BROOKSIDE PRIMARY SCHOOL
FINANCE POLICY

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INTRODUCTION

1.1 The Governing Body recognises the need for good financial control over the schools' resources and has formulated this policy in order to achieve the standards of financial management as outlined in Ofsted guidelines, the DfES Financial Management Standard in Schools and to ensure compliance with the Nottinghamshire Scheme for Financing Schools.

1.2 The key standards to be achieved are:

- The financial responsibilities of the Governing Body, its committees, the Head Teacher and staff should be clearly defined and limits of delegated authority established.

- The budget should reflect the schools prioritised educational objectives as set out in the School Development Plan, seek to achieve value for money and be subject to regular, effective monitoring.

- The school should establish sound internal financial controls to ensure the reliability and accuracy of its financial transactions.

- The school should ensure that purchasing arrangements achieve the principles of best value.

- All income due to the school should be identified and collected. All collections should be receipted, recorded and banked promptly.

- The school should properly control the operation of bank accounts and reconcile bank balances with the accounting records.

- There should be efficient procedures in place for the administration of personnel matters, including payroll where applicable.

- The school should control the use of petty cash.

- The school should ensure that it complies with VAT and other applicable tax regulations.

- Stocks, stores and other assets should be recorded and adequately safeguarded against loss or theft.

- The school should be adequately insured against exposure to risks.

- The Governing Body and Head Teacher should be satisfied that they are meeting the requirements of the 1998 Data Protection Act and any subsequent regulations and amendments.

- School voluntary funds should be administered as rigorously as public funds.

2 ORGANISATION OF RESPONSIBILITY & ACCOUNTABILITY

2.1 Full Governing Body

Membership as at 1/7/09:

Chair: **Mrs Sarah Evans**

Members: **Dr Tim Hall**
Mr Peter Usher
Mr Philip Hayes
Mr Stephen Oakley
Mrs Eleanor Thornley
Mr Paul Morrissey
Mr Brian Dale
Mrs Krysia-Maria Rigley
Mrs Christine Hedworth
Dr James Fletcher
Mrs Helga Peatman
Mr Paul Lowther
Mr Gary Kenny

Quoracy: 8 committee members

Role:

The Governing Body has a strategic role in determining the educational and financial priorities of the school, ensuring that the financial resources delegated to it are used effectively and that adequate internal controls are maintained over these.

Responsibilities:

- To fulfil the statutory responsibility for the administration of financial management within the school.
- To set out in writing the roles and responsibilities of the Governing Body, its committees, the Head Teacher and Office Manager in relation to financial decision making.
- To undertake an annual review of the agreed roles and responsibilities by completing the School Governors Decision Planner.
- To set up a Finance & General Purposes committee to consider strategic financial issues on behalf of the Governing Body, and to review the committee's remit and membership on an annual basis.
- To establish the financial limits of delegated authority to enter into commitments and to authorise payments.
- To approve the financial procedures within the school and ensure that they comply with the Nottinghamshire Scheme for Financing Schools.

- To establish a register of business interests of governors, the Head Teacher and any other staff who have the ability to influence financial decisions, to ensure that it is open to inspection and to oversee its maintenance through an annual review.

- To ensure that the priorities, aims and objectives are outlined in the School Improvement / Development plan and are costed and clearly linked to the annual Budget Plan.

- To approve the annual Budget Plan and Best Value statement (as per section 2.4 of the Nottinghamshire Scheme for Financing Schools) and ensure that they are submitted to the LA by the required deadline.

- To determine the level of detail, minimum frequency and general format of financial information to be provided to the Governing Body, especially in relation to budget monitoring reports.

- To report suspected financial irregularities to the Strategic Director of Children and Young People's Services without delay, and as necessary convene disciplinary panels to consider the findings of investigations.

- To consider and sign the Statement of Internal Control on an annual basis.

- To ensure the school is able to demonstrate compliance with the DfES Financial Management Standard in Schools in line with the timetable determined by the authority (as per Section 2.15 of the Nottinghamshire Scheme for Financing Schools).

- To approve (and minute the approval of) the school's completed FMSiS self assessment form prior to submission to the LA / approved external assessor – to be completed in December 09.

2.2 **Finance Committee**

Membership as at 1/7/09

Chair: **vacant**

Members: **Mrs Sarah Evans**
Mr Brian Dale
Mrs Eleanor Thornley
Mr P Lowther
Mr G Kenny
Dr J Fletcher
Mr Philip Hayes
Mrs Christine Hedworth

Quoracy: 5 committee members

Role:

The Governing Body of Brookside Primary School has delegated the responsibilities as agreed in the School Governors' Decision Planner as outlined below to its Finance and General Purposes committee.

