial Procedures document.
11. All income shall be recorded at the point of receipt in a form approved by the Head Teacher /Director of Synergy Teaching School.
12. Official receipts must be made out for all official income at the time of receiving the income.
13. Under no circumstances shall personal cheques be cashed from income.
14. All income due to Synergy Teaching School will be banked promptly and intact and the details entered into SAP. Two employees will be present to verify all totals which are to be presented to the Bank.
15. Where a cheque is accepted as payment it should have the individual's name and address on the back. Additionally the Longwood Synergy cost centre number should be recorded on the back.

C. EXPENDITURE AND ORDERS FOR WORK, GOODS AND SERVICES

1. The ordering of goods and services and the payment of accounts, shall be in accordance with PVIS financial procedures and advice from the Head Teacher/Director of Synergy Teaching School.
2. Official orders shall be placed for all goods and services except for such items as recurring charges for public utilities, periodic payments, petty cash purchases and any other exception approved by the Governing Board. Orders will be generated by the computerised system (SAP - Orderpoint) wherever possible.

3. Where an individual item or combination of items forming a scheme or project costs in excess of £5000 (including non-recoverable VAT), the approval of the Governing Board must be sought, prior to any such order being raised and the minute number recorded on the invoice.
4. All orders shall be on an official order and be authorised by the officer agreed by the Governing Board. A record of all approved authorised signatories relating to orders will be maintained by the Head Teacher/Director of Synergy Teaching School and reviewed as necessary by the Governing Body.
5. No expenditure is to be made without proper authority and provision in the budget estimates.
6. The payment of all goods and services shall be made by the Head Teacher/Director of Synergy Teaching School, or under arrangements approved or controlled by him/her.
7. Goods will not be paid for in advance of receipt, unless in urgent and exceptional circumstances. The Head Teacher Director of Synergy Teaching School will authorise the payment in these circumstances and all such purchases will be reported to the Governing Board for approval.
8. Official orders shall not be raised for any personal or private purchases, nor shall personal use be made of any school contracts.
9. The Head Teacher/Director of Synergy Teaching School, Deputy Head Teacher and Strategic Manager shall be authorised to approve orders up to £2000 before Governor's approval is required. Where this occurs a Governor's minute number is required before the order is placed. This should be recorded on the order to form an effective Audit trail.
10. If raising a paper order then all parts of the order form should be completed, including the actual price of supply if known, or if not, a best estimate.
11. As soon as the order is placed, the commitment must be recorded by Strategic Manager. When using Order Point, commitments are automatically recorded in SAP, for all other orders i.e. Utility bills, Property Services cannot be recorded on SAP. Other ways of monitoring these commitments should be kept in a suitable recording system.
12. The ordering of stationery will be requested by the Strategic Manager and ordered by the School Business Assistant. Where it is necessary to pay for goods and services in advance of receipt, the Head Teacher Director of Synergy Teaching School should approve prior to approval. Wherever possible the schools debit card should be used in these instances (Limits apply - see Imprest section below). Where necessary consult the Authority's School Support Finance Section prior to such payment being made.
13. Synergy Teaching School now has a separate cost centre 'Longwood Synergy cost centre' and the Headteacher Director of Synergy Teaching School shall have overall accountability to ensure all processes of the PVIS financial regulations are adhered to.
14. The Head teacher/Director of Synergy Teaching School shall request approval from the Governing Board for the Strategic Manager to be approved as a SAP user and take the management of the Teaching School Grant in the first instance, reporting

into the Director of Synergy Teaching School and by the Governing Board in the second instance.

D. PAYING ACCOUNTS

1. Goods should be received by the School Business Assistant at Longwood Infant School. The School Business Assistant will check goods against any delivery note. When an invoice is received, a check should be made to ensure that:
 - a) The goods which have been supplied or the services rendered are of satisfactory quality and correct quantity.
 - b) The goods and services have not been previously paid for.
 - c) They are in accordance with the contract price or estimate where appropriate.

