



**The Hawksmoor Learning Trust  
(THLT)**

**Financial Management Policy  
&  
Financial Scheme of Delegation (FSD)**

**(Revised: 8 Aug 23)**

**Adopted: 3 Oct 23**

<b>Adopted by The Hawksmoor Learning Trust</b>	Signature	
	Print Name	
	Date	
	On behalf of the Hawksmoor Learning Trust	

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**Financial Management Policy and Scheme of Delegation** (Rev 4 Aug 23)**INTRODUCTION**

1. The Scheme should be read against the background of:
  - 1.a. the Academies Financial Handbook 2023 and
  - 1.b. other extant authorities and policies.

**AIMS**

2. The Directors of THLT believe that sound financial management policies are essential to the fulfilling of their statutory duties under government legislation.
3. Sound financial management is achieved by:
  - 3.a. Defining the financial roles and responsibilities of staff and Local Academy Boards (LAB) under the EFA's Education Funding Agency's (EFA) Academies Financial Handbook.
  - 3.b. Providing a framework to ensure that a consistently high standard of education is maintained for their pupils within the available resources.
  - 3.c. Preparing the budget in accordance with the identified priorities of the Trust and individual schools as identified in the School Improvement Plan (SIP).
  - 3.d. Acting in accordance with the guidelines outlined in the 'Academies Financial Handbook 2022'.
4. **'Best Value'**.
  - 4.a. During the financial year, the Trust will take whatever steps possible to ensure that expenditure, particularly in respect of large service contracts, will reflect the four principles of Best Value;
    - 4.a.i. challenge,
    - 4.a.ii. compare,
    - 4.a.iii. consult and
    - 4.a.iv. compete.
  - 4.b. Best value is not always the cheapest quote. Where the cheapest quote is not taken, there must be evidence and justification to support the decision not to accept the cheapest quote.
  - 4.c. Any recommendation not to accept the cheapest quote must be agreed, in writing, by the CEO or RO before any financial commitment is made.
5. **Underlying Concept of Operations.**
  - 5.a. The Trust will, wherever is sensible, try to organise contracts on a Trust basis with a renewal date to coincide with the end of the financial / academic year.
  - 5.b. The Trust will strive to run single payroll and pension schemes.
  - 5.c. The Trust will, wherever possible use electronic means to;

- 5.c.i. procure goods and services,
- 5.c.ii. make payments,
- 5.c.iii. receive funds (from all sources), and
- 5.c.iv. account for funds.
- 5.d. The use of cash, and cash equivalents, will be discouraged.

## STRUCTURE

- 6. **Trust Board (TB).** The Board of Directors of THLT.
- 7. **Trust Wide Committees (TWC).**
  - 7.a. **Finance.** The Finance Committee includes the mandated Audit & Risk function.
  - 7.b. **Standards.** When applicable, the TB may establish a Standards Committee with representation from and responsibility across all schools in the Trust.
- 8. **Trust Finance Director (TFD).**
  - 8.a. The TFD is responsible for delivering trust wide finance and administrative systems that are fit for purpose and is supported by:
    - 8.a.i. The **Trust Finance Officer (TFO)**, and
    - 8.a.ii. The **Trust Operations Manager (TOO)**.
  - 8.b. The TFD is
    - 8.b.i. line manager for the TFO and the TOO and
    - 8.b.ii. responsible for ensuring all financial transactions comply with this Scheme.
  - 8.c. TFO. The TFO is line manager for the part-time Trust Finance Assistant (TFA).
  - 8.d. TOO. The TOO is line manager for the;
    - 8.d.i. Trust Facilities Manager (TFM) and
    - 8.d.ii. Trust Personnel Assistant (TPA).
- 9. **Local Academy Boards (LAB).** Committees local to each school within the Trust.
- 10. **Head teacher (HT) and Senior Leadership Team (SLT).** Persons with particular responsibility within each school.

## OVERALL GUIDELINES

- 11. The Trust will;
  - 11.a. establish an appropriate framework of financial control in the public interest,
  - 11.b. establish procedures which seek value for money (Best Value),
  - 11.c. ensure;
    - 11.c.i. clear segregation of duties and
    - 11.c.ii. accountability for actions taken and not taken, and
  - 11.d. make a considered choice about its desired risk profile, taking account of;
    - 11.d.i. the highest standards of the reputation of the Trust ,

- 11.d.ii. acting within the confines of high ethical standards,
  - 11.d.iii. legal obligations,
  - 11.d.iv. business objectives and
  - 11.d.v. public expectations.
12. The Trust will recognise, manage and track present and future risks arising from its operations, including a likelihood and impact assessment; the Trust will maintain a risk register.
13. The TFD must ensure;
- 13.a. clear records of financial transactions and decisions are maintained,
  - 13.b. the delegation of responsibility is accompanied by clear;
    - 13.b.i. accountability, and
    - 13.b.ii. an appropriate level of;
      - management,
      - supervision, and
      - monitoring.
  - 13.c. that financial procedures include adequate internal controls, and
  - 13.d. financial regulations and other financial instructions are available to the staff.
14. Sound financial management will be achieved by close working with the head / Heads of School supported by;
- 14.a. oversight and supervision by nominated members of the LAB,
  - 14.b. scrutiny & advisory visits by finance staff from other MAT,
  - 14.c. termly visits by external Audit / Accounting staff and
  - 14.d. reporting from the Responsible Officer.

#### **AUTOMATED ACCOUNTING**

15. **Software.** THLT will use the Access accounting software.
16. **Chart of Accounts.**
- 16.a. THLT will use the Department of Education (DfE) chart of accounts.
  - 16.b. There will be no changes, amendments or adjustments to the structure in any way without the express written opinion of the External Auditors.
17. The CEO is responsible for ensuring that all accounting software is:
- 17.a. maintained in an appropriate manner and
  - 17.b. fit for purpose.
18. For the purposes of this Scheme, day-to-day responsibility is delegated to the TFD who is the final arbiter in all day-to-day matters including, but not restricted to;
- 18.a. controlling;
    - 18.a.i. users,

- 18.a.ii. levels of authority and
  - 18.a.iii. access
  - 18.b. licencing,
  - 18.c. backup,
  - 18.d. reporting
  - 18.e. updating / upgrading and
  - 18.f. compliance.
19. If requested by the Auditor / CEO / RO, 'Read only' access will be given to the accounting software.

## **BANKING**

### **20. Routine / Operational Banking.**

- 20.a. THLT will use a single Lloyds Bank current account for all day-to-day financial activities.
- 20.b. Schools are not to have their own accounts; no other accounts are to be used without the express written authority of the CEO.
- 20.c. THLT will, whenever possible, use on-line banking, specifically Lloyds Commercial Banking.
- 20.d. The CEO is responsible for ensuring that on-line banking is maintained in an appropriate manner and is fit for purpose.
- 20.e. For the purposes of this Scheme, day to day responsibility is delegated to the TFD who is the final arbiter in all day-to-day matters including, but not restricted to;
  - 20.e.i. controlling;
    - users,
    - levels of authority and
    - access.
  - 20.e.ii. licencing,
  - 20.e.iii. updating / upgrading, and
  - 20.e.iv. compliance.
- 20.f. This account is to retain sufficient funds to cover known contingencies. Excess cash may be invested as shown below.
- 20.g. If requested by the Auditor / CEO / OR, 'Read Only' access may be granted to on-line banking.

### **21. Interest Generation Banking.**

- 21.a. The TFM has delegated authority to open interest-bearing Saving Accounts to a maximum of £85,000 per account or the FCA guaranteed refund whichever is the greater.

- 21.b. The amount invested must not exceed the amount agreed at the first Trust Board meeting of the year, currently £510,000.
- 21.c. The TFM has authority to transfer funds between these accounts and the operational bank account to;
  - 21.c.i. ensure maximum reasonable return and
  - 21.c.ii. maintain the cash flow in the operational accounts.
- 22. **Bank Balance Reporting.** The TFM will include end of month balances for all bank accounts in the monthly written report to the Trust.
- 23. **Investments.**
  - 23.a. The Trust has invested £500,000 with QuilterCheviot as a medium to long-term investment with the aim of maximising savings for known, future, capital build expenditure.
  - 23.b. This investment will be reviewed regularly (at least annually) by the Finance Committee.
  - 23.c. The TFD will act as focal point for all Trust investments; the TFD has no authority to make any changes to any Trust Investment Portfolio.
  - 23.d. Investments on behalf of the Trust will only be made having received independent professional advice from an FCA approved, and registered, company / individual.
  - 23.e. Investments risk profile should be 'low' but may be raised to 'medium' by the Trust Board. Any decision to raise the risk level must be recorded in the Trust Board minutes.
  - 23.f. Investment decisions will be recommended by the Trust Finance Committee for approval at the next full TB meeting.

## RESPONSIBILITY AND ACCOUNTABILITY

### 24. Internal Financial Control

#### 24.a. Delegated Budget

- 24.a.i. By virtue of Section 50(7) of the School Standards and Framework Act 1998 (SSFA 89), directors and members of LAB do not incur any personal liability in respect of anything done in good faith in exercising their power to spend a school's budget share, or in delegating that power to the Head Teacher. An act not done in good faith is fraud.
- 24.a.ii. The TB is responsible for the proper financial management, and probity, of all the schools within the Trust and of the Trust itself.
- 24.a.iii. The Members of the LAB, and the Head / Head of School (HoS), are responsible for the proper financial management, and probity, of their school.
- 24.a.iv. The LAB has delegated day-to-day spending authority within the approved annual budget for the school to the Head. In the absence of the Head,



delegated authority will transfer to the Deputy Head or other nominated member of the SLT.