All delegated decisions will comply with the Nottinghamshire Scheme for Financing Schools.

Responsibilities:

- To oversee the preparation of the school's annual budget plan and best value statement in accordance with the priorities within the school improvement plan (including the staff complement), for determination by the full Governing Body.

- To formulate the written description of financial systems and procedures and ensure that these comply with the Nottinghamshire Scheme for Financing Schools.

- To monitor expenditure and income by receiving regular reports from the Head Teacher comparing expenditure to the original budget set, and report back to the full Governing Body.

- To approve virements at the level specified in the school's agreed financial procedures and in accordance with the levels of delegation agreed by the full Governing Body.

- To operate the Governing Body's arrangements for obtaining quotations and inviting tenders in accordance with section 2.10 of the Nottinghamshire Scheme for Financing Schools.

- To ensure the maintenance of the inventories and security of assets and to approve in writing the method of disposal and the deletion of items from the inventory.

- To ensure that the income from the sale of any assets is managed in line with section 5.4 of the Nottinghamshire Scheme for Financing Schools.

- To recommend to the Governing Body a charging policy in line with the LA policy.

- To determine arrangements regarding petty cash.

- To determine the arrangements for the school fund accounts and for the annual audit and approval of the annual Certified Summary.

- To determine insurance arrangements.

- To determine matters relating to building maintenance, health and safety and lettings outside school hours in accordance with the Governors' delegated responsibilities.

- To report appropriate financial information to parents in a format approved by the Governing Body.

2.3 **<u>The Head Teacher</u>**

Mr G Kenny at 1/7/09

Role:

To ensure that sound systems of internal control are in place and are implemented. To ensure that the financial administration of the school operates within the Nottinghamshire Scheme for Financing Schools. In the absence of the HeadTeacher, responsibilities outlined below will be delegated to Deputy Head Teacher.

Responsibilities:

- To prepare the annual budget plan and best value statement for the Governing Body's approval.

- Ensure that the School Improvement / Development Plan priorities are properly costed and clearly linked to the school's budget plan.

- To undertake budget monitoring exercises on a monthly basis.

- To monitor the cash flow.

- To provide reports to the Governing Body on a termly basis and adhoc meetings on the financial position of the school. These should be in a format approved by the Governing Body and report any variations in expenditure against the approved budget plan.

- To oversee the day to day management of the school's financial administration, ensure that sound systems of internal control exist over these and ensure that they comply with the Nottinghamshire Scheme for Financing Schools.

- To report suspected bank and/or cheque fraud to the Service Manager Finance (Schools) in the Children & Young People's Services Finance team.

- To authorise orders, invoices and sign cheques up to the limits agreed by the Governing Body.

- Organisation of personnel in respect of financial administration, also ensuring that there are satisfactory contingency arrangements, particularly in the absence of key staff.

- To submit required returns to the Local Authority in line with published deadlines.

- To ensure that where budgets are delegated to a cost centre or departmental level that they operate within a similar control regime in respect of budget monitoring and reporting.

2.4 **<u>The Office Manager/Office Administrator/ Head Teacher</u>**

Structure as at 1.7.09

Mrs A D Brown
Mrs E Roberts – school fund
Mr G Kenny

Role:

To implement the finance policy and procedures agreed by the Governing Body and Head Teacher and to process financial transactions and activities in line with these. To maintain the school accounting system and to monitor the budget on a day to day basis.

Responsibilities:

- To undertake responsibility for the day to day administration of the schools' financial administration including:
    - Ordering goods
    - Authorising orders (up to limits of delegated authority)
    - Receiving goods
    - Processing invoices
    - Authorising invoices (up to limits of delegated authority)
    - Processing cheques to suppliers
    - Signing cheques (up to limits of delegated authority)
    - Payroll notifications and claims
    - Staffing returns
    - Monthly reconciliation of expenditure (pay and non-pay)
    - Banking of income
    - Maintenance of the petty cash account
    - Maintenance of the School Fund accounts (including receipts and payments)

- To provide monthly monitoring information to the Governing Body, Head Teacher and Cost Centre budget holders.

- To submit returns required by the Local Authority by the prescribed deadlines as outlined in the LA Scheme for Financing Schools including the annual budget plan, best value statement, re-forecast return, surplous balance (B02) return, monthly VAT reports, quarterly REC1s, quarterly bank statements and un-reconciled transaction listings.