2. Invoices should not be paid in advance of the satisfactory supply of goods or services other than in exceptional circumstances. Exception from this requirement subject to approval by the Head Teacher/ Director of Synergy Teaching School who will authorise the payment in these circumstances and all such purchases will be reported to the Governing Board for approval.

3. If satisfied that the invoice is correct the School Business Assistant should Stamp the invoice and send it to Accounts Payable, via the Pink folder (DCC internal mail), so the invoice can be processed.

4. The Direct Invoicing system may not be used for any of the following transactions.
 - a) Payments to individuals (e.g. tuition fees).
 - b) Payments to Derbyshire County Council Property Division
 - c) Salary or travel payments.
 - d) Payments to the private school fund or the Imprest account.
 - e) Payments to sub-contractors.

5. Any queries about the invoice should be raised with the firm concerned by the School Business Assistant. If agreement cannot be reached, the matter should be referred to the Head Teacher /Director of Synergy Teaching School who should consult with School Support Finance, Audit Services or the Authority's Director of Legal Services as appropriate.

6. The following three duties must not be carried out by the same person, however in small schools i and iii can be the same person:
 - i. ordering of goods and services (School Business Assistant processes approved orders on Order point system after School Business Officer/other school staff/Strategic Manager have completed order requisition forms with Head Teacher/Director of Synergy Teaching School/Deputy Head Teacher signed approval).
 - ii. Receiving of goods and services (Strategic Manager with stock responsibility checks stock to delivery note, School Business Assistant then goods receipts/confirms order within Order point).
 - iii. Authorising invoices for payment (Head Teacher, Deputy Head Teacher or Strategic Manager within approval limits).

7. The process of authorising VIM invoices is as follows:
 - 1st authorisation: School Business Assistant inputs the data.
 - 2nd authorisation: Head Teacher, Deputy Head Teacher or Strategic Manager within individual limits.
 - 3rd authorisation: Within SAP there is no function for allowing a third authorisation, however, Approvers will have their own limit that should be followed. As previously, for all orders above your individual limit, prior approval from the governing body must be sought.
8. The person authorising an invoice for payment is confirming that:
 - a) The goods and services to which the invoice relates have been received or carried out satisfactorily.
 - b) The prices, calculations, discounts, credits and VAT are correct.
 - c) The expenditure has been properly incurred, and is within the relevant estimated provision.
 - d) Appropriate entries have been made in the inventory.
9. A list of those staff approved by the Governors to Approve Orders/invoices for payment will be maintained and retained in the School office.
10. No payments will be made through the School's Direct Invoicing system for any personal or private purchase.
11. All users of SAP must comply with the Data Protection Act 1998 and the Computer Misuse Act 1990. Access to SAP will always be by passwords that are regularly changed. The Governing Board will approve the delegation and permission. SAP in schools team will be notified of any new starters or leavers.

E. SALARIES, WAGES AND PENSIONS

1. The payment of salaries, wages and other emoluments from the delegated School's budget shall be made only by the Authority's Shared Services Centre unless the Governing Board makes a formal decision for alternative payroll provision.
2. Unless the Governing Board formally adopts alternative provision, the Authority Shared Services Centre shall be responsible for the deduction of all pension contributions, trade union subscriptions and other items from employees' salary payments and will arrange for the paying over of such deductions to the relevant bodies.
3. The Head Teacher/Director of Synergy Teaching School shall notify the Authority's Shared Services Centre in writing of all appointments, resignations, absences or other changes which may affect the pay or pension of an employee or ex-employee of the School. In addition Property Division must be notified of any changes if the employee is employed by a direct services organisation.
4. All salaries, wages and other taxable allowances must be paid centrally through the Authority's payroll section by direct BACS transfer or by cheque. Payments by cash will not be made.

