

**Treviglas Community College Financial Regulations
& Scheme of Delegation**

As approved by the full governing body at the Autumn Term 2016 meeting.

Signed:

	10.11.2016
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Chair of Governors Date

Signed:

	10.11.2016
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Headteacher Date

Signed:

	10.11.2016
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Director of Business & Finance Date

TREVI GLAS COMMUNITY COLLEGE

Financial Regulations and Scheme of Delegation

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Financial Regulations & Scheme of Delegation

1. General

- 1.1. These regulations shall be operated within the Standards for Financial Management & Administration and the Financial Regulations as specified in "Financial Services - A Guide for School & Colleges". Authority to deal with financial management and administration will be clearly defined and effectively communicated to those who are directly involved with them. The Headteacher shall be accountable to the Governing Body for ensuring the satisfactory management and administration of the college's financial affairs for the purposes of the following financial regulations:-
 - (a) Arrangements for Financial Administration
 - (b) Financial Systems
 - (c) Documentation of Systems & Procedures
- 1.2. Arrangements for financial management and administration are fully integrated into the overall management framework of the college. The Headteacher does not have authority to deal with financial matters otherwise than in accordance with these regulations. The Headteacher also does not have authority to take any action which would contravene, or be likely to cause the Governing Body to contravene, the Financial Regulations as specified in "Financial Services - A Guide for Schools & Colleges" and the Standards for Financial Management & Administration.
- 1.3. All systems of financial management and administration will, so far as is reasonably possible, incorporate adequate controls designed to promote the orderly, secure and efficient processing of financial activities. In particular systems will, where possible, incorporate the principle of "internal check" or separation of duties; this means that duties will be structured in such a way that the work of one person automatically acts as a check on the work of another.

(An example of internal check is where one employee maintains records of debtors' invoices but money received in respect of the invoices is receipted and banked by another employee - by separating the duties the risk of manipulation of records and money is reduced.)

Arrangements for the management and administration of the college's finances should ensure that adequate provision is made to maintain a satisfactory level of cover for the absence of key staff. The Headteacher may delegate to her Deputy the authority for the Deputy to make appropriate financial decisions in her absence but only within the limits allowed for the Headteacher.
- 1.4. The Headteacher shall seek the advice of the Governing Body if she has any doubt about the respective responsibility and authority of either party in relation to the scheme of delegation and/or financial administration or management.
- 1.5. Where action is urgently required in circumstances where the Headteacher, or the Deputy in the absence of the Headteacher, does not have delegated responsibility to act then the Headteacher or her Deputy must obtain specific authorisation from the Chair of Governors and each such authorisation must be reported to the next meeting of the Governing Body.
- 1.6. The Headteacher shall have authority to expend resources from within the budget duly approved by the Governing Body provided that such expenditure does not :-
 - involve a change in or extension to the Governing Body's' existing policies and/or service objectives;

- involve a net increase in expenditure in future years;
- conflict with any limits/controls over income and expenditure specified by the Governing Body;
- involve a commitment which cannot reasonably be expected to be sustained from future budgets.

2. Register of Pecuniary Interest

- 2.1. A full register of pecuniary interest of governors and key staff are held by the college. All staff and governors are required to complete a self-declaration including nil returns. All governors are required to declare any pecuniary interest at the start of Governing Body meetings.

3. Organisation of Responsibility and Accountability

- 3.1. Once the annual budget has been set the control of order processing and financial limits of purchases are as set out in the terms of reference agreed and minuted by the full Governing Body. The terms of reference are as follows:

- (a) The Governing Body will meet monthly, excluding August, and must have a quorum of six members.
- (b) The Director of Business and Finance will submit a draft budget to the Headteacher and Budget Scrutiny Committee before submission to the Governing Body for approval at the Spring Term meeting prior to the new financial year.
- (c) The Director of Business and Finance will produce monthly financial budget statements and other relevant information. These statements are produced in spreadsheet form but accurately based on reports taken from the college local payments and accounting system (SIMS/FMS), which can be obtained on request.
- (d) The Governing Body will receive copies of all monthly financial budget statements and the Director of Business and Finance will present to the Governors a summary of current expenditure at their meetings as a means of reviewing the budget.
- (e) Budget virement must be approved by the full Governing Body and this may require the calling of an extraordinary meeting if urgent action is needed.
- (f) The Headteacher has delegated authority to manage the set budget within the parameters agreed by the Governing Body.
- (g) Based on information provided by the Director of Business and Finance, the Governing Body will review and formulate, a set of hiring charges for college lettings. Reviewed as per Lettings Policy
- (h) In the absence of the Headteacher these terms apply to the Acting/Deputy Headteacher.
- (i) When major purchases or building work is to be undertaken the Headteacher is required to seek a minimum of three quotations for submission to the Governors.
- (h) In all cases should any governor or staff member having a pecuniary interest in such matters this must be declared to the governing body and Headteacher and such notifications recorded in a register.

- 3.2. The Headteacher has delegated responsibility, via the Director of Business and Finance, to oversee the daily organisation and control of budgetary matters. This includes the following:-

- (a) To ensure all sources of finance dealt with by the college are accounted for in an overt manner with the necessary book-keeping.
- (b) To ensure procedures involving ordering, receiving and the payment of goods are within approved budgetary provision.
- (c) To ensure payments are correct and paid only once.
- (d) To ensure statutory requirements are met, for example regulations relating to HM Customs & Revenue (VAT and the rules relating to employers) and Construction Industry Tax.
- (e) To ensure all processes, and particularly payments, are updated to the college's financial information system accurately and promptly.
- (f) To report back initially to the Chair of Governors about any matters of concern and inform the Governing Body, in particular, of any new initiatives from the DFE or Local Authority that affects the budget eg. further delegation, grant funding etc.
- (g) Following the auditor's visit, upon receipt of the subsequent written findings, a copy of the report is seen initially by the Chair of Governors. The report is then presented to the Governing Body so that all governors are made aware of the current practice and are given the opportunity to debate and formulate an action plan if appropriate.
- (h) In all cases the above responsibility applies to the Acting/Deputy Headteacher at times when the Headteacher is unavailable.

4. Financial Stationery & Records

4.1. Financial stationery will be designed to be suitable for the purposes for which it is to be used and to incorporate adequate control features where appropriate (e.g. serial numbering, inclusion of key data such as VAT number). Safe and efficient arrangements will be made for the delivery, receipt, storage, issue and return of financial stationery. In particular proper records will be maintained in respect of the location and movement of serially numbered stationery.

- 4.2. All financial records, including computer records, will be:-
- (a) in a form which is consistent with standards of good operating practice for the systems to which they relate;
 - (b) subject to proper security at all times while they are in the care or custody of the college;
 - (c) retained for periods specified by the Director for Finance and Administration as necessary for the protection of the Council's interest;
 - (d) available for inspection, at reasonable times, by those who are duly authorised to inspect them.