- To monitor the cash flow position of the school and report to the Head Teacher on a regular basis.

- To assist the Head Teacher in the preparation of the annual budget plan and best value statement.

- To maintain the school accounts, reports and records in accordance with the Nottinghamshire Scheme for Financing Schools.

- To maintain the school fund accounts in accordance with the Internal Audit Service publication 'Managing School Funds', and to prepare the annual Certified Summary.

2.5 **Cost Centre Budget Holders**

Structure as at 1.7.09

Mrs A D Brown
Mr G Kenny

Role:

To undertake the effective and efficient management of and to remain accountable for, the resources delegated to them by the Governing Body / Head Teacher.

Responsibilities:

- To undertake the day to day monitoring and control of budgets delegated to them.

- To ensure that any goods/services purchased form the delegated budget are done so in accordance with the schools financial management procedures and the Nottinghamshire Scheme for Financing Schools.

3 FINANCIAL PLANNING & BUDGET MONITORING

3.1 The school has a written statement of its aims and objectives in the form of the annual school profile and this forms the basis for constructing budget plans.

3.2 The school has both medium term educational (School Improvement / Development) and budget plans which outline the areas of priority with regards to spending, showing how the use of resources is linked to the achievement of the school's goals.

3.3 The Head Teacher will prepare estimates of expenditure and income in good time for consideration and approval by the Governing Body.

3.4 The Governing Body will ensure that planned expenditure does not exceed the available budget allocation during budget reviews.

3.5 The Head Teacher will forward details of the approved budget to the Governing Body for timely consideration and will also alert the Governing Body of any subsequent changes to the budget.

3.6 The Governing Body / Head Teacher should report to the LA on the intended use of any balances that are in excess of the limit prescribed in Section 4 of the Nottinghamshire Scheme for Financing Schools.

3.7 The Governing Body should ensure that the main elements of the school's budget are subject to a periodic review to ensure that the school works within the principles of Best Value and that historic spending patterns are not repeated without challenge.

3.8 The school operates a system of budget profiling and cash flow forecasting to take account of likely spending patterns and the Head Teacher will ensure that this is made available to the Governing Body at all planned budget review meetings.

3.9 The Head Teacher / Bursar will provide a report on expenditure, including items committed but not yet paid, and reconciled against Local Authority records, at each budget review meeting. This report should include details on any significant variances against the approved Budget Plan and where necessary any remedial action plans and monitor the expenditure on the initiatives set out in the School Improvement / Development plan.

3.10 The Head Teacher is authorised by the Governing Body to appoint a budget manager for any department as appropriate within the school and may delegate the responsibility to spend within a department's annual budget allocation to the department's appointed budget manager.

3.11 The Head Teacher will provide department budget managers access to regular reports on spending and these will be reviewed with the Head Teacher periodically or as deemed appropriate.

3.12 The Head Teacher will ensure that the Governing Body is made aware of all virements made.

3.13 The Head Teacher and the Governing Body will assess the progress made against the stated objectives in the School Improvement / Development plan.

3.14 The Head Teacher will periodically consult the Governing Body and relevant staff to ensure that the financial and management information issued is relevant, timely, reliable and understandable. This review will be conducted at least annually.

3.15 The Head Teacher will report any proposal for policy changes which significantly affect the expenditure or income budgets at the next Finance & General Purposes committee meeting.

3.16 The Head Teacher will ensure that the capital expenditure limits as set by the LA are not exceeded without written approval from the LA.

3.17 Where written approval is sought by the Head Teacher to place a high value order or enter into a contract, the Governing Body will be informed of the amount and reason for the expenditure.

4 INTERNAL FINANCIAL CONTROLS

4.1 The Governing Body will ensure that there are written descriptions of all the school financial systems and procedures. These should be kept up to date and all relevant staff trained in their use.

4.2 The Head Teacher will ensure that appropriate cover is available in the absence of key personnel to ensure that financial control is maintained.

4.3 The Head Teacher will ensure that as far as possible the duties of staff relating to financial administration are distributed so that at least two people are involved. The work of one person should act as a check on the work of the other. All checks should be fully documented.

4.4 The Head Teacher will ensure that proper accounting records are maintained and held securely. Financial documents will be retained in accordance with Annex A of the Nottinghamshire Scheme for Financing Schools.

4.5 An audit trail of all financial transactions will be maintained from original documentation to the accounting records, and vice versa.