24.a.v. If appropriate, the Head will allocate an annual budget to budget holders to support activities, including teaching and learning, within a particular area.

24.a.vi. Budget holders / teaching staff placing orders are to ensure that;

- there is sufficient money within the designated budget and
- 'Order Requests' are submitted for approval to the Head / SLT in accordance with school and trust procedures.

**24.b. Declarations of Interest.**

24.b.i. Every year, every member of an LAB and TB must complete a Declaration of Interest; this completed via Governor Hub.

24.b.ii. Any member of the Executive Trust Team / Senior School Staff who attends TB meetings on a regular basis must complete a declaration.

24.b.iii. Any Senior School Staff who attends LAB meetings on a regular basis must complete a declaration.

24.b.iv. The Governance Professional (GP) will oversee the storage of declarations and provide advice / guidance as required.

24.b.v. The GP will;

- hold a register which lists, for each member of that body and the Head, any business interests or affiliations they or any member of their immediate family may have,
- update the register as necessary, and
- ensure the register is:
  - uploaded to the appropriate website, and
  - available for inspection as required.

24.b.vi. Irregularities.

- Irregularities identified in the declarations that may impede the TB / LAB ability to manage financial matters in a transparent and open manner will be reported to the FD for;
  - investigation and
  - resolution.
- The LAB has the right to pass the matter to the CEO if the FD cannot resolve the matter to the satisfaction of the LAB.

25. **Fraud**
- 25.a. At the beginning of each academic year, the LAB and Head / HoS will inform all staff of the:
    - 25.a.i. school policies and procedures relating to fraud and theft,
    - 25.a.ii. controls in place to prevent them and
    - 25.a.iii. consequences of breaching these controls.
  - 25.b. This information will be included in the induction of new;
    - 25.b.i. school staff and
    - 25.b.ii. LAB members.
  - 25.c. If it is suspected that money and / or property of the school has been stolen or misappropriated, or that a financial irregularity has occurred, the LAB and / or the Head will;
    - 25.c.i. investigate the matter immediately, and
    - 25.c.ii. report to the CEO that an investigation has been initiated.
  - 25.d. Reference should also be made to the school's Whistleblowing and Fraud Policies.
  - 25.e. THLT must notify the EFA if they incur losses through fraud or theft in excess of £5,000, individually or cumulatively, in any academy financial year.
26. **Orders for goods / services / training.**
- 26.a. The following 'Purchase to Pay' processes are detailed at Annex B, verbal requests for orders will not be accepted.
    - 26.a.i. Process 1. Goods & Services Order Process.
    - 26.a.ii. Process 2. School Bank Card Process.
  - 26.b. **Levels of delegated authority.** Details of delegated authority and authorisations required are in Annex C.
27. **Payment.**
- 27.a. Payment will be made in line with Annexes B & C.
  - 27.b. No member of staff may authorise any payments relating to expenditure incurred, or services supplied, by themselves, extended family or individual / company identified on the Declaration of Interest.
28. **Credit Notes.**
- 28.a. The Trust will ensure that appropriate credits are obtained for short or damaged deliveries, returns or invoicing errors.
  - 28.b. Credit notes will be processed without delay. If the supplier will not be used again, a refund will be obtained.

29. **Statements and Reminders**

- 29.a. Statements and reminders must not be processed for payment; only original invoices will be acceptable in supporting payment.
- 29.b. In exceptional circumstances, if an original invoice is not available payment may be made on the express written authority of the FD.
- 29.c. On receiving a statement, or reminder from a supplier, the TFO will check if all invoices listed have been processed for payment.
- 29.d. If the statement shows invoices that have not been received, copies will be requested.

30. **Cash Handling.**

- 30.a. The overall aim is to become a 'cash free' organisation.
- 30.b. It is recognised that schools may receive cash for trips and activities, school lunches and the like.
- 30.c. Should cash be presented at the school the following process should be adopted;
  - 30.c.i. ask the individual making the payment to;
    - place the payment, with any supporting documentation, in an envelope,
    - seal the envelope and write on the outside of the envelope;
      - the child's name,
      - school,
      - class,
      - activity and
      - any other information that will aid allocation.
    - place the sealed envelope in the secure, locked location for collection by the TFO.
- 30.d. The TFO will;
  - 30.d.i. collect the envelopes & other cash when required,
  - 30.d.ii. open the envelopes and
  - 30.d.iii. record the payments.
- 30.e. **Special events & collections.**
  - 30.e.i. When appropriate, Schools may, on the authority of the Head / HoS, bank cash directly at the bank.
  - 30.e.ii. Each school will be provided with a paying in book for this purpose and must inform the TFO of the deposit as soon as practicable.

31. **Bank Cards.**

- 31.a. When considering 'Best Value' it is often necessary to make purchases via the internet; bank card allow schools, and the Trust, the convenience of on-line payments.
- 31.b. For business purposes only;
- 31.b.i. each school will have an appropriate number of cards as agreed by the CEO,
- 31.b.ii. a card will be issued to the TFM for use supporting the Trust mini-buses,
- 31.b.iii. the Trust will issue cards to the:
- CEO
  - TFO
  - TOO.
- 31.b.iv. Other cards will be issued as necessary on the specific written authority of the TFD.
- 31.c. Whilst the benefits of having access to bank cards are recognised, the use of this resource must be closely and carefully controlled to ensure that use of this facility;
- 31.c.i. is not excessive,
- 31.c.ii. does not facilitate short-termism and
- 31.c.iii. is not used to circumvent due process thus negating the checks and balances contained in this Scheme of Delegation.
- 31.d. Bank cards are;
- 31.d.i. to be;
- held securely, and
  - must only be used by the person named on the card.
- 31.d.ii. not to be given to, or used by, anyone other than person the named on the card.
- 31.e. Initial card holders and limits are shown at Annex C.
- 31.f. Card holders will be required to;
- 31.f.i. adhere to the process outline in Annex B, and
- 31.f.ii. sign the 'Bank Card Acknowledgement', also in Annex B.
- 31.g. For each card, a record of all transactions must be maintained supported by receipts.
- 31.h. On receiving the card statement (monthly) the;
- 31.h.i. TFO will;
- check all payments made, and
  - liaise with the card holder.
- 31.h.ii. The Head / HoS will sign as correct for school cards and
- 31.h.iii. The TFD will sign as correct for all bank cards held in the Trust.

31.i. The full balance will be debited at the statement date from the Trust's bank account by direct payment before interest can be accrued.

32. **Gifts, refreshments & hospitality.**

32.a. The LAB has delegated authority to the Head / HoS to purchase refreshments in support of meetings and training events.

32.b. The level of this provision is to be at the discretion of the Head / HoS; it must, at all times, satisfy the 'Reasonable Man Test'. The Reasonable Man Test is:

'Would a reasonable man think what I am doing is reasonable?'

32.c. Within the School Budget Share there is no provision for the cost of meals, refreshments or gifts for individuals which includes the purchase of floral bouquets, gifts or cards as messages of congratulations, bereavement etc; such expenses must come out self-generated income or be personally funded.

32.d. Alcohol must not be purchased.

**THE DATA PROTECTION**

33. The Trust is registered under the Data Acts with each school named as part of that registration.

34. The role of DPO is outsourced to a professional provider.

35. Each school must adhere to the provisions and intent of the General Data Protection Regulations (GDPR).

36. **Personal Payroll Sensitive Data.**

36.a. Each Head / HoS may:

36.a.i. see a payroll summary of the staff in their school (including grades, rates of pay etc) and

36.a.ii. question the Finance Staff on changes to the previous month.

36.b. The Head / HoS may not see personal data covered by GDPR eg tax coding, statutory deductions, allowances etc.

**BACK-UP PROCEDURES**

39. The Access on-line accounting software finance system is cloud based and, therefore, backs up to the cloud automatically.

**ASSET MANAGEMENT AND FIXED ASSETS**

40. An up-to-date inventory of property across the Trust, is to be;

40.a. maintained by TOO, and

40.b. in liaison with the TFO, updated regularly as and when notifiable assets are procured.

41. Serial numbers and identification marks must be recorded where appropriate as well as adequate descriptions for insurable items.

42. The TOO will maintain up to date Asset Register as required by the Auditors.

43. The Asset Register will be updated as required, at least once a year, for audit purposes at year-end to produce the Trust's accounts and balance sheet.
44. The TOO and TFO will agree the amount of depreciation to be applied to costs associated with the assets included in the Register ie buildings, motor vehicles, furniture and IT equipment; current depreciation values are shown on Annex D.
45. **Disposal.**
  - 45.a. Other than land, buildings and heritage assets, trusts may dispose of any other fixed asset without the approval of EFA.
  - 45.b. Schools may dispose of assets, shown on the Asset Register as nil value, with the authority of the LAB; central trust assets, showing on the Asset Register as nil value, may be disposed of with the authority of the CEO.
  - 45.c. The TOO will;
    - 45.c.i. oversee the disposal on behalf of the Trust,
    - 45.c.ii. ensure that any disposal achieves the best price that can reasonably be obtained and
    - 45.c.iii. apply the principles of:
      - regularity,
      - propriety and
      - value.
    - 45.c.iv. maintain a register of all items disposed showing;
      - date of sale / disposal,
      - value achieved and
      - details of purchaser.
  - 45.d. All requests, and authority, for disposals must be minuted at each level.

#### **HIRE OF SCHOOL FACILITIES**

46. Use School facilities, including equipment eg the mini-bus, by outside organisations will be overseen by the TOO.
47. Assisted by school staff, the TOO is responsible for:
  - 47.a. ensuring professional and legal compliance prior to engagement,
  - 47.b. maintaining professional currency,
  - 47.c. exploiting opportunities and
  - 47.d. generating use.
48. The Trust Facilities Manager (TFM) will be responsible for;
  - 48.a. all mini-bus driver training and
  - 48.b. road worthy compliance issues.

