THE NEW GUILD TRUST

Accounting, Finance and Resources Policy

POLICY

This policy has been adopted on behalf of all academies in the New Guild Trust Academy:

Member academies:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and review

Committee to approve policy	Finance and Resources Committee
Date of Board / Academy Committee Approval	Dec 2026
Chair of Board / Academy committee	Mrs S Brough
Signature	*S Brough*
Accounting Officer	Karen Peters
Signature	*K Peters*
Policy review period	12 months
Date of policy review	Dec 2027

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Version Control

Version	Date Approved	Changes	Reason for Alterations (from and to)	
V1	June 2020	Section 13	Update on reserves policy limits	
V2	April 2020	Section 6	Emergency procedures – inc Business continuity on purchasing/paying invoices without being able to get a physical signature from the Headteacher.	
V3	April 2020	Section 8.6	Includes that increase of the purchasing card limit in emergency circumstances with approval from the Trust board.	
V4	December 2020	Section 2.9 4.4,5.1,5.2,6.1,6.8,6.9,6.10,6.12,6.15,7.3,7.4,7.7,8.6, Appendix 1 and Appendix 2	Updated with Finance Administration officer roles and responsibilities	
		Section 2.11	Removal of Entrust Services	
V5	July 21		Update of procurement when acting as an agent for grant funds.	
V6	Sept 21	8.6	Update for Autumn 21 with new Academies Trust handbook 21 Increase of standard credit card limits to £3K monthly card limit	
V7	Dec 22	2.8/2.9	Updated with GDPR and Health and Safety compliance	
		2.10	Removal of peer to peer review Removal of annex 5. Due to Trust using external company	
		3.3	Added list of monthly checks	
		6.2g	Added new section to include purchase of CIF items	
		6.13	Updated staff expense process.	
V8	Dec 23		Updated Academies Trust Handbook 2023	
V9	Sept 24		Updated Academies trust Handbook 2024	
		17	Update of Insurers - RPA	
V10	Sept 25		Update of Academies Trust Handbook 2025 and removal of ESFA to DfE	
		27	New supplier form section added with appendix 5	
		29	Update of lease requirements	
		40	Reference to investment policy added	
V11	Sept 26		Update to ATH 2026 effective from Oct 2026	
			Removal of School Business Manager	
		6.7	Added Direct Award and procurement act 2023 referenced	

ACCOUNTING, FINANCE AND RESOURCES POLICY AND PROCEDURES

1. Aims and Objectives

Academy status brings increased autonomy through the Funding Agreement with the Secretary of State for Education (SofS). Autonomy brings responsibility and the need for transparency. Operating as charitable company limited by guarantee demands the production of commercial style accounts and the protection of public and donated funds and requires policies and procedures to achieve this. Though independent, the Multi-Academy contributes to the Whole of Government Accounts through the Department for Education (DfE).

The purpose of this policy and the associated procedures is to ensure that the Academy maintains and develops systems of financial control which conform to the requirements of propriety, regularity and of sound financial management. It is essential that these systems operate effectively to meet the requirements of the Academy's Master Funding Agreement with the SofS.

The Academy must comply with the principles of financial control outlined in the guidance published by the DfE including the comprehensive Academies Trust Handbook (October 2026). This policy expands on that and provides detailed information on the Academy's accounting procedures. It should be read by all staff involved with financial and resource systems to ensure accountability.

2. Roles and Responsibilities - Organisation

The Multi-Academy has defined the responsibilities of each person involved in the administration of Academy finances to avoid the duplication or omission of functions and to provide a framework of accountability for Trustees and staff. All persons with delegated authority are expected to act in the best interests of the Academy and within the letter and spirit of the law. To support the effective and efficient administration of resources, training will be identified through the Academy's performance management system.

2.1 Principles

Members of the Trustees' Board and the Academy's Local Governing Board (the LCGB) will manage their affairs in accordance with the high standards detailed in "Guidance on Codes of Practice for Board Members of Public Bodies" and in line with the seven principles of public life

- **Selflessness** - Holders of public office should take decisions solely in terms of the public interest.
- **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merits.
- **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- **Openness** - Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** - Holders of public office should promote and support these principles by leadership and example.

2.2 Members Board

Oversight of central services, budget, staffing, Trustees' Board and safeguarding matters. The appointment and removal of Trustees and delegate appointment of CEO to the trustee board.

2.3 Trustee Board

Overall Responsibility

The Trustees have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of academies in the Trust. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. To also ensure that the trust is compliant with data protection legislation.

Local Governance

To draw up Local Community Governing Board (LCGB) governing documents and any amendments thereafter (i.e. LCGB Instrument); to appoint (and remove) the chairman of the LCGB; to appoint and remove members of the LCGB; to regulate the LCGB procedures (where not set out in law).

Admissions

The Trustees shall be responsible for the setting and review from time to time of the Trust's admissions policy

Any decision to expand any academy shall be that of the Trustees, following recommendation from the Executive Board and with regard to the views of the Local Community Governing Board (LCGB).

Legal and Regulatory Matters

The responsibility for the satisfaction and observance of all regulatory and legal matters shall be the Trustees but the Local Community Governing Board shall do all such things as the Trustees may specify as being necessary to ensure that the Trust is meeting its legal obligations.

Financial

To determine the scope of mandatory core services to be delivered by the Trust on behalf of its Academies or left to the discretion of LCGBs.

To approve the written scheme of delegation of financial powers to maintain robust internal control arrangements.

To approve the proportion of the overall Academy budget to be delegated to individual Academies. To approve any virements between budget headings and / or likely budget overspends at Trust level

Staffing
To appoint staffing to the Trust for mandatory core central services. To hold the CEO and Executive Board to account

CEO appointment
The trustee board will constitute an appointment panel as a task group. Trustees and at least 2 HT/HoS must be representative in the group.

Headteacher Appointments

The Trust Board will meet with the CEO to discuss the recruitment process.

The Trustees (within the recruitment panel) shall ensure that the Headteacher is committed to upholding the Mission of the Trust.
Once a decision has been made a recommendation will be referred to the MAT Board for ratification.

Other staff
See The New Guild Trust Scheme of delegation

Performance management
CEO
Appraisal committee to review the objectives of the CEO, when the CEO is also in post as Headteacher of one of the schools then the appraisal committee should include at least 1 member of the LCGB of that school.
Appoint an external adviser to discuss CEO appraisal and salary review.

Headteacher
The Trust Board will be responsible for the arrangement of the Headteacher's performance appraisal and salary review. This will include the appointment of an external advisor in consultation with the MAT School Improvement Advisor.

Other staff
See The New Guild Trust Scheme of Delegation

Improving Education Strategy

The Trustees have responsibility, through the Standards Committee, to rigorously monitor the progress being made by all The New Guild Trust academies. The Trustees monitor, challenge, broker/commission support and intervene in cases of failure; making use of the independent educational professionals and considering a range of possible support solutions. They judge the degree of risk for each school (considering school Ofsted category; pupil assessment outcome (attainment and progress) vulnerability in areas such as finances, HR etc.) and ensure that academies are appropriately challenged to bring about rapid and sustained improvements.

Headteacher, other Leaders and Chair of Governors of any New Guild Trust Academies considered at risk or judged not to be making appropriate progress, will be invited to meet

with the Trustees' Board to discuss the matter. On the basis of the evidence presented and conversations with providers at these meetings decisions will be taken about:

o The capacity of the Academy to make the necessary improvements;
o A review of the degree of challenge;
o The commissioning of any further support identified at the meeting;
o The need to take further actions including possible intervention

2.4 Resources and Audit Committee

The main financial responsibilities of the Resources and Audit Committee include:

- Initial review and authorisation of the annual budget and any material changes as presented in recommendation by the LCGB.
- Regular monitoring of the academy actual expenditure and income against budget.
- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006, Charity SORP and the DfE guidance issued to academies.
- Authorise the award of contracts/tenders over £10,000 but below the EU limit.
- Recommend changes re personnel.
- Review the reports of the CEO on the effectiveness of the financial procedures and controls, briefing the Governing Body via exception reporting.
- Monitor and track the finances in relation to the MAT Improvement Plan.
- Review and monitor capital projects i.e., bids and grants awarded through the DFE's Academy's Capital Maintenance Framework
- Monitor regular budget reports from the LCGB & the Headteacher and Business managers, acting on any overspends or risks.
- The committee delegates financial responsibilities to the local representative Resources and Audit committee as outlined in the terms of reference , which will be reviewed annually

2.5 The Accounting Officer (CEO)

The Accounting Officer for the Multi-Academy has overall financial responsibility for the Multi Academy and is personally responsible to the Secretary of State and the Trustees for:

To submit accounts to Auditors and Companies House.

- To have oversight of financial transactions and to present annual accounts to the Members' and Directors' Boards for approval.
- To present the work of the Executive Board to the Resources Committee with regard to financial management, health and safety, capital investment and building liabilities.
- To be accountable to the Members' Board and Secretary of State for Education.
- To ensure sound and appropriate financial governance and risk management arrangements are in place.
- To help prepare and monitor academy budgets and ensure delivery of annual accounts.
- To have oversight of educational standards across all academies.
- Other duties and responsibilities outlined in CEO Job Description

The Accounting Officer has the duty to take action if the Trustees or Chair is contemplating a course of action, which is considered to be novel, contentious, an infringement of propriety

or regularity or a contravention of seven principles of public life or the Codes of Practice for Board Members of Public Bodies. Objections should be put in writing to the Trustees, details sent to the Company Secretary and the Academy's external auditors.