4.6 Alterations to documents will be made clearly in permanent ink, initialled and dated. The use of correction fluids or erasure of information is not permitted.

4.7 Accounting records will be properly and securely maintained and access to these will only be permitted to authorised staff. The Head Teacher will determine who is authorised to access the records.

4.8 The Head Teacher will ensure that expenditure from ring fenced sources of funding are used for their intended purposes and are identifiable within the school accounts and supporting records.

5 PURCHASING

5.1 Before any orders are placed, the person responsible for placing the order will ensure that the school is obtaining best value for money (by applying the principles set out in the schools Best Value statement). Consideration will be given to price, quality and fitness for purpose.

5.2 The financial limits of delegated authority as approved by the Governing Body for entering into commitments and ordering goods and services are as detailed below:-

Head Teacher	**up to £5,000 with 3 quotes** **up to £2,000 for a single tender quote**

5.3 All orders must be signed by an authorised member of staff per the list in section 5.2. The signatory should be satisfied that the goods or services ordered are appropriate and necessary, that there is adequate budgetary provision and that quotation / tendering procedures have been followed.

5.4 All intended purchases with an estimated value of £25,000 or more must be awarded by one of the following methods being adopted by the Governing Body in each case:-

- open competitive tendering by an advertisement in at least one local newspaper and an appropriate trade journal;
- selective tendering from at least three recognised sources known to be suppliers of the goods and/or and services in question;
- such other arrangements made with the prior written approval of the Assistant Chief Executive and the Strategic Director of Resources.

All intended purchases or contracts for supplies and services with an estimated value above £139,893 (determined as at 31st January 2008) or more must observe European Union law and must be advertised in the Official Journal of the European Union. Advice should be obtained from the Assistant Chief Executive in order that the relevant European Directives are complied with.

5.5 Purchases or contracts with an estimated value of between £5,000 and £25,000 must be awarded by one of the methods described above or by inviting alternative offers of quotations in writing; these should normally be at least 3 in number except where there are fewer than 3 potential suppliers. In circumstances where obtaining 3 quotations is impractical the reasons for not following these procedures will be reported to the Governing Body and recorded in the minutes of the meeting.

5.6 The Governing Body will make the most suitable arrangements for the ordering of any works, goods and services or disposal of equipment or goods whose estimated value is not expected to exceed £5,000, but will obtain alternative offers or quotations wherever possible.

5.7 All contracts, orders and purchases with an estimated value of £25,000 or more will be subject to a decision of the full Governing Body and recorded in the minutes of the meeting.

5.8 The Governing Body will be informed of all instances where a quotation has been accepted that is not the lowest or most financially advantageous. This will be recorded in the minutes of the meeting.

5.9 The purchasing of works, goods or services can be entered into without the tendering or quotation procedures described above if the order or contract is placed with a department of the County Council.

5.10 Official, pre-numbered orders must be raised for all works, goods and services (with the exception of utilities, rents, rates and petty cash payments). Where urgency requires a telephone order, this should be subject to the procedures outlined above and an official order raised as confirmation to commit the expenditure.

5.11 Where orders are sent by fax, both sides must be faxed to the supplier as the standard NCC conditions of order are printed on the reverse of the order form.

5.12 When an order is placed, the value should be committed against the appropriate budget heading on the schools financial system so that it is included in budget monitoring reports.

5.13 Official orders will only be used for goods and services provided to the school. Individuals are not permitted to use official orders to obtain goods or services for their private use.

5.14 The Office Manager will ensure that goods and services are checked on receipt to ensure that they match the order. Wherever possible, the person responsible for checking the goods or services is not the person who orders the goods and processed the invoice. The checking procedure should be recorded on the order / delivery note and passed to the person responsible for processing invoices.

5.15 The Office Manager will ensure that payments are only made to a supplier once the goods or services have been received and checked and confirmed as being satisfactory, and on receipt of a proper invoice which has been received, checked, coded and certified for payment.

5.16 Wherever possible, the authorisation of an invoice should not be performed by a person if they have also authorised the order and checked the receipt of goods or services.

All cheques raised require two signatures, one of these being the Head Teacher (or nominated representative) for cheques in excess of £1,000.

6 INCOME

6.1 The Governing Body will determine the charging policy for lettings and the supply of other goods and services. This will determine the rates of hire in place and will be reviewed on an annual basis.

6.2 All lettings will be authorised by Head Teacher in accordance with the charging policy agreed by the Governing Body. Proper records should be kept of all lettings and the income due from these.