49. Supported by the TOO, School Staff are responsible for;
  - 49.a. checking and reconciling lettings,
  - 49.b. collecting deposits,
  - 49.c. ensuring sufficient detail is available for the TFO to generate invoices and / or reconcile receipts and
  - 49.d. forwarding records of use to the TFO at the end of each month in a timely manner.
50. The TFO will;
  - 50.a. generate and send out all invoices relating to the use of Trust facilities,
  - 50.b. monitor invoices payments and
  - 50.c. manage debt collection.

#### **VALUE ADDED TAX (VAT)**

51. The Trust will comply with current VAT regulations; VAT claims will be made and reimbursed quarterly.
52. The TFO will;
  - 52.a. confirm and authorise the claim against the balances supplied from the Trust's Access Finance system and
  - 52.b. process and submit the claim to HMRC and
  - 52.c. record when payment is received.

#### **BORROWING AND LEASE AGREEMENTS**

53. In line with the EFA Funding Agreement, the Trust must seek EFA's prior approval for borrowing (including finance leases and overdraft facilities) from any source, regardless of the interest rate chargeable, where such borrowing is to be:
  - 53.a. repaid from grant monies or
  - 53.b. secured on assets funded by grant monies.
54. Trusts do not require EFA's approval for operating leases except for transactions relating to land and buildings.
55. Operating leases;
  - 55.a. will not exceed a five year / 60-month duration, ideally no longer than 3 years / 36 months and
  - 55.b. must maintain the principles of regularity, propriety and value for money.
56. SLA & Lease agreements will be authorised by TFD on recommendation of TOO

#### **THE ANNUAL BUDGET**

57. The Trust's financial year will run from 1 Sep – 31 Aug each year.
58. The school's in-year balanced cash budget plan must be prepared with a view to:
  - 58.a. breaking even, or

- 58.b. creating a small surplus at the end of the financial year.
59. The Trust must notify the EFA within 14 days if any of the school in the Trust, or the Trust, is formally proposing to set a deficit budget for the current financial year, which it is unable to address after funds from previous years are taken into account.
60. The budget will be prepared in accordance with the priorities of the Trust as identified in the consolidated Trust Improvement Plan based on priorities for each school as identified in each School's Improvement Plan (SIP).
61. **Budget development planning cycle.**
- 61.a. **Spring Term.** The TFD will;
- 61.a.i. receive funding letters from the EFA,
- 61.a.ii. confirm with LA and other funding streams that the totals are;
- in line with expectation and
  - are correct,
- 61.a.iii. in the first instance;
- confirm the details within the budget and
  - report anomalies back to the EFA,
- 61.a.iv. identify discrepancies to be addressed by the Head / LAB of each school and
- 61.a.v. forward initial budget figures to CEO and each school.
- 61.b. The Head will;
- 61.b.i. review the income budget from EFA,
- 61.b.ii. set the budget for the forthcoming year,
- 61.b.iii. approve, and minute, a balanced budget plan which takes account of the major categories of income & expenditure for the academy including the following categories:
- employees,
  - premises (inc utilities),
  - capitation,
  - supplies / services,
  - contingency and
  - associated enterprise trading and income.
- 61.b.iv. forward the recommended budget to the LAB.
- 61.c. The LAB will agree a budget and forward to the Trust.
- 61.d. The CEO will, in liaison with the TFD and Heads / LAB;
- 61.d.i. produce a consolidated Trust budget,
- 61.d.ii. present the consolidated budget to the Finance Committee / TB and



61.d.iii. make recommendations to ensure financial probity.

61.e. The monitoring procedures outlined below will commence based on the final approved budget.

61.f. The Trust is required to prepare and present the previous year's annual accounts to the EFA (and Companies House) by 31 Dec.

61.g. **Summer Term.**

61.g.i. THLT is required to provide assurance that the budgeted funds allocated by the EFA on behalf of the Secretary of State are managed and in sound financial health. For this reason, the Trust must submit a copy of the budget forecast, as approved by the Trust, to EFA by 31 Jul each year.

61.g.ii. This is in addition to the mid-year forecast of outturn (FOO) required by the EFA.

62. **Budget monitoring & cash management.**

62.a. Roles and responsibilities.

62.a.i. CEO.

- The CEO is;
  - The Accounting Officer,
  - ultimately responsible for the application of the in support of the objectives set by the DfE & TB and
  - responsible for sound budgetary monitoring and reporting processes.

62.a.ii. TFD.

- The key roles of the TFD are trend; identification, analysis, comment and action recommendation.
- The TFD will ensure all income and expenditure is entered onto the system in a timely manner so that real-time data is available to allow; variance identification and Investigation.
- The TFD will, by the third week the month, deliver a written brief to the CEO and Responsible Officer identifying significant budget variances, including (if appropriate); causes,

impacts,  
 recommended actions,  
 cash flow,  
 forecast of Outturn (FOO) and  
 supporting narrative.

- The TFD will promulgate / circulate the report as directed by the TB.
- The TFD will:
  - ensure the bank account is reconciled as required, at least monthly and
  - sign the reconciliation as correct.

62.a.iii. Responsible Officer.

- The key roles of the Responsible Officer are to;
  - observe and comment on the good and proper use of the funds entrusted to the Trust,
  - provide assurance to the TB that the accounting and recording processes are fit for purpose and compliant,
  - carry out visits to the Trust as required (at least once per financial year) to support the reporting role,
  - act as focal point on the TB for finance related matters eg audit liaison and
  - support the CEO and Trust Central Finance / Admin Team.

62.a.iv. External Auditor.

- The Primary roles are to;
  - report in line with extant legal requirements,
  - comment on compliance and
  - advise on best practice, improvements etc
- A crucial secondary role is the guidance & mentoring of the CEO and Trust Finance / Administration Team.

**BANK RECONCILIATION**

- 63. All cheques, direct payments and income will be reconciled as felt necessary; at least monthly.
- 64. The TFO will produce supporting documentation as required to confirm that opening and closing balances are correct.
- 65. The TFD will, at least monthly;
  - 65.a. check the reconciliation, and
  - 65.b. sign the reconciliation as 'correct'.

66. The TFD will notify the CEO & Responsible Officer, in writing, of any discrepancies, irregularities and / or concerns without delay ie within 24 hours of the occurrence giving rise to the need to report.
67. Balances may be sampled at any time by signatories to the bank account via the Lloyds Corporate On-Line facility.

#### **BALANCES AND CONTINGENCIES**

68. It is a fundamental aim of the Trust, and stipulation by the EFA, that the income for one financial year is used in that year for the full benefit of current pupils; it is not the policy of the Trust to hold large balances or contingencies except where funding for a major project may require funds husbanded over many years; each project must be clearly recorded in the TB minutes.
69. If the Trust has a substantial surplus it must;
  - 69.a. identify the cause, and
  - 69.b. have a clear plan for how it will be used to the benefit of the pupils, for example a long-term capital project.

(**Note:** EFA is required to report to DfE, any trusts where it has serious concerns about long-term substantial surplus with no clear plans for its use.)

#### **INVESTMENTS**

70. The Trust may invest to further the Trust's charitable aims but must ensure that investment risk is properly managed.
71. The aim is to maximise income with the minimum risk.

#### **INCOME**

72. The Trust will set fees / charge a levy for chargeable central services.
73. Any annual Trust Levy will be;
  - 73.a. determined by the TB and
  - 73.b. deducted in 12 equal instalments.

#### **WRITE-OFFS AND ENTERING INTO LIABILITIES**

74. Every school in the Trust may, with LAB consent, write off;
  - 74.a. debts up to £100 to a maxim £500 per financial year,
  - 74.b. equipment that is beyond economic repair (BER) up to £1,000 per financial year,
75. Cash losses cannot be written off and must be reported to the TFD for investigation.
76. All requests, and authority, for write off must be minuted at each level.
77. School LAB have no authority to provide;
  - 46.a. financial guarantees,
  - 46.b. letters of comfort or
  - 46.c. indemnities.

**PAYROLL**

47. The Trust will, as a single corporate entity, retain, through a Service Level Agreement, a payroll provider to;
- 47.a. process all payroll payment process,
- 47.b. carry out compliance functions eg auto-enrolment and
- 47.c. complete required returns / reports eg EOYC.
48. **Temporary Payroll Changes and Amendments. (GDPR must be adhered to at all times.)**
- 48.a. **Externally Generated.**
- 48.a.i. All externally generated variations must be authorised by TOO / Trust HR before forwarding to the contractor for inclusion in payroll.
- 48.a.ii. Other staff have no right to, and must not maintain any expectation of, access to externally generated variations eg Tax Coding, CCJ etc
- 48.b. **Internally Generated.**
- 48.b.i. All additional hours / payments will be processed in a timely manner and paid monthly in arrears ie overtime worked in Sep will be paid with the salary in Oct et seq.
- 48.b.ii. All internally generated, temporary contractual changes of less than one month ie overtime, temporary cover payments must be submitted by the line manager to the Head / HoS / School Designated Authorising Officer in good time to meet the published payroll action dates using the form at Annex G.
- 48.b.iii. The Head / HoS / School Designated Authorising Officer will;
- authorise the additional time and
  - forward the completed form to the TOO in good time to meet the published payroll action dates.
- 48.b.iv. On receipt, the TOO will;
- annotate the form with the date received and
  - take the necessary action to ensure payment in due course.
- 48.b.v. The Head and the CEO must agree any internal changes before they happen in the following circumstances;
- long term temporary changes ie greater than 1 month or
  - temporary changes;
    - with a reasonable expectation to be longer than 1 month,
    - or
    - which may have material budgetary implications

- 48.b.vi. Duly authorised temporary changes must then be forwarded to TOO / Trust HR for recording and forwarding to the contractor for inclusion in payroll.
- 48.c. The TOO will authorise the monthly payroll information for authorisation before submission.
- 48.d. The TFD is responsible for;
  - 48.d.i. checking the payroll information is correct and
  - 48.d.ii. ensuring its timely submission.
- 48.e. The TOO / Trust HR will;
  - 48.e.i. process variations promptly and
  - 48.e.ii. in line with the Key Dates shown at Annex F.
- 48.f. The TFD is responsible for;
  - 48.f.i. scrutinising and reconciling the monthly variances and
  - 48.f.ii. reporting anomalies to the CEO.
- 48.g. Exceptionally, and with the written authority of the CEO / TFD ad hoc payments made be made to cover errors and omissions in the payroll process so that no member of staff is unduly financially disadvantaged.

