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## Finance and Procurement Policy

[WP 4.1.1 WNC Procurement Handbook for Schools \(Final\).pdf](#)

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## 1. Financial Management and Scheme of Delegation

### Aims

The Governors of Pattishall CE Primary School believe that sound financial management is essential to fulfilling statutory duties. Sound financial management is achieved by:

- Defining financial and procurement roles and responsibilities of staff and governors.
- Providing a framework to ensure consistently high standards of education within available resources.
- Preparing the budget in accordance with the School Improvement Plan (SIP) and Self-Evaluation Form (SEF).
- Ensuring all procurement and financial decisions follow principles of **value for money, transparency, integrity, efficiency, fairness, and non-discrimination**, in line with the WNC Procurement Handbook and the Procurement Act 2023 (PA23).

### Organisation for Responsibility and Accountability



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- Governors have **collective responsibility** under the Education Act 1988 and Standing Orders.
- Day-to-day financial and procurement authority is delegated to the **Headteacher**.
- Any suspected financial irregularity must be reported via the school's **Whistleblowing Policy**.
- A **register of governor pecuniary interests** is maintained and published on the school website.

## 2. Orders and Expenditure Authorisation

- **Headteacher authority:** Up to £5,000 within the approved budget.
- **Above £5,000:** Approval required from the Chair of Governors.

### Procurement thresholds (WNC Handbook compliance):

Contract Value	Requirement
Up to £10,000	Minimum of two written quotations
£10,001–£30,000	Minimum of three written quotations
Over £30,000	Formal tendering process; consider framework agreements or WNC procurement support

- Staff must verify sufficient budget before placing an order.
- On receipt of goods, delivery is verified against the order; invoices are passed to the **Bursar**.
- Payments require **two authorised signatories**; staff cannot authorise payments for themselves or relatives.

## 3. Petty Cash and Procurement Cards

- Maximum petty cash holding: **£199**, locked securely.
- Reimbursements authorised by the **School Business Manager** and countersigned by the **Headteacher**.
- **Procurement Cards:**
  - Monthly transaction log maintained by the Bursar and signed by Headteacher.
  - Maximum card limit: **£250**.
- School funds must not be used for personal purchases.



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## 4. Procurement and Tendering (WNC Compliance)

### General Principles

- All procurement must follow the WNC Handbook and PA23: value for money, transparency, fairness, non-discrimination, support for public good and social value.
- All contracts and procurement decisions must be **documented and auditable**.

### Exemptions

- Employment contracts, land acquisition, legal advice, and lending/borrowing transactions.
- Any deviation from the Handbook requires **WNC CFO approval**, recorded in Governors' minutes.

### Procurement Process

1. **Need Identification:** Formal business case; distinguish strategic vs routine purchases.
2. **Planning:** Include timelines, stakeholder consultation, and potential collaboration.
3. **Procurement Route:**
  - a. **Framework Call-Off:** Pre-approved suppliers.
  - b. **Simple RfQ:** Small-scale purchases.
  - c. **Formal RfQ/Tender:** KPIs, terms and conditions, evaluation criteria.
4. **Managing Live Procurement:** Respond to supplier queries confidentially.
5. **Evaluation and Award:** Independent evaluation; record scores; notify all suppliers.
6. **Contract Mobilisation:** Add details to central register and asset register where applicable.
7. **Contract Management:** Monitor KPIs; report and escalate issues as needed.
8. **Record Keeping:**
  - a. Contracts over £10,000 recorded in the central contract register.
  - b. Contracts over £40,000 must be signed/sealed and centrally stored.
  - c. Maintain procurement documentation for audit per retention policy.

## 5. Budgeting, Virements, and Monitoring

- **Virements:** Headteacher may make provisional virements up to **£1,000**, reported at the next FGB meeting.
- **Budget Monitoring:** Termly review, variance analysis, contingency planning.



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- **Income Reconciliation:** Monthly; Oracle/SIMS reconciliation to ensure accuracy.
- **Contingency Funds:**
  - Small general contingency  $\leq 8\%$  of total budget.
  - Capital reserve for irregular works as identified by Asset Management Plan.

## 6. Income Management

- Annual review of charges, deposits, and block bookings (invoiced in advance).
- Income recorded and banked promptly; VAT compliance per Financial Management Handbook.
- **Credit Control:** 14-day terms, reminders, and escalation:
  - Reminder letter after 14 days.
  - Second reminder after 30 days; phone contact where possible.
  - Restriction of school facilities until paid.
  - Third reminder; potential referral to legal representatives.
  - Monthly reporting of outstanding debts to FGB.

### Write-off of Debt

- Only after credit control procedures exhausted.
- Bursar prepares proposed write-offs before financial year-end.
- Governing Body approves and documents in meeting minutes.
- Recorded in accounting system and cross-referenced to minutes.

### Cancellation of Debt

- Incorrectly raised invoices presented to Headteacher with explanation.
- Marked "Cancelled," signed, and retained with supporting documents for audit.

## 7. School Fund Accounts

- Formal annual accounts prepared covering School Fund activities.
- Presented to Governors and audited as per Schools' Financial Management Handbook, Private Funds (Appendix 3).
- Ensure segregation of duties and internal control for all School Fund transactions.



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## 8. Inventories, Assets, and Lettings

- Annual inventory update with serial numbers, identification, and insurable items.
- Lettings follow WNC guidance; Headteacher negotiates charges with Governor oversight.
- All contracts and assets tracked in registers for transparency and audit purposes.

## 9. Controls and Assurance

- Headteacher ensures:
  - Clear financial records.
  - Adequate internal control systems.
  - Delegation of responsibilities with accountability.
- **FGB:** Completes pre-certification checklist and SFVS Self-Assessment annually.
- Statement of Internal Control documents processes to ensure effective financial management while acknowledging limits of internal control systems.

## 10. Linked Policies

- Whistleblowing
- GDPR / Data Protection
- Charging and Remissions Policy

## 11. Monitoring and Review

- Reviewed **annually**.
- Responsibility: Headteacher and Governing Body.
- Approval recorded in FGB minutes.