5. All staff appointments, changes to working hours, salary grades and conditions of service must be approved by the Governors, with the exception of urgent short-term supply appointments.
6. The Head Teacher/Director of Synergy Teaching School will authorise all salary documents relating to appointments, resignations, additional supply or payments and absence. Documents relating to appointments, resignations or absence of the Head Teacher shall be authorised by the Chair of Governors.
7. The Head Teacher must notify the Authority's Shared Services Centre of all new school staff on a properly authorised "starters form". In addition, the following documents should be obtained from a new member of staff and sent to the Shared Services Centre:
 - i. P45 (income tax) - in the event of the employee not having one, a P46 should be Completed.
 - ii. Bank credit form.
 - iii. Medical Clearance Form – medical clearance is required before a new employee commences employment.All new appointments should be made within a specific budget provision as agreed by the Governing Board.
8. The Head Teacher shall ensure that all necessary DBS checks are carried out and maintain a single central record.
9. The Head Teacher should notify the Authority's Shared Services Centre of all variations affecting an employee's pay on a properly authorised adjustments form following Governor's approval. (Please refer to Charges and Remissions annex for further guidance).
10. Timesheets or claim forms submitted as the basis for work done should be completed and signed by the member of staff and authorised by the Head Teacher Director of Synergy Teaching School who must evidence the satisfactory completion of the work/journeys for which payments are claimed.
11. All staff absences and temporary variations should be recorded monthly on form PM04a or similar form retained in school (PT91), which should be uploaded after authorisation to the SAP system. All periods of sickness should be covered by either a self-certification form (first 7 days) or a medical certificate. A medical certificate is required for all absences exceeding 7 days.
12. The Head Teacher/ Director Synergy Teaching School should notify the Authority's Shared Services Centre of any resignations by forwarding a copy of the appropriate resignation letter with the leaver's form.
13. At regular intervals the Head Teacher/School Business Assistant shall check all variations have been completed correctly.

F. CONTRACTS

For the purpose of these financial regulations and procedures, the definition of a contract shall be any signed agreement (other than routine orders) for the provision of goods and/or services over a period of time. The School should ensure that the management of contracts is undertaken in accordance with procurement website <http://www.procurementconnection.co.uk/>

All contracts shall be made in accordance with procedures below:

1. No member of staff shall authorise work to be undertaken or goods to be supplied which are to be subject of a contract or other legally binding agreement until a document in a form approved by the Authority's Legal Services Division is completed and signed by the contractor.
2. Price increases on any contract shall be subject to prior consultation with the Governing Board.
3. The Authority's Director of Finance (LA) must be notified in advance of any proposed leasing arrangements or any other arrangements to delay or defer payment for goods or services. Any scheme, however described, which effectively spreads the cost of payments across financial years, is likely to fall into this category. Such arrangements may only be entered into only after obtaining written approval from the Authority's Director of Finance.
4. Disposal of leased and financed assets is subject to the prior approval of the Authority's Director of Finance (LA).
5. Any form of agreement intended to defer payment or provide for payment by instalments must be subject to the prior approval of the Director of Finance.
6. Governors have a statutory responsibility not to take part in the decision making process relating to any contract or agreement in which they, or immediate family members have a business interest. The Head Teacher Director of Synergy Teaching School, in consultation with the Clerk to Governors is responsible for maintaining a register of business interests in respect of all governors and staff who may be in a position to influence financial decisions.
7. Any contracts shall be in writing, and shall be referred to the Governing Board before any binding agreement is made.
8. All contracts shall:
 - a) specify the subject matter, price, contract period, contract specification and terms of payment
 - b) contain a clause permitting cancellation in circumstances of corruption or failure to meet contractual terms.
 - c) require access to the suppliers records under this contract for Internal Audit.
 - d) require compliance with any British Standard specification or code.
 - e) indemnify the School against any claim which may be made in respect of personal injury to any person unless due to negligence by the School and against any claim for damage to property due to negligence of the contractor, and the contractor shall produce evidence of suitable insurance against such claims.
 - f) In the event that the contract relates to School data require compliance with the Data Protection Act 1998 and other industry standards including ISO27001.