49. **IR 35 Compliance.**

- 49.a. The Trust will adhere to extant IR35 Regulations.
- 49.b. Where it is suspected that payment for goods or services falls within these regulations, the TFD is to be informed.
- 49.c. The TFD will;
  - 49.c.i. carry out the necessary investigation to determine the individual's status for tax purposes and
  - 49.c.ii. inform TOO / Trust HR as appropriate.
- 49.d. Trust HR will liaise with the Trust payroll provider to effect payment.

**TRAVEL & SUBSISTENCE**

- 50. **Introduction.** The company will reimburse pre-authorised expenses incurred wholly, necessarily and exclusively in the performance of duties in support of the Trust.
- 51. **Expectations.** Individuals are expected to:
  - 51.a. Behave honestly and with integrity.
  - 51.b. Submit expenses promptly.
  - 51.c. Ensure there is sufficient detail to allow an expense claim to be assessed.
  - 51.d. Support all expenditure with receipts.
  - 51.e. Travel by the most cost-effective mode of transport taking into account:
    - 51.e.i. journey time, and

51.e.ii. the nature of the journey as well as the monetary cost.

51.f. Use public transport whenever possible.

52. **Authorisation.**

52.a. **Routine Travel between Sites.** It is accepted that routine travel will take place between sites; no prior authorisation is required for travel between the schools.

52.b. **Non-Routine Travel.**

52.b.i. In line with all other requests to commit financial resources, prior authorisation is required before any commitment is undertaken. A PR must be completed and submitted for approval in line with this Scheme.

52.b.ii. Expenses incurred by;

- Job candidates invited to visit the Trust for interview may be reimbursed in line with this policy.
- Other individuals visiting the Trust for any other reason are not entitled to expenses except on the express written authority of the CEO or TFD.

53. **HMRC Considerations.**

53.a. The claimant is responsible for ensuring compliance with all HMRC rules, regulations and legislation relating to any claims.

53.b. The Company will not countenance, support or endorse any claims that compromise the highest levels of integrity and / or potentially bring the Company into disrepute.

54. **Repayment.**

54.a. Claims for expenses must be submitted on the Trust Expenses form in Annex E.

54.b. Correctly authorised and receipted expenses will be re-paid as a 'supplier' in line with the published time-table.

54.c. Correctly authorised unreceipted expenses eg mileage allowance will be re-paid via payroll.

54.d. Non-compliance will result in the non-payment of an expense.

54.e. Falsification.

54.e.i. Deliberate falsification of a claim or the evidence needed to make a claim will constitute gross misconduct.

54.e.ii. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

**TRIP COSTING**

55. All Trust / School sponsored trips must be fully costed before authority to organise the trip is granted.

56. It is the responsibility of the Head / Head of School to ensure the trip is fully costed including not obvious costs eg supply teacher cover costs.
57. As soon as the trip is completed, all original expenditure receipts must be forwarded to the TFO without delay so the trip can be reconciled.
58. Once reconciled, the costing sheet and supporting documentation will be retained by the TFO.

## CONTROLS ASSURANCE

59. **Access to Financial Software.**
  - 59.a. **Inputting.**
    - 59.a.i. **Accounting**
      - Only Trust staff will have input rights by appointment.
      - Other staff may be afforded access on the express written authority of the TFD.
    - 59.a.ii. **Role specific Access.**
      - Specific role related access will be granted automatically by appointment to those involved in any element of the budgeting / monitoring process.
      - Access by other staff will be restricted and only issued on a case by case basis with the specific written authority of the TFD.
  - 59.b. **Read Only Access.** Limited read only access may be recommended to the TFD by the CEO / TFO / TOO / Head / Head of School as necessary.

## AUDIT

60. In accordance with the Companies Act 2006, the Trust must;
  - 60.a. appoint an auditor, to certify whether the accounts present a true and fair view of the Trust's financial performance and position; and
  - 60.b. produce audited accounts.
61. In accordance with the Academy's Funding Agreement and Accounts Direction, the Trust will publish annual accounts together with a signed 'statement on regularity, propriety and compliance' on its website by the end of Jan following the financial year to which the accounts relate.
62. The auditors are required, by the EFA, to audit certain information, and this requirement must be incorporated within the terms of engagement, received in writing.
63. The TFD will work alongside the appointed auditors who will;
  - 63.a. undertake regular (normally termly) process reviews,
  - 63.b. report their findings and / or any action required, and
  - 63.c. present the review at the next Trust Finance Meeting.

64. Linked policies, documents and value statements are shown at annex E.

#### **CAPITAL EXPENDITURE & DEVOLVED CAPITAL FORMULA**

65. All capital expenditure will be controlled and directed by the TB, no capital commitment is to be undertaken without the express written authority of the TB.

66. Devolved Capital Funding will be controlled and directed by the TB, no capital commitment is to be undertaken without the express written authority of the TB.

#### **DOCUMENT RETENTION POLICY**

67. All documents, hard copy & electronic, will be held securely with limited access in line with the GDPR principles.

68. Unless otherwise mandated, documents containing sensitive information as detailed by GDPR will be retained:

68.a.i. Personal information relating to employment.

- Hard Copy. Hard copy documents will be destroyed at the end of the academic year in which the individual leaves employment.
- Electronic Data. Electronic data will be cleared at the end of the academic year in which the individual leaves employment.
- The following data will be kept, in electronic form, for 10 years to confirm employment if required by HMRC or other statutory bodies:

Name

Date of Birth

National Insurance Number

Role (s) held

Employment dates in each role

68.b. Generic documents containing sensitive information.

68.b.i. This includes budget papers, monthly management accounts containing sensitive information.

68.b.ii. Unless there is a VAT / tax / statutory reason for retaining these documents, all hard copies and electronic data will destroyed / erased at the end of the year in which they are held for external audit.

69. Financial papers.

69.a. General. All financial papers with a VAT implication will be kept for seven years following the end of the financial year in which the transaction occurred.

69.b. Sensitive. Unless there is a specific VAT / tax / legal requirement for a financial document containing sensitive data to be retained, financial papers containing such information will be retained / destroyed in line with the timetable above.



- 70. Employers Liability Insurance Certificates. These will be held securely for forty years.
- 71. Declarations of interest. Declarations of Interest will be retained for seven years after the individual ceases to be a Trustee, Governor or employee.

Reviewed by:

Name: Jonathan Davis MBE LLB (Hons)

Appointment: Trust Finance Director

Date: 3 Oct 23

## ANNEX A: OUTLINE ROLES AND RESPONSIBILITIES

### TRUST BOARD (TB).

1. The Trust Board is the legal entity.
2. Individuals who make up the Trust Board are Directors; Directors are;
  - 2.a. appointed in line with the Memorandum and Articles' and
  - 2.b. recorded as such at Companies House.
3. Types of Trustees (Directors).
  - 3.a. **Appointed by the Members.**
  - 3.b. **Ex Officio.** Ex officio Trustees at the Trust Board are present by virtue of the post held within the Trust eg CEO..
  - 3.c. **Co-opted.** Co-opted Trustees at the Trust Board are;
    - 3.c.i. Appointed by the other Trustees and
    - 3.c.ii. present by virtue of the skills or expertise.
  - 3.d. **Associate Trustees.**
    - 3.d.i. Associate attendees are appointed by the Trustees.
    - 3.d.ii. Associate Trustees will normally be part of the TB for a;
      - specific role and
      - set period.
    - 3.d.iii. Associate Trustees may have limited attendance, voting and speaking privileges.
4. The Trust Board has ultimate responsibility for the;
  - 4.a. good husbandry of funds delegated to the Trust from any sources,
  - 4.b. holding the CEO / Executive Principal to account and
  - 4.c. accurate recording and accounting of those funds.
5. The Trust Board will determine strategic, high-level policy and direction which will be modified and adopted by each LAB to reflect the individualism of each school within the Trust.

### TRUST WIDE COMMITTEES (TWC).

6. **Finance Committee.** This includes the mandated Audit & Risk functions.
7. **Standards Committee.** This will be established when deemed necessary.
8. Other committees may be established as deemed necessary by the TB which will determine each committee's Terms of Reference on establishment.

### LOCAL ACADEMY BOARDS (LAB).

9. LAB are committees local to each school within the School.
  - 9.a. The key roles of each LAB are;
    - 9.a.i. local oversight of the School,

- 9.a.ii. holding the Head Teacher / Head of School to account and
- 9.a.iii. liaison with the TB.
- 9.b. Committee Terms of Reference will be drafted and adopted in line with best practice.

