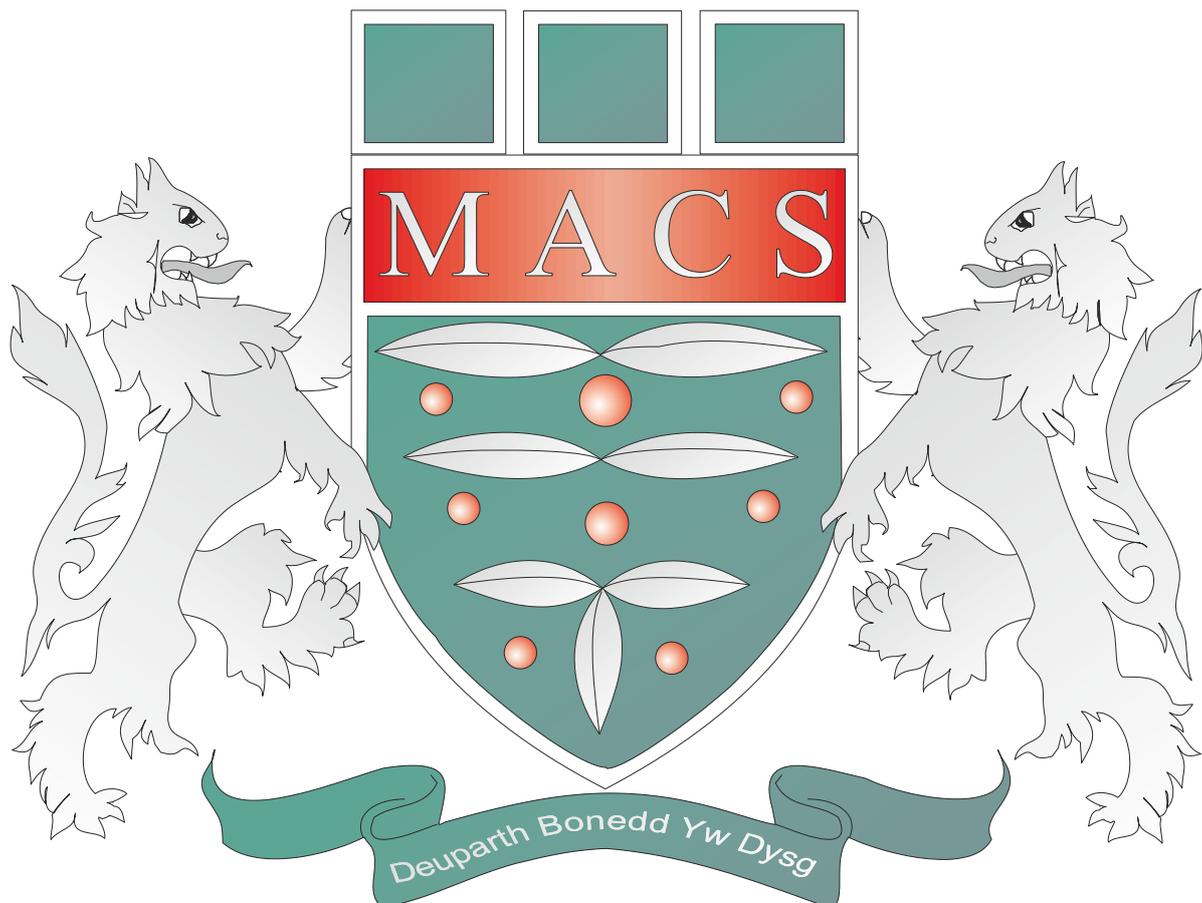


# **MOUNTAIN ASH COMPREHENSIVE SCHOOL**

***YSGOL GYFUN ABERPENNAR***



## **FINANCIAL PROCEDURES FOR ALL STAFF**

**Updated: April 2016  
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## 1. Ordering

- 1.1 Staff are to complete an internal requisition form (available from school office), including supplier's name, code and description of the product, cost and number of items required. This form must be signed by the budget holder.
- 1.2 Orders must be in line with the SDP and there must be sufficient money in the relevant budget to cover the cost of the proposed purchase.
- 1.3 **The school will only order items for school use, all items officially ordered belong to the school.**
- 1.4 Internal requisition forms must then be passed to Carolyn Evans in the school office for processing. Purchase orders are not authorised until the internal requisition has been placed on the SIMS Finance system and the official purchase order has been printed and signed by the authorising officer (Derek Mead). The recognised school purchase order correctly completed and signed is the only way goods or services should be purchased. **Verbal, telephone or internet orders are not permissible.**
- 1.5 To ensure efficiency within the finance department, **orders will only be sent on a weekly basis.** This relies on staff planning their resourcing requirements and completing requisition forms several weeks in advance of the date the resources are required. **All orders must be received by 12pm Wednesday** to provide sufficient time to be processed by the end of the week. Any orders received after this time **will not** be processed and sent until the following week.
- 1.6 The school **will not** pay for items invoiced to the school which do not relate to an official order number. Staff who are responsible for such orders will either be required to return the items to the company or to pay for them themselves and therefore retain ownership.

## 2. Inspection copies

- 2.1 Budget holders are to order inspection copies themselves, but should also inform Carolyn Evans that an inspection copy has been ordered.
- 2.2 When the inspection copy arrives, Carolyn will inform the budget holder via e-mail. The budget holder must then collect the inspection copy from Carolyn and sign the 'Inspection Copy Record Book' as evidence that they have received the items.