4.3. Financial records, including computer records, will be retained in suitably protective containers as follows:-

Income Records

These include items such as receipt books, income analysis sheets and bank paying-in books. All income records will be retained for a minimum period of the current financial year plus the preceding SIX financial years.

Expenditure Records

These include items such as cash books, contracts, annual accounts, copy orders, cheque books, bank statements and paid invoices. Such records will be retained for a minimum period of the current financial year plus the preceding SIX financial years. It is also recommended that files of key documents relating to major financial matters should be retained for not less than this minimum period.

5 Budgets

5.1. The Headteacher with the support of the Director of Business and Finance will submit for determination by the Governing Body a draft budget in accordance with the policies and timetable approved by the Governing Body. The draft budget shall be in a form which will both meet the information requirements of the Governing Body and enable the information to be easily passed to the Local Authority.

- 5.2. Budgets will be prepared:-
- (a) in accordance with the provisions of the Local Authority's Scheme for Financing Schools;
 - (b) within the limit of the approved overall budget share;
 - (c) in accordance with properly approved and clearly stated plans and policies for the college's activities;
 - (d) in a format which will meet managerial needs and be readily intelligible to users;
 - (e) in accordance with sound accounting principles; these imply that financial estimates should:-
 - be based on the most up-to-date and reliable information available;
 - include provision for all approved activities;
 - include provision for contingencies;
 - be arithmetically correct;
 - be consistent with recognised accounting practice;
 - meet requisite time limits;
 - (f) in such a way as to facilitate the subsequent monitoring and control of actual expenditure;
 - (g) in such a way that they can be related meaningfully to relevant non-financial information.

- 5.3. Arrangements for the control of budgets will seek to ensure that:-
- (a) expenditure is maintained within approved budgetary provision;
 - (b) funds are expended for approved purposes only.

Such arrangements will include adequate procedures for:-

- (c) the safe comparison and monitoring of the progress of actual expenditure in relation to estimated expenditure - it is emphasised that reports of actual expenditure should be based on complete, accurate and up-to-date financial records which are properly reconciled to the bank account;
- (d) the investigation of differences (variances) between actual and estimated expenditure;
- (e) appropriate action to correct differences (variances);
- (f) the approval of changes to the budget;
- (g) the prevention of unauthorised expenditure.

The administration of such procedures implies the existence and proper operation of an accounting system which is capable of producing, for every level of budgetary control, accurate, up-to-date, timely and appropriate financial information which facilitates the comparison and monitoring of actual and estimated expenditure.

- 5.4. Arrangements for financial management and administration will incorporate adequate provision for the review of budgets to establish whether the college's delegated budget is being deployed in the most effective manner for the purpose of achieving managerial objectives.
- 5.5. In terms of good operational practice the Governing Body recognises the legal requirements of the 1988 Education Reform Act and the content of DFE Circular 7/88 and aim to discharge their duties over resource management in the college. The following framework has been set up to:
- (a) ensure that the Governing Body retains ultimate responsibility for the management of the budget.
 - (b) provide procedures whereby the Headteacher can manage the budget within the parameters laid down by the Governing Body.
 - (c) ensure that all parties concerned are aware of their roles and responsibilities in the financial management of the college.
- 5.6. When preparing its annual budget the Governing Body works within the following aims and objectives:-
- (a) To ensure that spending priorities match educational priorities and that both reflect the college's aims. These include maintaining teaching and non-teaching staff levels incorporating the remedial teaching allocation; supporting the charging policy; updating and replacing resources to support new initiatives and curriculum development.

- (b) To manage financial resources so that priorities in the college development plan can be effectively accomplished within a framework that will meet the professional needs of staff through in-service training and purposeful appraisal.
- (c) To ensure that Health and Safety requirements are met.
- (d) To maintain and create a pleasing working environment including a good state of decor and repair, adequate heating and lighting.
- (e) To support effective management and administrative needs.
- (f) To have due regard for the achievement of economy, efficiency and effectiveness with the finances of the college in order to maximise value for money.
- (g) To ensure that the budget stays within the financial allocation where practicably possible.

5.7. The Budget Planning Procedure is complimentary to the College Development Plan in the short and long term, and this is crucial in the planning and preparation stages of the budget in the Spring Term.

- (a) Each Head of Faculty/budget holder is issued a Budget Bid form in January and uses this to prepare a detailed budget plan for the following financial year. The bid is split in to three sections, an annual survival budget, a development budget for one off or extraordinary items of expenditure, and a final section relating to ICT that will help inform the corporate ICT development plan. The bids are returned to the Director of Business and Finance and these are analysed against prior year budget and outturn data before submission to the SLT for discussion and approval. Curriculum area spending is monitored by the Finance and Personnel Officer and the Director of Business and Finance with regular reports being provided to the budget holders. Budget holders must spend on an essential need basis only.
- (b) The Governing Body will review the programme of building and other development works outstanding or of priority and, based on the Governing Body's requirements, the Director of Business and Finance will incorporate provisional estimates of budgetary needs for consideration.
- (c) In consultation with staff, and especially Heads of Faculty and other budget holders, the Headteacher and Director of Business and Finance prepares and submits a draft budget for discussion with the Budget Scrutiny Committee during the Spring term. This includes an analysis and review of staffing needs, both teaching and non-teaching and its costings. The proposed budget will then be taken to the full Governing Body for approval, Ideally the Governing Body should meet before the 31st March in order that the budget can be finalised before commencement of the financial year.
- (d) When the Governing Body has set a budget for the next financial year, a copy is sent to the Local Authority for their information.

5.8. To assist the Governing Body to plan reasonably for medium-term developments the Headteacher will, via the Director of Business and Finance, submit with the draft budget an analysis detailing the broad financial implications of foreseeable developments for the two years following the year for which the draft budget has been prepared.

6. Capital Expenditure

- 6.1. The Headteacher may place before the Governing Body proposals for expenditure which are deemed to be capital expenditure by virtue of central government controls on capital expenditure by local authorities but no proposal may proceed except in accordance with the Financial Regulations as specified in "Financial Services - A Guide for Schools & Colleges".
- 6.2. Capital items above the value of £10,000 need to be identified in the accounts as being of a capital nature.

7. Borrowing

- 7.1. The Headteacher may present proposals to the Governing Body if she wishes to enter into any form of borrowing or credit or other financial arrangement other than routine or short-term trade credit but no proposal may proceed except in accordance with the Financial Regulation as specified in "Financial Services - A Guide for Schools & Colleges.