The Headteacher retain responsibility for:

- Authorising orders and contracts within the approval limits shown in the financial scheme of delegation
- Authorising payments within the approval limits shown in the financial scheme of delegation.
- Monitoring regular budget reports with the School Business Managers (where appropriate) and CFO acting on any overspends or risks.

2.6 Executive Board

To make recommendations to the Trust Resources Committee with regard to central services and budget.

- To recommend to the Trustee Board via one of its committees:
- the proportion of the overall Academy budget to be delegated to individual Academies;
- those additional services to be procured on behalf of individual academies or left to the discretion of LCGBs;

- the first formal budget plan each year for the Trust;
- the financial decision levels and limits at Trust level;
- the Trust pay policy;
- the Trust Curriculum policy (If required);
- the Trust Performance Management Policy;
- the Trust admissions policy;
- the Academy Buildings Strategy and bids for central grants;
- the decision to admit a further school to the Trust;
- the Trust staff code of conduct
- To share the responsibility for high standards, continuous improvement and the development of best practice across the Trust
- To support a rise in standards in all Academies

2.7 Local Community Governing Board (LCGB)

Strategic role

The Local Community Governing Board shall be responsible for the standards achieved and for their own academy improvement. They are also responsible for the internal organisation, management and control of the academy in conjunction with the Headteacher.

Financial Responsibility

The Local Community Governing Board shall expend certain funds and enter into contracts as permitted as set out in the Scheme of Delegation.

Staff

The Trustees and the Local Community Governing Board shall ensure that the Headteacher is committed to upholding the Mission of the Trust. The Local Community Governing Board shall be accountable for the appointment and management of all other staff to be employed at the Academy,
It shall comply with legislation and all trust policies.

Performance Management

The Local Community Governing Board shall carry out or delegate to either the Headteacher and/or an appropriate committee (as appropriate) the performance management of all staff and shall put in place procedures for the proper professional and personal development of staff.

Curriculum

The LCGB shall be responsible for the setting and review of the curriculum and for the standards achieved by the Academy and the pupils attending the Academy but shall follow such advice and recommendations of the executive board from and to the Trustees as they might issue from time to time.

Policies

The Local Governing Board will adopt and will comply with all policies of the Trustees communicated to the Local Governing Board from time to time following consultation in the development of such policies. The Local Governing Board will review its policies and practices on a regular basis, having regard to recommendations made by the Trustees from time to time.

In the event of Remedial Measures being requested by the Secretary of State

The Local Governing Board shall work closely with and shall promptly implement any advice or recommendations made by the executive board and or Trustees and the Trustees expressly reserve the unfettered right to review or remove any power or responsibility conferred on the relevant Local Governing Board under this Scheme of Delegation in such circumstances.

Chair and Vice Chair Positions

The members of the Local Community Governing Board shall each school year, at their first meeting in that year, elect a chair and a vice-chair.

Committees

Subject to this Scheme of Delegation, the Local Governing Board may establish any subcommittee. The constitution, membership and proceedings of any subcommittee shall be determined by the Local Governing Board but having regard to any views of the Trustees.

2.8 Academy Headteacher

Day to Day Internal Organisation, Management and Control

The Trustees and the Local Community Governing Board may delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Trustees and the Local Community Governing Board and for the direction of the teaching and curriculum at the Academy).
In particular, the Academy Headteacher shall:

- Implement curriculum policy at Academy level.
- Be responsible for standards of teaching, an individual child's education and pupil outcomes.
- Recommend the exclusion of pupils to the Local Community Governing Board overseen by the Standards Committee.
- Establish and keep up to date a written policy for sex education and to prohibit political indoctrination and ensuring the balanced treatment of political and minority issues.
- Implement the performance management policy at Academy level.

Chief Financial Officer (CFO)

Chief Financial Officer is appointed by the trust's board; whilst having responsibilities across the MAT they will also act as Finance Officerin one of the academies within the trust. The Chief Financial Officer should play both a technical and leadership role, including ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets, and ensuring the delivery of annual accounts.

The Chief Financial Officer will act within the delegated authority given to the Head. Their role will cover the following areas:

- Financial planning, monitoring and reporting - The Trust must prepare and monitor financial plans to ensure ongoing financial health; this includes budgeting, cash management, investments, income generation and financial reporting
- Internal control - The Trust must have in place sound internal control, risk management and assurance processes.
- Internal scrutiny - The Trust must have in place a process for checking its financial systems, controls, transactions and risks.
- Transparency - The Trust must be transparent with its governance and financial arrangements.

The Chief Financial Officer works in close collaboration with the Heads through whom he or she is responsible to the board. The Chief Financial Officer also has direct access to the Trustee Board.
The main responsibilities of the Chief Financial Officer are provided below. Each academy within the Trust will have its own School Business Manager/Finance Officer, who will have delegated authority to ensure these areas of responsibility are managed at school level:

- 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 for financial control determined by Trustees and Executive Head
- The maintenance of effective systems of internal control
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Academy
- The preparation of quarterly monitoring reports to the Board.
- Liaison with external auditor to prepare and manage the year-end accounts process including statutory accounting statements, working to ensure the Academies final accounts are certified without qualification.
- Ensure value for money in all procurement decisions

- Authorising orders and contracts within the approval limits of the scheme of delegation
- ensuring forms and returns are sent to the DfE/DFE in line with their reporting deadlines
- submitting grant applications and reports to all relevant bodies as detailed in the DFE Annual Business Cycle timetable
- Authorising payments within the approval limits of the scheme of delegation
- Ensuring compliance for GDPR and Health and Safety across the Trust.

2.9 Finance Officerand Finance Administration Officer

The Finance Officerwill work closely with the CFO, Headteacher. The main finance related responsibilities of the School Business Managers are:

- Day to day management of financial issues management of the Academy's financial position at a strategic and operational level.
- Maintenance of effective systems of internal control.
- Ensuring that the school finances are properly presented and adequately supported by the underlying books and records of the Academy.
- Preparation of school management accounts
- Processing authorised orders and awarding contracts within the approval limits shown in the Financial scheme of delegation
- Authorising payments within the approval limits shown in appendix 2 & 3 and with The New Guild Trust scheme of delegation.
- Management of the schools service level agreements
- Management of the school bank account
- Management of the school's policies.
- Management of the school imprest account
- Ensuring compliance for GDPR and Health and Safety across the Trust.

The Finance Administration Officers will work closely with the CFO, Headteacher. The main financial responsibilities are:-

1. The resolving of any problems, including the ordering, processing and payment for all goods and services provided to the school;
2. Operation of the schools purchasing card to order goods when required.
3. Preparation of orders
4. Preparation of invoices,
5. Collection of fees and other dues,
6. Recovery of bad debts.
7. Be a point of contact regard to gifts and other donations.
8. Monitor closely all financial records.
9. Liaise with CFO, CEO, Headteacher and LCGB plus other outside agencies and companies.
10. Monitor and record all monies for school trips and ensure accounts balance.
11. Help manage the school lettings arrangements
12. Assist CFO in budget monitoring
13. Assisting with marketing of the school
14. Insurance claims to be processed eg staff absence

15. Complete and submit forms to outside agencies eg, census, monthly milk claims
16. Assist with procurement of services – contracts with CFO
17. To negotiate with suppliers to ensure the School receives the best value for money.
18. To order curriculum materials, furniture and other equipment by the School, speak in person or by phone to suppliers and get the best possible deal for the school re: prices, quantities and delivery, to obtain estimates and quotations for items or service.

2.10 Internal Audit

Internal Audit and RO Checks and balances need to be put in place to ensure that the financial management arrangements within the Academy are monitored.
The main duties of the Internal Auditor are to provide the Trust Board and Local Governing Board with on-going independent assurance that:

- The financial responsibilities of the Trust Board and Local Governing Board are being properly discharged;
- Resources are being managed in an efficient, economic and effective manner;
- Sound systems of internal financial control are being maintained, and;
- Financial considerations are fully taken into account in reaching decisions.

This audit is completed annually to ensure continuity and compliance.

The Internal Auditor will undertake the checks and balances in line with the recommendations shown in the Trust Handbook.

The programme of checks will be agreed with the Trustees through the Resources and Audit committee and financial reviews will be carried out in order to provide the Board of Trustees and, indirectly, the DfE, with the required assurance.

General areas for review will cover the following:

- Review that Bank Reconciliations have been carried out each month;
- Review of monthly payroll to ensure that any changes have been appropriately authorised and agreed (refer to relevant committee of the Local Governing Board and Senior Leadership Team minutes);
- Check sample orders to delivery notes and invoices to ensure that the documentation is complete and has been appropriately checked and authorised;
- Check of sample payments back to invoices, orders and delivery notes to confirm they are bona fide purchases;
- Review a sample of expense claims to ensure the appropriate documentation to support the claim and that the claim is appropriately authorised;
- Review returns to the DFE to ensure the information supplied is consistent with the underlying records and internal management reports;
- Carry out spot checks of petty cash balances and supporting vouchers;
- Review Purchase Card transactions and ensure the appropriate documentation exists and the purchase is appropriately authorised;
- Review all major contracts and ensure formal tender procedures exist and are being followed.

A report of the findings from each visit will be provided to the Trust Resources Committee.

The Trust will use Dains accountants to complete a RO role for 25/26

2.11 Appointed Auditors and External Audit

The Academy will be subject to annual audited accounts to satisfy the requirements of the SofS, company law and charity accounting. Harding's have been appointed as external auditors for 24/25.

2.12 Head of Schools

The Academy Head of schools will assume the financial responsibilities if the Academy Headteacher is absent.

2. 13 Other Staff

Other members of staff, primarily Finance officers, Administrative staff across the academies, the external Accountant, will have some specific financial responsibilities complying with financial procedures and regulations.