6.3 The Office Manager is responsible for ensuring that the responsibility for identifying sums due to the school is separated from the responsibility for collecting and banking such sums.

6.4 Invoices will be issued promptly by the Office Manager following the delivery of the service. This period of time will not exceed 30 days. Wherever possible, income should be collected in advance of the letting or service taking place.

6.5 Official, pre-numbered receipts will be issued for all income collected from external sources by the Office manager. These will be traceable to the record of the banking.

6.6 All receipts and other records of income will be securely retained.

6.7 All cash and cheques will be held securely to safeguard against loss or theft. The amount of money held at any one time will not exceed the amount covered by the schools insurance policy.

6.8 All monies will be paid into the Co-operative Bank account/Alliance & Leicester account promptly and in full. Where a school closure period exceeds 24 hours, all significant income should be banked prior to this.

6.9 The Governing Body does not permit the encashment of personal cheques from income collections or the use of income collections to make payments.

6.10 The Office Manager is responsible for ensuring that monthly reconciliation takes place between the income collected and the sums deposited at the bank. This reconciliation should be fully documented and available for inspection when required.

6.11 Debts will be written off in accordance with section 2.1.6 of the Nottinghamshire Scheme for Financing Schools. The Governing Body will be informed of any such debts prior to them being written off. A record of any sums written off will be maintained.

6.12 The Head Teacher will ensure that any transfers of money between staff are recorded and signed for.

6.13 Wherever possible, monies from vending and other machines should be emptied and the cash counted by two people.

7 BANKING ARRANGEMENTS

7.1 The Head Teacher will ensure on behalf of the Governing Body that the operation of the school bank account (including the use of direct debit/credit cards) is in accordance with section 3 – 'Instalments of budget share; banking arrangements' and Annex E – 'Local Bank Account Scheme Regulations' of the Nottinghamshire Scheme for Financing Schools.

7.2 The Head Teacher will ensure that appropriate steps are taken to reduce the risk of bank/cheque fraud occurring or minimise the potential loss if this has already occurred in line with the guidance produced by the Children & Young People's Services Finance team on Wired (Classes & Communites/All/Children & Young People's Services Finance/Schools/Bank Account Scheme/Other).

7.3 The Office Manager will ensure that bank statements are obtained on at least a monthly basis and reconciled against the school financial system and relevant accounting records. Bank reconciliations will be signed as evidence of completion.

7.4 The Head Teacher or nominated person will certify the monthly bank reconciliation and countersign the relevant reports as evidence that the checks have taken place.

7.5 Where possible, the person responsible for undertaking the bank reconciliation will not be responsible for the processing of receipts or payments.

7.6 Supporting vouchers will be made available to cheque signatories to safeguard against inappropriate expenditure.

7.7 Only manuscript signatures are to be used (i.e. not stamps or facsimile) and cheques should not be pre-signed.

7.8 Chequebooks will be held securely when not in use.

7.9 The Head Teacher will maintain a list of all bank and building society accounts held by the school and a list of authorised signatories for each of these.

7.10 The Office Manager will ensure that the school's cash flow is regularly monitored to ensure that the account does not become overdrawn.

8 PERSONNEL AND PAYROLL

8.1 The Governing Body has established procedures for the administration of personnel activities, including appointments, terminations and promotions.

8.2 The Head Teacher will ensure that the duties of authorising appointments, making changes to conditions or terminating the employment of staff are separated from the duties of processing payroll notifications and claims wherever possible.

8.3 The Head Teacher will ensure that all processes in relation to completing, checking and authorising any documents and claims related to appointments, terminations of employment and expenses are carried out by more than one person.

8.4 Details of staff able to authorise any documents and claims should be forwarded to the school's payroll bureau, including specimen signatures where required.

8.5 The Head Teacher will ensure that personnel records are kept securely and only authorised personnel have access to them.

8.6 All payments to individuals should be made through the payroll system except where an employment self assessment questionnaire has been completed and the Head Teacher is satisfied from reading the guidance that the contract is one of self employment.

8.7 The Head Teacher will maintain a list of all staff employed at the school. This will be updated on a annual basis to reflect new starters and leavers.

8.8 The Head Teacher will ensure that regular payroll checks are carried out on payroll transactions against the schools documentation on staffing and pay to ensure they match.

9 PETTY CASH

9.1 A petty cash account of £100 will be held. This will be held securely and only staff authorised by the Head Teacher will have access to it.