8. Budget Virement

- 8.1 The Headteacher may authorise the virement of funds within the approved budget provided that:-
- (a) each virement is within limits specified by the Governing Body and
 - (b) is for the purpose which are consistent with the Governing Body's policies and
 - (c) shall be reported to the next meeting of the Governing Body.
 - (d) The Headteacher and Director of Business and Finance are empowered to vire funds in any one calendar month of up to £5,000 (between cost centres) provided both are in agreement. Virement of sums greater than this must be approved by the Governing Body.

Further the Headteacher shall not utilise any portion of any credit balances brought forward from one financial year to another or of any contingency provision within the budget without :-

- (e) the prior authorisation of the Governing Body
- (f) in circumstances of urgency, the approval of the Chair of Governors and that approval is reported back to the Governing Body at the next meeting.

9. College Reserves

- 9.1. College reserves are reviewed at least annually - this normally being at the budget setting time i.e. February/March, although in practice close observation is kept on reserve and other balances throughout the year.
- 9.2. Movement to or from one or more specific reserves must be approved by the Governing Body and notification to the Local Authority of such transfers must be signed by the Headteacher and Chair of Governors.
- 9.3. Current specific reserve options are:
- Network of School Activities Specific Reserves
 - Premises Specific Reserve
 - Vehicle Specific Reserve
 - ICT Specific Reserve
 - Furniture & Equipment Specific Reserve
 - Curriculum & Developments Specific Reserve
- 9.4. Interest on specific reserves is calculated on the quarterly balances held under each heading. This exercise is undertaken by officers within the council's Finance Department at the end of the financial year and based on the interest rate for the full 12 months of the year. All interest attributable to the college, specific and other reserves, is added to the carry forward balance at the end of each financial year.

10. Budget Monitoring & Reporting

- 10.1 The approved college budget and other funds shall be continually monitored by the Headteacher and Director of Business and Finance, and the local accounting and payments system (SIMS/FMS) will assist in this matter. In addition the Director of Business and Finance will reconcile and analyse the monthly budget statement produced directly from the accounting system. This will be normally undertaken once the payroll data for the corresponding month has

been reconciled. All background papers are retained on a month by month basis in case of future reference.

The Director of Business and Finance will present a sufficiently detailed budget monitoring report to the Headteacher and Governing Body on a monthly basis, excluding August. This enables the Governing Body to ensure that their agreed terms of reference regarding financial matters, and especially expenditure is adhered to.

The latest financial review will always be a key matter of the Governing Body's meetings although the level of debate and consultation may vary depending on the time of year and extent of relevant issues.

- 10.2. The Headteacher with the assistance of the Director of Business and Finance will provide the Governing Body with such explanations as they may require in connection with expenditure from the delegated and other budgets.
- 10.3. The Headteacher shall inform the Chair of Governors immediately if it becomes apparent that the budget is likely to incur a deficit at the end of the financial year.
- 10.4. The Headteacher shall make appropriate arrangements for any likely overspending against the delegated budget to be treated as a first charge when the Governing Body consider the following year's delegated budget.

11. Commitments, Best Value, Contracts & Procurement

- 11.1. The Headteacher shall have proper regard to the legality of commitments entered into in the exercise of the delegated authority and if there is any doubt about legality the Headteacher shall consult the Head of Finance or appropriate members of the Council.
- 11.2. The Headteacher will have due regard for the achievement of Best Value in the operation of financial management and administration and shall ensure that the need for this is suitably notified to all staff.
- 11.3. The Governing Body has adopted a code of practice to be followed by any persons involved in making arrangements on behalf of the Governing Body for the letting of contracts. This code of practice promotes value for money, secure propriety and minimises the risk of corruption.
- 11.4. In accordance with Cornwall Council's financial regulations:

Low value procurement up to £10,000 (or £20,000 for building or civil engineering works):

Competitive quotations are required for Low Value Procurements, Contracts or orders and the most economically advantageous quotation must be accepted. Formal advertising is not required. A minimum of one written quotation will be obtained from the Supplier in addition (where applicable) to a Direct Services Organisation before a formal purchase order can be issued. The purchase order form will specify the services, supplies or works to be provided and set out the price and terms of payment.

Where the implications of a specific Low Value Procurement are perceived to be significant, then consideration should be given to advertising the procurement and/or inviting formal tenders.

Intermediate value procurement over £10,000 (or £20,000 for building or civil engineering works) :

For Intermediate Value Procurements, tenders will be invited from at least three Suppliers in addition where applicable) to a Direct Services Organisation.

High value procurement over £50,000 (or £100,000 for building or civil engineering works) up to the EU thresholds):

For High Value Procurements, tenders will be invited from at least three Suppliers in addition (where applicable) to a Direct Services Organisation. The Director of Business and Finance must consider whether there would be a benefit to the College in inviting more than three Suppliers.

All quotations above £10,000 (or £20,000 for building or civil engineering works) should be reviewed by the Governing Body.

If a quotation other than the lowest is accepted the reasons should be reported to the Governing Body.

- 11.5. It is a prerequisite of the Procurement Process before placing any order to ensure that the college is getting value for money. Where possible and appropriate tenders/quotes as per value of procurement are sought and catalogues compared. Once undertaken:-
- (a) Spending Heads complete an internal order form and give it to the Finance and Personnel Officer.
 - (b) The Finance and Personnel Officer is the only member of staff authorised to raise an order.
 - (c) Official written, pre-numbered orders are used for all goods and services except utilities, rates, leases, inspection books, and certain services from the council etc. and a file is kept of all copy orders. The Finance and Personnel Officer raises an order on the SIMS/FMS accounting system.
 - (d) Individuals are not allowed to purchase any items for personal use through the college.
 - (e) The order is certified by either the Headteacher or, in the absence of the Headteacher, the Director of Business and Finance and then despatched. This is subject to separation of duty requirements with cheques signing etc.
 - (f) If urgency requires a verbal order, this should be followed up as soon as possible by a written confirmatory order.
 - (g) Monitoring of the current commitments and expenditure for the budget is built into the SIMS/FMS system and automatically reviewed when placing and invoicing orders.

12. Receipt of Goods and Services

- 12.1. When the budget is set, funds are allocated to clearly defined departments in order to monitor expenditure.
- 12.2. Upon delivery of general purchases, the Finance and Personnel Officer checks the items off against the delivery note which is retained to be checked against the official payment invoice. In the case of book stock and cleaning acquisitions, these are checked by the Library Manager and Caretakers/Cleaning Supervisor respectively.
- 12.3. On delivery to faculties/departments the goods must be checked within 24 hours and errors/defects etc reported to the Finance and Personnel Officer immediately.
- 12.4. All invoices are authorised as goods/services received by the appropriate faculty/department manager before the invoice is authorised for payment and cheque payment released.