All Trustees, staff and volunteers are responsible for the security of Academy property, for avoiding loss or damage, for ensuring economy and efficiency and avoiding waste and extravagance in the use of resources and for conformity with the requirements of the Academy's financial procedures.

2.14 Register of Business Interests

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise, all Trustees and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from whom the Academy may purchase goods or services. The register is open to public inspection. The register must be updated annually.

The register should include all business interests such as Trusteeships, shareholdings or other appointments of influence within a business or organisation which may have dealings with the Academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Trustee or a member of staff by that person.

The existence of a register of business interests does not, of course, detract from the duties of Trustees and staff to declare interests whenever they are relevant to matters being discussed by the Board of Trustees, a Committee or other meeting. Where an interest has been declared, Governors and staff should not attend that part of any meeting.
The register of interests relating to the Multi Academy Company Trustees will be updated annually and published on the New Guild Trust website and each schools individual websites.

3 FINANCIAL PLANNING

The CFO, Finance Officer& Headteachers will work closely with the CEO within the executive board and prepare both medium term and short-term financial plans. These plans are prepared as part of Academy review process. The School Improvement Plan indicates how the educational and other objectives are going to be achieved within the expected level of resources over the next three years.

The School Development Plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to each Academy and the planned use of those resources for the following year and the following two years. The budgetary process is described in more detail below.

3.1 Annual and Three/Five Year Budget Plan

The CFO, Finance Officer& Headteachers
will work closely with the CEO within the executive board and prepare an annual and a three/five year medium term plan for consideration/ approval by the LCGB and then the Resources Committee.

The Resources and Audit Committee and Board of Trustees must approve the budget prior to being submitted to the DfE by the published deadlines

The CFO is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.

The budget will reflect the best estimate of the resources available to The New Guild Trust for the forthcoming year and will detail how those resources are to be utilised. There will be a clear link between the key objectives of the School Development Plan and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- Forecasts of the likely number of students to estimate the amount of DfE grant receivable.
- Review of other income sources available 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.
- Review of the main expenditure headings in light of the School Development Plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes

3.2 Annual Balanced Budget

The CFO, Headteacher, working closely with the CEO, are responsible for the preparing and obtaining approval for the annual budget from the relevant committee of the Local Community Governing Board and they must approve the budget each year.

The approved budget must be submitted to the DfE by the published timetable each year. The Academy Business Manager are responsible for establishing a timetable which allows sufficient time for the approval process and ensures the submission date published by the DfE is met.

The annual budget will reflect the best estimate of the resources available to The New Guild Trust for the forthcoming year and will detail how those resources will be utilised establishing clear links to support the objectives identified in the School Improvement Plan.

The budget planning process will incorporate
the following elements:-

- Forecasts of likely pupil numbers to estimate the amount of DfE grant receivable
- Review of other income sources
- Review of past performance against budgets
- Identification of potential efficiency and budget containment actions
- Annual review of expenditure headings to reflect known changes and expected variations in costs eg. Pay increases, inflation or other anticipated changes.

The draft budget should be presented to the relevant committee of the Local Community Governing Board and the Trustees' Board together with a supporting report for approval. Once the budget is agreed this should be communicated to the executive board to ensure they are aware of the overall budgetary constraints.

The budget should be seen as a working document which may need revising throughout the year as circumstances change. Any revision should be reported to the relevant committee of the Local Community Governing Board through the Headteacher report to LCGB members. Any substantial changes must be approved in accordance with the Academy's Scheme of Delegation.

3.3 Budget Management, Monitoring and Review

Each Finance Officer(where applicable) should produce a monthly report for their individual academy and discussed with the respective Headteacher, to review income and expenditure against budget.

The individual academy Headteacher, relevant committee of the Local Community Governing Board will receive budget monitoring reports at least quarterly from the School Business Manager/CFO on current spend against budget and forecast outturn expenditure. Recommendations will be suggested regarding appropriate action to be taken to correct any significant over or under spending and plans formulated for consideration at relevant committee of the Local Community Governing Board.

The individual academy Headteacher may delegate elements of the budget to staff where this is appropriate. These budget holders must operate within the same objectives and controls as those agreed for the Academy Trust as a whole. Delegated budget holders will be provided with sufficient information to enable them to perform adequate monitoring and control. Such budget holders are accountable to the Headteacher who is responsible for ensuring mechanisms exist to enable such delegated budgets to be monitored and managed in each individual academy.

For each Academy budget a quarterly report will be prepared by the School Business Manager/CFO, detailing actual income and expenditure against budget for Budget Holders and at a summary level highlighting the forecast outturn for presentation to the Headteacher and Local Finance and Resources Committee. Any potential overspends must be discussed with the CFO, Headteacher and reported to the CEO and the Trustees.

The quarterly report will be consolidated and presented to the Trust Board Resources Committee. The Board will also receive monthly management accounts.

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 the contingency. All budget virements must be authorised by the appropriate person detailed in the Financial Scheme of delegation.

The CFO / SBM will update/ provide the following documents monthly:

- A copy of the bank statement, bank reconciliation report and corresponding bank reconciliation statement signed by the Headteacher showing the reconciled position on the system to the bank balance at month end;
    - A copy of the unreconciled items listing at month end;
    - A copy of the Income and Expenditure Report;
    - A copy of the BvAvC Report;
    - Aged Creditor Report to end of Period;
- Aged Debtor Report;
    - Trial Balance Report;
    - Cash Flow Forecast;
    - VAT 126 Report once the period is closed;
    - Month End Checklist.

The relevant committee of the Trust Board and Local Community Governing Board will continually monitor, at least once a term, the quality of the financial information presented to the Committee to ensure that what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative.

The Trust board Resources Committee will continually monitor the quality of the financial information presented to ensure that what is provided remains appropriate, particularly in terms of the timing, level of detail and narrative.

3.4 Capital Budget

The individual Academy receives a small allowance under Devolved Formula Capital. Major capital investments can be funded through reserves, DfE capital grants or charitable donations. In most cases, the funds will be specific to the project.

4 ACCOUNTING SYSTEM

All the financial transactions of the Academy must be recorded onto the financial accounting system. The system is operated by the Finance Officerat each academy and any external financial consultants as approved by LCGB and Trustees.

- Income including accounts receivable
- Expenditure including accounts payable.
- Payroll.
- Assets.
- Bank accounts.
- All financial transactions relating to the Academy's budget must be recorded using Access. There must be a clear audit trail for all financial transactions from the original documentation to accounting records. Finance records must be stored for 6-years in accordance with legislation.
- Only authorised staff will be permitted access to the accounting records, which should be securely retained when not in use.
- Authorisation and supervisory controls should be adequate to ensure transactions are properly recorded or that errors are identified.
- All records should be protected against unauthorised modifications, destruction, disclosure or loss whether by accident or intention.
- The finance system is cloud based and login access is controlled by access levels and passwords

Detailed information on the operation of financial accounting system can be found in the user manuals/ online support tools, details are held in the school office.

4.1 Administration

There will be a clear audit trail for all financial transactions from the original documentation to accounting records. Finance records will be stored for 7 years in accordance with the Companies Act. Only authorised staff will be permitted access to the accounting records, which should be securely retained when not in use.

Authorisation and supervisory controls will ensure transactions are properly recorded or that errors are identified. All records will be protected against unauthorised modifications, destruction, disclosure or loss whether by accident or intention

4.2 Access Rights

The CFO and Finance Officer are responsible for setting access levels for all members of staff using the system. Access rights within the financial accounting system are defined for each user with a unique ID and password.

4.3 Back-up Procedures

The finance system will be protected by robust back up procedures; the system is backed up daily and cloud based.

4.4 Transaction Processing

- All journal transfers and transactions in the Nominal Ledger will be processed by the School Business Manager/CFO as per the Academy scheme of delegation.
- The CFO will obtain and review system reports with the SBM to ensure only regular transactions are posted to the accounting system.
- Cash Book entries will be made by the CFO/Finance Officer as per the Academy scheme of delegation.
- Fixed Asset transactions will be made by the CFO/Finance Officer as per the Academy scheme of delegation.
- Orders on requisitions authorised in accordance with the Scheme of Financial Delegation will be raised by the School Business Manager/Finance Administration Officer as per the Academy scheme of delegation.
- Invoices will be processed ready for payment by the CFO/School Business Manager, as per the Academy scheme of delegation.
- Sales Ledger and Purchase Ledger transactions will be processed by the CFO/Finance Officer as per the Academy scheme of delegation.
- BACS or manual payments should be raised by the Finance Officer as per the Academy scheme of delegation and countersigned in accordance with the Bank Mandate as per Scheme of Delegation.
- The CFO/School Business Manager as per the Academy scheme of delegation will obtain and review system reports to ensure only regular transactions are posted to the accounting system.
- The CFO / School Business Manager as per the Academy scheme of delegation will ensure monthly reconciliations in respect of the bank, sales ledge, purchase ledger, VAT, payroll, nominal ledgers and cash book.
- The CFO/CEO will review and sign reconciliations as evidence of review once a term

5 PAYROLL AND STAFF PAYMENTS

The main elements of the payroll system are:

- Staff appointments and changes.
- Payroll administration.

- Payments.

5.1 Staff Appointments and Changes

The Local Community Governing Board and Trust Board approve a personnel establishment for the individual Academy which is known as the Staffing Structure and forms part of the Pay Policy. Material changes to the Staffing Structure of the Individual Academy may only be approved by the full Local Community Governing Board and Trustees Board, who must ensure that adequate budgetary provision exists for any established changes and after the required period of consultation with unions and staff.

The individual academy Headteacher has the authority to appoint Staff within the authorised staffing structure. The individual Finance Administration Officer will maintain personnel records for individual academies in The New Guild Trust as per the scheme of delegation.

