

William Reynolds Primary School & Nursery

School Accounts, School Budget and
Management System

Date of policy creation:	March 2022
Date of policy review:	March 2024
Governing body signature:	

Information Page

Other related documents

Staff Handbook

Code of conduct

Health and Safety Policy

Financial Audit

Introduction

The whole school budget is monitored by the Governing Body. This policy outlines the accounts managed by the staff in school.

ParentPay

All monetary items for parents and staff are paid through Parentpay. No cash or cheques are accepted into the school.

This is an online payment system for schools, allowing parents to pay for meals, trips and activities and uniforms.

Parents top up their ParentPay account by debit or credit card, or in cash through PayPoint stores

School Imprest Account

Balance of £5000.00

All claims for expenditure incurred should be made to the Administrator with supporting receipts and a clear indication of what the purchase was for and which budget it is from. Forms for reimbursement are kept in the office for this purpose and need to be countersigned by the budget holder or head. The reimbursement will be by cheque and a full name must be printed on the form.

Claims for items made where no receipt is available should be made in writing, the amount clearly stated along with the date and the reason for the purchase/claim plus the claimants signature. These can then be attached to a form for reimbursement which is then countersigned by the budget holder or head.

Monies claimed that are clearly for curriculum areas will be deducted from specific curriculum area capitation budgets. If purchases are to be made from another curriculum area other than the person claiming, then the consent of that curriculum leader must be obtained before purchase.

Expenditure exceeding £10 should have prior approval from the Head or Deputy Head Teacher.

No claim must be greater than £50.00.

The Head Teacher reconciles petty cash book and claim forms on a half termly basis.

School Budget - Capitation section

The Head Teacher and Governors have oversight of the whole school budget.

All orders are raised by the School Business Manager with the correct authorisation. All orders for processing are given to the School Business Manager on an official school order form (these are kept in the staffroom) and the total cost of the order should be clearly shown as should the department and/or the curriculum area.

The person who has placed the order needs to sign the order, and pass on to the Head Teacher for approval and signature.

Government Procurement Card (GPC)

The school has a Government Procurement Card for purchasing on-line. An order form should be completed, signed by the budget holder and the Head stating which budget it is from. Very often VAT invoices are not received, so goods will be at VAT inclusive prices.

When deliveries arrive these are checked off against the order before passing on to the relevant person.

All orders for each of these budgets need to be in by March each year to cover the period between the closing of the old school budget and the start of the new school budget on 1st April.

The School Business Manager reconciles the delivery notes and orders to all invoices which are then processed through the Agresso system.

Once the order has been delivered to school the Assistant Administrator will check it off against the delivery note etc. and informs the originator of its arrival.

The Capitation Budget falls into 3 areas:

1. Budget for administration materials

This budget is managed by the School Business Manager and covers materials such as;

- school diaries,
- envelopes,
- small stationery items,
- stamps

2. Whole School Consumable materials

This budget is managed by the Head. An agreed amount of funding per child is calculated to meet the cost of the everyday consumable items e.g. pencils and books

3. Curriculum area budgets

An outline of requirements for the following financial year (Capitation budget plan) is submitted as part of the "School Development Plan". This takes place during the Spring term ready for the next financial year.

Time is set aside for discussion with every subject leader to discuss their proposed budget requirements and this is included in the school development plan. An agreed "Capitation Budget" is presented to the Governing Body via the Personnel and & Finance Committee.