13. Payments

- 13.1. The Headteacher has authority, subject to the provisions of the scheme of delegation, to make payments on behalf of the Governing Body from the delegated and other budgets. In the exercise of the authority the Headteacher shall ensure that arrangements for the making of payments comply with the schedule of financial limits.
- 13.2. Systems for making payments should incorporate suitable controls designed to ensure in respect of all payments that:-
 - (a) commitment to them is made in accordance with approved procedures and within approved budgetary provision;

- (b) adequate supporting records are completed at all stages and are retained safely after payment for periods specified by the Head of Finance for the purpose of protecting the College and Council's interests;
- (c) they are properly payable;
- (d) they are correct in all respects;
- (e) they are passed for payment in a timely fashion and in accordance with approved authorisation and processing procedures;
- (f) they are paid only once;
- (g) all statutory requirements are met;
- (h) they are promptly and accurately recorded in the college's financial information system.

13.3. The official invoice is processed for payment by the Finance Officer and checked as authorised by the Director of Business and Finance at the Purchase Order Stage.

13.4. Invoices are verified against the original order/delivery note, where applicable, stamped with a payment certification stamp (and annotated as necessary) and processed on the SIMS/FMS system.

14. Operation of Official Bank Accounts

14.1. The Headteacher will, on behalf of the Governing Body, and through the Director of Business and Finance operate the colleges bank accounts in which official monies are held, in accordance with agreed arrangements with the council's Head of Finance:-

- (a) Official bank accounts will be held jointly in the names of the college and Cornwall Council - accounts must not be opened in the name of any individual.
- (b) Authority to order, sign, or countermand cheques is restricted to an approved list of staff and governors, or in the absence of such persons an approved deputy/deputies.
- (c) In respect of transactions other than remuneration of staff, all cheques, or other withdrawals, above a predetermined limit should be authorised by two approved signatories and the bank should be notified accordingly.
- (d) No authorised signatory should sign a cheque payable to himself/herself. Each cheque payable to an authorised signatory should be signed independently of the payee. (This may need to be varied in emergency circumstances.)
- (e) Instructions to the bank concerning the account should be conveyed in writing and authority to give instructions should be restricted to the approved manager or, in his/her absence, an approved deputy.
- (f) No cash withdrawal should exceed a predetermined limit and the bank should be instructed accordingly.
- (g) The amount of the college's official funds held as cash should not exceed a predetermined limit; additionally the balance of all official funds not held as cash should be held in the college's bank account.
- (h) The balance of money per the bank's official statement should be reconciled with the college's cash book records at least monthly; the results of each reconciliation should be recorded and reported promptly to the Headteacher or authorised deputy.
- (i) Official monies should not be withheld for the private use of any person and personal cheques should not be encashed from official monies.

14.2. The process of cheque issue is as follows:-

- (a) All cheques are stored in the Finance Office safe until they are needed. Only a small stock is retrieved each time and unused stock is returned to the safe immediately after use. The Finance Office is permanently locked when it is not staffed. For security purposes no cheques will be pre-signed.
- (b) After the cheque for payment is printed, the details are entered on the invoice certification stamp and checked/countersigned by the Director of Business and Finance.
- (c) All cheques drawn on the College Account are crossed "account payee only":

Cheques up to £50 must be signed by at least one of the authorised cheque signatories.

Cheques above £50 must be signed by at least two authorised signatories.

Cheques of £20,000 and above must be signed by three authorised signatories including the Chair of Governors.

List of authorised signatories:-

- Headteacher
- Deputy Headteachers
- Director of Business and Finance
- One Assistant Head
- Chair of Governors

- (d) The invoice, and order copy if applicable, is attached to the cheque stub and numerically filed for a retention period of six years plus the current year.
- (e) Cheques that have been presented for payment are reconciled via the weekly bank statements. These are reconciled against the accounting system (SIMS/FMS) by the Finance Officer. The reconciliation process is reviewed the Director of Business and Finance who certifies the copy taken of the current balance. All paperwork is filed chronologically with the official bank statement.

14.3. Cheque stationery is ordered and supplied by Cornwall Council's approved stationer. All cheque stationery is kept permanently locked in the Finance Office safe, and only small numbers are removed when cheque printing is required. All unused stock is returned to the safe immediately after cheque production. The Finance Office door is always locked when the office is not staffed. Cheque stationery is re-ordered only when approximately 6 months of the existing stock level remains.

14.4. With regard to other banking arrangement, in order to maximise interest on its account, the Local Authority retains the bulk of the college resources for investment purposes. The college is only advanced sufficient funds based on the approved non-payroll element of the current year budget.

These monies are retained in bank accounts which are sub-accounts of Cornwall Council's County Fund Account and are, therefore, consolidated at the end of each day in order to further maximise the earning potential of those resources.

14.5. The college's private fund (see section 31) is kept separate and a record is maintained by the Finance Officer in a separate module of the SIMS/FMS accounting system, together with all other records and papers relating to private funds.

14.6. Security of cash is covered under section 25.6 - Insurance

15. Petty Cash

15.1. The Headteacher shall make arrangements for any advance of petty cash to be operated in accordance with regulations specified by the council's Head of Finance and the Governing Body's approved Schedule of Financial Limits.

15.2. Procedures for the use of petty cash should meet the general requirements below:-

- (a) petty cash records plus cash balances (in hand or at a bank) should be reconciled regularly to the value of the total petty cash advance; (It is suggested that petty cash should be reconciled at least monthly.)
- (b) petty cash should generally be used only for small, incidental purchases for which routine credit is not available;
- (c) remuneration of employees should not be disbursed from petty cash except for out of pocket expenses and supported by proper receipts and documentation.
- (d) all claims for petty cash should be countersigned by the appropriate budget holder, or if the budget holder is making a claim the appropriate line manager, before submission to the finance office.

- 15.3. The Governing Body have agreed a limit of £600 to be held for petty cash. Cheques for petty cash may be drawn from the college's local bank account up to a maximum of £600. The maximum petty cash float held at any moment in time should not exceed £600. A cheque for cash is raised through the accounting system which is then cashed at Bank Street, Newquay branch of NatWest by the Finance and Personnel Officer. Petty Cash is kept secure in a locked cash tin located in the college safe.
- 15.4. Access to petty cash is limited to the Finance and Personnel Officer. The Finance and Personnel Officer is responsible for recording all entries of reimbursements and expenditure in the SIMS/FMS accounting system based on authorised claims submitted by budget holders.
- 15.5. Budget holders are not permitted to authorise petty cash payments to themselves. If a budget holder wishes to claim reimbursement, authorisation must be given by the appropriate Head of Learning Zone or if a higher seniority is required a member of the SLT, after satisfying themselves that a reimbursement claim is genuine.
- 15.6. The Director of Business and Finance oversees that all transactions relating to petty cash are entered into the college's computerised accounting system.
- 15.7. Regular checks are made to ensure that the petty cash balance recorded and physical cash agree.