5.2 Payroll Administration

Payroll is outsourced to Stoke-on -Trent City Council (SOTCC) Payroll (Sept 25 – Aug 2028)

All payroll transactions relating to Academy staff, permanent or casual will be processed through the payroll system. Payments for employment will not be made to staff, or visiting lecturers, through any other mechanism.
All new appointments, leavers, changes to contracts or personal details are to be notified to SOTCC Payroll on the appropriate form and updated in Myview. Forms should be completed by the CFO/Finance Officer and signed by the individual Academy Headteacher. In the case of changes to the Headteacher salary, forms should be signed by the Chair of LCGB as per the Scheme of Delegation. Copies should be retained in the employees personnel file and the original sent to payroll.

All personnel files shall be stored in a lockable cabinet. Only the individual Headteacher, or Finance Officer will have access to staff files but individuals can request to see their own files in line with data protection policies.

The Finance Officer, as per the Academy scheme of delegation is responsible for keeping the staff personnel database up-to-date via Arbor Personnel recording system.

Absence records are maintained by the Finance Officerand Finance Officers. Both paid and unpaid leave is notified to payroll using the appropriate form.

Absence records for full days lost to sickness should be disclosed to the Trust appointed auditor at Trust level for inclusion in the End of Year (August) Accounts Return.

Staff claims for overtime must be checked by the CFO. Claims for overtime/variance of grade of duties, casual claims and supply claims are made by completing an Additional Hours form. This will be authorised by the School Headteacher and sent to payroll by 5th of each month for claims up to the end of the previous month (see payroll guidelines for all yearly cut off dates)

5.3 Payments and Monitoring of the Payroll

SOTCC submit payroll reports prior to salary payments being dispatched detailing costs and individuals payment details. The CFO will undertake a sensibility check to ensure the data does not contain major errors prior to salaries being paid.
The CFO will undertake reconciliation of all claims for additional hours/unpaid leave and investigate any differences between the previous months gross salary against the current months.

All salary payments are made by monthly BACS on the **27th** of each month (or Friday before if it falls at a weekend) Emergency and new joiner payments may exceptionally be made earlier by BACS upon calculation of net pay by the payroll provider.

The payroll system automatically calculates the deductions due from salaries to comply with current legislation. SOTCC are authorised to make direct payment for the amounts of deductions to the following agencies: Local Government Pension Scheme, Teachers Pensions, and Union Payments by the 27th of the month following the pay run and to HMRC.

SOTCC will then **submit a 'Payment Advice Note' to each** Academy. **A BACS payment on or around the 27th of the month will be made by SOTCC to cover payments made to staff and amounts due to TPS and LGPS and a Second payment on or around the 22nd of the month will be taken by SOTCC for the monies due to HMRC in respect of Tax/NI in respect of the previous month's payroll.**

The CFO will enter the payroll data onto finance systems.

Each month the CFO check each member of staff's gross pay against the payroll system to the contract of employment.

5.4 Staff and Director Travel and Subsistence Claims

Staff travel claims are authorised in line with the scheme of delegation and must be approved in advance

In accordance with HM Revenue and Customs regulations all claims must be supported by a VAT fuel receipt purchased during the month for which the mileage claim relates.

Normal home to Academy mileage must be excluded from any claim for days of travel where the start and/or finish is the claimant's home.

5.5 Interview Expenses

Interview expenses are paid at the discretion of the individual academy Headteacher and only after a formal request by the candidate. Payment can only be made on the production of valid invoices or receipts. Travel expenses, if approved, will be calculated at the lower of public transport rates or staff mileage rate.

5.6 Removal Expenses

Removal expenses will be paid at the discretion of the Trustees to enable staff to work at the Academy.

6 PURCHASING AND PAYMENTS

The Academy will achieve the best value for money for all purchases in line with the Trust's Best Value Statement. This means that we get what we need in the correct quality, quantity and time, at the best price possible. A large proportion of purchases will be paid for with public funds and there is a need to maintain the integrity of these funds by following the general principles of:

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

The School Business Managers will ensure that there is a clear separation of duties within the finance team, such that one individual is not able to record a complete transaction.

6.1 Orders for Goods and services (tendering)

Official orders will be raised using the Academy financial accounting system on receipt of an authorised requisition form from a relevant Budget Holder in line with the financial schemes of delegation. Where the value of an order is over £2,999, the VFM procedures detailed below must be followed and the documentation attached. Orders will be raised only if the VFM documentation is present and correct.

Telephone/direct verbal ordering will be permitted only in situations where raising an official order is not practicable. In such cases, a written confirmation order will be raised as soon as possible, normally within 24 hours.

Non-order invoices should be the exception and should only include charges from suppliers for items such as

- Utility and service charges
- Emergency repairs
- Unplanned supply cover
- Emergency food supply for breakfast/afterschool care clubs

The School Business Managers/Finance Officers must ensure all items delivered to the school are checked against the goods received within 48 hours of receipt wherever possible and a record of discrepancies retained. The supplier should be contacted without delay to discuss such discrepancies.

Service Level Agreements will be reviewed annually and the ultimate decisions taken must be ratified by the LCGB and reported to the Trustees of the MAT for full approval in order to ensure economies of scale and consistency across the MAT as appropriate.

6.2 VFM Procedures and Authorisation Limits

Competitive quotes can be obtained from Local Authority lists of approved list of suppliers or the DFE's Procurement service and advice where supplier prices are constantly monitored for standard products, or can be obtained to meet specific requirements.

All orders are subject to the rules concerning quotes and tenders below (VAT Exclusive).

6.2 a. Orders of £1,000 and below
Consideration to be given to alternative suppliers.

6.2 b. Orders over £1,000 but less than £2,998
At least two written/verbal quotes should be obtained for all orders to identify the best source of goods and services. These should be recorded on or attached to the requisition form.

6.2. c Orders over £2,999 but less than £10,000
At least three written quotations should be obtained for all orders to identify the best sources of the goods/services.
Written details of quotations should be attached to the requisition form for audit purposes. (See Appendix 6 for quote form)

6.2 d Orders over £10,000 - £50,000
A minimum of three formal quotations to be obtained. Evidence to be attached to the requisition form. Formal tenders may be requested if it is felt appropriate.

6.2.e Orders over £50,000 but less than the UK Procurement Threshold
Goods/services ordered with a value over £50,000, or for a series of contracts which in total exceed £50,000 must be subject to formal tendering procedures as detailed below. Paperwork relating to the tender to be kept with the CFO.

6.2.f Orders over UK Procurement Threshold

Where the estimated aggregate value of a contract exceeds the prevailing UK public procurement threshold, the Trust shall follow the requirements of the Procurement Act 2023 and obtain specialist procurement advice where appropriate. The procurement strategy shall be approved by the Chief Financial Officer and Accounting Officer and reported to the Trust Resources Committee.

6.2 g CIF Purchases
In the event of purchases relating to the Condition Improvement Grants. The CEO will authorise temporary increased purchase and BACS limits as necessary.

6.3 Forms of Tenders and Formal Tender Process
There are three forms of tender procedure: open, restricted and negotiated and the circumstances in which each procedure should be used are described below:

6.3 a) Open Tender
This is where potential suppliers are invited to tender. The CFO/Finance Officermust discuss and agree with the individual Academy Executive Headteacher/ Headteacher how best to

advertise for suppliers. At a Trust level this will be a recommendation to LCGB from the executive board. This is the preferred method of tendering, as it is most conductive to competition and the propriety of public funds.

6.3 b) Restricted Tender

This is where suppliers are specifically invited to tender and are appropriate where:

- There is a need to maintain a balance between the contract value and administration costs
- A large number of suppliers would come forward or because the nature of the goods are such that only specific suppliers can be expected to supply the academy requirements
- The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering

6.3 c) Negotiated Tender

The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances

- The above methods have resulted in either no or unacceptable tenders
- Only one or very few suppliers are available
- Extreme urgency exists
- Additional deliveries by existing supplier are justified

6.3 d) Preparing for Tender

Full consideration should be given to:

- Object of project
- Overall requirements
- Technical skill required
- After sale service requirements
- Form of contract

It will be necessary to rank all the requirements and ward marks to suppliers on fulfilment of these requirements to help reach an overall decision.

6.3 e) Invitation to Tender

An invitation to tender should include the following:

- Introduction/background
- Scope and objectives of the project
- Technical requirements
- Implementation of the project
- Terms and conditions of the tender
- Form of response

6.3 f) Aspects to Consider

Financial

- Comparison of like with like cost and if a lower price means a reduced service or lower quality this should be born in mine when reaching a decision
- Hidden costs – care should be taken to ensure tender price is the total price
- Is there scope for negotiation?

Technical

- Qualifications of contractor
- Experience
- Descriptions of technical service facilities
- Compliance to CDM

- Certificates
- Quality control procedures
- Details of previous sales and references

Other Considerations

- Pre-sales demonstrations
- After sales service
- Financial status of supplier

6.4 Tender Acceptance

The tender invitation will state the time and date by which the completed tender documentation should be received by the Academy. Tender submission should be received in plain envelopes clearly stating they contain tender documents, they must be:

- Date stamped and marked with the time of receipt
- Store, unopened, in a secure place prior to tender opening
- Tenders received after the deadline should not normally be accepted

6.5 Tender Opening Procedures

All tenders should be opened at the same time and tender details should be recorded and signed. Two persons should be present at the opening of the tenders, this would normally be the Academy Headteacher and the CFO. In some circumstances this could be delegated to an agent who has been employed by the Academy to undertake the tendering process ie. Firm of architects.