9. With any proposed contract, quotations shall be obtained from at least three suppliers. Under normal circumstances the School will award the contract to the supplier quoting the lowest price or the Most Economically Advantageous Tender (MEAT). However, there may be times when the lowest price should not be accepted, and any reasons for accepting a higher quote should be reported to the Governing Board, and be recorded.
10. All contracts shall be subject to the ordering limits as specified in Section C of the Financial Regulations.

G. REVENUE BUDGETS

1. Estimates of income and expenditure will be prepared for the forthcoming financial year, jointly by the Head Teacher/Director of Synergy Teaching School and the Strategic Manager, based on advice from NCTL (National College for Teaching and Leadership) and considered in detail by the Governing Body.
2. The format of the estimates will be consistent with the needs of management information for financial control purposes, and the format of the annual accounts as prescribed by the Governing Board.
3. The estimated out-turn figures relating to the current financial year should also be included with the new financial year budget estimates.
4. An annual budget timetable will be set by the Head Teacher/Director of Synergy Teaching School and the Strategic Manager and agreed by the Governing Board. The timetable must comply with the Authority deadlines and terms and conditions set by the NCTL (National College for Teaching and Leadership) grant.
5. The Governing Board will formally approve the expenditure and income budgets for the financial year, after which the School Business Assistant will be instructed by the Head Teacher/Director of Synergy Teaching School to input the budget split into SAP.
6. Teaching School surplus will be carried over as income and expenditure to support the sustainability of the Teaching School activity and core functions.
7. The Head Teacher/Director of Synergy Teaching School will be responsible for the delegation of the authorised budget, and it is his/her responsibility to ensure that budget heads are not substantially overspent or under spent, taking into account the overall budget position. A Financial Risk Register will be open to ensure risks are monitored and escalate to the Governing Body.
8. Where it appears that an approved expenditure budget may be exceeded, or income target not realised, such information will be conveyed to the Governing Board at the earliest opportunity. Recommendations will be made to the Governing Board in regular reports as to remedial action to be taken where appropriate. The Governing Board will determine the financial information which needs to be provided by the HeadTeacher/ Director of Synergy Teaching School for monitoring purposes.
9. No expenditure which requires a continuing financial commitment in future years may be incurred without the approval of the Governing Board.
10. Virement of funds between budget heads may only be made in accordance with limits set by Governors. To a maximum of £5000 may be made and must be reported to the Governing Board. Virements exceeding £5000 require the approval of the Governing Board before they are carried out and the minute number recorded.

11. Any request for virement from Contingency to any other budget head must be referred to the Governing Board for approval before the virement is completed.

H. INTERNAL AUDIT

1. The Authority's Assistant Director of Finance (Audit) shall have unrestricted access to all records, personnel and physical properties of the School necessary for the purposes of audit work however and wherever these are held. The Authority's Audit Services Unit shall be entitled to require from any employee of the School such information and explanation as may be thought necessary for that purpose.
2. Officers of the Audit Services Unit are authorised to appraise the adequacy of controls and procedures employed by the school to secure economy, effectiveness and efficiency in the use of resources.
3. It is the responsibility of all staff in cases of suspected fraud, misappropriation of funds, materials or equipment, or any other irregularities, to comply with the School's 'Whistle-Blowing Policy/Confidential Reporting Code or otherwise and report immediately to the Head Teacher and the Authority's Assistant Director of Finance (Audit), Audit Services Unit, Corporate Finance Department.
4. The Head Teacher must consult the Authority's Assistant Director of Finance (Audit), Audit Services Unit, Corporate Resources Department who must review and formally approve any new systems for the maintenance of financial records, software records, or any changes to such systems: all consultations must be concluded prior to such amendments being undertaken.
5. In line with current national and local guidelines Audit Services staff will not be required to hold a current DBS check.