16. Income

- 16.1. The Headteacher, through the Director of Business and Finance, will prepare for consideration by the Governing Body proposals for revising the charges which may be levied in connection with letting all or part of the college premises – See separate policy.
- 16.2. The Headteacher will have authority to administer the college's income subject to the provisions of the scheme of delegation and Schedule of Financial Limits.
- 16.3. Arrangements for dealing with income should incorporate suitable controls designed to ensure in respect of income that:-
 - (a) adequate records are maintained to substantiate all income transactions;
 - (b) receipts are issued for all cash income received; they must be signed by the delivering and receipting parties.
 - (c) prudent terms for credit are approved and communicated to debtors and satisfactory procedures (including, where necessary, withdrawal of credit facilities) are adopted for dealing with breaches of terms;
 - (d) invoices are raised in respect of all credit income and all such income is collected in accordance with approved instructions;
 - (e) all income received at the college's premises is held securely and banked promptly and intact;
 - (f) amounts due are calculated in accordance with approved charging and lettings policies which include provision for regular review of charges;
 - (g) where special conditions apply to the use or receipt of income, such conditions are adhered to;
 - (h) income is not withheld for any purpose, including personal use;
 - (i) every person paying money into a bank account shall enter on the paying-in slip and on the counterfoil or duplicate thereof, particulars of such payment including, in the case of each cheque, particulars which will connect each cheque to the transaction to which it relates;
 - (j) all income transactions are recorded promptly and accurately in the college's financial information system;
 - (k) income due is not written off unless the write-off is properly authorised in accordance with approved policies.

- 16.4 Letting tariffs are reviewed as per policy and set by the governing body and must have due regard for VAT legislation, Health and Safety and the need to cover the full cost of the letting (e.g energy, caretaking/cleaning and maintenance costs). Any additional overtime incurred beyond the initial booking agreement will be met by the hirer. A let may be subsidised but at no time may the costs be borne by the delegated budget. Discretion regarding subsidised lets may apply to:
- * charitable organisations
 - * small recreational groups affiliated/associated with the college

Organisations or individuals making a charge for admission and/or holding a profit-making function are not usually eligible for subsidy.

(RESIDENTIAL LETTINGS) : The college works to the guide-lines supplied by the Chief Fire Officer (Ref P7/CIR/TT. Jan 1992). Acceptance of proposed residential lettings will be subject to approval by the Chief Fire Officer.

- 16.5. The Director for Business and Finance has delegated authority to approve lettings, although requests for concessionary charges can only be approved by the Headteacher.
- 16.6. The Finance and Personnel Officer will provide a booking form which clearly states all responsibilities and legal requirements to which the hirer must adhere. The Finance and Personnel Officer is responsible for informing the Site Team of all lets and for ensuring that any equipment, perhaps involving the ICT Team, and facilities are entered in the lettings diary.
- 16.7. Upon authorisation the Finance and Personnel Officer will ensure invoices are raised through the SIMS/FMS accounting system to all persons/organisations using the facilities unless payment is made at the time of booking.
- 16.8. The Finance and Personnel Officer receipts all sources of lettings income and these records together with a lettings register are kept in the Finance office.
- 16.9. Receipts issued are subsequently used for reconciliation purposes on the computer system. Income transactions are entered onto the computer.
- 16.20. The Finance and Personnel Officer secures the money/cheques in the college safe pending banking.
- 16.21. Income collections are not used for encashment of personal cheques.
- 16.22. The Director of Business and Finance reviews income generated through lettings and the procedures for the collection of income.

17. Charging and Remission

- 17.1. The Governing Body has adopted the Cornwall Children, Young People and Families Directorate policy in respect of charging and remission. The Local Authority policy on charging was drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

The Local Authority recognises that there are a number of activities, which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity because of the liability or unwillingness of their parents to pay such a contribution.

- 17.2. It is the intention of the Local Authority to charge the full cost of visits which take place wholly or mainly outside college hours, but which are not provided as part of the syllabus for a public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. The cost could include travel, insurance, admission charges, meals and, if

desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

- 17.3. It is the intention of the Local Authority to invite voluntary contributions toward the cost of visits which take place wholly or mainly during college hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.
- 17.4. It is the intention of the Local Authority to charge the full cost of board and lodging on visits taking place wholly or mainly during college hours, or if out of college hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from within the college's funds ie. for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).
- 17.5. The costs of transport, insurance, admission charges, etc incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.
- 17.6. Individual tuition in the playing of a musical instrument provided by external agencies and peripatetic teachers will be charged for except for those families which receive income support (entitled to Free School Meals), disability allowance and service children who are subsidised by the Local Authority.
- 17.7. Results of prescribed examinations, where no further preparation has been provided by the college, will be charged for.
- 17.8. Entry to examinations, which are not approved in regulations issued by the Secretary of State, will be charged for.
- 17.9. The college may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
- 17.10. The college makes charges for breakages and damage to property.
- 17.11. Sums payable by parents for wasted examination fees, for optional extras to which they have agreed, or for board and lodging, are recoverable as civil debts.

18. Debtor Write Off

- 18.1 The Governing Body has approved that debtors' arrears, i.e. for invoices raised by the college, over the value of £500 which it is proposed should be written off should be brought for the approval of the Governing Body. All other debts may be written off by the Headteacher and reported back to the Governing Body at the next meeting. See separate Bad Debt policy

19. Taxation & Other Statutory Adjustments

- 19.1. The Director of Business and Finance on behalf the Headteacher shall ensure that the college's financial system produces adequate information to account properly for taxation and other

statutory adjustments and that the requirements of the appropriate Government departments or agencies are satisfied in a timely fashion.

20. Audit

- 20.1. The Headteacher must make appropriate arrangements to facilitate the internal audit of the college and shall, on behalf of the Governing Body, ensure that audit reports are dealt with promptly.
- 20.2. The Governing Body will maintain a general overview of audit activity by making arrangements, appropriate to their own local needs, for their Headteacher to report to them promptly on the results of each audit and the Headteacher's response. Arrangements for reporting will be, following each audit, the Headteacher and or Chair of Governors shall report on the result of the audit and his/her response, to such and at such interval and by such means as may be determined by the Governing Body.

