

Financial Regulations

To be reviewed annually by Chief Financial Officer
Approved by the Resources Committee: October 2021
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1.0 Charges and Remission

1.1 Introduction

James Brindley recognises the benefit and value of a wide range of activities, including trips, clubs and residential experiences can make towards a pupils' progression. And as such, aims to promote and provide such activities as part of a broad and balanced curriculum.

1.2 Pupil Meals

There is no charge for pupils who are entitled to free school meals. Pupils who are not entitled to free academy meals will be charged a set amount per day as outlined by the Academy.

1.3 Examinations

There is no charge for examinations that are part of the curriculum and on the Academy's examination list, where the pupil has been prepared for the examination by the Academy.

Where a pupil has not been prepared for an examination by James Brindley, the Academy may charge for the cost of entering the examination, as they can for entries to non-prescribed examinations whether or not prepared by James Brindley.

If the pupil fails without good reason to meet an examination requirement, James Brindley may recover the fee incurred. This includes re-sits.

James Brindley may refuse to pay for a pupil to enter an exam on the grounds that they are extremely unlikely to meet the standards required by the examination board.

1.4 Activities Taking Place during Academy Hours*

There is no charge for activities that take place during Academy hours with the following exceptions;

- a) Books, materials and other goods that the pupil wishes to keep
- b) Music or vocal tuition
- c) Residential activities
- d) Items and circumstances outlined in this policy

There is no charge for transport during academy hours to academy-organised activities.

*Academy hours do not include midday break

1.5 Activities Taking Place Outside of Academy Hours*

There is no charge for activities that take place outside of academy hours when they are:

- a) Part of the set curriculum, including sports matches against other schools and academies.
- b) Part of the syllabus for a public examination that the pupil is being prepared for by James Brindley
- c) Part of James Brindley's basic curriculum for religious education.

James Brindley reserves the right to charge for all other activities outside of academy hours. However, charges will be made clear when offered to pupils.

*Academy hours do not include midday break

1.6 Music and Vocal Tuition

Charges may be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

James Brindley may charge for teaching requested by parents. This includes tuition, instruments, music books and exam fees.

1.7 Optional Activities

The Principal will decide when it is necessary to charge for optional activities, and the levels of charge will be set in advance of the offer to the pupils.

Participation in any optional activity will be on the basis of parental choice and a willingness to pay the charges. James Brindley will need to have the agreement of parents before organising the provision of an optional activity where charges will be made.

1.8 Residential Activities

James Brindley will not charge for:

- a) Education provided on any visit that takes place during academy hours
- b) Education provided on any visit that takes place outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at James Brindley, or part of religious education
- c) Supply teachers to cover for those teachers who are absent from work accompanying pupils on a residential visit
- d) Travel costs where the residential activity is classed as being within academy hours
- e) Residential activities that take place during academy hours.

James Brindley may charge for:

- a) Board and lodging, whether it is classified as taking place during academy hours or not. The charge will not exceed the actual cost.
- b) Travel, when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil.
- c) James Brindley may charge for residential activities that fall outside of academy hours.

1.9 Extended Activities

From time-to-time James Brindley may offer clubs, services, or care. James Brindley will charge for these at a rate which will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Extended activities may include, but not be limited to, breakfast clubs, clubs, homework clubs, or childcare.

1.10 Breakages, Damages or Loss

Where James Brindley property has been wilfully or recklessly damaged by a student or parent James Brindley may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and James Brindley has been charged, a charge will be sent to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

1.11 Remissions and Concessions

James Brindley will consider the remission of charges to parents or carers who receive the following support payments:

- a) Income Support
- b) Income based Job-seekers Allowance
- c) Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) Guaranteed Element of State Pension Credit
- f) Income related employment and support allowance

Children of families who receive these payments are also entitled to free academy meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal will authorise the remission of charges.

James Brindley may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by Principal.

1.12 Inability or Unwillingness to Pay

James Brindley is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

2.0 Lettings

2.1 Introduction

James Brindley may utilise the premises outside of academy hours and during holiday periods to generate income, improve links with parents, pupils, and the local community.

2.2 Conditions of Premises Lettings

The use of the premises for James Brindley's business and functions will take priority over lettings. Any lettings require the prior approval of the Principal.

James Brindley premises will not be let to individuals or organisations if there is reason to believe that the name of the academy will be brought into disrepute.

James Brindley premises will not be let for functions where a public entertainment licence, intoxicant's licence or other such licence is required.

Lettings will not be allowed for political and religious meetings.

Decisions whether to permit lettings will be made by the Principal. The Principal has the authority to not permit a letting, and should report such instances to the Resources Committee. The Principal can at any time cancel a booking without assigning reason.

Hirers of premises will be expected to conform to the relevant Health & Safety regulations and be always present during the period of hire.

All hirers should carry sufficient public liability insurance to satisfy James Brindley's requirements, and which is in force during the period of hire.

Hirers should give special attention to the behaviour of those in attendance during the period of hire and to the interests of residents and James Brindley's community so that they are not disturbed or caused any inconvenience.

Hirers shall not assign or sublet the permission given to use the James Brindley premises.

2.3 Charges

Charges will be set out guided by the type of hirer;

Community Groups	Cost. Including caretaking, energy, wear & tear, administration.
Polling Station	Additional Cost Incurred by James Brindley.
All Other Hirers	Cost + Profit Margin agreed by the Principal

James Brindley reserves the right to request a returnable deposit, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard.

James Brindley will retain all income derived from lettings. Costs to the Academy of lettings will be met from this income.

James Brindley will raise an invoice for the collection of lettings charges. Hirers have a maximum of 28 days to pay the invoice.

All Charges will be paid in advance of the letting. Failure to do so may lead to the booking being cancelled.

2.4 Cost of Lettings

All lettings should be cost effective. Where costs are not covered the reasons for this must be given to the Principal for prior approval.

James Brindley will not accept any responsibility for any loss, damage or injury to persons or personal belongings whilst hiring the premises. Hirers are responsible in full for any damage caused to academy property during the letting.

2.5 James Brindley Obligations

James Brindley will take responsibility for providing the following;

- a) Information on health and safety.
- b) Information on security issues appropriate to the letting.
- c) Ensuring the hirer has shown evidence of adequate insurance cover.
- d) Checking the premises prior and after hire and recording/evidencing any damage.
- e) Ensure James Brindley insurance covers lettings of premises.

3.0 Gifts & Hospitality

3.1 Introduction

In the course of employment, employees may be offered gifts or hospitality.

This policy outlines James Brindley's expectations in relation to accepting gifts and hospitality. This is applicable to all employees, volunteers and Trustees.

It is a criminal offence to accept a gift or reward in return being influenced as part of James Brindley. Also accepting gifts may damage both James Brindley's and your own reputation.

3.2 Definitions

For the purpose of this policy a "gift" is defined as any item, cash or goods, or any service, which is offered for personal benefit at no cost, or at a cost that is less than its commercial value.

"Hospitality" is defined here as any generous or material welcome or reception that is more than an incidental beverage or light refreshment e.g. attendance as a non-paying guest at a cultural, sporting or other event.

3.3 Requirement

It is a requirement on all staff and Trustees that they must not derive any financial benefit beyond their salary from the decisions that they make or contribute to, which involved the education of students, or the spending of public money entrusted to James Brindley. Therefore, staff and Trustees shall not use their authority or office for personal gain beyond their agreed salary and shall seek to uphold and enhance the standing of James Brindley by;

1. Maintaining an unimpeachable standard of honesty and integrity in all their business and other relationships complying with the letter and spirit of the law in contractual obligations.
2. Rejecting any business practice that may be deemed improper at all times in their business and other relationships.
3. Act to maintain the interests and the good reputation of the Academy.

Employees and Trustees should avoid practices, such as obtaining goods and services, which may include an element of private use. Employees and Trustees should also avoid accepting excessive hospitality, entertainment, or other services, from existing or prospective suppliers.

3.4 Receiving of Gifts or Hospitality

Staff and Trustees are permitted to accept gifts, rewards or benefits from pupils, pupil's families, members of the public, or organisations which James Brindley has official contacts with, only where they are isolated gifts of a trivial character, or inexpensive seasonal gift (e.g. chocolates, flowers, diaries or calendars). Therefore, gifts should not be accepted if they are disproportionately generous or could be construed and an inducement to affect a decision or action, whether business, educational or other.

3.5 Free Gifts

Where purchased items include a 'free gift', such a gift should be either used for James Brindley purposes or given to the academy to be used at charity raffles, pupil prizes etc.

3.6 Hospitality as a Gift

In relation to conventional hospitality (lunches, outings, tickets for events etc.), it may be accepted if it is normal and reasonable in the circumstances. However, invitations for the following should not be accepted;

1. Where there is no reasonable business justification for doing so.
2. Where an invitation is disproportionately generous.
3. Where the invitation could be seen as an inducement to affect a business or other decision.

3.6 Gifts & Hospitality Register

A register of gifts and hospitality is maintained by the Finance Team. Any gift or hospitality, other than a nominal value (estimate above £10.00) should be reported using the Gifts and Hospitality Dynamic Form (Dynamic Form detailed in Appendix C). The Finance Team will review and maintain records of these and add to the gifts and hospitality register. This register will be updated and reported to the Resources Committee.

3.7 Providing Gifts or Hospitality

James Brindley encourages and seeks co-operative relationships between staff, Trustees, stakeholders and external organisations. Accordingly, there can be occasions where it is appropriate for the Academy to provide and fund limited gifts, in particular hospitality, which will principally be dealt with in-house. Likewise, it may be appropriate for gifts to be provided to employees leaving the employment of the academy after a long period of service, who is seriously ill or for a special/compassionate occasion.

Providing of Gifts or Hospitality should be agreed by the leadership team and authorised by the Principal or Chief Financial Officer.