6.6 Tender Evaluation Procedures

The evaluation process should involve at least two people. Those involved should disclose all interest, which may influence their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.

Those involved must take care not to accept gifts or hospitality from potential suppliers that could be seen to compromise their independence.

Full records should be kept of all criteria used for evaluation and for contracts over £25,000, a report should be prepared to the relevant committee of the Local Community Governing Board.

The accepted tender should be one that is economically most advantageous unless it can be demonstrated that this is not the best option for the Academy and other factors outweigh any monetary savings.

6.7 Direct Awards and Procurement Thresholds

The Trust is committed to securing value for money, maintaining transparency and ensuring compliance with all applicable procurement legislation, the Academy Trust Handbook, and Department for Education guidance. Procurement activity shall be undertaken in a manner that is fair, transparent, proportionate and capable of withstanding public scrutiny. Competitive quotations or tendering will normally be undertaken in accordance with the Trust's financial limits and delegated authorities. However, a Direct Award (Single Source Procurement) may be approved where there is a demonstrable business need and the Trust can evidence that the decision represents value for money.

Circumstances Where Direct Awards May Be Permitted
A direct award may be used where:

- There is only one supplier capable of meeting the Trust's requirements due to technical compatibility, intellectual property rights, exclusivity arrangements or specialist expertise.
- Additional works, services or goods are required from an existing supplier and changing supplier would result in disproportionate technical difficulties, operational disruption or additional cost.
- The procurement is made through a compliant framework agreement that expressly permits direct award.
- There is an urgent situation involving health and safety, safeguarding, statutory compliance, security, business continuity or potential damage to Trust assets where the timescales associated with competitive procurement would place pupils, staff or the Trust at unacceptable risk.
- Market testing has demonstrated that only one supplier is capable of meeting the Trust's requirements.
- Other exceptional circumstances exist and can be fully evidenced and approved in accordance with this policy.

Procurement Act Thresholds

The Trust shall comply with the requirements of the Procurement Act 2023 and any subsequent procurement legislation.
Where the estimated aggregate value of a contract approaches or exceeds the prevailing UK public procurement threshold, the Chief Financial Officer shall ensure that an appropriate procurement strategy is undertaken and that specialist procurement or legal advice is obtained where necessary.

For the purposes of calculating contract value, the Trust shall consider the total anticipated value of the contract over its full term, including:

- Extension periods.
- Maintenance agreements.
- Support contracts.
- Subscription arrangements.
- Renewal options.
- Any foreseeable contract variations.

6.8 Purchasing

The Academy will aim to achieve best value for money for all its purchases ensuring that services are delivered in the most economical, efficient and effective way, within available resources, and with independent validation of performance achieved wherever practicable. The individual Academy Headteacher is responsible for ensuring procedures are in place for testing the market, placing of orders and paying for goods and services by following the general principles of :

- Probity – an approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny
- Accountability – the process whereby individuals are responsible for their actions and decisions
- Fairness – that all those dealt with by the Academy are dealt with on a fair and equitable basis

New Supplier / Supplier Change of Details

Suppliers are setup and amended on Access by the Central Team.
For new suppliers, Academy CFO (or the nominated responsible officer) should complete the New Supplier / Supplier Change of Details form (appendix 5) in full, ensuring that it is signed by the CFO. If data is shared with the supplier, a copy of the form should also be added to GDPRiS and a Data Protection Impact Assessment to be completed.
For supplier change of details the New Supplier / Supplier Change of Details form should be completed with the changes only. It is essential that if the change of details is a change of bank details, the Academy CFO (or nominated responsible officer) telephone the supplier to verify these changes before submitting the form

6.9 Orders for Goods and Services (procedures)

Finance Officers should raise an order for goods or services using a requisition form available from the office/ online system.

Where the value of an order is over £2,999, the requisition must be accompanied by evidence of appropriate number of quotes/or proof that VFM exercise has taken place. Orders will be authorised only if the VFM documentation is present and correct. Advice about suppliers or obtaining best value is available from the CFO

Upon receipt of a requisition from signed by the relevant budget holder, the requisition must be authorised by a signatory in line with the Scheme of Delegation.

- Official orders will be raised through HCSS, approved by the Headteacher (order forms can be signed electronically/wet ink depending on the Headteachers availability. This P/O can then be sent to the supplier by the Finance Officer.
- Telephone/direct verbal ordering will be permitted only in situations where raising an official order is not practicable and with prior approval from the Academy Headteacher. In such cases, a written confirmation order will be raised as soon as possible, normally within 24hours.
- Orders must have the HCSS generated purchase order recorded on it and filed in number order (along with the requisition form) in the office.

In absence of the Headteacher the Accounting Officer will complete the duties of authorising purchase orders.

6.10 Delivery of Goods and Services

Finance Officers (or other designated staff member to cover separation of duties) will ensure that:

- On receipt of goods, the goods received match the delivery note and sign the note to confirm this.
- Check the delivery note against the original order to ensure the correct goods have been dispatched and then attach the delivery note to the original purchase order in the file.
- Investigate any discrepancies.
- Despatch the goods to the relevant department/ staff.
- Department/ staff receiving goods must ensure that the goods received are of acceptable quality. Any goods that are rejected by staff must be notified to the school office within 2 days of delivery.

6.11 Payments – Processing of Invoices

In all aspects of the payments of accounts, including cash/card payments, the Finance Officer or his/her delegated officer is responsible for the appropriate and accurate recording of VAT.

Payment for supplier and services will be paid upon receipt of an invoice when:

- It is confirmed that goods or services have been received and are of the quality expected.
- The invoice is arithmetically correct;
- Prices are correct;
- VAT has been treated correctly.

At least two people must be involved in the process of agreeing invoices and authorising payment. The CFO/Finance Officer will do the above checks and enter the invoices onto the finance system as soon as possible. The CFO/Finance Officer will authorise the payment of the invoice within the finance system to make it available for payment within the Accounting System. The invoice will then be counter authorised by the individual Academy Headteacher.

In absence of the Headteacher the Accounting Officer will complete the duties of authorising the invoices.

All invoices are to be processed through the finance system and payments generated by BACS, which will be authorised in accordance with the Bank Mandate.

BACS payment reports must be printed, signed, dated and retained by the authorising signatories,

6.12 Payments to Self-Employed Individuals

Payments can be made to individuals who are genuinely self-employed on production of an invoice. An enquiry must be carried out on the individual on the HMRC Employment Status Indicator Tool and a reference number obtained. An IR35 check will be completed. The link

is: https://esi2calculator.hmrc.gov.uk/es If the enquiry shows that the payment cannot be made to the individual via the invoice produced, the appropriate appointment form should be completed and the individual paid through the Academy's payroll provider.

6.13 Internet Purchases

The Academy recognises that there are instances when it is not possible to process orders for goods and services in the normal way and items such as ingredients for cookery may have to be purchased and claimed back. Also purchasing goods and services over the internet which requires payment at the time of ordering is becoming more common in practice. It is the function of the Purchasing Card Account to support these transactions. The Headteacher should sign and date the statement of transactions with supportive receipts and invoices attached.

When making a request for an Internet order:

- Requisitions are required as per "ordering goods and services" procedures above;
- The Finance Officer and nominated Senior leader hold a debit card for orders placed over the internet and orders may be placed by them;
- The transaction is recorded in the finance system as soon as possible and the transaction reference number recorded on the documentation;
- The debit card should be held securely by the nominated card holders at all times and the PIN Code not disclosed to any other party.

Reimbursements to individuals

Reimbursements to individuals (employees) should be made via the expenses function on MyView. The employee must upload their expenses claim electronically onto MyView and in addition complete an expenses form, attaching receipts which should be authorised by the Headteacher (by the CEO for the Head Teacher; by the Chair of the Trust Board for the CEO) and approved on MyView by the nominated officer.

- See section 5.4 for expenses claims.

6.14 Leases

There are two types of lease:

Operating leases: these do not represent borrowing
Finance leases: these are a form of borrowing.

Academy trusts may continue taking out operating leases as usual, except for land and building leases. The Secretary of State for Education has granted prior consent for the types of leased assets listed to allow academy trusts to continue taking out finance leases without additional administrative burdens. These new arrangements have been in place since 1 September 2024.

Academy trusts do not need to make a specific request for consent where a finance lease is covered in the list. Any leased assets not included in the list will need to be submitted to the

Secretary of State for Education for consent. These may include leases relating to land and buildings – further guidance on land disposals is available.

Academies must ensure that any lease arrangement maintains the principles of value for money, regularity and propriety whether or not prior approval is required.

6.15 Emergency Financial Procedures

In the event of a school closure due to emergency circumstances Finance Officers will be given authorisation to continue processing orders/invoices without a physical signature on the document. This authorisation will be given from the heads to CFO's via email or electronic signature.
The ACCESS financial system used still allows for segregation of duties under this policy as the responsibility/accountability of approving the order/invoice is placed on the Headteacher to physically check each order/invoice before allowing full approval.

6.16 Procurement procedures for Grant funds

If any of the schools receive grant income whereby they are acting as an agent and distributing funds to other schools across the city and the terms of the grant require the school to purchase supplies/suppliers that fall over the order limits, this finance policy will be deemed out of scope.

7 INCOME (including cash handling)

The main sources of income for the Academy are the General Annual Grants (GAG) from the DFE and other outside agencies. The receipt of these sums is monitored by the Finance Officer / CFO who is responsible for ensuring that all grants due to the Academy are collected.

The Academy also obtains income for:

- School Meals;
- Trips and residential visits;
- Uniform and Book bags;
- Breakfast Club;
- Donations/Seasonal Fayres;
- Lettings;
- Extra-Curricular Activities
- Wrap Around Care
- Holiday Clubs
- Music Tuition
- Reimbursements from various parties for activities in which the academy plays an active role.