21. Fraud Awareness, 'Whistle-blowing' Policy and Irregularities

- 21.1. The Headteacher will, on behalf of the Governing Body, ensure that if a matter arises which may involve financial irregularity in any form, the Chair of Governor and Head of Finance at Cornwall Council will be notified immediately. The Governing Body should be informed as soon as practical of any irregularities and in due course decide on the necessary action, subject to professional advice from the Head of Finance, to rectify any findings.
- 21.2. Employees and the Governing Body should be aware of the action they should take in circumstances where they suspect fraudulent activity or corruption is occurring within the college. All employees should have access to this guidance. The Governing Body should note its contents, in relation to their duties under Financial Regulations only.
- 21.3. Employees are encouraged, and indeed expected, to raise any concerns that they may have about fraud or corruption in the college, without fear of recrimination. Such concerns will be treated in strictest confidence and will be properly investigated. If you suspect fraud or corruption there are a few simple guidelines that you should follow:

DO:

- Make an immediate note of your concerns and continue to do so;
- Seek advice on relevant procedures to follow by talking to someone from Personnel Services or Internal Audit if you feel unsure about them;
- Convey your suspicions to someone with the appropriate authority and experience (outlined in the section regarding procedural arrangements below);
- Deal with the matter promptly if you feel your concerns are warranted.

DON'T:

- Do nothing;
- Be afraid to raise your concerns;
- Approach or accuse an individual directly;
- Try and investigate the matter yourself;
- Convey your suspicions to anyone other than those with proper authority.

- 21.4. Not disclosing evidence of someone else's fraudulent activity could be a disciplinary matter.
- 21.5. The Governing Body has adopted the Anti Fraud & Corruption Policy of Cornwall Council, which applies to employees and Members of the Council, and is designed to:
- Ensure prevention;
 - Facilitate detection; and
 - Identify a clear pathway for investigation and remedial action.

21.6. The policy identifies fraud as 'such acts of criminal deception, forgery, blackmail, corruption, theft, conspiracy and concealment of facts and collusion' and corruption as 'the offering, giving, soliciting or acceptance of an inducement or reward, which may influence the action of any person.'

21.7. The Governing Body has adopted Cornwall Council's Code of Conduct for Employees which highlights fraud as an offence normally treated as gross misconduct.

21.8. The Policy also highlights the procedures that employees should follow if they suspect fraud or corruption. These are summarised below.

- The Financial Regulations adopted by the Governing Body highlights that employees have a duty to report apparent breaches of Financial Regulations (including fraud/corruption) to an appropriate senior manager and the Head of Internal Audit. The Regulations also state that 'The Governing Body shall ensure that if a matter arises which may involve financial irregularity in any form, the Head of Finance shall be notified immediately.'
- Alternatively, employees can raise concerns under the Confidential Reporting ('Whistleblowing') Procedure that the Governing Body has adopted. A copy of this procedure is available from Personnel Services, or can be found on the Cornwall Council's website in the Personnel Handbook or on the Treviglas website. Essentially, the procedure was developed to encourage employees to feel confident in raising serious concerns (including fraud and corruption) without fear of victimisation, discrimination or disadvantage.

21.9. Under the 'Whistleblowing' Procedure, employees should raise their concerns with their line manager in the first instance. However, if they feel unable to do so, there are a number of alternative contacts for colleges based employees, e.g.:

- A more senior manager
- A Personnel Officer
- The Director of Children, Young People & Families
- The Chief Executive of the Council
- The Council's Monitoring Officer (The County Solicitor)
- The Head of Finance
- The Head of Audit Services

21.10. In addition, the employee may contact Members of the Executive ('the portfolio holders'), their local Cornwall Councillor, or the two co-opted Members on the Council's Standards Committee. Concerns can be raised verbally or in writing.

22. Investments

22.1. The Headteacher does not have authority to invest any official funds except where a school has its own bank account and arrangements for investments have been agreed with the Governing Body and the Head of Finance at Cornwall Council.

23. Documentation of Systems and Procedures

23.1. Up-to-date records of how systems and procedures ought to be operated should always be maintained and such documentation should:-

- (a) specify system objectives;
- (b) describe clearly how the system, including any related procedures, works;
- (c) indicate who has authority to operate the system or any part of it;
- (d) include specimen system documents;
- (e) specify arrangements for dealing with system problems or failure;
- (f) enable any reasonably competent person to understand the system.

24. Training

- 24.1. The Headteacher shall make adequate arrangements for the training of staff involved in financial management and administration. Training, whether on-or off-the-job, should enable staff to discharge their duties efficiently and effectively through time.

25. Computing Arrangements & Systems

- 25.1. Where computing facilities are used for financial management and administration arrangements for their use should:-
- (a) conform to the requirements of Data Protection legislation from time to time in force;
 - (b) secure the accuracy and integrity of all financial data relating to the college.
In particular, such arrangements should make proper provision for:-
 - (c) the physical security of computer equipment and software;
 - (d) the restriction of access to the means of processing or reading data to authorised personnel only;
 - (e) procedures for the control of input and output;
 - (f) procedures for the reliable reconstruction of records in the event of system failure (system back-up);
 - (g) procedures for the processing of data by alternative means in the event of other than temporary breakdown.
- 25.2. The college uses the computer to process and record financial and other management data including pupil and staff records. These records are registered under the Data Protection Act 1998 through the Cornwall Council's Data Protection Office.
- 25.3. Security of the computer is controlled through strict observation to password security and frequent changes of passwords. The system administrator is the Senior ICT Technician.
- 25.4. For additional security, at the end of each working day, or as appropriate, a set of back-up tapes are taken of all transactions, dated and securely stored in the college safe.
- 25.5. Only authorised software, directly purchased by authorised members of the college staff, or provided by the Information Management Team from Cornwall Council may be loaded on to the college computer network. This should minimise the risk of computer viruses entering and corrupting the system.

26. Insurances

- 26.1. Insurances, however arranged, should be managed so as to:-
- (a) provide adequate cover for the risks insured;
 - (b) maintain cover up-to-date at all times;
 - (c) ensure compliance with the insurers' requirement;
 - (d) enable incident reports and claims to be processed promptly and effectively;
 - (e) enable claim proceeds to be reimbursed and banked promptly;
 - (f) ensure regular review of the need to insure risks, the cost and suitability of the policies maintained and the adequacy of the cover selected.
- 26.2. The Headteacher through the Director of Business and Finance will annually review the risks to which the college is exposed, and Section 7 of the Financial Services - A Guide to Schools and Colleges explains details regarding the college and Local Authority responsibility for -

Public Liability Insurance,
Employers Liability Insurance,
Officials' Idemnity (Professional Negligence),
Personal Accident Insurance,
Property Insurance,

Cash Policy,
Fidelity Guarantee Policy and
Engineering Insurance.

In all the above cases the college is covered under a block policy held and monitored by the Insurance Officer in the Finance Department based at County Hall.