Repercussive, novel, or contentious transactions should be avoided.

3.8 Whistleblowing

Any employee who becomes aware of a breach in policy must refer to the James Brindley's whistle blowing policy and report the alleged breach immediately.

4.0 Best Value Statement

4.1 Introduction

James Brindley aims to secure the best possible outcomes for its pupils. The Governing Board are responsible for the way in which the academy resources are allocated to meet objectives within the Academy Development Plan.

4.2 Approach

The Governing Board expects ALL James Brindley employees to achieve the best possible educational and wider societal outcomes through the economic, efficient, and effective use of all the resources in the Academy's charge, the avoidance of waste and extravagance, and prudent and economical administration.

4.3 Use of Academy Resources

These guiding principles must be observed and considered by all James Brindley employees, Trustees and volunteers who make decisions on the allocation of academy resources;

Economic: Obtaining an outcome for the least possible input of resources.

Efficient: Obtaining the best possible outcome for the resources input.

Effectiveness: Obtaining the desired outcome.

4.4 Procurement of Goods & Services

This relates to all non-staff related expenditure within James Brindley. All goods and services procured should promote the aims and values of the Academy, improve standards & the quality of education, and target individual needs of pupils.

The Governing Board and Senior Leaders of James Brindley should use the criteria in the 'Use of Academy Resources' to examine expenditure proposals, challenging where appropriate.

Suppliers should be encouraged to compete on the grounds of cost, quality, and suitability. Specific reference should be made to James Brindley's Scheme of Delegation.

4.5 The Use of Academy Assets

This relates to Fixed Assets within James Brindley, including, but not limited to; Buildings, ICT Equipment, Vehicles, Fixtures and Fittings and Machinery. All assets should be positioned and directed to promote the aims and values of the Academy, improve standards, the quality of education, and target individual needs of pupils.

Centre Leaders, Managers and Senior Leaders within James Brindley should review the assets within teams/centres and business functions to ensure that they continue to be utilised as much as possible. If the asset is under-utilised or it is recognised that if moved it would provide greater benefit to another area of James Brindley, this should be reported to the Principal or Chief Financial Officer.

Trustees and Senior Staff within James Brindley should regularly review the quality of the learning environment to provide a supportive environment conducive to learning.

4.6 Use of Human Resources

This relates to employment costs, temporary staffing costs and training costs. This is where James Brindley has the highest proportion of expenditure.

The Governing Board and Senior Leaders of the Academy should ensure that the staffing structure of James Brindley supports the Academy Development Plan in the most economic, efficient, and effective way possible.

Training requests should be reviewed by Senior Leaders to ensure that they offer value for money, and benefit both the individual and the Academy and achieves the best possible educational and wider societal outcomes for our pupils.

4.7 The Monitoring of Best Value

James Brindley may choose to use one or more of the following ways to monitor Best Value;

- Periodic budget monitoring
- Target setting
- Benchmarking against similar schools and academies
- Termly internal control audits
- Reviews by a member of the Resources Committee

5.0 Conflicts of Interest

5.1 Introduction

All decisions and decision-making processes at James Brindley should be, and should be seen to be, free from personal bias and should never unfairly favour any individual or company connected with the Academy.

The Governing Board are duty bound to act in the best interests of the Academy and in accordance with;

- The Companies Act 2006
- The Academy Trust Handbook
- James Brindley Articles of Association
- Charities Commission Guidance; Conflicts of Interest – A Guide for Trustees

5.2 Definition

A conflict of interest occurs when the Academy is thinking of making a decision that would mean:

- You could benefit financially or otherwise from your charity, either directly or indirectly through someone you're connected to
- Your duty to your charity competes with a duty or loyalty you have to another organisation or person

Having a conflict of interest doesn't mean you've done something wrong. But you need to act to prevent them from interfering with your ability to make decisions which are only in the best interests of the Academy.

5.3 Identifying Conflicts of Interest

It is a legal requirement to declare a conflict of interest immediately if you are aware of any possibility that personal or wider interests could influence your decision-making.

There should be a standard agenda item at the beginning of each meeting to allow any actual or potential conflicts of interest to be declared.

A register of interests will be kept by the Finance Office. All Trustees and employees are required to update this register as soon as they know of any material changes and update at least annually. (Appendix D)

5.4 Principles Applying to Connected Party Transactions

James Brindley should be even handed in its relationships with connected parties by ensuring;

- Staff, Trustees, or related individuals do not accept benefits from third parties, and to declare any interest in a proposed transactions or arrangements
- Staff, Trustees and Volunteers complete a register of interests
- Measures are in place to manage any conflicts of interests
- Staff, Trustees, or related individuals do not use their connection to the trust for personal gain
- Staff, Trustees, or related individuals do not receive a payment unless permitted by the Articles of Association, Funding Agreement or Charities Commission. This includes other business entities who employ, are owned or which there is a controlling interest.

- Consideration for goods and services are not provided at anything greater than 'at cost'.
- James Brindley must report to the ESFA ANY related party transactions in advance of the transaction taking place.
- James Brindley must obtain the prior permission of the ESFA for related party transactions that are;
 - Novel, Contentious and/or Repercussive
 - a contract exceeding £20,000
 - a contract of any value that would take the total value of contracts with the related party beyond £20,000 in the same financial year ending 31 August
 - a contract of any value if there have been contracts exceeding £20,000 individually or cumulatively with the related party in the same financial year ending 31 August

Personal relationships with connected parties should be managed to avoid both real and perceived conflicts of interest, promoting integrity and openness.

Some relationships with connected parties may attract greater public scrutiny, such as;

- Transactions with individuals in a position of control and influence, including the Chair of the Governing Board and Principal
- Payments to commercial organisations which have a profit motive, as opposed to those in the voluntary sector
- Relationships with external auditors that go beyond their duty to deliver a statutory audit

Sufficient records and sufficient disclosures in accounts must be made to evidence that transactions with these parties, and all other connected parties, have been conducted in accordance with the high standards of accountability and transparency required within the public sector.

Any novel or contentious transactions with connected parties must have the prior permission of the ESFA.

6.0 Financial Irregularity

6.1 Introduction

James Brindley has a duty to protect public assets; to ensure that management and other practices accord with the standards of probity expected of public sector bodies; and to ensure that the resources available to it are used only in furtherance of the Academy's objectives as an educational body. Fraud, corruption, or any other kind of financial misconduct or irregularity cannot be tolerated.

6.2 Definitions

An **irregularity** may be defined as any breach of the standards of financial integrity required by James Brindley, including a breach of the Finance Regulations and Procedures.

Theft is defined as the dishonest taking of property belonging to another with the intention of depriving that person permanently of its possession.

Fraud is defined as deception carried out to gain an unfair advantage or to disadvantage another. It may involve the misuse of funds or other resources, or the supply of false information.

Bribery is defined as the receiving of an inducement for an action which is illegal, unethical or in breach of trust.

Corruption is defined as the offering, giving, soliciting or acceptance of an inducement or reward that may influence the actions of any person. Both parties are equally guilty of an offence.

6.3 Preventing Financial Irregularity

James Brindley has developed comprehensive Finance Regulations. All regulations are to be observed by all Trustees and employees. Procedures are to be followed by those involved in financial transactions. All financial policies and procedures must give due regard to minimising the opportunity for financial irregularity to occur.

The Academy also has an independent Internal Control Audit on a termly basis, commissioned by the Audit & Risk Committee who receive the reports after each audit.

Formal statements are produced annually and filed with Companies' House. These are prepared by our independent accountants and auditors.

Fraud should be treated as a real risk to James Brindley.

James Brindley's whistleblowing policy is available to anyone who has a concern regarding fraud within the Academy.

James Brindley will continue to operate systems with segregation of duties, so that not one individual has undue control of payments or income.

All individuals within James Brindley are clear to their level of authority with regard to financial transactions.

Financial systems will be protected with electronic access restrictions to prevent the possible misuse of information/accounting systems.

Any advice offered by the Internal and/or External Auditor should be considered by the Audit & Risk Committee for implementation to further reduce the risk of financial irregularity.

James Brindley trustees have given specific terms of reference to the Resources Committee, which is a sub-committee of the Governing Board. As such all financial records should be available for member of this committee to view as requested.

The establishment of operational systems which incorporate adequate and effective internal controls designed to minimise the incidence of financial irregularity, limit impact, and ensure prompt detection. These controls include high level management controls such as budgetary control and organisational controls such as separation of duties, internal checking, and staff supervision.

Detective checks and balances will be designed into all systems and applied consistently. This includes segregation of duties, reconciliation procedures, random checking of transactions, and review of management accounting information, including exception reports.

6.4 The Detection and Reporting of Suspected Financial Irregularity

If an individual has reason to suspect financial irregularity, they are expected to bring it to the attention James Brindley as described in the Whistleblowing Policy. This describes to whom an individual should report their suspicions, and the protection offered to employees raising such a suspicion.

Employees who have committed serious financial irregularities may attempt to conceal this by taking few holidays, regularly working alone late or at weekends, being resistant to delegation or resenting questions about work. If any suspicions are raised, they should be discussed with the Principal or the Chief Financial Officer.

6.5 Financial Irregularity Response

Once an irregularity is suspected, reported or disclosed, whether it relates to fraud, a whistleblowing disclosure or an ethical issue, it is critical that any investigation is conducted in a professional manner, in accordance with the following procedures;

1. The Principal and the Chief Financial Officer will ascertain whether or not the suspicions have substance.
2. The Principal and the Chief Financial Officer will if appropriate, commission a preliminary investigation to gather factual information and reach an initial view as to whether further action is required. The findings, conclusions and any recommendations arising from the investigation will be reported to the Governing Board.
3. The Principal and the Chief Financial Officer will have the initial responsibility for co-ordinating the Academy response. Advice from the Head of HR will need to be sought regarding potential employment issues.
4. Both the Internal and External Auditors should be notified so that they can advise on preventing financial irregularity in the future.
5. If evidence of a financial irregularity is found, then the Governing Board will inform ESFA as required by the Funding Agreement and will consider whether or not to refer the matter to the police.