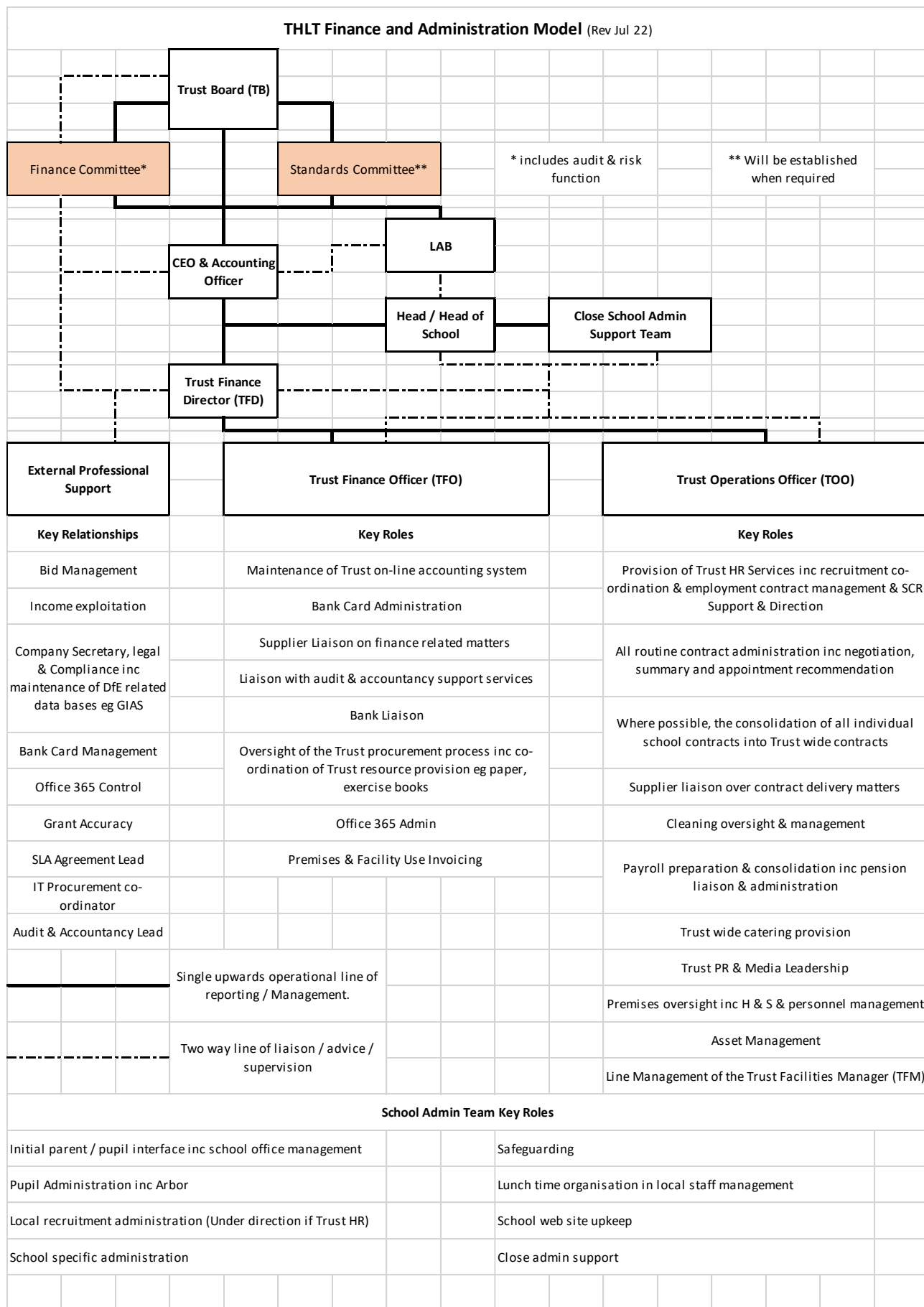
**THE CEO.**

- 10. The CEO is the;
  - 10.a. Accounting Officer with ultimate responsibility to the TB for the financial and administrative functions of the Trust.
  - 10.b. Line Manager of the TFD.

**TRUST FINANCE DIRECTOR (TFD).**

- 11. The TFD is responsible for delivering cross trust finance and administrative systems that are fit for purpose and is supported by:
  - 11.a. **Internally.**
    - 11.a.i. the **Trust Finance Officer (TFO)**,
    - 11.a.ii. the **Trust Operations Officer (TOO)** and
    - 11.a.iii. other staff as may be required from time to time.
  - 11.b. **Externally.** Professional agencies and suppliers as deemed necessary by the TB.
  - 11.c. The key roles of the TFD include (but are not limited to):
    - 11.c.i. The TFD is line manager for central trust finance & administration staff.
    - 11.c.ii. The delivery of efficient and effective support services to facilitate the delivery of good quality Teaching & Learning across the Trust.
    - 11.c.iii. The Provision of good quality professional advice to the CEO and Trust Board.
    - 11.c.iv. Leadership of the Trust Finance and Administration team.
    - 11.c.v. The maintenance of Strategic Awareness.
    - 11.c.vi. Routine operational monitoring & oversight.
    - 11.c.vii. Ensuring compliance in finance & administrative matters.
    - 11.c.viii. The delivery of Company Secretarial Services.
    - 11.c.ix. The proactive pursuit of grant / bid opportunities.

**THLT FINANCE AND ADMINISTRATION MODEL**



## ANNEX B: PROCESSES

### PROCESS 1. THLT GOODS & SERVICES ORDER PROCESS

1. Pragmatic & sensible Low-level purchases may be authorised locally by the CEO / Head / TFD / TFO / TOO in keeping with the 'spirit' of this Scheme.
2. It is recognised that due to the nature of the requirement for certain specialised services and equipment, there may not be sufficient interest or availability to enter into quotations.
3. If this is the case, any Purchase Request (PR) must be annotated to show this; the principles of best value remain extant.
4. The School;
  - 4.a. confirms that the:
    - 4.a.i. goods are not elsewhere in the Trust and / or
    - 4.a.ii. services being requested are not already part of another contract.
  - 4.b. completes a PR, obtaining the necessary authorising signatures, and forwards the completed, correctly authorised, PR to the TFO for review
5. The TFO will;
  - 5.a. enter the PR onto the accounting software.
  - 5.b. raise the Purchase Order (PO) on the accounting software,
  - 5.c. issue the PO to the supplier and
  - 5.d. retain a copy of the PO.
6. Goods will be delivered to the address identified on PO (Normally the school that raised the PR).
7. The school annotates Delivery Note (DN) to confirm:
  - 7.a. goods received and
  - 7.b. order complete / not complete.
8. The school will, without delay, send the annotated DN to TFO.
  - 8.a. The TFO will match the DN with the PR and the PO.
  - 8.b. If there is no PR and / or PO; the TFO will;
    - 8.b.i. liaise as necessary and
    - 8.b.ii. report the situation to school for investigation.
9. **Invoice.** All suppliers should be instructed to send invoices to: [invoices@THLT.academy](mailto:invoices@THLT.academy).
  - 9.a. Invoice delivered to school.
    - 9.a.i. Delivery Complete. The school;
      - date stamps the invoice with the date of receipt,
      - annotates the invoice 'Order Complete' and
      - sends the invoice to the TFO.

- 9.a.ii. Delivery incomplete. The school;
  - date stamps the invoice with the date of receipt,
  - annotates the invoice 'Order not complete' and
  - sends the invoice to the TFO.
- 9.b. If the Trust receives the invoice, the Trust will;
  - 9.b.i. date stamp the invoice,
  - 9.b.ii. match original invoice to PR & PO,
  - 9.b.iii. enter the information on the Access Finance system and
  - 9.b.iv. liaise with the originator / school to determine if the order has been fulfilled.
- 10. Payment Authorisation.
  - 10.a. Payment will, generally, only be made using the original invoice.
  - 10.b. The TFO will;
    - 10.b.i. prepare the payment schedule and
    - 10.b.ii. once the payment schedule is authorised, effect payment in line with the payment plan via BACS.
- 11. Credit Note.
  - 11.a. If a credit note is received by the school, it should be;
    - 11.a.i. date stamped with the date of receipt
    - 11.a.ii. signed by the School and
    - 11.a.iii. forwarded to the TFO without delay.
  - 11.b. If a credit note is received by the Trust, the budget holder will be informed.
  - 11.c. The TFO will undertake the necessary accounting actions.
  - 11.d. The Trust will retain the completed documentation for seven years.

#### **AUTHORISATION & PAYMENT SUMMARY**

- 14. Outline Process
  - 14.a. Originator;
    - 14.a.i. identifies need,
    - 14.a.ii. confirms the requirement is not available in the School / Trust and
    - 14.a.iii. completes PR
  - 14.b. Head / Budget Holder;
    - 14.b.i. authorises PR,
    - 14.b.ii. obtains the correct authorisations (if required) and
    - 14.b.iii. forwards PR to TFO
  - 14.c. The TFO;
    - 14.c.i. raises the PO,

- 14.c.ii. sends the PO,
- 14.c.iii. collates PR, PO & Invoice and
- 14.c.iv. presents bundle to TFD for payment authorisation
- 14.d. TFD authorises payment (Payment should only be authorised on an original invoice)
- 14.e. TFO sets up payment on BACS.
- 14.f. CEO / TFD;
  - 14.f.i. checks each bundle for compliance to FSD;
  - 14.f.ii. rejects non-compliant bundles,
  - 14.f.iii. authorises payment of compliant bundles and
  - 14.f.iv. returns all bundles to the TFO for storage.
- 14.g. TFO reconciles bank payments to Access Software records.

