Finance Policy and Management Handbook

The King’s School
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Policy Change Control

Policy Owner	School Business Manager
Approved By	Resources
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Date	Version	Person	Change / Action
07/10/2015	1.0	Trustees	Adoption of Policy
02/05/2017	1.1	SBM	Update to Template and Format
22/05/2017	1.2	SBM	Update to reflect new finance system, clarify delegations, Update to reflect new government body ESFA, change in bank account from Barclays
22/06/2017	1.2	Trustees	Presented to Trustees for Approval
22/06/2017	1.3	Trustees	Addition of staff fuel claim policy, update of committee title to C&Q and update to 6th for eligibility for a fixed bursary.
22/06/2017	1.4	Trustees	Approval
08/06/2018	1.5	Finance Team	Finance Team Review – Update of policy to reflect new processes.
21/06/2018	1.5	Trustees	Approval
03/10/2018	1.6	Trustees	Approval to increase to petty cash limit to £600 with local bank closure.
10/06/2019	1.7	SBM	Review- Update of terminology – No substantive changes
19/06/2019	1.7	Trustees	Approval
20/02/2020	1.8	SBM	Update to Bank verification to reflect practice(P30) and Update to Tender process to reflect electronic submission of Tenders (P17/18) and inclusion of Audit Committee removing Responsible Officer (P4)
11/03/2020	1.8	Trustees	Approval
29/01/2021	1.9	SBM	Terminology changes to reflect new payroll system Significant change to petty cash moving to a cashless system – Page 30
10/03/2021	1.9	Trustees	Approval with minor changes and a review required on EU procurement.
18/02/2022	1.10	SBM	Update to Trustee Committee Structure to reflect current practice, update to some roles and terminology inclusion of deadline for overtime and expense claims and increase to letting charges, slight increase to reserves policy.
17/03/2022	1.10	Trustees	Approval

Introduction

The purpose of this manual is to ensure that the academy maintains and develops systems of financial and asset control which conform with the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the Department for Education (DfE) as well as company and charity accounting statutory requirements.

The academy must comply with the principles of financial control outlined in the academies guidance published by the DfE. This manual expands on that and provides detailed information on the academy's accounting procedures and system manual should be read by all staff involved with financial systems.

This policy and management manual will be approved by the Board of Trustees and reviewed annually.

Organisation and Delegations

The 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. The key responsibilities are delegated to the following parties:

- The Board of Trustees
- The Resources Committee
- The Headteacher
- The Business Manager
- Other Finance Staff
- Other Staff

The Board of Trustees

The Board of Trustees has overall accountability for the administration of the academy's finances. The main responsibilities of the Board of Trustees are prescribed in the "Academy Financial Handbook" as published by the DfE and the Articles of Association of the King's School which include:

- Ensuring compliance with legal requirements
- Ensuring sound management and administration of the Academy
- Establishing and maintaining a transparent system of internal controls
- Assessing and managing risk
- Ensuring that the grant from the DfE and other sources are used only for the purposes intended
- Approval of the annual budget
- Appointment of all staff
- Authorising orders and the award of contracts over £30,000.

The Resources, Risk and Audit (R,R&A)Committee

The R,R&A Committee is a committee of the Board of Trustees. The Committee meets five times a year and considers risk and audit at least three times during the meeting cycle. The main responsibilities of the Committee are detailed in written terms of reference which have been authorised by the Board of Trustees. The main financial responsibilities include:

- The initial review and authorisation of the annual budget
- The regular monitoring of actual expenditure and income against budget
- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to academies

- Ensuring appropriate audit regimes are present and are responded to appropriately
- Authorising orders and the award of contracts over £10,000 and up to £30,000
- Review of the long term financial plans for the school
- To ensure assets are accounted for appropriately and audited periodically
- To direct and oversee the trust's programme of internal scrutiny and ensure this is informed by risk.
- To deliver internal scrutiny in a way most appropriate to the trust's circumstances, which could include employing an in-house internal auditor or buying-in internal audit services.
- To advise the Board of Trustees on the internal scrutiny programme of work.
- To ensure the programme of internal scrutiny informs the accounting officer's statement of regularity in the annual accounts.
- To advise on the adequacy of the management response to issues identified by audit activity.
- To monitor the progress made against audit recommendations.
- To make reports to the Board of Trustees on the adequacy of the trust's financial controls.
- To report to the board of trustees on the adequacy of the trust's risk management processes.
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The Headteacher