- 2.3 If the inspection copy is not collected by the budget holder **within 2 weeks** of arriving at school, Carolyn will return the items to the company.

- 2.4 The budget holder must inform Carolyn within the specified time limit of the company whether the inspection copy is to be returned or purchased.
- 2.5 If the inspection copy is to be retained, the budget holder must return the signed invoice to Claire Jones for payment.
- 2.6 If the inspection copy is not required, then it must be returned to Carolyn along with the original documentation and packaging so that it can be returned to the company.

### **3. Deliveries**

- 3.1 When goods are delivered to your department, they must be checked promptly. The budget holder/person checking the delivery must be meticulous, as their signature on the goods inspection form certifies that the goods have been received and authorises payment.
- 3.2 Goods inspection forms should be signed and returned to Carolyn Evans **within 2 days of receipt of delivery**. Any enclosed invoices must also be passed on. Please note that without the return of the signed goods inspection form, the invoice for the goods cannot be paid. This has caused many problems for the finance staff in the past and has also resulted in duplication of work. As this is an unacceptable position for finance staff to be in, **any department that has had blue goods inspection forms outstanding for more than two days will not have any further orders processed for them until their account is up to date**.
- 3.3 Any discrepancies, damaged items or incorrect items must be notified to Carolyn Evans **immediately**, as most companies have a time limit for this.

### **4. Payment processing**

- 4.1 Payments will only be made on invoices which relate to official orders. Staff who have purchased items without an official order will be responsible for paying for such items themselves.
- 4.2 VAT can only be claimed on VAT invoices which are addressed to the school.
- 4.3 All invoices must be passed to Nerys Morgan immediately upon receipt.
- 4.4 To ensure efficiency within the finance department, cheque runs will only be processed on a weekly basis (Thursday). To be included in the cheque run, invoices must have been received, authorised and processed **before 12pm on Monday**. Any invoices received after this time may not be processed until the following week.