## PROCESS 2. THLT BANK CARD PROCESS

### 1. **Concept.**

- 1.a. Bank card will be issued to individual appointees in line with this FSD.
- 1.b. All individuals issued a bank card must complete the declaration below. Failure to complete the declaration will prevent the issue of a card.
- 1.c. A School Card should, routinely, be used for essential purchases below £500.
- 1.d. With the prior approval of the TFD or CEO, a school may use the card for single purchases up to, but not exceeding, £1,000.
- 1.e. Bank cards must not be used to circumvent payment control outlined in in the FSD. Deliberate attempts to use a bank card avoid payment controls may lead to disciplinary action.

2. The individual named on the card is responsible for the security and control of their card.

3. The cards must be kept securely at all times. Preferably locked in a safe overnight or when the school is closed.

4. Additional cards may be issued to staff for specific uses eg on school trips. Each temporary issue must be authorised in writing by the CEO.

### 5. **Recording.**

- 5.a. Every time a card is used, the cardholder must;
  - 5.a.i. record the detail of the transaction and
  - 5.a.ii. retain the original receipt.

### 6. **Card Statements.**

- 6.a. Individual card statements;
  - 6.a.i. will be sent to the TFO and
  - 6.a.ii. are expected to be received in the first week of the month following expenditure.
- 6.b. The TFO will send copies of statements to individual card holders.
- 6.c. On receipt of the statement, individual card holders must complete the form below and return this and original receipts to the TFO by the date stipulated, normally around 20<sup>th</sup> of the month.
  - 6.c.i. Failure to return the receipts on time.
    - It is essential that the receipts are returned promptly as failure to return the receipts prevents completion of the bank reconciliation.
    - Persistent late return of receipts may lead to the cancellation of the card.



**7. Payment Scrutiny.**

- 7.a. On receipt of the completed analysis and original receipts, the TFO will forward these to the TFD for scrutiny.
- 7.b. The TFD will sign the analysis and review a sample of receipts for compliance and appropriateness.
- 7.c. Any anomalies or inconsistencies will be referred to the card holder for clarification.
- 7.d. Missing Receipts.
  - 7.d.i. It is recognised that, on occasions, it may not be possible to get a receipt or a receipt may be lost. In this situation, a card holder may self-certify expenditure by annotating the expenditure analysis appropriately.
  - 7.d.ii. The TFD is the final arbiter in deciding whether or not to accept a self-certification.
- 7.e. If inappropriate expenditure is identified, the card holder may be required to refund the Trust.
- 7.f. Trust bank cards are not to be used for personal purchases.
- 7.g. Any abuse of bank cards may lead to the card being suspended.
- 7.h. On completion of the expenditure scrutiny, the analysis sheets and receipts will be returned to the TFO for accounting action.
- 7.i. Cash Back. The 'Cash Back' facility must not be used.

**8. Credit Limits.**

- 8.a. The credit limits below may be varied, temporarily, on the written authority of the TFD.
- 8.b. Each time a credit limit is changed, the TFD must inform the CEO.

**THLT BANK CARD ACKNOWLEDGEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of my THLT Bank Card number:  
\_\_\_\_\_, provided to me in my capacity as  
\_\_\_\_\_ at  
\_\_\_\_\_ school / trust.

I agree to use this Card in accordance with the guidelines laid down in the extant THLT FSD and any supplementary internal procedures, manuals and guidance.

I agree.

Not to charge any personal expense on this card.

Not to exceed the individual transaction limit or monthly limit as detailed in the THLT FSD.

To be responsible for;

recording all purchases on the Card Summary on the day of purchase / next working day  
and

producing all receipts and delivery notes for monthly reconciliation against the card  
statement. (Note: All transactions must be supported by VAT receipts so the Trust can  
claim the VAT back.)

I agree to return the Card;

if I leave the school on termination of employment / sickness, or  
earlier if requested to do so by the CEO, TTD, Head or HoS.

I understand that any misuse of this purchasing card may result in criminal proceedings and / or disciplinary  
action being taken against me.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Card issued to person named above:

Date: \_\_\_\_\_

Issuing person's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position in THLT: \_\_\_\_\_

**Form to be returned to and retained by the TFO**

**THLT BANK CARD EXPENSE SUMMARY**

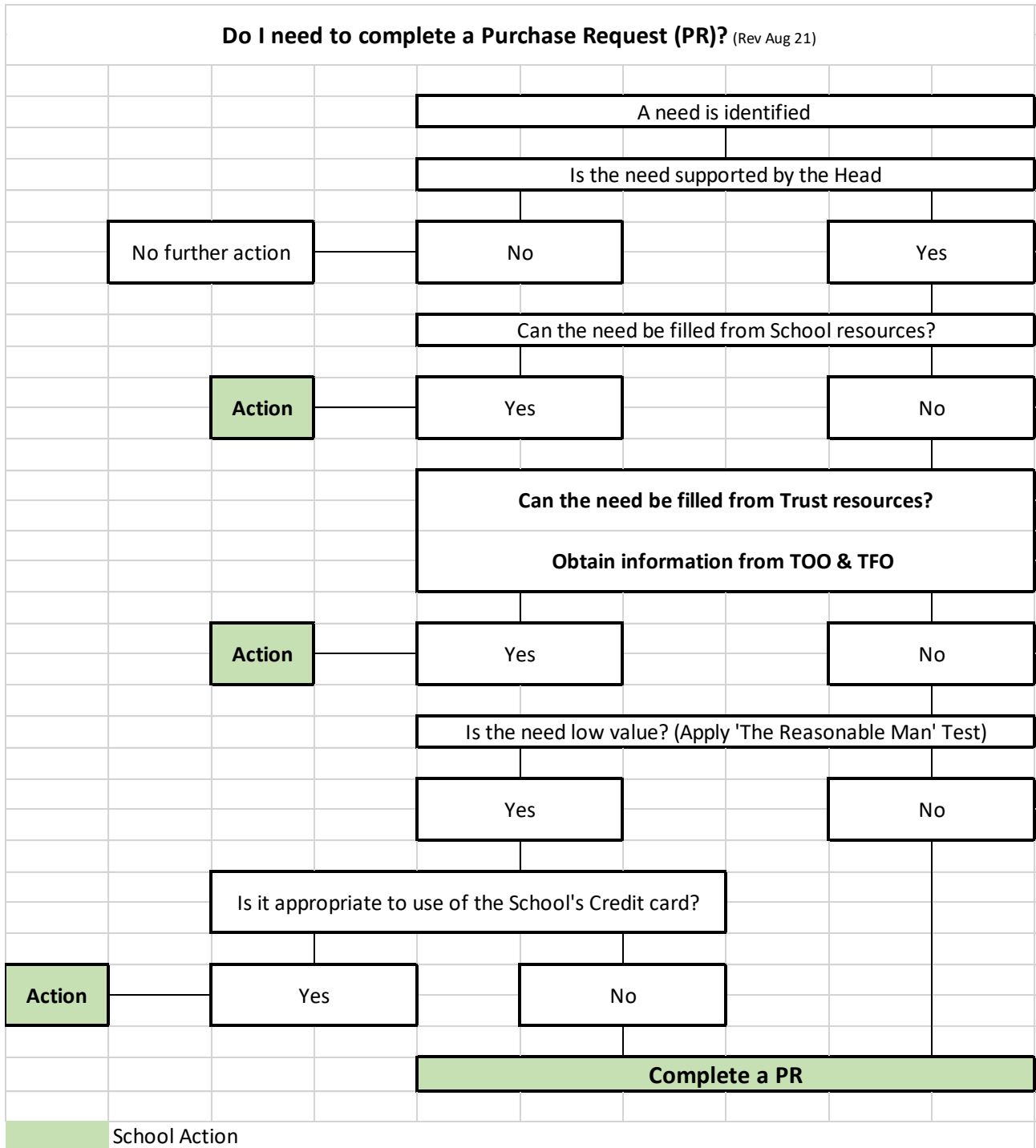
<b>THLT Card Expense Summary</b> (Rev 9 Sep 21)									
Cardholder's Name					School		Card Number		
Month				Codes (Trust use only)					
Serial	Date	Description	Dept	Amount	Ledger	Cost Centre	Net	VAT	Gross
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
<b>Total Claim (Must match statement)</b>									
<b>Card holder certificate.</b>									
All the payments above were made solely in support of school or trust business. The total amount shown matches the amount shown on the statement.									
BEST VALUE STATEMENT : As part of the overall Trust commitment to Best Value I confirm that I have obtained, where practical, the best competitive price / quotation before submitting this order.									
<b>Cardholder Statement.</b> I confirm that all expenditure was in direct support of the Trust					<b>School Statement.</b> I confirm that all expenditure was in direct support of the Trust				
DATE					DATE				
Print Name					Print Name				
Signature					Signature				

**ANNEX C TO FINANCIAL MANAGEMENT POLICY AND SCHEME OF DELEGATION**

**1. Preamble.**

- 1.a. The outlining of order and payment levels is to protect individuals, schools and the Trust.
- 1.b. No practices must be adopted to circumvent the spirit or the letter of the process eg using lower-level ordering to avoid getting the required quotes.