Some special investigations may require the use of technical or specialist expertise in which case an external specialist (such as the Internal or External Auditor) may be employed as the Investigating Officer or to contribute to the investigation.

The Principal will normally inform the Chair of the Board and the Chair of the Resources Committee, and the Chair of the Audit & Risk Committee that an investigation is taking place.

At an appropriate point in time, the Principal will (subject to the potential materiality of the irregularity with respect to damage to the reputation of the institution and/or financial loss) consider informing:

- James Brindley Insurers
- James Brindley Press Officer
- James Brindley Auditors

In the event that it is not appropriate to disclose information to the Principal, concerns will be raised directly with the Chair of the Board.

The Police advise that prosecution is a particularly effective deterrent because of the risk of a custodial sentence and a criminal record. However, the threat of prosecution only deters if the threat is real. Therefore, the policy is that James Brindley reserves the right to report to the Police, irrespective of the status of the individual. James Brindley will undertake disciplinary action, and reserves the right to take legal action, in addition to reporting offenders to the Police.

7.0 Procurement & Tendering

7.1 Introduction

James Brindley is committed to achieving best value. There are specific requirements that need to be adhered to before an order can be placed with a supplier.

All purchases should be made with an official purchase order only. Telephone orders and online orders are not permitted unless a purchase order is raised and authorised in advance.

Instances of where a confirmation order has been raised will be reportable to the Resources Committee.

Online purchases can be made by James Brindley purchase card. This is only acceptable in instances when an official purchase order cannot be used, or there is greater value for money.

7.2 Quotation

For orders of a certain value, quotations from other suppliers will be a minimum requirement. The value of orders and the minimum requirements are outlined in the Academy's Scheme of Delegation.

It is not permitted to split purchases in to orders of a lower value to avoid this process. The values are for single items or groups of items, which must not be disaggregated artificially.

Some items are only provided by one supplier, and it is not always possible to compare prices. In these situations, quotations should be obtained for similar items, or a written statement should accompany any order request to demonstrate why the chosen supplier offers best value.

All quotations should be attached to orders on the accounting system. This will ensure James Brindley can demonstrate it is committed to achieving Best Value.

Exemptions to obtaining quotations can be made in certain situations, where prior agreement from the Principal or Chief Financial Officer has been obtained. Exemptions may be granted where it is not practical to obtain quotations. Examples would include, emergency works, where there is a significant health & safety, safeguarding or security issue or where there is only one supplier and/or no alternative goods/services.

7.3 Tendering

High value orders will need to be quoted for in a formal tender process. The value of orders and the minimum requirements are outlined in the Academy's Scheme of Delegation.

It is not permitted to split purchases in to orders of a lower value to avoid this process. The values are for single items or groups of items, which must not be disaggregated artificially.

For tenders all adverts and notices must be published in the new UK e-notification Service, Find a Tender (FTS). The EU tending limit remains in place for this academic year.

The following procedures must be followed in a tender process;

- A specification will be prepared, authorised by the Principal and sent to the minimum number of suppliers. It is anticipated that for any major building works the services of

an architect would be engaged to deal with the handling of specifications and suitability to tender.

- Where appropriate, the suppliers invited to tender should be drawn from an approved list or from those agreed with the architect. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:
 - an introduction/background to the project;
 - the scope and objectives of the project;
 - any technical requirements;
 - implementation details for the project;
 - the terms and conditions of the tender; and
 - the form and date of response to the academy, or in the case of building works, to the architect or quantity surveyor.

All replies, if to James Brindley, should be addressed to the Principal in a plain sealed envelope marked 'Tender' to reach him/her by a specified date. All replies must be kept sealed until that date and passed to the chair of the relevant committee.

All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening.

No contractor will be allowed to amend the tender after the time fixed for receipt.

The Principal and Chief Financial Officer will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.

For purchases up to the EU Threshold, provided the expenditure is included in the budget, the choice of supplier will be determined at the point of authorisation – refer to the Scheme of Delegation.

For purchases exceeding the EU threshold a decision will need to be ratified by the Governing Board.

Where expenditure is not included in the budget. The Resources Committee will make recommends to the Full Governing Board

The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be supported by the Governing Board.

The following points will be considered when deciding which tender to accept:

- The overall price and the individual items or services which make up that price.
- Whether there are any 'hidden' costs; that is additional costs which the Academy will have to incur to obtain a satisfactory product.
- Whether there is scope for negotiation, while being fair to all tenderers.
- The qualifications and experience of the supplier, including membership of professional associations.
- Compliance with the technical requirements laid down by the Academy.
- Whether it is possible to obtain certificates of quantity.
- The supplier's own quality control procedure; presales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees.
- The financial status of the supplier.
- References from other establishments.

- Understanding & compliance with Health & Safety, CDM regulations and Child Protection issues related to working on an academy site

In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documents of the lowest tender before making a recommendation to the Academy.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

8.0 Scheme of Delegation

8.1 Introduction

The scheme of delegation is an important document which has been agreed by the Governing Board. It distinguishes between matters reserved exclusively for Trustees approval or decision, and matters delegated to committees and individuals.

The Scheme of Delegation includes the financial limits and signatories applicable to such matters as placing orders and contracts and issuing payment.

8.2 Powers and Duties Reserved for the Governing Board

- Approval of a written Scheme of Delegation of its financial powers and duties to its Resources Committee, the Principal, Chief Financial Officer and Other Employees
- The Governing Board has overall responsibility for the administration of the Academy's finances. The main responsibilities of the Governing Board are prescribed in the Funding Agreement between the academy and the DFE and in the academy's scheme of governance.
- Formally approving the annual Academy budget prior to the start of each financial year.
- Maintenance of a Register of Business Interests for all Trustees and those employees. Ensuring grants are used only for the purposes intended.
- Payment/authorisation of staff severance payment or compensation following detailed ESFA guidance.
- Appointment of external auditors (by Members – 5 yearly)
- Approval of audited financial statements and Auditor Report prior to submission to the ESFA.
- Appointment of the Principal and Vice Principal.
- Appoint External Auditors (members only)
- Approve annually the Finance Regulations, including the scheme of delegation.

8.3 Powers and Duties Delegated to the Resources Committee

- Allocate personnel to the roles of Accounting Officer and Chief Financial Officer.
- Review annually the Finance Regulations, including the scheme of delegation.
- Monitor income and expenditure to ensure sound financial oversight, regularity, propriety, and value for money.
- Receiving reports of the Internal Auditor on the use of resources, systems of internal financial control, and discharge of financial responsibilities. Ensure the results are shared with the Governing Board.
- Ensure that financial planning is directly linked to the James Brindley Academy Development Plan (ADP) and maintains ongoing financial health and a sufficient reserves balance.
- Appoint Internal Auditors.
- Review the annual Academy budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Board.
- Authorise the arrangements for insurance cover are in place and adequate.
- Authorising funding for permanent changes to the Academy's staffing structure.
- Reviewing the draft financial statements and highlighting any significant issues to the Governing Board, prior to submission to the ESFA by 31 December
- Approval of financial returns to the ESFA
- Approving virements from Academy reserves.

8.4 Financial Power and Duties Delegated to the Principal

The Principal has overall executive responsibility for the Academy's financial activities. Much of the financial responsibility has been delegated to the Chief Financial Officer but the Principal still retains responsibility for:

- Reviewing monthly income and expenditure reports and highlighting actual or potential overspending to the Resources Committee.
- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets.
- Ensuring that all contracts and agreements conform to Financial Regulations.
- Approving new staff appointments within the authorised staff structure, with the exception of those roles reserves for the Full Governing Board.
- Ensuring that proper security is always maintained for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information, and records etc. under his/her control.
- Maintaining the standards of control for such systems in operation within the Academy.
- The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- Ensuring that full, accurate and up to date records are maintained to provide financial and statistical information.
- Ensuring that all records and documents are available for audit by the appointed Internal and External Auditors.
- Ensuring the appropriate segregation of duties between staff responsible for processing orders, receiving deliveries and processing payments.

8.5 Financial Powers and Duties Delegated to the Chief Financial Officer

The Chief Financial Officer works in close collaboration with the Principal. The Chief Financial Officer also has direct access to Trustees via the Resources Committee. The main responsibilities of the Chief Financial Officer are:

- Preparing an annual draft budget plan for consideration by the Resources Committee and Governing Board before the start of the relevant financial year.
- Monthly monitoring of expenditure and income against the approved budget and submitting monthly management accounts to the Resources Committee & Chair of the Board. Highlighting any actual or potential overspending.
- The day-to-day management of financial issues including the establishment and operation of a suitable accounting system
- The management of the academy financial position at a strategic and operational level within the framework of financial control determined by the Governing Board.
- The maintenance of effective systems of internal control
- Approving the issue of purchasing cards.
- Certifying payment of salaries each month.
- Ensuring the annual accounts are properly presented and adequately supported by the underlying books and records of the academy
- Ensuring forms and returns are sent to the ESFA in line with the timetable in the ESFA guidance
- Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- Ensuring that all correct invoices are approved on the Finance System by authorised staff before payments are made and that invoices, vouchers and other records are

retained and stored in a secure way and are readily available for inspection by authorised persons.

- Ensuring that monthly payroll is checked, and certifying it for payment
- Ensuring that all income is accurately accounted for and is promptly collected and banked intact.
- Maintaining proper records of account and reviewing monthly bank reconciliations.
- Notifying the Resources Committee on any eventuality that could affect the Academy's insurance arrangements.
- Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant, loans, and assets.