Within the framework of the school development plan (SDP) and associated budget, as approved by the Board of Trustees, the Headteacher has overall executive responsibility for the academy which includes financial activities. Much of the financial responsibility has been delegated to the Business Manager but the Headteacher still retains accountability for:

- Approving new staff appointments within the authorised establishment, except for any senior staff posts which the Board of Trustees have agreed should be approved by them
- Budget virement of £15,000 or less;
- Authorising orders and contracts up to £10,000 in conjunction with the Business Manager
- Signing cheques and BACS payments in conjunction with the Business Manager or other authorised signatories

The Business Manager

The Business Manager works in close collaboration with the Headteacher and SLT. The main responsibilities of the Business Manager include:

- The day to day management of financial systems and controls 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 the Board of Trustees and Headteacher
- 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 management accounts for SLT and the Board of Trustees
- Authorising orders and contracts of up to £10,000 in conjunction with the Headteacher
- Authorising planned and budgeted spend in conjunction with budget holders (can be sub delegated to members of Finance Team)
- Signing cheques and BACS payments in conjunction with the Headteacher or other authorised signatories in lieu of the Headteacher
- Ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance.
- Advising the Headteacher and Board of Trustees on investment decisions and strategy

Other Staff

Other members of staff, primarily the Finance Officer, Payroll, HR and Finance Administrator and budget holders, will have some financial responsibilities and these are detailed in the following sections of this manual. All staff are responsible for the security of academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the academy financial procedures.

Segregation of Duties

One of the prime means of control is the separation of the responsibilities or duties which would, if combined, enable one individual to record and process a complete transaction. Segregation of duties reduces the risk of error, mistake or intentional manipulation through checks built into the routine. Functions which should be separated include those of authorisation, execution, custody, recording and, in the case of a computer-based accounting system, systems development and operations.

Decision	Full Govs	Res Cttee	C&Q Cttee	HT	SBM	Dept HT	Fin Officer /Asst	Budget Holder
Authorise Staff Appointments	√	√*1	√					
Authorise Spend as per budget				√	√		<£1k	√
Authorise spending on items not in original budget	>£30k	<£30k		<£10k *2	<£10k *3			
Approve a PO to invoice variance					√			<£50
Approve Invoices				√	√	√		√
Signing Cheques / BACS payments				√	√	√ *4		
Load BACS payments / print cheques							√	
Use Charge Card				√	√		√	
Approve write off of bad debts		>£500		<£500	<£500			
Virement		>£15k		<£15k *2	<£15k *3			
Asset Disposal		>£5k		<£5k *2	<£5k *3			

Notes:
1: Verifies Affordability Only
2: In conjunction with SBM
3: In conjunction with Headteacher
4: Only as deputy for Headteacher
5: Within own approved budget

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 academy Trustees and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from which the academy may purchase goods or services. The register is open to public inspection and available on the website for Trustees.

The register should include all business interests such as directorships, share holdings 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 governing body or a committee. Where an interest has been declared, Trustees and staff should not attend that part of any committee or other meeting.

Accounting system

All the financial transactions of the academy must be recorded on the Access Dimensions accounting system and for trips and visits the associated Tucasi system. The payroll system is now managed using in-house Payroll software and the cashless canteen system using Civica Cashless system.

System Access

Use of Access Dimensions is password restricted and the Business Manager is responsible for implementing a system which ensures that only appropriate access is provided to those with a genuine need for access.

Access to the Payroll system is restricted to the Business Manager, Finance Officer and Payroll, HR and Finance Administrator only. All roles can carry out the full range of activities in Payroll to ensure resilience however segregation of duties exist for specific operations.

The finance team have full access to Tucasi for recording trips and visits expenditure and receipts. The Business Manager has administrator access to the Civica Cashless systems whilst the catering manager, canteen staff, student support and finance team, have access appropriate to their need.