9.2 Payments from the petty cash account will be operated on the Imprest principle, reimbursed to the predetermined limit on a monthly basis in line with the expenditure incurred during the previous month.

9.3 Payments from the petty cash account will be limited to minor items of expenditure. These will be supported by receipted invoices or vouchers, identifying any VAT paid, which must be separately accounted for.

9.4 Proper records will be kept of all reimbursements paid into and expenditure paid out of the petty cash account.

9.5 Personal cheques must not be cashed from the petty cash account.

9.6 Petty cash accounts will be reconciled to the bank account on a regular basis (not less frequently than monthly).

9.7 Reconciliations on the account will be subject to review by an independent person.

10 VAT AND TAXATION

10.1 The Head Teacher will ensure that all staff involved in the financial administration procedures within the school are aware of the current VAT and income tax regulations in accordance with section 7 of the Nottinghamshire Scheme for Financing Schools.

11 SECURITY OF ASSETS, STOCK AND OTHER PROPERTY

11.1 The Head Teacher is responsible for ensuring that assets, stock, cash and other property belonging to the school is kept in safe custody.

11.2 The Head Teacher will ensure that stock levels are maintained in such a way to ensure continuity and availability of materials; maximum efficiency of annual budgets; good condition of stock and efficient use of storage capacity. Independent physical checks should be made of significant stocks no less than annually against stock records.

11.3 The Head Teacher will ensure that an inventory is maintained of all portable, desirable, valuable and uniquely identifiable items. This will include details of serial numbers, make and model where applicable. All such items will be security marked as being the property of the school.

11.4 An annual check of the inventories against items physically held will be undertaken by an independent person and documented. All discrepancies identified on this check will be investigated reported to the Governing Body.

11.5 If stocks or equipment are surplus, obsolete, damaged, not traceable or stolen, the governing body will authorise the write-off and sale or disposal in

accordance with section 2.1.4 of the Nottinghamshire Scheme for Financing Schools.

11.6 Safes and secure cupboards/cabinets will be kept locked, the keys removed and held in a secure location as determined by the Head Teacher.

12 INSURANCE

12.1 The Governing Body will ensure that adequate insurance is taken out to cover risks to which the school is exposed. The school currently places its insurance arrangements with the County Council. An annual review of all risks will be conducted to ensure that an appropriate level of cover is maintained.

12.2 The Governing Body will review all risks not covered by the County Council on an annual basis and determine whether additional cover should be taken out.

12.3 The Head Teacher will ensure that the Strategic Director of Resources is notified of all new risks, additions and alterations which require insurance or affect the school's existing insurance arrangements.

12.4 No indemnity will be given to any third party without the written consent of the Strategic Director of Resources.

12.5 The Head Teacher will insure that the Strategic Director of Resources is immediately informed of any accident, loss or other incident that may give rise to an insurance claim.

12.6 The Governing Body will ensure that the insurance cover purchased covers the use of school property whilst off school premises.

13 DATA SECURITY

13.1 The Governing Body will ensure that the school is registered in accordance with the Data Protection Act 1998. The use of any systems to record or process information will comply with this legislation.

13.2 The Head Teacher is responsible for ensuring that data is regularly backed up, and that all back-up disks / tapes are securely held in a fireproof location.

13.3 The Head Teacher will ensure that the computer systems used for school management are password protected and that only authorised staff have access to the systems. Passwords should not be disclosed, should be changed regularly and updated for staff changes.

13.4 The Head Teacher will ensure that adequate protection is in place to safeguard school systems and data against computer viruses. Only authorised software will be used.

14 SCHOOL AND OTHER PRIVATE FUNDS

14.1 The Head Teacher will ensure that voluntary funds are accounted for separately from the school's delegated budget and are held in a separate bank account.

14.2 The Head Teacher, on behalf of the Governing Body, will ensure that the accounting procedures for any voluntary funds reflect the same standard as those required for accounting for the school's delegated budget.

14.3 Any voluntary accounts will be subject to an annual audit by an independent auditor. The audit report will be presented to the Governing Body. A school fund audit certificate should be forwarded onto the Internal Audit section.

15. MILEAGE CLAIMS FOR TRAINING COURSES

The relevant car mileage rate to be used for a car with an engine size of 1000cc above will be 22.6p per mile with a VAT element of 1.070p.

Date approved by the Full Governing Body/Finance Committee	**July 2009**
Signed by *Chair of Governors / Committee*	**Sarah Evans**
Date of next review	**July 2010**