8.6 Financial Powers and Duties Delegated to Other Employees

Other employees, primarily budget holders, will have financial responsibilities. All staff are responsible for the security of academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with Financial Regulations.

The following responsibilities are delegated to other staff in addition;

- Budget Holders are responsible for regularly checking statements of expenditure. Any actual or potential overspending should be reported to the Chief Financial Officer
- All members of staff are authorised to receive and check goods when delivered.

8.7 Delegated Authorised Levels

In addition, the scheme of delegation also sets out limits for the following transactions;

8.7.1 Ordering Goods/Services

Value	Delegated Authority	Method
Up to £5,000	Budget Holder	Chief Financial Officer to ensure best value demonstrated.
£5,001- £20,000	Principal or Chief Financial Officer	Minimum of three quotes
£20,001-£100,000	Resources Committee	Minimum of three quotes
£100,001 - £189,330	Governing Board	Minimum of three quotes
Over £189,330	Governing Board	Tendering process– Rates applicable 1st Jan 20
Related party contracts under £20,000	Principal or Chief Financial Officer	Report to ESFA using on-line form
Related party contracts over £20,000	ESFA	Seek permission from ESFA using on-line form
Novel, Contentious and/or repercussive transactions	ESFA	Seek permission from ESFA using an enquiry form

The finance team will ensure checks are made on new suppliers before they are added to the accounting system as a supplier. Those on the finance system will be considered as 'approved suppliers' to the Academy.

It is recognised that in some instance there is one sole supplier of a good and services, which may prevent James Brindley obtaining more than one quote. In this circumstance this must be clearly evidenced, and the scheme of delegation must be followed for authorisation but without alternative quotations.

It is possible in exceptional circumstances that the Principal or Chief Financial Officer will authorise the procurement of goods and services without following the scheme of delegation. This should only be the case in emergency situations or situations where a delay may cause significant disruption, harm, or loss. The action must be retrospectively reported to the Resources Committee at the earliest opportunity.

8.7.2 Collection of Income

Value	Delegated Authority	Method
Lettings up to £1,000	Facilities Manager	Invoice to be requested from the Finance Team
Lettings £1,001 +	Principal or Chief Financial Officer	Invoice to be requested from the Finance Team
Recharges up to £5,000	Chief Financial Officer	Invoice to be requested from the Finance Team
Recharges £5,001 +	Principal	Invoice to be requested from the Finance Team
Grant Income any value	Chief Financial Officer	Invoice to be requested from the Finance Team or BACS details given for payment.

8.7.3 Virements

Value	Delegated Authority	Method
Between Budgets up to £100,000	Chief Financial Officer	Reported in Management Accounts
Between Budgets Over £100,000	Resources Committee	Authorisation to be included in minutes.
Allocate Staffing Reserve	Principal	Reported in Management Accounts
Allocate Premises Reserve	Principal	Reported in Management Accounts
Allocate Curriculum/ Sector Reserve	Vice Principal	Reported in Management Accounts
Reserves any value	Resources Committee	Authorisation to be included in minutes.

8.7.4 Write Off Debts/Losses and Disposal of Assets

Value	Delegated Authority	Method
up to £1,000 per transaction	Principal	Written authorisation to the Finance Team.
over £1,000 and up to £45,000 per single transaction or 1% of total annual income (whichever is smaller)	Resources Committee	Request to be minuted in sub-committee minutes. Reported to the Governing Board.
Over £45,000	ESFA/Secretary of State	Written authorisation to the Finance Team.

8.7.5 Authorised Bank Signatories

Type	Delegated Authority	Method
Cheques	Vice Principal, Company Secretary, HR Manager, Facilities Manager, Systems Manager, Transitions Manager	Two signatures required to authorise cheques. Segregated duty from raising orders.
Bank Mandate Amendments	Chair of the Board, Principal, Vice Principals, Chief Financial Officer	Two signatures required.
BACS Payments	Vice Principal, Company Secretary, HR Manager, Facilities Manager, Systems Manager, Transitions Manager	Two authorisations required to send payments. Segregated duty from raising orders.
Allocate Purchase Cards	Principal & Chief Financial Officer	Two signatures required. The first signature must be the Principal's.

8.7.6 Other

Type	Value	Approval
Borrowing/Overdraft Facilities	Any	ESFA approval required
Operating Leases (Excl. Land or Buildings)	Any	Principal or Chief Financial Officer
Finance Leases	Any	ESFA approval required
Purchase/Lease or sale of any freehold property	Any	ESFA approval required

Taking a leasehold/tenancy agreement on Land & Buildings exceeding 7 years or granting a leasehold/ tenancy agreement of ANY duration on Land & Buildings	Any	ESFA approval required
Staff Severance payment or compensation	Under £50,000 (Non-Contractual/ Non-statutory) *	Follow ESFA guidance and must be supported and minuted at the Governing Board.
Staff Severance payment or compensation	£50,000 or more (Non-Contractual/ Non-statutory) *	ESFA Prior approval must be obtained

**before income tax and other deductions*

9.0 BACS Payments

9.1 Introduction

James Brindley recognises that there are benefits to paying its creditors by BACS rather than cash or cheque. BACS reduces the possibility of fraud, allow faster payments, ability to procure through an increased number of suppliers, reduction of paperwork.

9.2 Approach

James Brindley must ensure that there is sufficient segregation of duties so that transactions are not made in isolation, that the Scheme of Delegation is adhered to at all times, that the opportunity for fraud is minimised, excellent relationship are maintained with our suppliers, and that the use of employee time is as efficient as it can be.

9.3 Setting up a New Supplier

All new suppliers should have the following checks made on them before they are considered for use by the Academy

- Full address, contact details, and point of contact
- Ensure no conflicts of interest within James Brindley
- VAT Registration Number – Checked online via VAT checker
- Ensure they have the facility to accept BACS payments
- IR35 regulations

The bank details for any new company, or changes to an existing company should be verified by conducting an independent check. This should be undertaken by staff within the finance team and undertaken before any financial transactions take place.

All new suppliers and changes to bank details should be authorised by one of the following roles;

- The Principal
- The Vice Principal
- The Chief Financial Officer

9.4 Processing & Authorising BACS Payments

The BACS process will be instigated by the Finance Team. The following process will be followed;

- 1) Payments will be processed on the Finance System
- 2) The Finance System will generate a payment report.
- 3) The payment report will be uploaded to the bank's corporate system
- 4) A second person (not undertaking steps 1-3) will check the upload to ensure all details are correct. The report will be initialled and dated to demonstrate this check.
- 5) Two further authorised signatures will then be handed the initialled report, once satisfied details are correct, they will log in to the bank's corporate system and approve. Two approvals are necessary in the bank's corporate system.
- 6) System generated remittances will be sent to suppliers.

Authorisation will be undertaken in a timely manner to avoid delays in payments and will be in line with the requirements in the Scheme of Delegation **(8.7.5)**.

A record of any cancelled transactions must be kept and maintained for future reference.

Access right on the bank's corporate system should be managed to ensure that the requestor and authoriser only have access to undertake their role within the process. Any access cards or PINs relating to the bank's corporate system should not be used or disclosed to anyone else.

10.0 Reserves

10.1 Introduction

The purpose of the reserves policy for James Brindley is to ensure the stability of organisational operations, to protect it so that it has the ability to adjust quickly to financial circumstances, such as large unbudgeted expenditure, maintenance and working capital.

10.2 Restricted Reserves

Restricted reserves are generated by underspending the General Annual Grant (GAG) from the ESFA. Any overspend from the GAG would reduce the balance of this reserve.

10.3 Unrestricted Funds

These are made up of the Academy's activities for generating funds, investment income and other donations which are expendable at the discretion of the trustees in furtherance to achieve the objectives of the Academy.

10.4 The Level of Reserves

The minimum target for these reserves should be equal to one month's average cost, including salaries, pensions, occupancy costs and external services costs. The Governing Board will review the reserve levels annually. The review will encompass the nature of the income and expenditure streams, the need to match income with commitments and the nature of reserves. Trustees have determined that the appropriate level of the reserves should be the equivalent to a minimum of one month's expenditure, approx. £800,000

All reserves are reported and reviewed regularly at the Resources Committee.

10.5 The Use of Reserves

The Governing Board and Leadership Team will determine when it is appropriate to use Academy reserve balances and will confirm that the use of such balances is in the best interests of James Brindley.

This step requires analysis of the reason for any shortfall, the availability of any other sources of funds before using reserves and evaluation of the time period that the funds will be required and replenished.

Authorisation to use Academy reserves will be made by the Resources Committee under guidance in the Scheme of Delegation, any decision should be included in appropriate minutes.

The Governing Board are responsible for ensuring that the funds are maintained and are used only as described in this policy.

11.0 Investments

11.1 Introduction

James Brindley will maintain Academy reserves as outlined in section 9. As a result, cash balances may be available to invest to maximise interest returns.

All investments should maximise return but at minimal risk.

11.2 Working Capital

James Brindley should undertake monthly monitoring, cash flow and current balances to ensure immediate financial commitments can be met (payroll and payment runs) and that the current account has adequate balances to meet forthcoming commitments.

James Brindley should ensure that its current account does not go overdrawn.

11.2 Balances Available for Investment

James Brindley should identify the required balance for immediate cash requirements and transfer surplus balances to higher interest accounts with current bankers or other banking institutions regulated by the Financial Conduct Authority (FCA) and Prudential Regulation Authority (PRA).

11.3 Investment Accounts

James Brindley will periodically review interest rates and compare with other investment opportunities.

The Academy should ensure that the security of funds is prioritised over revenue maximisation. The Academy will ensure that low risk organisations are always used for investment purposes.

The Governing Board have set a minimum credit rating for institutions who hold Academy investment using 3 of the largest agencies; 'Standard & Poor', 'Moody's' and 'Fitch Ratings'. The table below indicates the long- and short-term credit rating and the description associated.