Back-up Procedures

The Network Manager is responsible for ensuring that there are effective back up procedures for the finance systems. Data is copied onto backup tape media daily, weekly and monthly and the copies are stored in a fireproof container in a separate building from the main data store. This enables recovery from even a catastrophic failure of systems.

All systems maintain an electronic record of operators actions as each user has a unique log-in and password. This electronic record forms part of the backup procedure and is available for audit or investigation reasons.

The Business Manager should prepare a business continuity plan in the event of loss of accounting facilities or financial data. This should link in with the annually agreed risk register.

Transaction Processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual. The detailed procedures for the operation of the payroll, the purchase ledger and the sales ledger are included in the following sections of the manual. All complex journals must be agreed by the Business Manager (with the exception of routine canteen, minibus travel and photocopying journals and dept/nominal correction journals), and must be recorded in Access Dimensions with an appropriate narrative to explain the purpose of the journal.

Detailed information on the operation of Access Dimensions can be found in the user manuals stored on the intranet drive which hosts Access Dimensions

Transaction Reports

The Business Manager will obtain and review system reports periodically to ensure that all transactions are posted correctly to the accounting system. The reports reviewed will include:

- Audit trail reports
- Trial Balance Reports
- Control Account Reports
- Management accounts summarising expenditure and income against budget

Reconciliations

The Finance Officer is responsible for ensuring the following are reconciled each month:

- Sales ledger control account
- Purchase ledger control account
- Bank balances per the cash book to the bank statements
- Other control accounts as appropriate including payroll and VAT.

Any unusual or long outstanding reconciling items must be brought to the attention of the Business Manager. The Business Manager will review and sign all bank reconciliations as evidence of review.

Financial planning

The academy must prepare short and medium term financial plans. The medium term financial plan is prepared as part of the development planning process and informed by the school development plan (SDP). The SDP indicates how the schools educational and other objectives are going to be achieved within the expected level of resources over the next three years.

The SDP provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the academy and the planned use of those resources for the following year.

School Development Plan (SDP)

The improvement plan is concerned with the future aims and objectives of The King's School and how they are to be achieved; that includes matching the academy's objectives and targets to the resources expected to be available. Plans should be kept relatively simple and flexible. They should form the strategic objectives of the school and contain the "big picture" within which more detailed plans may be integrated.

The form and content of the SDP are matters for the school and Board of Trustees to decide but due regard should be given to the matters included within the guidance to Academies and any annual guidance issued by the DfE.

Each year a review of the SDP will be conducted and led by the Headteacher and completed by SLT.
The completed development plan will include detailed objectives for the coming academic year and outline objectives for the following two years.

For each objective a lead responsibility for ensuring progress is made towards the objective will be assigned to a member of SLT. The responsible member of the leadership team should monitor performance against the defined success criteria throughout the year and report to the senior leadership team on a regular basis. The senior leadership team will report to the Board of Trustees on progress in delivering the SDP and will highlight any significant achievements and any divergence from the agreed plan recommending an appropriate course of action.

Annual Budget

The Business Manager is responsible for preparing and obtaining approval for the annual budget. The Headteacher, SLT, the Resources Committee and the full Board of Trustees must approve the budget.

The approved budget must be submitted to the DfE in accordance with their instructions and the Business Manager is responsible for establishing a timetable, which allows sufficient time for the approval process and ensures that the submission date is met.

The annual budget will reflect the best estimate of the resources available to the academy for the forthcoming year and will detail how those resources are to be utilised.

The budgetary planning process will incorporate the following elements:

- Forecasts of the likely number of pupils to estimate the amount of DfE grant receivable for both pre and post 16 elements, where possible using ESFA statements
- A review of other income sources available to the school to assess likely level of receipts
- A 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 improvement plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes.
- A scenario based plan that will identify possible changes to income and expenditure based on specific scenarios and sensitivities where appropriate

The information from budget holders will be presented, separating out core curriculum needs from significant improvements and enhancements that support the SDP and the development of that particular area of the school. This will allow an appropriate level of challenge and scrutiny by the SLT.

