

## **Duddon Saint Peter's CE School**



### **Governors' Finance Procedures**

The LA carries out a periodic audit and the recommendations of the report are discussed by the Finance Committee and action is taken by the school.

***The following notes should be read alongside the 'Manual of Internal Financial Procedures'; this document forms part of this policy.***

#### **Administration of the school budget**

Budget setting and review meetings with Area Office staff take place termly; a member of the Governor Finance Committee attends. The Bursar checks the monthly budget data, covering payroll, checks expenditure on supplies and services and the various reports issued each month. The Bursar keeps a record of all the invoices, J-bills and other expenditure authorised by the school; two signatories are required on all authorisations made, the Bursar and the Head teacher. The Bursar has a spreadsheet with the amounts assigned to each account code and logs all school's transactions on this. All payroll returns are made by the school Bursar, countersigned by Head teacher, and copies are kept of all documents completed. The Local Authority's Integrated Business System (Unit4) provides the audit trail and information required under the Financial Management Standard.

Major expenditure is always considered by the Governing Body and Committees and is informed by the School Development Plan. This plan, which is reviewed and approved by Governors on an annual basis, is filed separately. The LA guidelines for quotations are used for major expenditure.

The Head teacher meets with the Finance Committee regularly and a budget update is produced for the termly meetings of Governors and for Governor committees when needed.

#### **Insurance cover**

The school buys in to the LA scheme for the Insurance of :

- Employer's Liability Insurance, Property, Public Liability, School Travel Policy
- Education All Risks Scheme (EARS), plus the additional option for computer cover

#### **Computer Data**

The school is registered for Data Protection; registration number Z6685765. At present the information kept within our pupil management system relates to the data given on the admission forms completed by parents/carers and assessment data. The school uses the School Information Management System (SIMS) and a checking sheet is issued to parents/carers each year. Access to the data is limited to the Administrative Officers and

Head teacher; a user code and password are required to access the information and this code is changed from time to time.

Access to our pupil management system has been authorised for the following third party organisations:- Schoolcomms, ParentPay, Tapestry, Google Classroom and School Spider (via Wonde). A copy of the Privacy Policy for each organisation has been obtained and held on file electronically. Data backups are carried out each day, remotely with data storage on a mainframe within the LA.

Administrative and curriculum computers have appropriate arrangements for ID and Password for access. Curriculum computers have an additional manager control code for staff access. Laptops provided to the Admin Officer and to the teaching staff for planning and preparation of work and annual reports are similarly protected by passwords.

The acceptable use policy for staff, formulated by the LA is in place.

### **Personnel**

Annual assessments of salary are made in accordance with the Pay Policy, based on the model LA policy.

### **Register of furniture and equipment**

A register is kept of furniture and valuable equipment. A copy of this register is also kept at the home of the Head teacher. A number of laptops have been issued for teacher use in planning and administrative tasks; these are used at homes and school. A record is kept of the serial number of the computers assigned to individual staff and this process is managed by the administrative staff.

### **Charging Policy**

Under Section 110 of the Education Reform Act 1968 the school invites parents to make voluntary contributions towards the costs of school visits. Fees may be waived where families are in receipt of the relevant qualifying benefits as specified by the LA. Visits are costed per child; subsidies for transport are sometimes available from the PTA and from the school budget allocation for visits, particularly where costs are high, or where the visit is part of a curriculum project. A financial report is made for each school visit and is kept with the school budgetary records; all money collected from parents/carers for visits is paid directly into the LA's bank account, which then feeds through to the main LMS school budget.

Music is an important aspect of school life and we are able to provide good quality, peripatetic music tuition. A scheme for the group teaching of all instruments has been introduced; this scheme is run by 'Music for Life' and is endorsed by the Cheshire School of Music. Parents make the financial arrangements for this tuition directly with 'Music for Life'.

### **Pecuniary interests**

A register of staff and Governor interests is kept as recommended in the last audit report and the file is kept in the Head teacher's office.

**Letting policy**

The school is used by the PTA and on an occasional basis by Saint Peter's Church (Duddon), Saint Andrew's Church, Duddon Parish Council and CEPD (provider of afterschool activities). These organisations have the appropriate insurance cover.

The Governors allow free lettings to the PTA and the church (in recognition of the frequent use of Saint Peter's Church by the school).

Requests from other organisations are considered carefully and the standard LA Letting Form, including an insurance and damage section, is used and the recommended charges applied if such use is made.

**Use of staff cars for official duties**

LA guidelines are followed with regard to insurance cover for cars used by staff in connection with their work. Staff are advised that appropriate insurance cover is needed, including the phrase 'use in person for business'. Insurance documents are checked on an annual basis.

**School Fund**

A school fund is maintained at the National Westminster Bank, to hold monies for charity collections and other miscellaneous payments. The Bursar monitors this account and two of four signatories are required on cheques; authorised signatories are the Bursar, the Head teacher, and a nominated teacher. An annual account statement is produced after the end of the financial year and an audit is arranged; audit certificates are retained in school.

**Key holders, security alarm and coded entry lock**

A list of key holders is kept and checked annually. Codes for the security alarm and door entry are held by all staff members who access the building out of school hours. Codes are changed from time to time.

**Copyright**

School required Copyright Licences are purchased centrally by the LA. In addition, the school pays an annual subscription for any words/music/performance licences as and when required. Copies of Copyright agreements are available for staff to view.

Date: June 2025

Date of review *Summer 2026*