The minimum credit rating acceptable is 'Upper Medium Grade' as indicated in the rating description.

11.2 Credit Rating Table

Moody's		S&P		Fitch		Rating description
Long-term	Short-term	Long-term	Short-term	Long-term	Short-term	
Aaa	P-1	AAA	A-1+	AAA	F1+	Prime
Aa1		AA+		AA+		High grade
Aa2		AA		AA		High grade
Aa3		AA-	AA-			
A1		A-1	A+	A+	F1	Upper medium grade
A2	A		A			
A3	P-2	A-	A-2	A-	F2	Upper medium grade
Baa1		BBB+		BBB+		
Baa2	P-3	BBB	A-3	BBB	F3	Lower medium grade
Baa3		BBB-		BBB-		
Ba1	Not Prime	BB+	B	BB+	B	Non-investment grade speculative
Ba2		BB		BB		
Ba3		BB-		BB-		
B1		B+	B+	Highly speculative		
B2		B	B			
B3	B-	B-				
Caa1	Not Prime	CCC+	C	CCC+	C	Substantial risks
Caa2		CCC		CCC		
Caa3		CCC-		CCC-		
Ca		CC	CC	Extremely speculative		
		C	C	Default imminent		
C	RD	DDD	D	In default		
/	SD	DD				
/	D	D				

11.2 Monitoring Current Credit Ratings

The Chief Financial Officer will review the credit rating of the investment bank at least annually and report any changes to the rating to the Resources Committee.

12.0 Fixed Assets

12.1 Introduction

James Brindley invests a significant amount of capital in the acquisition of Fixed Assets. Therefore, controls are put in place to ensure that fixed assets are recorded correctly and safeguarded against loss and theft.

The Principal is responsible for ensuring compliance with the James Brindley's procedures. This procedure applies to all employees. These standards apply to all Fixed Assets transactions.

12.2 The Purchase of Assets

All fixed assets purchased with an individual value of over £1,000 must be entered into the asset register.

The asset register will include the source of funds for the asset.

Portable and attractive items are non-consumable items valued at under £1,000 but over £100 which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. These items should also be recorded in the register. Items valued at under £100 purchase price do not require tracking.

12.3 Gift of Assets

All fixed assets given to the Academy are recorded in the accounts as income in the period in which the fixed asset was given. The value placed on gifts in kind should be either a reasonable estimate of their gross value or the amount actually realised. The key test is what would have been prepared to pay to purchase the asset.

Gifted assets are treated and recorded in the asset register in the same way as purchased assets.

12.4 Security of Assets

All fixed assets recorded in the register are permanently marked, wherever practical, as being the property of the James Brindley

The asset register is to be kept up to date and reviewed regularly.

Items used by the Academy, but not owned by James Brindley should be recorded as such.

Physical counts against the register are undertaken at least annually. This count is to be performed by someone other than the person responsible for the asset register. Differences between counts and the register are investigated promptly and significant differences are reported to the Governing Board.

Stores and equipment are secured by means of physical and other security devices.

Only authorised personnel may access secure storage areas.

Portable and Attractive items: The following list is not exhaustive and there may be items not listed that should be labelled and tracked. If there is any doubt, the Chief Financial Officer should be consulted.

Category	Description of item
ICT	Desktop PCs, monitors, printers, laptops, fax machines, projectors, portable hard drives, PDAs, iPads
Electrical	Cameras, CD players, AV equipment, mobile phones, TVs, printers/labellers, laminators
Music	Musical instruments, keyboards
Maintenance	Power tools

12.5 Depreciation of Assets

The following principal rates of depreciation are used:

- Leasehold Land – 2.00% Straight Line over 50 years
- Leasehold Buildings – 2.00% Straight line over 50 years
- ICT Equipment – 33.33% Straight line over 3 years
- Fixtures and Fittings – 25.00% Straight line over 4 years
- Plant and Equipment – 10.00% Straight line over 10 years
- Vehicles - 5 year straight line method of depreciation
- All other type fixed assets - 5 year straight line method of depreciation.

12.6 Disposal of Assets

All requests for disposal must be made to Principal and authorisation should be gained as outlined in the Scheme of Delegation.

The best possible value must be obtained in the disposal of assets.

The Secretary of State's consent is obtained before the disposal of any asset in accordance with the write off limits detailed in the current Academies Trust Handbook

If within any one financial year the Academy disposes of items which collectively originally attracted grant of more than £20,000 then the DfE should be informed.

Disposal authorisation should include justification that the asset has become obsolete. Assets judged to be obsolete should be destroyed, recycled, or sold for maximum value.

Funds gained as proceeds from the sale of fixed assets should be maximised. If the sale proceeds are not reinvested, the James Brindley must repay to the Secretary of State the same proportion of the proceeds as equates to the proportion paid for the acquisition of the fixed asset. The proceeds from the sale of the assets acquired with grant from the Secretary of State cannot be used as James Brindley's contribution to further grant aided projects or purchases.

Loss of assets must be agreed by the Principal.

Disposal of land, buildings and heritage assets must be agreed in advance with the Secretary of State.

12.7 Loan of Assets

James Brindley property must not be removed from Academy premises without the authority of the Centre Leader, Manager or Senior Leader. A record of the loan must be recorded

If assets are on loan for extended period or to single member of staff on a regular basis, the situation may give rise to a “benefit-in-kind” for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with James Brindley’s auditors.

12.8 Asset Record Keeping

Record	Where kept	Retention time (Min)	Disposal authority
Invoices	Finance Office	Greater of Life of Asset or Current Year plus 6 years	Chief Financial Officer
Order Forms	Finance Office	Greater of Life of Asset or Current Year plus 6 years	Chief Financial Officer
Orders Placed Books	Finance Office	Current Year plus 6 years	Chief Financial Officer
Goods Received Notes (GRN) and Delivery Documentation	Finance Office	Current Year plus 6 years	Chief Financial Officer
Asset Register	Finance Office	Current Year plus 6 years	Chief Financial Officer

13.0 Travel Claims

13.1 Introduction

The basis for any claim is that actual expense must have been incurred over and above the normal journey from home to work. For mileage claims, a claim can be made for any miles incurred which are over and above the normal journey from home to work. For public transport costs, a claim can be made for any additional expenses incurred over and above the normal journey from home to work.

Examples

Employee x normally drives 10 miles to work and 10 miles home (20 mile in total). They are required to travel to another site from home, then back to normal place of work then home. The total journey is 14+7+10 miles (31 in total). Therefore, a claim can be made for 11 additional miles.

Employee y normally buys a return ticket on the train costing £8.00. They are required to travel to a different station and then catch the bus. The cost of the train is £11.00 and the bus £3.00 (£14.00 total). Therefore, a claim can be made for £6.00.

Any subsistence expenses incurred can also be claimed at the agreed rates.

13.2 Insurance

In all cases prior to acceptance, a valid certificate of insurance clearly identifying business usage, driving licence and MOT must be presented for inspection by the Finance Team.

Staff who are transporting pupils must ensure in advance that their business insurance cover these types of journeys.

13.3 Car Mileage

Claims should be made on an official James Brindley claim form, authorised by your line manager.

Claims should be submitted monthly by the dates given by the Finance Team at the agreed rate.

Journeys for Staff Development Days on the Academy Calendar are considered as normal travel to the place of work for that day; therefore no claim should be made.

If timetabled at a Centre or Hospital on a regular basis, that place of work should be regarded as the normal place of work for that day. Any journeys which are part of contracted work out of the normal place of work during timetabled time should be claimed as above.

Where employees are willing to transport pupils to educational venues in their own cars, a claim for car mileage may be submitted

The approved reimbursement rates are;

Motor Car Allowances

	Rate per mile
Per mile – first 10,000 miles	45.0p
Per mile – after 10,000 miles	25.0p

Motor Cycle Allowances

	Rate per mile
Per mile – first 10,000 miles	24.0p
Per mile – after 10,000 miles	240p

Bicycle Allowances

	Rate per mile
Per mile – first 10,000 miles	20.0p
Per mile – after 10,000 miles	20.0p

13.4 Car Parking

This should be claimed only for official journeys e.g. Case conferences, emergency hospital teaching where no permit can be used. Car parking receipts should be attached to the claim form.

Employees who are required to work at more than one base in a single day are encouraged to manage travel arrangements without incurring parking charges (e.g. by using a corporate parking passes). Where parking charges cannot be avoided staff will be reimbursed.

13.5 Other Travel Expenses

All journeys out of City must be agreed with your Line Manager

Rail Journeys should be reimbursed at standard class rail fare - claim on Petty Cash Form

For journeys out of City public transport should be used. On occasion this may not be practical or cost effective. It may also prove too difficult. Under these circumstances a mileage claim can be made detailing the reasons for using own transport. Parking costs should be submitted on Petty Cash Form

James Brindley will not reimburse charges relating to Birmingham's Clean Air Zone. Alternative arrangements will be in place for users of non-compliant vehicles – details of which can be requested from the Principal or Chief Financial Officer

13.6 Bus Travel

Where possible and practical public transport should be used. Costs incurred may be claimed - up to the cost of a current Day Saver travel ticket.

Bus travel expense should be claimed back using a petty cash claim and be supported by a receipt of payment.

13.7 Submitting Claims

All travel claims should be submitted monthly in accordance with the issued timetables. Claims must be submitted regularly and NOT be saved up. Claims must also be submitted within each financial year. Any claims received covering more than 2 months mileage will not be reimbursed.

Employees will be responsible for ensuring their claims are legible, maths accurate, and declaration signed. The claims should be authorised by your line manager and supported with receipts.

Care should be taken to keep a record of travel claims.