**DO I NEED TO COMPLETE A PURCHASE REQUEST (PR)**



## ORDER LEVELS

2. Before completing a purchase order, the following process should be carried out (This is not necessary a written exercise).
3. **Level Zero.** Less than £1,000 (Net of VAT) on the authority of the CEO / Head / Budget Holder / TOO / TFD / Head of School / Deputy Heads (if authorised in writing by the Head).
4. **Level 1.** Over £1,000 but less than £5,000 (Net of VAT).
  - 4.a. Evidence of costs comparison from two sources:
  - 4.b. Authority to commit:
    - 4.b.i. School Budget. Head with prior, written, approval from
      - the CEO, or
      - a nominated member of the LAB.
    - 4.b.ii. Trust Budget. Budget Holder with prior, written, approval from
      - the CEO, or
      - a nominated Director.
  - 4.c. On request from the Head, the need to obtain two written quotes may, exceptionally, be waived on the prior, written authority of the Chair of the LAB, or the CEO, but must be
    - 4.c.i. reported to LAB at the next meeting as 'Chair's Business'
    - 4.c.ii. recorded in the minutes, and
    - 4.c.iii. notified to the Trust at the next Trust Board Meeting.
5. **Level 2.** Orders between £5,000 and £25,000. (Net of VAT).
  - 5.a. Three written quotations.
  - 5.b. Authority to commit:
    - 5.b.i. School Budget. Head with prior, written, approval from
      - the CEO, or
      - a nominated member of the LAB.
    - 5.b.ii. Trust Budget. Budget Holder with prior, written, approval from
      - the CEO, or
      - a nominated Director.
6. **Level 3.** Orders greater than £25,000 but less than £118,000.
  - 6.a. Three written quotations.
  - 6.b. Approval for purchases at this level must be;
    - 6.b.i. agreed by the CEO with prior, written, approval from the;
      - RO and
      - Chair of the Trust.

- 6.c. **Level 4.** Orders greater than £118,000.
- 6.c.i. Orders above £118,000 will be dealt with in line with HMG 'Find a Tender' guidelines: [Find high value contracts in the public sector - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/find-high-value-contracts-in-the-public-sector)

**PAYMENT LEVELS.**

**7. Cheque signing.**

- 7.a. Individual chq payment up to, but not exceeding, £15,000. Any two from;
- 7.a.i. The CEO.
- 7.a.ii. Nominated senior teachers.
- 7.a.iii. A Nominated Trustee (Director).
- 7.b. Individual chq greater than, £15,000. Any three from;
- 7.b.i. The CEO.
- 7.b.ii. Nominated senior teachers.
- 7.b.iii. A Nominated Director

**8. BACS Authorisation levels.**

- 8.a. Individual BACS payments.
- 8.a.i. Up to, but not exceeding, £30,000 either;
- TFD, or
  - CEO
- 8.a.ii. Exceeding, £30,000 , both;
- TFD, and
  - CEO
- 8.b. Daily batch processing.
- 8.b.i. Up to, but not exceeding, £100,000 in total, either;
- TFD, or
  - CEO.
- 8.b.ii. Exceeding, £100,000 in total, both;
- TFD, and
  - CEO.
- 8.c. The BACS levels above may be temporarily raised with the prior written authority, on each occasion, of the RO.

**9. Bank Card.**

- 9.a. The CEO will determine the;
- 9.a.i. number of cards held within the Trust, and
- 9.a.ii. credit limit for each card.
- 9.b. The TFD will control the Lloyds Bank Card Portal.

9.c. The TFO will carry out the routine administrative support functions.

10. Bank Card Expenditure limits:

10.a. THLT CEO

10.a.i. Monthly Spend £10,000

10.a.ii. Cash £250

10.b. THLT TFO

10.b.i. Monthly Spend £5,000

10.b.ii. Cash £250

10.c. THLT TOO

10.c.i. Monthly Spend £1,000

10.c.ii. Cash £Nil

10.d. BLPS Head

10.d.i. Monthly Spend £1,000

10.d.ii. Cash £Nil

10.e. BLPS Deputy Head

10.e.i. Monthly Spend £500

10.e.ii. Cash £Nil

10.f. NHPS Deputy Head

10.f.i. Monthly Spend £500

10.f.ii. Cash £Nil

10.g. TRPS Head of School

10.g.i. Monthly Spend £500

10.g.ii. Cash £Nil

10.h. MWPS Head of School

10.h.i. Monthly Spend £2,500

10.h.ii. Cash £Nil

10.i. Trust Facilities Manager

10.i.i. Monthly Spend £1,000

10.i.ii. Cash £Nil

11. **Virement levels.**

11.a. From £0 to £5,000 at the discretion of the Head Teacher.

11.b. From £5,000 and £15,000;

11.b.i. approval to be sought from the Chair of the LAB, and

11.b.ii. reported to the LAB at the next appropriate meeting.

11.c. Above £15,000;

- 11.c.i. prior approval to be sought from the LAB, or the CEO
- 11.c.ii. authority recorded in the minutes, and
- 11.c.iii. reported to the Trust Board before the virement if enacted.

12. **Depreciation rates.** Straight line process:

- |       |  |                      |
|-------|--|----------------------|
| 12.a. | (Land) & Buildings                                     | over 50 years @ 2%   |
| 12.b. | Motor Vehicles   | over 4 years @ 25%   |
| 12.c. | Furniture / Equipment                                  | over 5 years @ 20%   |
| 12.d. | Purchases over £500 & IT Equipment over £250           | over 3 years @ 33.3% |
| 12.e. | Purchases less than £500 & IT equipment less than £250 | Nil residual value   |

**THE ANNUAL BUDGET PROCESS (SUMMARY)**

15. **Spring Term.**

- 15.a. Funding letters received from DfE.
- 15.b. TFD.
  - 15.b.i. Checks accuracy.
  - 15.b.ii. Prepares outline budget comparison
  - 15.b.iii. Initiates discussions with CEO / Heads / budget holders.
- 15.c. CEO / Heads.
  - 15.c.i. Set outline budgets
  - 15.c.ii. Consider staffing models.
- 15.d. LAB.
  - 15.d.i. Agrees budget with Head.
  - 15.d.ii. Forwards budget to TB.
- 15.e. TB.
  - 15.e.i. Challenges LAB assumptions.
  - 15.e.ii. Agrees consolidated budget.

16. **Summer Term.**

- 16.a. TFD.
  - 16.a.i. Promulgates final budget.
  - 16.a.ii. Enters budget onto finance software
  - 16.a.iii. Ensures final budget is uploaded to DfE portal in line with extant requirements.



**THLT Purchase Request**

THLT PURCHASE REQUEST (Version 6. Rev Aug 22)					
Supplier	Please indicate the school / trust & Other Budget Details				
ADDRESS	Cost Centre	Key Stage	Yr Gp		Cost Centre (If known)
	BLPS	EYFS	Reception		
POSTCODE	NHPS	KS 1	1	2	
	TRPS		3	4	
TEL NO	MWPS	KS 2	5	6	Ledger Code (If known)
E.MAIL	Trust		NA	All	
DATE					

**BEST VALUE STATEMENT** : As part of the overall Trust commitment to Best Value I confirm that I have obtained, where practical, the best competitive price / quotation before submitting this order.

REQUESTED BY:		AUTHORISED SIGNATURE 2		
AUTHORISED SIGNATURE 1		AUTHORISED SIGNATURE 3		
STOCK CODE	DETAILS OF GOODS / SERVICE REQUIRED	UNIT PRICE (Net of VAT)	QUANTITY	TOTAL (Net of VAT)
		£		£
		£0.00	0	£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
			<b>ORDER VALUE TOTAL</b>	<b>£0.00</b>

**Authorisation and Approval**

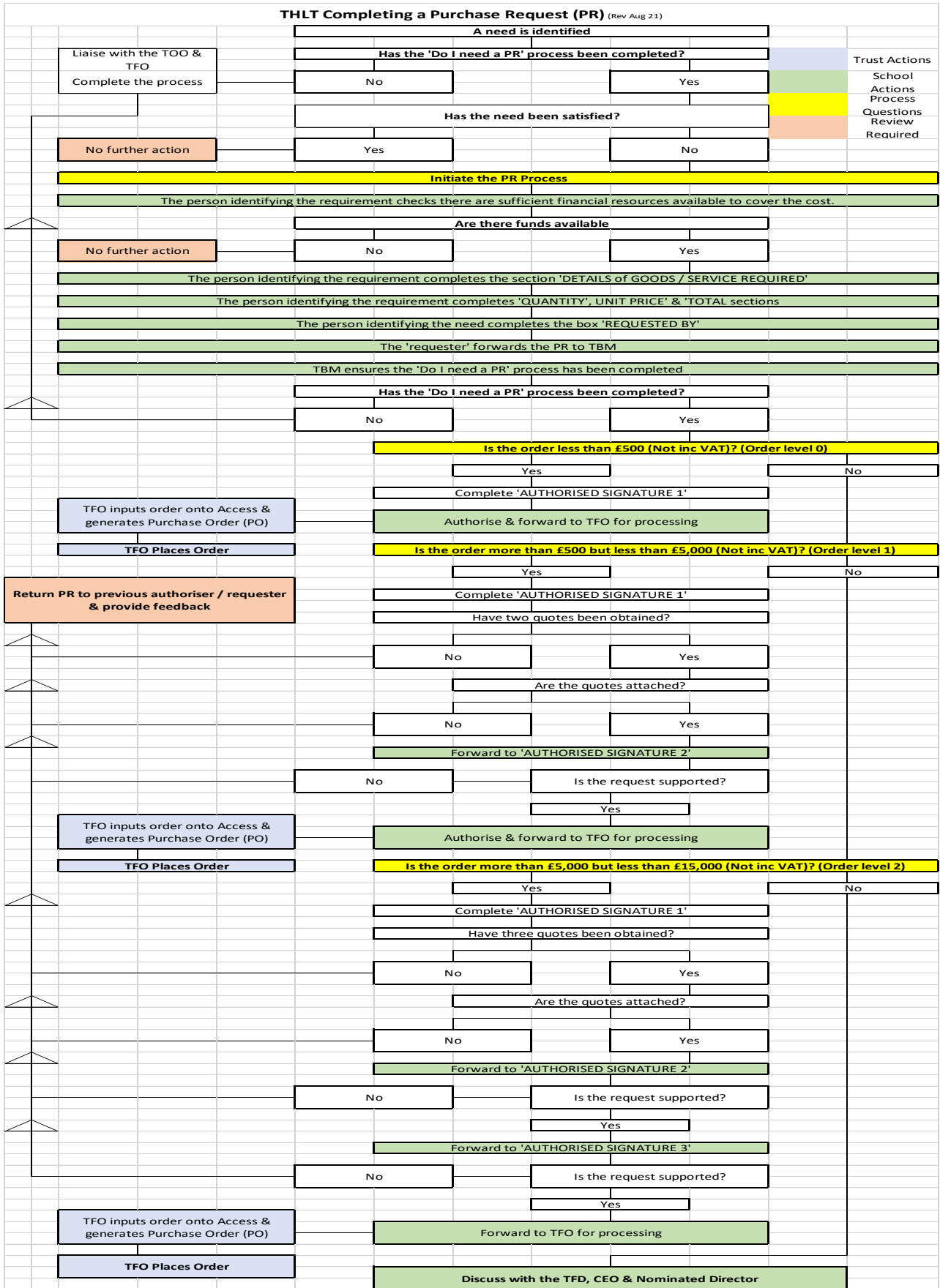
Please authorise in line with the following guidance from the Trust Scheme of Delegation:

