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# Finance and Procurement Policy

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

## Contents

1. Financial Management and Scheme of Delegation
2. Orders and Expenditure Authorisation
3. Petty Cash and Procurement Cards
4. Procurement and Tendering (WNC Compliance)
5. Budgeting, Virements, and Monitoring
6. Income Management
7. School Fund Accounts
8. Inventories, Assets, and Lettings
9. Controls and Assurance
10. Linked Policies
11. Monitoring and Review

## 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

*Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*



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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 £1000	Headteacher discretion
£1000 to £10,000	3 written quotes (1 quote from a local supplier)
£10,001 to £40,000	3 written quotes (1 quote from a local supplier); Advertising is optional
£40,001 to Regulation Threshold	Formal RfQ process & multiple evaluators to be used; advertise on Contracts Finder
Above Regulation Threshold	Full tender process & multiple evaluators to be used; advertise on Contracts Finder and Find a Tender (FTS)

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



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### 3. Petty Cash and Procurement Cards

- We are a cashless school
- Reimbursements authorised by the **School Business Manager** and countersigned by the **Headteacher**.
- **Procurement Cards:**
  - Monthly transaction log maintained by the School Business Manager and signed by Headteacher.
  - Maximum card limit: **£1000**.
- School funds must not be used for personal purchases.

### 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.



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## 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.
- **Income Reconciliation:** Monthly; FMS 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.
- School Business Manager 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



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- 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.

## 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



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- GDPR / Data Protection
- Charging and Remissions Policy

## **11. Monitoring and Review**

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