13.8 Subsistence

Subsistence expenses may be considered when you are working away from James Brindley sites and providing your own meals would be unavoidable. These will only be considered to the maximum value:

Breakfast £4.50

Lunch £6.50

Evening Meal £8.00

Subsistence is not to be paid when compensatory leave of absence is granted

Internal Audit and Her Majesties Revenue and Customs may audit employee claims and can issue fines if claims are incorrect, and records are not complete. No subsistence claims will therefore be reimbursed without a full VAT receipt.

14.0 Governing Board Allowances

14.1 Introduction

The Governing Board should not incur unnecessary expenditure through undertaking recognised and approved business on behalf of James Brindley, and that a facility exists which enables the Governing Board to pay reasonable expenses from the Academy's budget share to Trustees that have incurred them.

14.2 Allowable Expenses

Trustees are entitled to claim expenses for the following activities:

- formal meetings of the Governing Board and its appointed committees;
- formal meetings attended by Trustees on behalf of the Governing Board where the attendance has been requested or approved by the Governing Board;
- other meetings or events requiring the attendance of Trustees on behalf of the Academy where the attendance has been requested or approved by the Governing Board;
- other visits that fall within the Governing Board approved policy on Trustees visits or which have been otherwise approved by the Governing Board

The Governing Board notes that the above does not include attendance allowances or reimbursement for any loss of earnings.

14.3 Basis and Rates of Payment

For any meetings that come within section 13.2 the following payment are authorised;

- Travel by rail – not first class;
- Travel by bus – the fare actually paid;
- Travel by the members own private motor vehicle where its use results in a substantial saving of Trustee time or is in the interest of the Governing Board
- Subsistence – Re-imburement for food and drink items bought on the day claimed (see below)
- Other eligible expenses agreed by the Chair of the Board (see below)

The Governing Board approves the following rates of payment;

Motor Car Allowances

	Rate per mile
Per mile – first 10,000 miles	45.0p
Per mile – after 10,000 miles	25.0p

Motorcycle Allowances

	Rate per mile
Per mile – first 10,000 miles	24.0p
Per mile – after 10,000 miles	24.0p

Bicycle Allowances

	Rate per mile
Per mile – first 10,000 miles	20.0p
Per mile – after 10,000 miles	20.0p

14.4 Subsistence Allowances

Subsistence allowances may be payable as set out below where members of the Governing Board are prevented by their official duties from taking a meal at their home or establishment where they normally have their meals and incur additional expense.

Rates	
Breakfast	£4.50
Lunch	£6.50
Evening Meal	£8.00

14.5 Other Eligible Expenses

- childcare or baby-sitting expenses;
- care arrangements for an elderly or dependent relative;
- support for Trustees with special needs (e.g. audio equipment);
- support for Trustees whose first language is not English (e.g. translations);
- telephone charges, photocopying, stationery etc.

All expense claims should be made at the earliest opportunity after the expenses have been incurred and signed by Chair, Principal or Company Secretary.

14.6 Method of Payment

The following advice is offered on how these allowances may be claimed;

- *Car and Motorcycle Mileage (including parking fees)*
It is strongly recommended that if mileage and subsistence payments are made. Such payments are considered by the Inland Revenue to possibly contain a “profit” element and as such may be subject to tax; they need not be taxed at source, but a schedule of all payments may be required to be made to the Inland Revenue. This will be done by the individual Trustee.
- *Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence and Other Expenses etc.*
Reimbursement of actual costs incurred for expenses, **including parking fees that are not incorporated within a claim for car or motorcycle mileage**, may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

14.7 Claim Forms

Claims that relate to car, motorcycle or bicycle mileage should be submitted on the standard form for Trustees that are certified by the Chair of the Governing Board, Principal or Company Secretary and will be paid by the Academy directly. No Trustee should certify their own claim for expenses incurred.

Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (Appendix A) that is certified by the Chair of the Governing Board, Principal or Company Secretary and presented to the Academy for payment from petty cash. No Trustee should certify their own claim for expenses incurred.

14.8 Insurance

Trustees are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

15.0 Purchase Card

15.1 Introduction

The Governing Board have agreed to James Brindley having purchase cards thus enabling the academy to take advantage of purchasing items, usually over the internet, to further achieve value for money

15.2 Issue of Purchase Cards

The Chief Financial Officer will decide who should be allocated a purchase card within James Brindley and agree a maximum spending limit per month.

The Finance Team will work with James Brindley bankers to ensure these are allocated as agreed as efficiently as possible.

Purchase cards are issued to an individual, who will take personal responsibility to ensure that it is used in accordance with section 14 of the Financial Regulations.

An agreement will be signed between James Brindley and the individual who is granted a purchase card (Appendix B).

15.3 Authorised Use

Holders of cards must use them only for the purposes for which they have been issued and within authorised purchase limits.

Such cards shall be used for the payment of valid business expenses only, and the misuse of such cards shall be grounds for disciplinary action.

Cards must not be loaned to another person, nor should they be used for personal or private purchases.

Cardholders should obtain approval before purchases are made from the relevant budget holder and should ensure that there is sufficient budget available to meet the costs.

The Purchase card can be used to make telephone purchases, internet purchases and can also be used in person in a shop/store. Purchase cards should only be used when an official purchase order cannot, please refer to section 7.1 of the Financial Regulations.

The following purchases are expressly prohibited:

- Alcoholic beverages/tobacco products
- Controlled substances
- Items or services on term contracts
- Personal items or loans
- Any other items deemed inconsistent with the values of James Brindley or deemed novel or contentious

Cash advances on Purchase cards are **not** allowed under any circumstances. This includes the use of any form of cash withdrawal or cash back facility

James Brindley also imposes a monthly expenditure limit on the use of the purchase card account to safeguard both James Brindley and the individuals. Purchase card holders will be made aware of their limit when the card is issued.

15.4 Audit Requirements

Detailed VAT receipts must be passed to the Finance Team for retaining with the transaction log.

Only UK companies to be used.

Monthly bank statements must be submitted to the Finance Team immediately on receipt of the statement to enable timely payment of amounts due.

All Purchase Cards shall be paid in full monthly by direct debit so as not to incur interest charges.

All card holders are responsible for promptly forwarding relevant paperwork associated with any transactions made through their accounts to the Finance Team who will check them against the monthly bank statements and recognise the transaction on the accounting system.

Bank statements and associated paperwork relating to card transactions will be available at any time for inspection by the Governing Board from the Finance Team.

All Purchase cards are the responsibility of the cardholder. They must be always kept safe by the cardholder and the PIN numbers held securely

Loss of cards must be reported immediately to the Chief Financial Officer and the Principal.

16.0 Fundraising

16.1 Introduction

This section of the Financial Regulations will provide clarity on when fundraising is appropriate, the ethos and ethical considerations required and the approach that should be adopted by anyone raising funds on behalf of James Brindley.

Gifts and donations are dealt with in a separate section of the Financial Regulations.

Enterprise projects run by pupils of James Brindley may fall outside of these Regulations. However, these projects should be discussed with the Finance Team who will provide guidance and support to ensure financial procedures are followed.

16.2 Fundraising Ethos

James Brindley recognises funding is provided by both the Department for Education and the Local authority. This funding is provided for the core activities expected of James Brindley to deliver a high-quality educational provision.

Fundraising will be considered as a separate activity and a separate income stream for the Academy.

Fundraising will only be used to complement and enrich the high-quality educational provision and will not be used to fund core activities of the Academy.

16.3 Approach

James Brindley will produce an annual fundraising plan to allow stakeholders to contribute directly to identified projects and/or purchases. This plan will be detailed in the Academy Development Plan and will be approved by the Governing Board. The plan will be maintained by the Leadership Team on a termly basis and published on e-platforms.

The plan shall not include projects and/or purchases that are considered to be core services that are expected to be reasonably provided by the Academy.

The plan shall not limit or preclude James Brindley's ability to take advantage of opportunities that arise outside of the planning phase.

All fundraising activities should be agreed in advance with the Chief Financial Officer. If funds are being raised by an external provider, this should be brought to the attention of the Chief Financial Officer at the earliest opportunity, so that fundraising can be approved.

All stakeholders should be provided with a direct opportunity to contribute to the Academy and be informed what their fundraising has been used towards. Additionally, some fundraising may be conducted through identified and agreed grant applications, partner organisation sponsorship, or internal and external fundraising events.

All fundraising should demonstrate a commitment to the highest standards of good practice and fundraisers shall ensure activities are open, legal and fair.

16.4 Fundraising Guidelines

The fundraising plan will include projects and/or purchases, in line with the fundraising ethos e.g.:

- Raising funds for a specific project, which would enhance a centre's environment but is not essential for delivery of core business

- Raising funds to provide additional services, which are of benefit to young people and their families, that are not core services but may complement and enhance these services
- Providing a direct opportunity for stakeholders to contribute to the Academy by purchase of specific goods that are centre specific and would not be purchased by JB otherwise (non-essential but 'nice to have')

The fundraising plan may include (subject to agreement by the Governing Board):

- Raising funds to provide additional services, which are of benefit to young people and their families, that are not core services nor essential to provide a routine high quality educational service

The fundraising plan will not include projects and/or purchases that are considered essential to delivering a routine high quality educational service, including:

- Raising funds to deliver core educational services, which we are required to provide
- Raising funds to administer statutory requirements, which we are required to provide or may be reasonably expected to provide as an Academy
- Raising funds for material resources, which we would need in order to provide the expected level of service
- Raising funds for improvements, which would enhance a centre's environment and is likely to be essential for delivery of core business
- Raising funds for a specific service or post, which would enhance the holistic educational offer and may be considered a reasonable service for the Academy to be providing as a specialised provider

16.5 Planning

All fundraising should be carefully planned. The Academy will have an annual plan agreed by Trustees but which does not preclude in year opportunities. Plans should be documented and include;

- The purpose for which funds are being raised
- How the funds will be raised
- Capital and revenue costs of the scheme
- How further or ongoing costs will be met i.e. costs not covered by funds raised
- Any necessary risk assessments
- Timescales
- Insurance requirements

Plans for fundraising should also nominate one employee, who will take the lead on each fundraising project. This person will ensure that projects are well planned, maintain correct records and comply with this regulation.