Order Value (Net)	Authorised Signatures for PO	Supporting Documentation Required	
Less than £1,000	Single authorised person (CEO, Head, Budget Holder, TOO / TFD, HoS, Deputy Head (with written authority of Head)	0	Reasonable Research
£1,000-£5,000	Two authorised people (inc CEO)	2	Evidence of 2 costings
£5k - £25k		3	Three written Quotes
Above £25k+	Three authorised people (Inc CEO)		

Where authorisation is via email please forward the completed PR to each authoriser in turn, the final authoriser must forward the attachment to [Invoices@THLT.academy](mailto:Invoices@THLT.academy).

Each authoriser must state in their email **'The requested purchase is authorised'**.

COMPLETING A PR



**ANNEX D: POLICIES THAT RELATE TO THE FSD**

**Academies Financial Handbook 2023**

Academy Statement of Internal Control

Academy Internal Control Pre-Certification Checklist

LAB - Terms of Reference

THLT Finance Committee Terms of Reference

THLT Personnel Policy

THLT Pay Policy

THLT Investment Policy

Business Continuity Plan

THLT Whistleblowing Policy

GDPR Policy

## ANNEX E: EXPENSES POLICY

1. General.
  - 1.a. Where reasonable public transport is available, or transport is provided, and a claimant chooses to use their own vehicle, no claim is admissible.
  - 1.b. Only receipted or evidenced expenditure will be refunded.
2. Mileage.
  - 2.a. The trust will use the mileage allowance set by HMRC rules on Approved Mileage Allowance Payments and is currently:
    - 2.a.i. First 10,000 miles each year
      - Cars & vans 45p per mile
      - Motor cycles 24p per mile
      - Cycles 20p per mile
    - 2.a.ii. Above 10,000 miles each year
      - Cars & vans 25p per mile
      - Motor cycles 24p per mile
      - Cycles 20p per mile
  - 2.b. It is the responsibility of the person claiming mileage allowance to ensure:
    - 2.b.i. accurate records are kept, and
    - 2.b.ii. the correct allowance is claimed and paid.
  - 2.c. Claims for mileage other than routine (Shown below) must be supported by a print out of the relevant AA route planner route.
3. Passenger Allowance. In addition to mileage allowances, when carrying a passenger on Trust Business, an allowance of 5p per mile may be claimed for each passenger.
4. Routine mileage. Mileage between the schools in the Trust are:
  - 4.a. NHPS to TRPS 11 Miles
  - 4.b. NHPS to BLPS 11 Miles
  - 4.c. TRPS to BLPS 1 Mile
  - 4.d. MWPS to BLPS 12 Miles
  - 4.e. MWPS to NHPS 1.5 Miles
  - 4.f. MWPS to TRPS 12 Miles
5. Own Vehicle Use. Where a claimant uses their own vehicle, the vehicle must:
  - 5.a. comply with extant legislation including a current MOT (if applicable), and

- 5.b. be insured for 'Business Use' (Note. The Trust reserves the right to request the claimant supply a copy of the relevant vehicle insurance policy clearly showing insurance for business use).
6. Taxi Fares.
- 6.a. Taxis must only be used:
- 6.a.i. when strictly necessary, and
- 6.a.ii. where it is cost effective to do so.
7. Train Fares.
- 7.a. Claimants must:
- 7.a.i. travel standard class (unless otherwise authorised), and
- 7.a.ii. book journeys sufficiently in advance to obtain the best possible prices.
8. Nightly Subsistence.
- 8.a. In addition to the cost of overnight bed & breakfast, the Trust will reimburse reasonable out of pocket expenses incurred by the claimants when it is necessary to stay away from home overnight on trust business.
- 8.b. Receipted reimbursable daily expenses may be claimed:
- |          |  |               |                            |
|----------|--|---------------|----------------------------|
| 8.b.i.   | Breakfast (If not included in the accommodation package) | £10.00        |                            |
| 8.b.ii.  | Lunch  | £15.00        |                            |
| 8.b.iii. | Evening meal   | £25.00,       |                            |
| 8.b.iv.  | Beverages (No alcohol)                                   | £10.00        | Daily in addition to above |
| 8.b.v.   | Parking  | as receipted. |                            |
9. Aggregation. All subsistence and accommodation allowances may be aggregated.

#### **CLAIMS PROCEDURE**

10. The claimant must:
- 10.a. use the trust expenses claim form, and
- 10.b. complete all the mandatory information fields.
11. All expenditure must be supported by original receipts, vouchers, invoices etc.
12. Self-certification is not permissible as this may incur a P11D (Income Tax) liability.
13. Once completed, the claim form must be signed by the claimant and authorised by the budget holder who will forward the claim on to the TFO for payment.

#### **PAYMENT PROCESS**

14. Receipted Expenditure.
- 14.a. On being satisfied that the claim is ready for payment the claim will be paid directly into the claimant's nominated bank account in line with the time-table below.
- 14.b. In exceptional circumstances, the CEO / FD may authorise immediate payment.

- 14.c. No remittance advice will be generated.
- 15. Unreceipted Allowances (Mileage, Passenger Allowance etc)
  - 15.a. Duly authorise claims will be paid via payroll with the next available payroll run.

**THLT EXPENSES CLAIM FORM**

THLT Expenses Claim Form (Version 3, Revised 28 Jul 22)													
Personal Details		Name: _____			Month: _____			Year: _____					
DETAILS OF CLAIM													
Date	Details	From	To	Mileage claimed			Parking	Train Fares	Food	Taxis	Passenger Allowance	Other	Remarks
				Number of miles	Rate per mile	Total							
				25	0.45	11.25							
<b>Totals</b>					0.45								
				Check fig	0.00	<b>Total Claim</b>				<b>0.00</b>			
<b>Certificate of Claimant</b>		I certify that:											
this is a correct record of official journeys & expenses incurred in support of the Trust													
have current motor insurance which permits the use of the vehicle for business purposes													
Signed:		_____						Date:		_____			
<b>Certificate of Authoriser</b>		I certify that the expenses claimed are reasonable and were incurred wholly in support of Trust business.											
Signed:		_____						Date:		_____			
Print name:		_____						Date:		_____			

**ANNEX F: ADDITIONAL HOURS**

1. Additional hours may be agreed and authorised, in advance, by the CEO / Head / HoS to meet operational necessities.
2. Additional hours must not be employee generated ie I stayed late to complete task A.
3. At the end of each month the completed, signed and authorised claim form must be submitted to the TOO in line with the separately promulgated Trust Calendar of events.
4. Claims received late, incomplete or incorrectly authorised may not be paid.
5. On receipt of a completed claim form, the TOO will upload the relevant details to payroll contractor's portal and retain the original form for seven years.





**ANNEX G: TRIP COSTING SHEET**

<b>THLT Trip Costing Sheet</b> (Revised Aug 23)			
<b>School Information</b>			
School:	BLPS / MWPS / NHPS / TRPS		
Trip Lead (Print Name):			
Year Group:			
Number of Pupils:			
Number of Pupil Premium Pupils:			
<b>Total Number of pupils going on the Trip (A)</b>			
Number of staff going on the trip:			
Other relevant information:			
<b>Trip Information</b>			
Start date of Trip (Day when pupils leave school):			
End date of Trip (Day when pupils return to school):			
Name of Trip:			
Type of Trip:	Day / Residential / Other		
Details if 'other'			
Details of place to be visited:			
Other relevant information:			
<b>Organisation information</b>			
Organisation to be visited:			
Booking Reference (if known):			
Contact Name:			
Address (Including post code):			
Contact Number:			
Email address:			
Other relevant information:			
<b>Trip Costings (All excluding VAT)</b>			
Cost of Trip			
Cost of Coach Travel (if applicable)			
Admin Charge (50p per child)			
Supply teacher costs			
Additional Costs eg:			
Staff meals:			
Entry Fees:			
Refreshment			
<b>Total Cost of Trip (B)</b>			
Estimated Cost per Pupil	<b>(B divided by A)</b>		
<b>Actual Cost per Pupil (To be agreed by the Head / Head of School and the trip organiser)</b>			
<b>I confirm the details above are correct;</b>			
<b>Signed by trip lead:</b>		<b>Date</b>	
<b>I confirm the trip is authorised:</b>			
<b>Signature of Head / Head of School</b>			
<b>Print Name:</b>		<b>Date:</b>	
<b>On completion, this form must be forwarded to the TFO without delay</b>			