26.3. Further policies are available to the college which are optional and in some cases are extensions to the policies named above. These include -

College Journey Insurance
Personal Accident - College Pupils
Personal Accident - (Assault Risk) College Governors
Lettings Insurance - Loss of Revenue
Self Insurance Scheme - College Equipment
Supply Insurance Scheme (Sickness)
Theft, Accident and Vandalism Scheme

The optional policies are considered annually, as in the case of the Staff Absence Scheme and self Insurance Scheme - College Equipment, or on an ad hoc basis for College Journey Insurance.

26.4. Claims -

- (a) In the event of a claim arising the Insurance Officer should be notified without delay. Under the General Conditions of its insurance policies the Council is obliged to inform its insurers immediately of any such claims and any delays can hinder the company in their handling of the particular matter in question.
- (b) If a claim is made by a third party, no admission of liability should be made and the claimant should be advised that the matter is being investigated and dealt with by the appropriate officer.
- (c) The Council's insurers are entitled to receive all information or assistance they may require to enable them to deal with a claim and when requested this should be provided as quickly as possible.

26.5. Although Cornwall Council has a comprehensive package of insurances there is nevertheless an obligation on the part of every employee and governor to take all reasonable precautions to prevent accident, loss, damage or injury. To this all governors may, and in particular the Health and Safety Governor will periodically tour the site note any factors that might constitute a hazard and take action as appropriate. The Director of Business and Finance, as the nominated Health and Safety officer, takes day to day responsibility for minimising risk and dealing with incidents.

26.6 The Cash Policy Insurance Scheme covers the college under the following conditions :

In the event of loss of money from the college's premises, and whilst in transit in the custody of the Insured's employees. There is also a certain amount of cover for college private funds.

The maximum amount of liability in respect of any one loss from a locked receptacle (other than safes and strong-rooms) is £1,000. If money is lost from a safe or strong-room the limit is higher and depends on the type and location of the safe in question.

As far as college private funds are concerned the current limits under the policy are as follows -

Money in any college premises in wall safes, locked cupboards, or similar locked receptacles, is £500.

In floor safes or other free standing safes, is £1,000.

Money in transit in the custody or under the control of the Insured's employees is £1,000, or in the custody of the Insured's employees accompanied by an escort is £1,500.

27. Assets (See separate policy)

- 27.1. Proper security should be maintained for all buildings, vehicles, plant, stocks, stores, furniture, equipment, money and other valuables.
- 27.2. Maximum limits for cash holdings should be approved by the Governing Body and should not be exceeded without their approval.
- 27.3. Safe and efficient arrangements should be made for the reception, storage, issue and return of assets. Such arrangements should include the maintenance of appropriate records and inventories and periodic checks of equipment and stores against the relevant records and inventories. Any substantial surplus or deficiency revealed as a result of such checks should be reported to the council's Head of Finance or their department.
- 27.4. Assets coming into the ownership of the college, by purchase or otherwise, should, so far as is reasonably practicable be effectively marked to identify them as Council property. They should not be removed from the college premises otherwise than in the ordinary course of official business except in accordance with a policy approved by the Governing Body.
- 27.5. Where assets become obsolete or are damaged so as to render further use, for any reason, inappropriate they should be written off, provided they have no net resale value, in accordance with a policy approved by the Governing Body. Adequate arrangements should be made for the recording and reporting of write-offs (which should be certified by two authorised persons) and the Governing Body are recommended to:-
 - limit authority to write off items to either the Governing Body or the Headteacher or an authorised deputy;
 - limit the authority of the Headteacher (or authorised deputy) to items with an original cost or likely sale value within a specified range;
 - require all write-offs to be reported to the Governing Body.
- 27.6. Safe and efficient arrangements should be made for the disposal of surplus goods, materials, vehicles and equipment which have a net resale value. Adequate provision should be made for the recording and reporting of all such disposals. The precise arrangements for disposal will depend on the nature and value of the assets involved, the state of demand for them and the cost of their disposal. However, arrangements for the disposal of any asset should meet the following requirements:-
 - (a) they should be legal and in conformity with any Government requirements from time to time in force;
 - (b) they should be in accordance with the Governing Body's policy;
 - (c) they should promote scope for competition among potential purchasers;
 - (d) they should ensure that appropriate steps are taken to establish properly the value of the items to be disposed of;
 - (e) they should be demonstrably fair and open and should avoid creating an unfair advantage for any interested party;
 - (f) they should be appropriate having regard to the nature, value and current state of demand for the item(s) involved;

(g) no asset should be disposed of without reference to the Headteacher and/or Director of Business and Finance if such an item has capital implications.

27.7. Safe and efficient arrangements should be made for the reception recording, storage and return or disposal of found property.

27.8. The Headteacher may place before the Governing Body proposals for the sale or other disposal of an asset of a capital nature, but no proposal may proceed except in accordance with the Financial Regulations as specified in "Financial Services - A Guide for Schools & Colleges".

The Headteacher has authority to write off any single asset up to a maximum value of £500. Items in excess of £500 may only be written off with the authority of the Governing Body. The Headteacher and Director of Business and Finance should bring to the Governing Body a list of items of stock (value £500 or more) which are damaged or beyond repair which it is proposed are written-off.

28. Use of College Premises and security of stocks and other property

28.1. The Governing Body has delegated responsibility to the Headteacher to allocate a specific amount of funding for consumable items to each faculty or budget holder at the beginning of the financial year. Faculty's and other budget holders are responsible for the safe storage of their equipment, materials and assets. Other general stock is held securely in a locked cupboard with access allowable to the Finance and Personnel Officer and Finance Officer.

28.2. An electronic asset register is maintained including:

Equipment (in excess of £100)

Serial numbers, make/model numbers, location, date of purchase and value must be recorded by the ICT Technical Team in liaison with each Head of Faculty and Director of Business and Finance. All items are to be checked each year by the Head of Faculty.

ICT equipment (in excess of £100)

Serial numbers, make/model numbers, location, date of purchase and value must be recorded by the ICT Technical Team, and checked each year by the Senior ICT Technician.

Equipment loans

Equipment loaned to individuals or departments, for college use off site, must be logged in the electronic asset register. The loan should not exceed a period of one month.

Users are responsible for the operation and safe storage of the equipment. Users will be required to sign an indemnity for any breakages or loss of equipment when in their possession.

Replacement of damaged or lost equipment is at the discretion of the Headteacher.

Books

Heads of Faculty are expected to keep a catalogue of their books and small items of equipment and to be responsible for the safe storage and distribution of such materials to their staff. Replacement of damaged or lost textbooks is at the discretion of the Heads of Faculty.

Damaged books and equipment

Replacement costs of books and equipment caused through wilful damage will be charged to the students responsible.

28.3. All write-offs or disposal of surplus or worn out equipment is recorded in the electronic asset register and authorised by the Headteacher or Director of Business and Finance up to the value of £500. The Headteacher and Director of Business and Finance should bring to The Governing Body a list of items of stock in excess of £500 which are proposed to be written-off.