16.6 Protection of Donors

Donors should be allowed to make an informed decision about donations. James Brindley will ensure that the needs of donors are taken in to account, and where appropriate provide additional support so that an informed decision can be made.

James Brindley will not take advantage of naivety, lack of knowledge, apparent need for support or vulnerable circumstances. Donations will not be accepted from anyone who lacks capacity at the time.

James Brindley will not make intrusions into privacy, will not be unreasonably persistent and will not place undue pressure on any person to donate.

A person will not be asked for support if they have indicated that they do not wish to continue to engage, or we have reasonable grounds for believing in the course of engaging with an individual that they are in vulnerable circumstances and unable to make an informed decision to donate.

16.7 Funds Raised

All staff involved in fund raising activities are expected to act with fairness, honesty, integrity and openness. Fundraisers must not exploit their position for personal gain and will adhere to all policies, procedures and regulations approved by the Governing Board.

All funds raised should be counted, recorded, and handed to the Finance Office for banking. The Finance Office will issue a receipt for the monies once the amounts have been verified and deposited.

All funds raised will be used only for the purpose they were raised, and donors will have the right to obtain complete and timely information on how funds are used.

In the case where there is a cancellation of an event or a change in which the funds are intending to be used the donor must be notified and agree to the change in use of the funds.

16.8 Raising Concern

If anyone has concerns regarding James Brindley's fundraising schemes, they can discuss these with either the Chief Financial Officer or the Principal.

Alternatively, concerns can be raised via the whistleblowing process, outlined in the Whistleblowing Policy.

17.0 The Accounting System

17.1 Structure

All the financial transactions of the academy must be recorded on the HCSS accounting system.

The HCSS system is managed by the Finance Team. The Finance Team will grant access to new users and allocate specific access rights appropriate to their role within James Brindley.

17.2 System Access

Entry to the HCSS system is password restricted.

The following standard access roles will be used within the accounting system;

Budget Holder	Designed specifically for devolved budget holders Access to authorise expenditure, view budget reports on assigned budget.
Requestor	Designed specifically for purchase requestors Access to request but not authorise financial transactions.
Master	Designed specifically for administrators on HCSS Access to assign roles, budgets, authorise financial transactions.
View Only	Designed for roles requiring access to information only. Access to run reports for information. Read only access.

Only the Finance Team will create access roles and allocate roles to new users.

17.3 Back-up Procedures

The HCSS finance system is web based and will be backed up daily by Access to Education, who are the developers of the software. This will form part of the licencing agreement.

17.4 Transaction Processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified in the Financial Regulations.

17.5 Transaction Reports

The Chief Financial Officer and the Finance Team will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The reports obtained and reviewed will include:

- Management accounts summarising expenditure and income against budget at budget holder level;
- Charge card reconciliations;
- Bank reconciliation;
- VAT returns;
- Trial balance;
- Control accounts reconciliations;
- Aged debtors;
- Aged creditors;

17.6 Reconciliations

The Chief Financial Officer is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared:

- sales ledger control account;
- purchase ledger control account;
- payroll control account;
- creditor control accounts;
- debtors control accounts;
- bank balance per the nominal ledger to the bank statement;
- control accounts are reconciled including VAT, Salaries, fixed assets, accruals, and prepayments.

Any unusual or long outstanding reconciling items must be brought to the attention of the Principal. The Principal will review and sign all reconciliations as evidence of his/her review.

18.0 Financial Planning

18.1 Introduction

James Brindley prepares both medium term and short-term financial plans.

The medium-term financial plan is prepared as part of the Academy Development Planning process. The Academy Development Plan indicates how the Academy's educational and other objectives are going to be achieved within the expected level of resources over the next three years. Due regard should be given to the matters included within any annual guidance issued by the DFE.

18.2 Links to the Academy Development Plan

The development plan is concerned with the future aims and objectives of the Academy and how they are to be achieved; that includes matching objectives and targets to the resources expected to be available. Plans should be kept relatively simple and flexible.

The form and content of the development plan are matters for the Academy to decide but due regard should be given to the matters included within any annual guidance issued by the ESFA

The completed Academy Development Plan will include detailed objectives for the coming academic year and outline objectives for the following two years. The plan should also include the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievement can be measured.

18.3 Annual Budget

The Chief Financial Officer is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the Principal, Resources Committee and the Governing Board.

The annual budget will reflect the best estimate of the resources available to James Brindley for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the Academy Development Plan objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- forecasts of the likely number of pupils and banded needs to estimate the amount of High Needs Top Up receivable;
- review of other income sources available to the Academy to assess likely level of receipts;
- review of past performance against budgets to promote an understanding of the Academy cost base;
- identification of potential efficiency savings and
- review of the main expenditure headings in light of the improvement plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes.

18.4 Balancing the Budget

Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where cuts can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance. If a

potential surplus is identified, this may be held back and kept in reserve or alternatively allocated to areas of need.

18.5 Finalising the Budget

A draft budget should be prepared by the Chief Financial Officer for approval by the Principal, the Resources Committee and the Governing Board. The budget should be communicated to all staff with responsibility for budget headings so that everyone is aware of the overall budgetary constraints.

The budget should be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

18.6 Monitoring and Review

Monthly management accounts will be prepared by the Chief Financial Officer. The reports will detail actual income and expenditure against budget both for budget holders and at a summary level for the Principal, the Resources Committee and the Chair of the Board

Any potential overspend against the budget must in the first instance be discussed with the Chief Financial Officer.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated, and action taken where appropriate. If a budget overspend is forecast, it may be appropriate to vire money from another budget or from reserves. All budget virements must be authorised in accordance with the Scheme of Delegation.

19.0 Payroll

19.1 Introduction

The main elements of the payroll system are:

- employee appointments
- payroll administration
- payments

19.2 Employee Appointments

As part of the budget planning process, James Brindley has agreed budgets for staffing expenditure.

The Principal will agree changes to staffing budgets and use the agreed staffing reserve budget for this purpose.

Significant changes are those that commit or increase the whole staffing budget to a level above that agreed in the budget planning process. These changes should be discussed in advance with the Resources Committee.

The Principal has authority to appoint staff except for Vice Principal, whose appointments must follow consultation with the Governing Board

Pay ranges for leadership roles shall only be agreed by the Governing Board, these ranges shall be outlined in the Pay Policy.

The Head of HR maintains personnel records for all members of staff which include contracts of employment. All actual and proposed personnel changes must be notified, to the Chief Financial Officer.

19.3 Payroll Administration

The Academy payroll is administered by Payroll Business Services. Changes to Contracts are notified to the Payroll Business Services by the HR Team. The Finance Team reconcile payroll ahead of payment being made and only authorise payroll once satisfied payments are correct and agreed. Access to change payroll is restricted and password controlled. Only the Head of HR can authorise access to CIPHR, which notifies Payroll Business Solutions of changes to payroll.

All employees are paid monthly via BACs. A master file is held for each employee which records:

- Salary – *HR Office*;
- bank account details - *CIPHR*;
- taxation status - *CIPHR*;
- personal details – *HR Office*
- any deductions or allowances payable - *CIPHR*; Systems Team for Benefits.

Any changes to salaries will be processed by the HR Team but authorised in advance by either the Principal or Chief Financial Officer.

All managers will actively use the CIPHR management system to record absences within their teams – this will be undertaken in a timely manner

Data input to CIPHR management should be undertaken by the HR Team in accordance with the requirements of Payroll Business Services timetable. Before the payroll is processed the data should be reviewed against source documentation held by the HR Team.

19.4 Payments

All salary payments are made by BACS.

After the payroll has been processed the Finance Team will prepare a reconciliation between the current months and budgeted commitments showing adjustments made for new appointments, resignations, pay increases etc. This reconciliation should be reviewed by the Chief Financial Officer.

Payroll Business Solution's payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amount payable is summarised on the Additions and Deductions Report

After the payroll has been processed the nominal ledger will be checked by the Finance Team. Postings will be made both to the payroll control account and to individual cost centres.

20.0 Purchasing

20.1 Introduction

James Brindley must achieve the best value for money from all purchases. This means James Brindley must procure in the correct quality, quantity and time at the best price possible. Most purchases will be paid for with public funds and they need to maintain the integrity of these funds by following the general principles of:

- **Probity** - demonstrate that there is no corruption or private gain involved in the contractual relationships of the Academy.
- **Accountability** – James Brindley is publicly accountable for its expenditure and the conduct of its affairs.
- **Fairness** - all those dealt with by the Academy are dealt with on a fair and equitable basis.

20.2 Routine Purchasing

Budget holders will be informed of the budget available to them at the start of the academic year. It is the responsibility of the budget holder to review their budget and to ensure that the funds available are not overspent.

All purchases should be made by raising an official order. Refer to section 7.1 of the Financial Regulations

A supplier should be chosen from the list of approved suppliers. A quote or price must always be obtained before any order is placed. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the approved supplier list the reasons for this decision must be discussed and agreed with the Finance Team.

20.3 Deliveries

Purchase Requestors must make appropriate arrangements for the delivery of goods to the Academy. On receipt the receiver must undertake a detailed check of the goods received against the goods received note (GRN) and make a record of any discrepancies between the goods delivered and the GRN. Discrepancies should be discussed with the supplier of the goods without delay.

The delivery of the goods and services must be recorded on the finance system without delay.

If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Finance Team should be notified immediately, and the system updated as appropriate.

20.4 Invoices

All invoices should be sent to the Finance Team, the purchase order number should be recorded on the invoice by the budget holder.