Any cash or cheques received across the multi-academy will be receipted.

Monies paid online will be automatically receipted and an email sent to the payee.

In Academies that are not cashless and have cash and cheques sent in via pupils this is collected by the admin team each morning. All envelopes containing money should be opened by the finance / admin team only.

At the end of each day, all monies collected by the Finance and Administration team should be locked in a secure area (safe) prior to banking.

To comply with money laundering regulations, the Academy will not accept any payment in cash over £5,000.

The schools are to request to be paid via BACS rather than cheques were possible.

7.1 Educational Visits / Extra – Curricular Activities

All trips and activities must be authorised by the individual Headteacher within each of the schools. Objectives must be clearly stated in order to apply the Academy's Charges and Remissions Policy. Educational activity is provided by voluntary contribution only except for residential trips where charges will be made – *see Charges and Remissions Policy.*

7.2 Lettings

The policy for lettings of premises is contained in a separate document. The policy and charges will be reviewed annually and approved by the relevant committee of the Local Governing Board. *(See Charging and Letting Policy)*

The Finance Officers, will be responsible for chasing outstanding debts, no debts will be written off without the express approval of the Local Community Governing Board (the DfE prior approval is also required if the debt to be written off is above the value detailed in the funding agreement). *(See Debt Recovery Policy)*

7.3 Custody

All receipts are generated and numbered by hand. All cash and cheques must be held in the Office Safe prior to banking. Banking will take place weekly. In respect of Cashless Schools, occasional monetary deposits over £500, would be deposited at the bank by two School staff.

The Finance Officer, is responsible for preparing Income sheets for the individual Academy Headteacher. The CFO/Finance Officer inputs the banking amounts into the finance system and completes reconciliations between sums collected, the sums deposited at the bank and the sums posted to the accounting system during routine month end procedure.

7.4 Debtors

Debts over £150 may be written off only with the approval of the relevant committee of the Local Governing Board. Debts above the level as detailed in the funding agreement must be submitted to DfE for approval to be written off. Debts under £150 may be written of by the Headteacher. (See Debt recovery policy)

Finance Officers will pursue outstanding catering debts in accordance with the debt recovery policy outlined below:

For all catering, after school care clubs, nursery fees charges due,

- If payment is not made within 4 days a text will be sent.
- If payment is not received within 7 days a reminder letter will be sent
- If payment is not received within 14 days a meeting shall be arranged between the SBM and the debtor (Instalments shall be offered if appropriate)
- If payment is still not made or instalment agreement, a further reminder will be sent with a threat of legal action through the Small Claims Court if payment is not received within 7 days.
- If payment is still not forthcoming the matter should be proceeding with legal action through the Small Claims Court or writing off
- approved by the Headteacher and reported to the LGCB Finance Committee to seek approval.

(See Debt Recovery Policy)

For all invoices due

The following debt recovery policy will be applied:

- If payment has not been received 30 days after invoice, a reminder will be sent asking for payment within 7 days;
- If payment is not forthcoming, a further reminder will be sent, requesting immediate payment or contact to arrange repayment by instalment;
- If payment is still not forthcoming, for debts over £1,000 a threat will be issued to put the matter into the hands of a nominated Solicitor if payment not received within the next 7 days;
- If not received after 7 days, the nominated Solicitor will be asked to pursue the debt and the debtor will be notified accordingly;
- Debts of £100 and less will be pursued without reference to the nominated Solicitor and will be reported on at Relevant committee of the Local Governing Board meetings where LCGB members will decide on action to be taken;
    - The current aged debtor report together with details of any debts written off (under £50) and solicitors letters sent will be provided for each relevant committee of the Local Governing Board meeting.

7.5 Debt Recovery Code of Practice

- We do not use oppressive or intrusive collection methods.
- We do not act in a manner intended to embarrass the debtor.
- We are circumspect and discreet when attempting to contact the debtor, whether by telephone, letter, or by personal visit.
- We ensure that all attempted contact with the debtors is made at reasonable times and at reasonable intervals.
- Unless instructed otherwise by the debtor, we do not discuss with or disclose to neighbours, relatives or employers a consumer's indebtedness.
- We do not use improper means to obtain the telephone number or the address of the debtor.
- We do not pressure debtors to sell property or raise funds by further borrowing.
- We do not falsely imply that criminal proceedings will be brought nor that civil action has been instituted in default of payment.

7.6 Waivers and Discounts

Waivers of income due or authorisation of discounts allowed require the same scrutiny, consideration and formal decision as any requirement to spend Academy money. Sometimes there are sound business reasons for not charging, e.g. community cohesion, or for giving discounts, e.g. some income is better than no income where our rates are simply unaffordable by the user. For discounts, the expected minimum recovery rate is the extra costs of providing the activity. Waivers and discounts can therefore only be approved by the Headteacher or School Business Managers.

7.7 Donations and Donated Assets

The Academy welcomes donations, these are reported by the Finance Officer and Headteacher of each individual academy to LCGB and Trustee board at least termly.

7.8 Gifts and Hospitality by Suppliers

Ordinarily such gifts should be rejected, unless they are of negligible value (e.g. diaries, calendars, branded stationery). However, any gifts or hospitality in excess of £20 should be reported, in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift is a Trustee, a member of staff, has the ability to influence purchasing decisions or regularly receives reimbursement from the Academy for items other than travel expenses. *(See the Academies Gift Policy)*

7.9 Pupil Premium

See the Pupil Premium statement for Funding expended from the Pupil Premium allocation.

8 CASH MANAGEMENT

8.1 Bank Accounts

The Academy has appointed Lloyds Bank as their bankers for all funds. The opening of all Bank Accounts must be authorised by the Local Community Governing Board who must set out in the Scheme of Delegation the arrangements covering the operation of accounts. This should include any transfers between accounts, cheque signing arrangements and the operation of systems such as BACS which must also be subject to the same level of control.

8.2 Deposits

Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book.
For all deposits made

- cheques and cash to be recorded on separate deposit slip
- record on the counterfoil a record of cheques included
- attach a copy of the Security Plus cash receipt
- record the following on a spreadsheet
    - date of banking
    - deposit slip number
    - the amount of the deposit
    - signature of person preparing the banking
    - signature of person checking the banking
    - signature of the person taking the money for banking
    - Security Plus Bag number (if applicable)
    - Number of the bank statement the deposit slip credited to bank

8.3 Payments and withdrawals

All cheques and other instruments authorising withdrawal from any of the Academy's bank accounts must bear signatures in line with the Scheme of Delegation.

8.4 Main Academy Bank Reconciliations

The CFO must ensure bank statements are received regularly and that reconciliations are performed at least on a monthly basis. Reconciliation procedures will ensure:

- All Bank Accounts are reconciled to finance System
- Adjustments are dealt with promptly

8.5 Cash and Cheques in Storage

The maximum holdings in the safe are individual to each safe in each school. Each school to retain a copy of the safe limits appropriate to their school and ensure they are not exceeded.

8.6 MultiPay Card Account (at the discretion of each Academy)

A MultiPay Account can be set up for the purpose of using the Academy credit card. MulitPay are issued to personnel under the Scheme of Delegation for the purposes of paying for goods and services when the normal ordering processes are not possible. The procurement of goods and services through the use of the Debit Card should be kept to a minimum.

To minimise the risk of loss through possible card fraud the balance of the Account can be used up to a maximum of £3,000 per month, exceptions are made whereby limits can be raised with authorisation of the CEO and/or Chair of The Trust Board due to unforeseen circumstances or unless additional funds are required for a specified purpose.
The Academy Business Manager and Finance Officer will:

- Ensure the debit card is held securely;
- In recognising the risks associated with debit card use, the academy will have available at all times, without prior notice, its records for scrutiny by any member of the relevant committee of the Local Governing Board;
- Report any instances of unauthorised card use to the relevant committee of the Local Community Governing Board;
- Report the loss of Card or PIN details to the Bank immediately.
- In an emergency situation the Trust card purchasing limits may be increased by The CFO with approval from the Trust board to ensure business continuity.

8.7 Cash Flow Forecasts

The CFO is responsible for preparing cash flow forecasts to ensure that the individual Academy has sufficient funds available to cover day-to-day operations. The CFO will check these forecasts to ensure the academy has sufficient funds. If significant balances can be foreseen, steps should be taken to invest the extra funds and if a shortfall is forecast the CFO must ensure remedial action is taken.

8.8 Investments

Investments must only be made with the approval of the Local Community Governing Board and Trustee Board. Any investments can only be made in low risk, short term bonds with high street banks.

8.9 Reserves

The level of reserve will be reviewed and set on an annual basis as part of the annual budget setting plan for the Trust.

9. VAT

9.1 VAT 126 Claims

Under legislation VAT claims can be made on expenditure supporting the Academy's core business purposes according to the simplified arrangement as detailed in the VAT Information Sheet 09/11 issued in June 2011. A consolidated claim for the whole Trust will be made to the HMRC by the CFO on a monthly basis.

9.2 VAT Registration

Separate to the activities mentioned above the Trust may choose to register for VAT in relation to its non-business activities, ie production of Adult meals.

The Trust is not registered for VAT at present. This is kept under ongoing review with the Trust's External Auditors.
(Guidance on VAT can be found at http://www.hmrc.gov.uk/vat/start/introduction.htm**).**

10 FIXED ASSETS

10.1 Fixed Asset Register and Inventory Register

All assets purchased with a value over £1,000 (the Academy's capitalisation limit) must be entered in the asset register, which will include the following information:

- Asset description.*
- Asset number.
- Serial number.*
- Date of acquisition.*
- Asset cost.*
- Source of funding (% of original cost funded from DFE grant and % funded from other sources).
- Expected useful economic life (in years).
- Depreciation.
- Current book value.
- Location.*
- Name of member of staff responsible for the asset.*
- Date of last physical check.
- Expected replacement date (to assist resource planning).