28.4. College property may only be taken off the college site after completing the appropriate documentation. An equipment loan form is available from the Finance office. Users requesting the loan of college equipment for educational purposes off the premises should complete the necessary form by:

- recording relevant equipment and serial numbers
- having the Head of Faculty or the technician sign the form to confirm the equipment is in working order
- signing the form themselves
- arranging with the ICT technical team to record the loan within the electronic asset register
- lodging the form with the Finance office before removing the equipment from the premises

On return of the equipment, the return section of the form should be signed and dated by the ICT technical team (asset register updated), the user who has borrowed the equipment and verified by the Head of Faculty.

The Finance and Personnel Officer will file current forms in the Finance office.

28.5. The Director of Business and Finance and Caretaking Team are the only members of staff who act as key holders to the main building and, in the unforeseen event of keys being mislaid, the Headteacher and Director of Business and Finance are informed immediately.

29. Personnel records and Payroll Reconciliation

29.1. The Governing Body has purchased, through a Service Level Agreement Scheme, administration of the college's payroll to be undertaken by the Payroll Section of Cornwall Council's Personnel Department.

29.2. To ensure that payments are made only to those employed by the college the following procedures are established:

- (a) The PA to the Senior Leadership Team and in accordance with controlled stationery provided by the Payroll Section, coordinates aspects of appointment and termination of teaching and non-teaching staff posts. This is checked and signed by the Director of Business and Finance before posting to the council.
- (b) Teachers contractual details are amended on the Personnel module of the SIMS management system by the PA to the Senior Leadership Team. Details of salary are entered after approval by the full governing body and cross referenced to the Payroll printouts supplied by the Payroll Section.
- (c) The day to day administration relating to overtime, casual worker, supply cover and other general non-contractual activities is undertaken by the PA to the Senior Leadership Team and checked and authorised by the Director for Business and Finance.
- (d) The college receives, via RM Securenet, electronic data and pdf reports of monthly payroll reconciliation information concerning salary payments made to staff during the previous month. This data is used to update the SIMS/FMS accounting system. Full procedures notes on this exercise are held at the college.

30. Removal & Interview Expenses

30.1. Removal expenses to new members of the college staff are not paid.

- 30.2. Interview expenses are paid at the discretion of the interview panel and will only be settled on the production of valid invoices or receipts.
- 30.3. Travel expenses
Public Transport:
Rail – Lowest available standard class return fare to Newquay (or to St Austell or Truro, where there is no convenient service to Newquay). Interview candidates should use the service bus routes from St Austell/Truro to Newquay. Taxi costs will be reimbursed only by prior agreement.
Bus – Lowest available return fare to Newquay
Car: Reimbursement, irrespective of engine capacity. 35p per mile
- 30.4. Subsistence – meals necessarily taken while away from home attending interview, and not provided by the college, will be paid at the following rates:
Lunch - £4.00
Dinner - £12.00
- 30.5. Accommodation – Where, because of distances involved, an overnight stay is unavoidable before and/or following an interview, accommodation will be arranged and paid by the college. Candidates requiring accommodation should telephone the college as soon as possible after receiving the interview invitation to make the arrangements. Accommodation will be on a bed and breakfast basis. Interviewees wishing to make their own accommodation arrangements may do so and will be reimbursed, on the production of receipts, to a maximum of £40.

31. Staff Travel and Subsistence Claims

- 31.1. Staff travel claims are certified by the member of the SLT (or line manager) permitting the travel and then authorised for payment by the Director of Business and Finance. The Headteacher's travel claims are authorised for payment by the Chair of Governors, and claims relating to the Director of Business and Finance by the Headteacher.
- 31.2. In accordance with HM Revenue and Customs regulations all claims must be supported by a petrol receipt purchased during the month for which the mileage claim relates.
- 31.3. Normal home to college mileage must be excluded from any claim for days of travel where the start and/or finish is the claimants home.
- 31.4. The Governing Body is able to claim travel expenses but see Governors allowances policy for specific Treviglas Community College agreement.
- 31.5. The agreed mileage rate for staff is 35p per mile (Code 22 on the Council's payroll system)
- 31.6. Subsistence for meals taken that staff are entitled to reclaim will be reimbursed up to a maximum of:
Lunch - £4.00
Dinner - £12.00

32. Other College Funds

- 32.1. Voluntary or private college funds are accounted for separately from official Council monies, including separate banking arrangements.
- 32.2. Money belonging to a private or voluntary fund should be deposited in a bank or similar account and should not be used for purposes other than fund purposes. In particular money received on behalf of the fund should be banked at the earliest opportunity and no money should be withheld from the bank for private purposes.

- 32.3. One person should have overall responsibility for each fund.
- 32.4. Final accounts should be produced for each fund at the end of each annual period of account or on the closure of a fund where the fund operates for less than a whole year.
- 32.5. All final accounts are audited and the audited accounts reported to the Governing Body. The Auditor's report is forwarded to the Local Authority and presented to the Governing Body at their Autumn or Spring Term Meeting.
- 32.6. Adequate insurance cover is arranged for such funds.
- 32.7. Only an authorised signatory of the account may sign cheques on behalf of the College Private Funds. In cases of cheques over the value of £50 there must always be two signatories. The list of signatories are:
- Headteacher
 - Deputy Headteacher
 - Director of Business and Finance
- 32.8. The Finance Officer acts as the treasurer of the college's private fund, full records are maintained in a separate module of the SIMS/FMS accounting system, and ensures that all proper procedures are adhered to. The account is audited annually by an independent auditor. All receipts, bank statements and appropriate documentation are provided for the audit.
- 32.9. The current balance is reconciled with the monthly statement and checked by the Director of Business and Finance.
- 32.10. All monies collected and goods purchased are distinctly separated from the College Budget and documented accordingly.
- 32.11. The college currently maintains 2 separate private fund accounts. These are :-
- Current Account
 - Deposit Account
- 32.12. A separate Private Funds Petty Cash account is held to dispense small sums of money for purchases made by staff.
- 32.13. College Private Funds are used for the collection of money for the following (although this is not an exhaustive list): See separate Terms of Reference
- uniform
 - UCAS applications
 - charity collections
 - Lockers
 - Swipe/Entry cards
- 32.14. Money collected by members of staff must be recorded in a controlled stationery educational sales book (receipt book).
- 32.15. Members of staff wishing to use money from an account should complete a payment pro-forma to be authorised by the Headteacher or Director of Business and Finance, and supported by "proof of purchase".
- 32.16. Money collected must be given to the Finance Officer who will sign the sales book and issue a receipt.

32.17 Money should be stored in the safe and banked by the Finance and Personnel Officer on a regular basis.

Appendix - Matrix of approved financial responsibilities delegated across whole college.