The Finance Team will ensure the following checks are made against each invoice.

- invoice arithmetically correct.
- invoice posted on the Accounting System
- goods/ services received.
- goods/services as ordered.
- prices correct.
- invoice authorised for payment.
- VAT treated correctly and

- payment made.

If a budget holder is pursuing a query with a supplier, the Finance Team must be informed of the query and periodically kept up to date with progress.

The Finance Team will input details of payments to be made to the purchase ledger, chose the appropriate payment method, and generate a system request for payment. Payments must be authorised by two of the nominated authorisers.

Remittance will be dispatched to suppliers automatically by the accounting system.

If an invoice is received which has not had a purchase order raised, then retrospective authorisation will be required. These types of order should be marked as confirmation orders. A list of confirmation order will be maintained and reported to the Resources Committee.

Confirmation orders are necessary only in certain circumstances and should not be considered an approved process for routine purchasing. These types of orders should be monitored and reviewed by the Resources Committee.

20.5 Authorisation process for spending

- It is the budget holder's responsibility to authorise spends against their budget.
- Any requisition for goods or petty cash reimbursement will be notified to the budget holder if not authorised in the correct way. This could result in a delay in payment or processing of an order.
- Budget holders can only authorise spend from the budget/s which they hold.
- If a request to spend is completed which will be met by any other budget, the other budget holder must authorise expenditure.
- The Chief Financial Officer will authorise central spending in the absence or on behalf of the Principal.
- No overspending is allowed without the prior approval of the Principal or Chief Financial Officer
- No spending should take place either through the ordering process or the petty cash process, without the prior approval of the budget holder.
- No goods or services for personal use should be ordered through the Academy.
- No goods or services should be ordered via the internet without the prior approval of the budget holder.
- The Principal or Chief Financial Officer can authorise expenditure from any non-salary budget, by exception.

21.0 Income

21.1 Introduction

The main sources of income for the Academy are the GAG from ESFA and Local Authority High Needs Top Up income from Birmingham City Council. The receipt of these sums is monitored directly by the Finance Team who are responsible for ensuring that all grants due to the academy are collected.

21.2 Income

The preferred method for collecting income from Parents/Carers is via the online payment portal. However, James Brindley will accept cheques or cash if this facility is not accessible.

Cheques should not be made payable to the trip or visit organiser or any other individual member of staff. They should be made payable to 'James Brindley School'.

All income received from pupils will be dealt with by either Sector Administration or The Finance Team. In all instances when collecting income outside of the online payment portal the amount collected must be recorded and entered in the official income book

Any income collected should be handed to the Finance Team on a weekly basis and whilst on the premises should be kept in a safe place.

A separate sheet should be completed for each visit or trip to record all income collected and expenditure paid out.

21.3 Expenditure

All expenditure including admittance and booking fees should be processed via the accounting system.

Do NOT use any income collected to cover any expenditure, it must be paid straight into a James Brindley budget.

Sundry expenses must be claimed back following the petty cash procedures.

All expenditure should be logged on the separate sheet held for each visit or trip, along with any income collected.

A copy of the completed expenditure and income form should be sent to the EVC showing the net cost of the trip i.e., expenditure less income collected.

21.4 Lettings

The Facilities Manager is responsible for maintaining records of bookings of facilities and for identifying the sums due from each organisation. Payments are expected in advance for the use of facilities.

Details of organisations using the facilities should be sent to the Finance Team who will produce a sales invoice. Details of payments made, and outstanding accounts will be forwarded to the Facilities Manager at the beginning of each month who is responsible for chasing outstanding debts. They should consider limiting premises use until payment has been made.

21.5 Receipts

Official, pre-numbered Academy receipts should be issued for all cash and cheques

received where no other formal documentation exists. All cash and cheques must be kept in the Finance Team safe prior to banking. Banking should take place every week or more frequently.

Monies collected must be banked in their entirety in the appropriate bank account. The Finance Team are responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The reconciliations must be prepared promptly after each banking and must be reviewed and certified by the Finance Team.

22.0 Cash Management

22.1 Bank Accounts

The opening of all accounts must be authorised by the Resources Committee who must set out, in a formal memorandum, the arrangements covering the operation of accounts, including any transfers between accounts and cheque signing arrangements. The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds must also be subject to the same level of control.

22.2 Deposits

Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:

- the amount of the deposit and
- a reference, such as the number of the receipt or the name of the debtor.

22.3 Payments and withdrawals

All cheques and other instruments authorising withdrawal from Academy bank accounts must bear the signatures of two of the authorised signatories set out in the Scheme of Delegation.

This provision applies to all accounts, public or private, operated by or on behalf of the Governing Board of the academy. Authorised signatories must not sign a cheque relating to goods or services for which they have also authorised the expenditure.

22.4 Administration

The Finance Team must ensure bank statements are received regularly and that reconciliations are performed at least monthly. Reconciliation procedures must ensure that:

- all bank accounts are reconciled to the academy's cash book.
- reconciliations are subject to an independent monthly review carried out by the Principal or in his/her absence the Head of Finance; and
- adjustments arising are dealt with promptly.

22.5 Cash Flow Forecasts

The Chief Financial Officer is responsible for preparing cash flow forecasts to ensure that the Academy has sufficient funds available to pay for day-to-day operations. If significant balances can be foreseen, steps should be taken to responsibly invest the extra funds. Similarly plans should be made to transfer funds from another bank account to cover potential cash shortages. James Brindley will not operate a bank overdraft and will manage cash to avoid the need to do so.

22.6 Investments

All investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated. The information required will normally be the date of purchase, the cost, and a description of the investment. Additional procedures may be required to ensure any income receivable from the investment is received.

Appendix B

JAMES BRINDLEY **TRUSTEE** CLAIM FORM FOR ACTUAL EXPENSES INCURRED

Please note that payment is subject to the requirements of the policy on the payment of allowances to members of the Governing Board and adheres to the principles of the Education (Governors' Allowances) Regulations 2003

Claims for actual expenses incurred should be presented for payment from petty cash.

Please ensure that you complete all the requested details to avoid a delay in payment.

Name:

Period of Claim

From:

To:

Details of Expenditure Incurred *(please attach receipts)*

Date	Details	Amount Claimed

Details of bank/building society

Sort Code:

Bank Account Name:

Account Number:

Building Society Reference (if required):

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Governing Board.

Signed _____

Date _____

Authorised (Chair, Principal or Company Secretary) _____

Appendix C

JAMES BRINDLEY CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following

Purchase Card: Lloyds Business Charge Card (Visa) / _____ - _____ - _____ - _____

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached James Brindley Purchase Card Policy and Financial Regulations.

I acknowledge the Financial Regulations and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of James Brindley and that the Academy will be liable to Lloyds Bank for all charges made on this card.

I will strive to obtain the best value for James Brindley when purchasing merchandise and / or service with this card.

As a holder of this Purchase card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Chief Financial Officer & Principal upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Academy will be entitled to reimbursement from me of such purchases. The Academy shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable legal fees.

Cardholder Signature _____ Date _____

Authorising Signature _____ Date _____

Finance Office use only:

Date _____ Amount approved £ _____

Signature _____

Appendix D

Gifts & Hospitality Declaration

Accessed through James Brindley Portal > Dynamic Forms

DYNAMIC FORMS



Eye Examination Form



Gifts & Hospitality Declaration



Verification of Identity of
Supply/Volunteers/Contractors

Gifts & Hospitality Declaration

Please use this form to record any gifts or hospitality received, completed forms will be sent to the finance team.



Hi, Mike. When you submit this form, the owner will see your name and email address.

* Required

1. Today's Date *

2. Name *

3. Question *

4. Date upon which the Gift and/or Hospitality was offered/received *



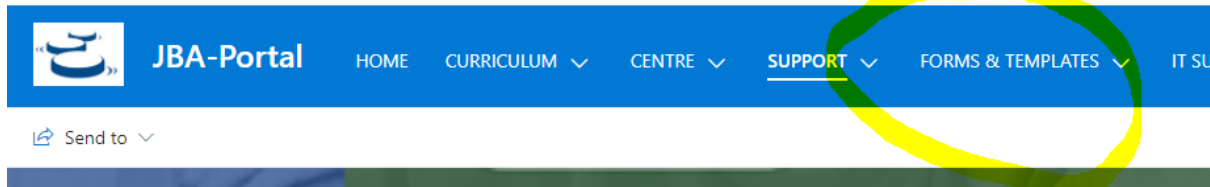
5. Person/Organisation offering or providing Gift and/or Hospitality *

6. Brief details of Gift and/or Hospitality offered/received *

Appendix E

Declaration of Interests

Accessed through James Brindley Portal > Forms & Templates



Declaration of Interests

Completion of this form is MANDATORY. All staff, members, trustees/governors and volunteers are expected to complete the required details and declaration to the best of their knowledge. Nil returns are also required.

All information will be maintained in the school's management system, this register is a requirement by the DfE and charities commission.

James Brindley is committed to acting with integrity and impartially. To this end, we must maintain a register of relevant business and pecuniary interests. Trustees/Governors must also declare any personal interests they may have.

These interests are anything that might sway your decision making, or affect your ability to act in an impartial way. For example, this might mean that you:

- Are employed outside of James Brindley Academy
- Own or have influence in another business (majority shareholding or in a position of general influence)
- Are a trustee or governor at another school or charity
- Work for a company that the school might engage the services of (a catering or payroll provider etc.)
- Have a personal/family relationship with any employees, trustees or governors of the trust
- Have a personal/family relationship with a director of a company or trusteeship
- Have a personal relationship with any employees, members trustees or local governors or members of the trust (e.g. spouse, partner, relative etc.)

If you're not sure your interest counts, please err on the side of caution and declare it. We ask that you update us whenever your circumstances change. We will also update our register of interests at the start of the academic year.