## 5. Purchasing Card – also see the Purchasing Card Policy

- 5.1 As per our audit regulations and purchasing policy, no member of staff should purchase any items for school use themselves. All items should be ordered in the usual way. Where there are special circumstances (eg items are not available from companies we can order from/significant savings can be made by ordering online, etc), the school purchasing card can be used to purchase goods.
- 5.2 A Purchasing Card Requisition form should be obtained from Nerys Morgan, completed by the purchaser and signed by the budget holder. Any requests to use the purchasing card without the correct paperwork having been completed will not be authorised.
- 5.3 On receipt of a purchasing card requisition, Claire Jones will check the funds available in the budget and will sign the requisition to confirm authorisation. If sufficient funds are not available, the requisition will not be authorised.
- 5.4 Members of staff using the card to make purchases themselves must sign the card out using the Purchasing Card Signing In/Out sheet. The card will also be signed back in by the member of staff on the return of the card. Under no circumstances should the card be issued by or returned to anyone other than the cardholder (Claire Jones). The member of staff signing out the card assumes responsibility for the card during the times when it is signed as being in their possession and is accountable for all purchases made against the card during this time.
- 5.5 All orders placed via telephone or internet must be delivered to the School site. Under no circumstances should any deliveries be made to a private address or any other premises.
- 5.6 All receipts and/or invoices must be handed to Claire Jones on return of the purchasing card. These will be used to calculate any VAT on the purchase, to complete the transaction log and to make journal entries against the budget.
- 5.7 All receipts must show detailed itemisation of purchases, description of what was purchased and amount of purchase. Receipts that include VATable items must show the VAT amount (or identify the VATable items) and must include the company's VAT number.
- 5.8 Once goods have been delivered, the 'Delivery Information' section of the Purchasing Card Requisition must be completed and signed by the budget holder as proof of delivery.
- 5.9 **As the school has a purchasing card, no refund will be given to any member of staff who purchases goods or items with their own money. Any such purchase contravenes financial procedures and**

**audit regulations and therefore cannot be supported by the school. However, there will be exceptional circumstances to this, eg credit card not available, company does not accept credit card purchases, etc.**

## **6. Paying in income**

- 6.1 All monies to be paid into the school budget **must be handed directly to Claire Jones**. Monies should not be left in her room in her absence; neither should monies be sent to the school office with a pupil. If for some reason Nerys is not available, monies should either be handed to Carolyn Evans in the school office, who will then lock it in the safe immediately. If Carolyn is also not available, the member of staff should retain the money in a secure place.
- 6.2 All payments (donations, departmental sales, etc) into the **school budget account must** be accompanied by an income sheet and, if appropriate, an Appendix 10 (available from Claire Jones).
- 6.3 Any member of staff planning a school trip should first ask Carolyn Evans (school office) for a trip pack. This pack will contain procedures to be followed when running a school trip.
- 6.4 Staff should inform the finance department of any impending activities which will involve collection of money from students. This will allow the finance department to plan their time and to ensure that other staff are aware of cash handling procedures.
- 6.5 Cash or cheques received by teaching staff must be handed to the finance department without delay, ensuring the income is promptly banked.
- 6.6 **Any monies received without the correct documentation will be returned to the member of staff concerned.**
- 6.7 Any sales made to pupils must take the VAT element into account, ie if the item being sold is VATable, then VAT must be charged to the pupil.

## **7. Filing of financial records**

- 7.1 All monthly statements of budgets received from the finance department must be checked by the budget holder when received. This will ensure that all expenditure recorded against the budget does actually relate to the budget. The statement should be signed and dated as evidence that this check has taken place.

- 7.2 It is an audit requirement that all financial records, including copies of orders, income records, monthly statements, etc, are kept for a **minimum of 6 financial years**.

## **8. Disposal of assets**

- 8.1 Any large items which staff wish to dispose of (eg computer/electrical equipment, chairs, tables, cupboards, etc) can no longer be thrown out by that member of staff. Instead, they must complete the Asset Disposal Register (situated in the main office) and sign to confirm they wish the item to be disposed of. This register must then be signed by a senior member of staff to authorise the disposal. Once this procedure has been completed, caretaking staff will collect and dispose of the item.
- 8.2 Disposal of items that had an original value of £5,000 or more must be authorised by the governing body.

## **9. Equipment taken off site**

- 9.1 Please note that any equipment (eg laptops, digital cameras, etc) that are taken off site must be logged with Claire Jones. Their return to the school site must also be logged.
- 9.2 Departmental iPads can be permanently signed out by the Head of Department. However, if such iPads are taken off site by other staff or pupils, Heads of Department are required to keep their own log of such activity.