The budget will be captured on a cost centre and nominal code basis allowing for analysis of expenditure across departments for example, printing consumables costs supporting the identification of possible efficiencies.

In order to support better tracking of expenditure throughout the year, where possible, costs should be profiled across the academic year. Given the complexity of activity across the school, this will not always be possible therefore a profile estimate based on school days or historical trends (where available) will be used.

Balancing the Budget

Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and cost centres will need to be reviewed for areas where reductions can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised until income and expenditure are in balance or returning a surplus. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need.

In compiling the budget, any carry forward from previous years will be ignored for the purposes of compiling a baseline budget that will exclude exceptional items of investment or improvements. This will test the sustainability of the budget and ensure the academy is not spending surplus on recurring costs. This may be permitted on a short term basis.

Barring exceptional circumstances the academy will not submit a budget that is in deficit to the ESFA as required by the Academies Handbook.

Finalising the Budget

Once the different options and scenarios have been considered, and agreed by the Headteacher and SLT, a draft budget should be prepared by the Business Manager for approval by the R,R&A Committee and the Board of Trustees. The finalised budget will be presented back to budget holders by the Business Manager and Headteacher to support a wider understanding of the school's financial position and constraints.

The Finance Team will enter the budget details into Access Dimensions ready for budgets to be committed the following year. .

Monitoring and Review

Frequent reports will be prepared by the Business Manager and presented in the first instance to SLT and subsequently the R,R&A Committee. The reports will detail actual income and expenditure against budget based on the schools cost centre structures. These documents will form a key element of management control within the school.

Budget holders have access to the online Access Dimensions Hoge system, which provides complete visibility of the agreed budget and associated transactions (items of expenditure). Budget holders are tasked with managing within their approved spend limits and are not permitted to exceed this budget unless agreed with the Business Manager.

Any changes to budgets will be managed through a *Budget amendment* in Access Dimensions, recording the reasons for the increase or decrease, which the Business Manager must authorise. Any potential overspend against the budget must in the first instance be discussed between the Headteacher and the Business Manager.

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. Budget virement of £15,000 or less may be authorised by the Headteacher and reported to the R,R&A Committee. Budget virement over £15,000 must be agreed by the RR,R&A Committee in advance.

Payroll & Expenses

Staff Appointments

The Board of Trustees have overall responsibility for the school staffing. Significant changes can only be made to the school staff composition with the express approval in the first instance of the C&Q Committee who must ensure that the role is suitable for the school, and the R,R&A Committee should confirm affordability within current budgets. Less significant changes such as changes to contracted hours and recruitment within the agreed cost envelope are delegated to the Headteacher who will keep the Trustees informed.

The Board of Trustees or agreed representative must formally agree all appointments to the school. The Headteacher maintains personnel files for all members of staff which include contracts of employment.

The Business Manager is responsible for entering and ensuring currency of contract details in the schools HR system and also appropriate payroll action is taken. The contract information contained in the HR system forms the basis of reconciling actual salaries paid to individuals back to a contract of employment therefore the currency and accuracy of this information is essential.

New staff can only be added to the payroll with the express approval of the Headteacher and Business Manager. New staff must complete all relevant payroll documents issued by the Finance Office. Failure to do this may result in non-payment of salary. In these circumstances, the salary payment may not be made until the next payroll run in the following month.

Payroll Administration

Any salary changes or termination of staff from the payroll can only be made with the agreement of the Headteacher and the appropriate Trustee Committee which will be passed to the Finance Office for action.

Any payment for sickness or maternity is confirmed by the Business Manager in line with the employment contract for the individual and statutory obligations – a separate policy and process exists for reporting sickness and absence. Once the relevant form is submitted to the Finance team, the details are entered into Payroll to ensure that the appropriate absence pay is applied or pay is deducted as appropriate. The DHT Teaching, Learning and Professional Development monitors the levels of sickness of staff against particular trigger points which includes those which would trigger a reduction in salary.

Where a leave of absence is discretionary, payment can only be made with the agreement of the Headteacher and notified to the DHT Teaching, Learning and Professional Development.