The Asset Register helps:

- Ensure that staff take responsibility for the safe custody of assets.
- Enable independent checks on the safe custody of assets, as a deterrent against theft or misuse.
- Manage the effective utilisation of assets and to plan for their replacement.
- External auditors draw conclusions on the annual accounts and the Academy's financial system.
- Support insurance claims in the event of fire, theft, vandalism or other disasters. A copy of the Asset Register for each school must be kept by the Headteacher

All items purchased with a value of £50 - £999 and not consumed within one year should be recorded in an inventory register. See * above for the details to be included.

10.2 Security of Assets

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

All the items in the register should be permanently and visibly marked as the Academy's property and there will be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the register will be investigated promptly and, where significant, reported to the Resources and Audit Committee by the CFO. Inventories of Academy property will be kept up to date and reviewed regularly. Where items are used by the Academy but do not belong to it this will be noted.
(See Fixed Asset Policy)

10.3 Disposals

Items which are to be disposed of by sale or destruction must be authorised for disposal in accordance with the scheme of delegation and, where significant, should be sold following

competitive tender. The Academy must seek the approval of the DfE in writing if it proposes to dispose of an asset for which capital grant in excess of £20,000 was paid.

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the Academy obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the Academy would need to ensure licences for software programmes have been legally transferred to a new owner.

The Academy is expected to reinvest the proceeds from all asset sales for which capital grant was paid in to other Academy assets. If the sale proceeds are not reinvested then the Academy must repay to the DfE a proportion of the sale proceeds.

10.4 Loan of Assets

Items of Academy property must not be removed from Academy premises without the authority of the appropriate Leader/Line Manager. A record of the loan must be recorded in a loan book held by the Finance officers and booked back in Academy when it is returned. The person or organisation borrowing the asset become liable for returning it to the Academy in the same condition and must ensure that they have sufficient insurance cover to address any damage or loss of the asset.

If assets are on loan for extended periods or to a 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 the Academy's auditors.

11 DEPRECIATION POLICY

The Academy will depreciate fixed assets in line with recognised accounting standards, Academy best practice and DfE guidelines. Depreciation rules and revisions will be approved by the Board of Trustees.

Assets costing £1000.00 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the academy trust's depreciation policy.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful lives, as follows:

Freehold buildings	x 2% (50 years)

Extensions/Improvements to building	x 10% (10 years)
Fixtures, fittings and equipment	x 20% (5 years)
ICT equipment	x 33⅓ (3 years)
Motor Vehicles	x 25% (4 years)

Depreciation is charged in full in the year of acquisition irrelevant of the date of acquisition or initial use.

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

12 ACADEMY COMPANIES POLICY

The Academy will not form any companies, subsidiaries or joint ventures without the approval of the Board of Trustees and Members.

13 RESERVES, INVESTMENTS AND BORROWING POLICY

13.1 Reserves

The level of reserve for each academy will be reviewed on an annual basis as part of the annual budget cycle.
The Trust will aim to hold 5% Reserves. Reports will be made to the CEO if funds look insufficient. (Please see reserves and Investment Policy)

13.2 Investments

Reserve funds will be held with Lloyds Bank or in other instruments and investments as agreed from time to time by the Board of Trustees. (Please see reserves and Investment Policy)

13.3 Borrowing

The Academy will plan expenditure to avoid borrowing money, but where it is necessary to bridge Financial Years due to significant up front expenditure, the Academy will seek an advance of allocation from the DFE.

14 KEYS AND KEY CODE INVENTORY

The Key inventory is the responsibility of the individual Academy Headteacher to maintain and will be kept up to date at all times. It is the responsibility of staff to report all lost and stolen keys to enable new security measures to be put in place and for the inventory to be updated.

15 MINIBUS

Staff who have successfully completed their minibus vehicle competence test through the Local Authority are qualified to drive the school minibus. The schools are responsible for keeping the database up-to-date and ensuring staff renew their minibus test when required. Staff must ensure that the minibus is kept clean and tidy and nothing left in the minibus after use. The Finance Officers are responsible for ensuring the minibus has sufficient diesel for forthcoming school trips. When filling up the minibus with fuel, a VAT receipt must always be requested.

The Admin staff/Premises Assistant will ensure that both the Tax and MOT are renewed annually.

16 DATA MANAGEMENT – GDPR

Academy data is a key resource, whether held in paper or electronic format. All data is processed in accordance with the GDPR regulations.

Physical protective measures will be in place for hard copy information relative to the classification of the data.

Systems are in place to protect key computer and electronic data; control features include:

- Back-up procedures.
- Passwords – which should not be shared and should be regularly changed
- Disaster recovery plans.

(see GDPR policy)

17 INSURANCE

The Academy purchases adequate insurance to protect assets, activities and outcomes. The insurance policy terms and levels of cover are reviewed annually by CFO and Headteacher. The current Balance of Risks is covered by the DfE RPA Scheme.

18 COUNTER FRAUD, THEFT AND CORRUPTION POLICY

The Academy takes a firm zero tolerance approach to all instances of fraud, theft or corruption. Through its systems, checks and controls, the Academy aims to prevent theft, fraud and corruption, but will act as necessary to identify suspected instances and irregularities and will take appropriate action against those responsible

19 REPORTING TO THE DFE

The Academy is required to submit reports to the DFE in the following areas:

- Financial Management and Governance Evaluation (FMGE);
- Annual Budget Forecast;
- Statutory Accounts.

19.1 FMGE – See Section 21

19.2 The Annual Budget Forecast

The Academy is required to send a copy of its annual budget forecast to the DFE. This will be in the format as provided by the DFE.

The Academy Business Manager, working closely with the CFO and CEO and will ensure that a final budget is submitted setting out the Academy's plans for the forthcoming

academic year in more detail in the required format and by the required deadline as notified by the DFE year on year.

19.3 Budget Monitoring Returns to DFE – no longer a requirement

These returns to the DFE are no longer a requirement. All Academies however will submit Budget Monitoring Returns (BvAvC) as part of the month end reporting. The CFO will review and consolidate the individual returns together with the Central Account and report any issues to the CEO.

19.4 Annual Accounts

As a charitable company the Academy must comply with company law as set out in the Companies Act 2006. This includes requirement to prepare a governor's report and financial statement ('annual accounts') in accordance with the Academies Trust Handbook 2022 and accounts direction and for these to be independently audited by a registered auditor. Financial Statements should be prepared to 31 August each year. They should include:

- Incoming resources from all sources receivable in the period
- Resources expended on all activities within the period
- All assets and liabilities of the Academy at the balance sheet date
- All cash received and expended within the period
- Notes to the accounts
- Trustees Report
- Governance Statement
- Statement on Regularity and Compliance
- Auditors Report

The Annual accounts must be submitted by 31st December. As soon as the DfE deadline, but by no later 31st May (9 months after the end of the accounting year), a copy of the LCGB members Annual report and audited final accounts must be sent to Companies House. Statutory Accounts and account returns are prepared at Trust level and cover all Academies within the Trust.

20 EXTERNAL AUDITORS

The Academy has appointed Hardings Accountants as their external auditors. This will be reviewed on a 3-yearly basis. The appointment of Auditors must be approved by the Full Local Community Governing Board and Trustee Board.

21 WHOLE OF GOVERNMENT ACCOUNTS (first year of operation only) No longer a requirement.

22. Risk Management

The Trustees of The New Guild Trust are responsible for the management of the risks faced by all the Trust's academies through their Resources Committee. Risks for each academy are identified and assessed in a Trust risk register. Actions taken and actions required to control these risks are noted by each academy throughout the year. The major risks to which the Trust is exposed are reviewed regularly by the School Business Managers and Executive and systems then developed to monitor and control those risks to mitigate any impact that they may have in the future. The Resources Committee is also kept abreast of the situation.
(See The Risk Management strategy and Risk register)

23. Related Party Transactions (Refer to Section 5.35 of the Academies Trust Handbook)

24. Novel and Contentious Payments (Refer to Section 5.6 of the Academies Trust Handbook)

25. Reporting Fraud

Academy trusts must be aware of the risk of fraud, theft and/or irregularity occurring and, as far as possible, address this risk in their internal control and assurance arrangements by putting in place proportionate controls. Trusts must take appropriate action where fraud, theft and/or irregularity is suspected or identified. The Academy must notify the CEO, as soon as possible, of any instances of fraud, theft and/or irregularity. Any unusual or systematic fraud, regardless of value, must also be reported.

26. Business Continuity Plans

Each academy must have and keep up to date a Business Continuity Plan which should be read in conjunction with the Trust's Business Continuity Plan. Each academy must ensure that their business continuity planning is informed by an Assessment of the Critical Activities in order to identify key risks specific to its operation and the safety of its pupils, staff and others.
This assessment will be led by the Headteacher. As a minimum, there must be specific plans in place for ICT Disaster Recovery & Alternative Temporary Premises. Each academy will maintain its own Emergency Management Instructions; including emergency contact details, call cascade plan and the action plan. The cascade plan must be tested on an annual basis.