J. IMPREST ACCOUNT – please refer to Appendix A in PVIS Financial Regulations and Procedures Policy.

1. The Imprest account should only be used for transactions of a nominal value to purchase items which cannot be processed using official ordering procedures and shall be operated in accordance with the instructions of the Head Teacher. The Imprest account shall not be allowed to be overdrawn.
2. All disbursements from the Imprest account shall be supported by adequate vouchers and records.
3. The Imprest holder shall regularly reconcile and balance the account to the bank statement; reconciliation sheets to be signed and retained by the Imprest holder. The reconciliation must be presented to governors each term. (Or yearly if only a few transactions occur)
4. All Imprest transactions shall be recorded promptly.
5. The Form A shall be completed annually for the Imprest account at 31 March each year which shall be retained and made available for Audit inspection.
6. The Imprest account shall not be used to purchase goods on behalf of the Authority using a personal store/loyalty card.
7. Any requests for further allocations into the Imprest account should be sent directly to the Authority's CAYA Accountancy Section.

8. Longwood Infant School delivering as Synergy Teaching School will maintain a bank account with the Authority's approved bank for the purposes of operating the Imprest account. The level of funds to be held shall be determined by the Head Teacher.
9. The signatories on the account shall be approved by the Governing Board.
10. Payments out of the account shall be confined to small amounts where direct payment by the debit card would be inappropriate. Individual transactions should be specifically approved by the Head Teacher/Director of Synergy Teaching School, Deputy Head Teacher or Strategic Manager and should not exceed

	Cash (£)	Internet (£)	Point of sale (£)
Primary	200	200	200
Secondary	200	500	500
Special	200	500	500

11. Salaries, wages or taxable expenses must never be paid through the Imprest account.
12. Vouchers must be obtained for all items of expenditure and transactions must be recorded promptly.
13. Personal store/loyalty card must not be used for goods purchased on behalf of the Authority.
14. Out of Pocket Expenses – Where ever possible the schools debit card should be used for small items of expenditure only. Under exceptional circumstances, and with prior approval, an Out of Pocket expenses claim form can be submitted for reimbursement of expenditure incurred by staff to acquire goods and services for approved School business. Local Authority's Audit Services recommend a limit of £25 for Out of Pocket expenses. Under no circumstances can a member of staff authorise their own Out of Pocket claim form.

K. STORES AND INVENTORIES

1. The Strategic Manager shall be responsible for logging and recording items for Synergy Teaching School.
2. The Head Teacher/ Director of Synergy Teaching School shall be responsible for ensuring that an evidenced independent check of inventory items is carried out at least once a year.
3. The Head Teacher /Director of Synergy Teaching School shall be responsible for ensuring that a stock take of stores is carried out at least once a year.
4. Significant stores discrepancies will be subject to audit scrutiny and investigation by the Governing Body. Any writing off of obsolete stores and equipment shall be done only with the prior approval of the Governing Body.
5. The disposal of all plant, machinery and equipment shall be the responsibility of the Head Teacher /Director of Synergy Teaching School under the guidance of the

Governing Body. The inventory should include details of disposal where appropriate, including authorization, signature, date, and method of disposal.

6. The Strategic Manager will maintain an inventory record using the templates provided for by NCTL, this will be maintained in an electronic format, as agreed by the Headteacher/Director of Synergy Teaching School:
 - a) the inventory must be kept up to date and amendments/additions made promptly.
 - b) the inventory must be checked at least annually by an independent member of staff and the check evidenced.
 - c) any discrepancies should be brought to the attention of the Head Teacher/Director of Synergy Teaching School who must report the discrepancies to the Governing Body to review and authorise.
 - d) serial numbers or other identifying reference should be quoted wherever possible.
 - e) where an item is disposed of, the date and method of disposal should be recorded after authorisation by the Governing Board has been given.
 7. Items which need not be included on an inventory are furniture, personal property, consumables and equipment worth less than £150 (recommended between £50 and a maximum of £200)
 8. Whenever there is a change of Head Teacher Director of Synergy Teaching School (who has responsibility for the inventory) the School shall ensure that the inventory is agreed between the outgoing and incoming Head Teachers and the check evidenced.
 9. Advice and guidance of how to record assets and store inventory lists will be sought through NCTL Audit Team, where exemplar templates can be used.
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L. INSURANCE

1. The Governors through the Head Teacher Director of Synergy Teaching School will be responsible for ensuring the any activity of the Teaching School is within accordance with DCC Corporate Services insurance policy.
2. All staff shall notify the School Business Officer/Head Teacher immediately of any loss, liability or damage which may lead to a claim.

M. PROPERTY AND ASSETS

1. Staff working i shall be responsible for ensuring the proper physical and logical security of all buildings and other assets under their control.
2. No assets shall be subject to personal use by staff without proper authority from the Head Teacher/Director of Synergy Teaching School.
3. The Head Teacher/Director of Synergy Teaching School is responsible for ensuring that suitable arrangements are made for the safe custody of keys to buildings, safes and similar receptacles.

4. As Synergy Teaching School data is stored on PVIS school system, it is imperative to maintain the security of information in line with PVIS schools, all mobile devices including laptops and USB devices should be encrypted to prevent unauthorised access to the School's data in line with The Data Protection Act 1998.
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N. VAT

1. The Head Teacher/Director of Synergy Teaching School shall be responsible for ensuring that the School conforms to VAT procedures as issued by the Authority (failure to comply could lead to HM Revenue and Customs claims against the Synergy's Teaching School's budget).
 2. The VAT Officer within the Corporate Resources Department shall have right of access to all records appertaining to VAT. The VAT Officer will also, from time to time be required to visit the School in order to confirm that VAT procedures are being adhered to.
 3. HM Revenue & Customs inspectors regularly visit the Corporate Resources Department to carry out inspections. They will include schools within their inspection and are legally entitled to inspect schools' records.
 4. VAT is a complex area and detailed guidance has been issued elsewhere. Where in doubt, staff should seek guidance from the Authority's Corporate Resources Department.
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Q. TRAVEL AND SUBSISTENCE

1. The claiming and payment of travel and subsistence expenses is based upon the principle that the journeys and expenses are actually and necessarily incurred to enable members of staff to perform their duties, and are appropriately authorised. All claims must be supported by a bona fide receipt.
2. The completion of claim forms should be checked by the School Business Assistant and authorised by the Head Teacher /Director of Synergy Teaching School or Deputy Head Teacher (or Chair of Governors in the case of the Head Director claiming expenses). (NB. Staff should never authorise their own claim)
3. Claim forms should be forwarded to the Authority's Shared Services Centre where the payment will be processed.

R. HOSPITALITY AND GIFTS

1. Hospitality may only be accepted where it is of minimal value, with no attached conditions, and is secondary to the specific working arrangement. Where hospitality is offered, it shall be reported to the Head Teacher regardless of whether it is accepted. If hospitality is offered to the Head Teacher Director of Synergy Teaching School this should be reported to the Chair of Governors.
2. Gifts of a nominal value with no attached conditions, such as calendars, diaries etc. may be accepted if they are retained within Synergy Teaching School offices – 4Derbyshire Teaching School Alliance offices.

3. Gifts of more than a nominal value **offered to employees** by contractors, organisations, firms or individuals should always be declined.
4. Offers of gifts and hospitality that are not accepted should also be recorded.
5. All offers of gifts and hospitality should be recorded in gifts and hospitality register and an independent employee should periodically review the entries made in the register and evidence the review.

S. RETENTION OF RECORDS

1. All financial records should be retained in accordance with the Authority's retention guidelines. The majority of financial records should be retained for six years, plus the current year, or back to the previous audit inspection, whichever is the longer period.
2. Certified, paid invoices must be kept for the current year plus the previous six years in a safe, secure environment which will enable easy location and be available for inspection by **HM Revenue and Customs** (HMRC). Schools using SAP will not retain invoices as they are sent to the Local Authority where they are scanned and then destroyed (approved by HMRC).
3. Disposal of confidential information and records should be done in a secure manner.
4. The School should approve a schedule for the retention of financial and non-financial records.

**Longwood Synergy Teaching School Finance Regulations
and Procedures – Annex to Policy Approval**

Name:

Name:

Signature:

Signature:

Headteacher
Director of Synergy Teaching School

Chair of Governors

Date:

Date:

Next Review Date: October 2016