The Trust's Business Continuity plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of our critical activities or the safety and well-being of our pupils, staff and others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

Appendix 1
Annual Budget Cycle

September	Finance Officer completes the census return which is used by Government as the basis for the funding for the next financial year
February	Individual Academy Senior Leadership Teams start work on next year's priorities and possible staffing needs. These priorities will be discussed with the relevant committee of the Local Governing Board.
January	**Publish the statutory accounts on the Trust website**
March	Academy receives its Draft Recurrent Grant for the following year from the DFE. The CFO starts to construct next year's budget. A mid-year review of current budget takes place
April/May	The Executive board and the individual Academy Headteacher and CFO, discuss details of next years' budget and present to the relevant committee of the Local Community Governing Board.
May	**First Submission deadline for the End of Year Certificate for the TPS.**
June	Full Local Community Governing Board and Directors' trustees Board approve final budget for the following year. CFO then prepares return to DFE which is signed by the Accounting Officer (CEO) and returned to the DFE. The level of reserve is also reviewed and agreed
July	Appointed Auditors start their preparative work on the Annual Accounts
August/September	Financial Year End (31st August) Start of New Financial Year (1st September) The CEO supports Trust members in preparation of Trust members Report
September	**Deadline for submission of Audited End of Year Certificate for the TPS.**
October	**The audit fieldwork ongoing/termly process due to the size of the Trust and practicalities of doing everything in one month**
November/December	**Finalise and submit the August Return Based on the statutory accounts of the Trust. Awaiting DFE guidance of any changes to this submission.**

Appendix 2 – Trust Financial Scheme of Delegation

Authorising orders for goods and services, authorising payments, entering into contracts

Position	Name	Limit/Restriction
Members Board	Majority	£80,000 and over
Trust Resources Committee	Majority	£10,000- £79,999
Local Finance Committee	Majority	£5,000 - £9,999
Headteacher*		Up to £4,999
HOS / Deputy Headteacher/ AHT		Up to £1,000
Finance Officer		Up to £500.00

Approval to accept a quote / tender other than the lowest.

Position	Name	Limit/Restriction
Members Board	Majority	Over Uk Procurement limit
Trust Resources Committee	Majority	£10,000 up to Procurement Limit
Local Finance Committee	Majority	£5,000 up to £9,999
Headteacher*		Up to £4,999

Authorisation of Write-off Bad Debts

Position	Name	Limit/Restriction
Secretary of State	Current Incumbent	Over £45,000
Resources Committee	Majority	Over £500.00
LCGB	Majority	£150.00 - £499.99 – Recorded in minutes
Headteacher		Under £150.00 – Recorded in minutes

Approval for Capital Expenditure not included in the original budget

Position	Name	Limit/Restriction
Full MAT Board	Majority	Capital expenditure for projects exceeding £50,000 requires the express written consent of the MAT Board.
Resources Committee	Majority	The resources Committee has authority to approve additional capital expenditure up £50,000 in a financial year (either on one item or in aggregate).
LCGB	Majority	Any restriction on this authority (and any changes to it) must be recorded in writing and communicated clearly to the Headteacher.
Headteacher		Authority in consultation with the LCGB to incur additional capital expenditure up to £10,000 in a financial year (either on one item or in aggregate) from available DFC funding, keeping the accounting officer informed.

Authorisation to make virements between cost centres

Position	Name	Limit/Restriction
Members Board	Majority	No Limit
Resources Committee	Majority	£50,000
LCGB	Majority	£15,000- £49,999
Local Finance Committee	Majority	£1,000 – 14,999
Headteacher		Under £1,000

Disposal of Assets

Position	Name	Limit/Restriction
Secretary of State	Current Incumbent	Detailed in funding letter
Members Board	Majority with approval from the secretary of state	Excess of £20,000
Resources Committee	Majority	£5,000 - £19,999
LCGB	Majority	recorded in minutes

Headteacher	Individual academy	Up to £4,999

Managing the Trust Bank Account

Position	Authority
Members*	Cheque signatory (two of three to sign)
Trustees*	Cheque signatory (two of three to sign)
Headteachers	Cheque signatory
HOS/ AHT/ Staff & governors	

User of computerised finance package – HCSS/ACCESS

Position	Authority
CEO	Full
CFO	Full
Headteachers	Full
Finance Officers	Administrative

Certification payroll documents

Position	Authority
Chair of Trust	Sign payroll forms relating to CEO/Exec Board – Leavers/Appointments – Change on contracts
Chair of LCGB for individual academies	Sign appointment letters for new staff – teachers/support staff/other staff
Headteachers/ HOS	Sign forms for their designated academy in relation to contractual changes/leavers. Sign new appointment of staff * when delegated by LCGB Sign off additional hours forms.
Finance Officer/CFO	Completion of all payroll forms

Certificate of Travel / Subsistence Claims

Position	Limit/Restriction
Chair of Trust	Travel Claims CEO
Chair of LCGB	Travel claims for the head
Headteachers/ HOS	All other claims

Completion of VAT Returns

Position	Limit/Restriction
CEO	N/A
CFO	N/A

Opening of Tenders

Position	Limit/Restriction
Chair of Trust	N/A
CEO	£30,000

Evaluation of Tenders – for decision making at appropriate delegated levels

Position	Limit/Restriction
Resource Committee	N/A

In some instances it will be necessary to involve an appropriate member of staff ie. Premises, Network Manager in order to ensure the evaluation process take into account the view of the immediate service area.

Appendix 3

Accounting Policy

1. General information

The New Guild Trust (the company) is a Multi Academy Trust and is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Moorpark Junior School, Park Road, Burslem, Stoke-on-Trent, Staffordshire, ST6 1EL.

2. Statement of compliance

Financial statements are prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland

3. Accounting policies

Basis of preparation

Financial statements are prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

Financial statements are prepared in sterling, which is the functional currency of the company.

Turnover

All incoming resources are recognised when the company has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance- related conditions are met. Where entitlement occurs before income is received, the income is accrued.

Financial instruments

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

4. Limited by guarantee

Each member of the (charitable) company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

5. Treatment of Fixed Assets

Tangible fixed assets

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful lives, as follows:

Freehold buildings	x 2% (50 years)
Extensions/Improvements to building	x 10% (10 years)
Fixtures, fittings and equipment	x 20% (5 years)
ICT equipment	x 33⅓ (3 years)
Motor Vehicles	x 25% (4 years)

*Note that no depreciation is charged on any land included above.

Assets costing £1000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the academy trust's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities

Appendix 4 - Best Value Order Quote Form

Section 1	Quote approval
Quote 1	
Name of proposed provider	
Description of goods, work or services	
Length and value of contract	
Total Value (not including VAT)	Note: Include all other expected matters such as maintenance support, licences, training, expenses etc.
Any other information	
Quote 2	
Name of proposed provider	
Description of goods, work or services	
Length and value of contract	
Total Value (not including VAT)	Note: Include all other expected matters such as maintenance support, licences, training, expenses etc.
Any other information	
Quote 3	
Name of proposed provider	
Description of goods, work or services	
Length and value of contract	

Total Value (not including VAT)	Note: Include all other expected matters such as maintenance support, licences, training, expenses etc.
Any other information	
Section 2	**Justification for expenditure**
Objective	
Current Situation Outline the need for change and how it aligns with the academy or collegiate SDP	
Proposal Outline the action plan to address the need identified	
Cost of the project Clearly state if these are estimated or actual and include any staffing costs (Append any calculations etc)	
Benefits Justification for spend, outline financial savings linked to improved efficiency/ flexibility/ capability – H and S improvements – quality improvements Specify if benefits are potential include payback	
Revenue implications of the capital spend EG PFI implications	
Implications of not undertaking the project	
Funding of project DSG Reserves DFC etc	

Request completed by:	
I confirm the information set out above is correct. Name:…… Post / Title:……... Date:……. Signed:……..	
Authorisation:	**Academy Representatives :** **For orders over £4,999 - £9,999**
I approve the request as submitted above. Name:……..…… **Headteacher** Signed:……..…….. Date:……	Date of Resources Committee ……. Signed:…… Chair of Committee
	Academy Trustees : **For orders over £10,000**
For all items of expenditure over £24,999 approval from the Finance and Resources Trustees Committee is required prior to any commitment being made	Date of Finance and Resources Committee ……. Signed:…… Chair of Committee

Appendix 5 - New Supplier Creation Form

In order that your organisation can be added to the School's supplier database can you please complete this form fully and return to the school whose details are shown below:

The school requests that you provide the following details to enable us to create a full record and to comply with necessary legislation.

Your Organisations Details

Full Trading Name	
Company reg (Uk Only)	
VAT reg (Uk Only)	
	Payment address
Address line 1	
Address line 2	
Address line 3	
Town/City	
Postcode	
Country	
Telephone	
Email for payments	
	Supplier contact
Name	
Contact email (if different from above)	

All payments will be made by BACs and remittances sent via email.

You must provide confirmation of the following bank details on letter headed paper:

- Account/Payee Name
- Bank name, Sort code and account Number
- Non Uk Suppliers – IBAN Number and swift code (US only)
  Confirm bank details enclosed [ ]

  Please Note: All invoices relating to work undertaken on behalf of The New Guild trust must be sent to the following address:-

Moorpark Junior School,
Finance Department,
Park Road,
Burslem,
Stoke-on-Trent,

ST6 1EL.

For work undertaken to Individual schools within the Trust the address is:-

_____

Supplier Declaration

I confirm that I have provided the correct details above and attach any further forms of evidence as requested.

Signature	
Name	
Position	
Organisation	
Date	

All data will be used in accordance with the schools GDPR policy:-
https://www.newguildtrust.co.uk/policies/

To be completed by individual school
INTERNAL USE ONLY

New supplier code	
Has the VAT number been checked against the government website? (https://www.gov.uk/check-uk-vat-number)	Yes/No
Have the bank details been checked with the supplier?	Yes/No
Has the new supplier been added to the financial accounting system?	Yes/No
Signature	
Name	
Position	
School	
Date	