The Business Manager and Finance team are authorised by the Board of Trustees to make all mandatory changes to the payroll without further authority e.g. Tax, NI and pension contribution rates, tax code changes, attachment of earnings etc and also make deductions from salary as requested by staff e.g. Childcare vouchers or the cycle scheme.

All notifications for payroll changes (including casual claims) need to be with the finance team before the **10th of the month** in order to be processed in time for the payment date which is usually the 25th. For some months such as August this would not be possible due to holidays at which point the finance team will notify the staff of the appropriate deadline. Any requests for payroll changes received after this date will be processed the following month. In exceptional circumstances, an emergency payment can be made directly by the school with the approval of the Business Manager.

Ad-hoc claims for agreed overtime and expenses must be made in a timely manner. Staff are requested to submit claims **within half a term** of the activity being claimed for. Claims submitted after more than 3 months beyond the activity being claimed for may be rejected.

All contract changes that affect staff or the addition of allowances will be entered into the Payroll system by the Business Manager, all other periodic data such as overtime and expenses which are pre-approved on the correct forms, are entered into Payroll by the Finance assistant. Once the payroll run is complete the Business Manager and Head teacher will review and approve the exception report generated by Payroll upon which the BACS payments can be scheduled and approved in Lloyds Commercial Banking by the Business Manager. On a monthly basis the Business Manager will extract the journal detail from Payroll and enter it into Access Dimensions. This is done normally just before or after the 25th of the month. The finance assistant will process the necessary returns to teachers' pensions including MDC, HMRC (under RTI), LGPS Prudential and others as necessary...

Payments are made directly to individuals bank accounts via BACS unless a cheque payment has been authorised by the Business Manager.

Payslips are made by secure e-payslips and are available a few days prior to pay day.

On an annual basis the Business Manager will verify that for each member of staff, the gross pay specified in the payroll system agrees to the contract of employment held on the personnel file of the individual. This will generally be done as part of the pension reconciliation exercise in April each year.

Expenses

Travel and business expenses are currently processed through payroll and will be paid to individuals as part of salary payments.

Two expenses forms are contained at Annex A and B for staff and interview candidates respectively.. These must be completed and submitted with supporting receipts to their Line Manager for approval and to Finance for processing. The Finance Assistant will check the validity of the claim and process through payroll. Payments will not be made without receipts without the express agreement of the Business Manager.

To claim for fuel expenditure, staff must set out the distance of the journey undertaken on your expenses claim form for all authorised journeys. The King's School will pay a staff mileage allowance of 45p per mile for mileage under 10,000 business miles per annum. Travel to and from your designated place of employment (as determined by your contract of employment) does not qualify for business mileage. Travel from home to a business location other than your regular place of employment and return can be claimed however, If travelling directly from or to home the normal mileage which would have been travelled from home to school should be deducted from the total mileage claim for the journey.

Expense claims must be submitted within **half a term** of the expenditure being occurred. Claims submitted after more than 3 months beyond the activity being claimed for may be rejected.

The budget holder must approve the expenses.

No claims for alcohol will be reimbursed in accordance with DfE requirements,

All staff travel and subsistence costs will be allocated to the appropriate curriculum or INSET cost centre. Interview expenses will be charged to the appointments cost centre.

The limits and rates paid for interview expenses are as follows and are detailed on the expenses form which is provided to the candidates in advance. For candidates who are located abroad, the school will only reimburse costs from when they enter the UK

Interview Expense Type	Rate
Train Ticket	Standard 2nd Class Fare
Miles use of own car	30p / mile
Overnight Accommodation	£60.00
Breakfast	£6.00
Lunch	£10.00
Dinner	£15.00

Purchasing

The King's School is subject to the same public procurement regulations as other public bodies and although some money spent by the school may not have originated from the taxpayer, the same principles of ensuring value for money should be applied. Value for money does not necessarily mean the cheapest, but it does mean obtaining what we need, at the correct quality, quantity and time at the best possible price. The following principles will apply to our purchasing

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

Budget holders will be informed of the budget available to them before the start of the new academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. The information required to do this is contained within the web portal available to all budget holders, which provides up to date detail on funds already spent, committed and available.

For all purchasing a quote or price must be obtained from the supplier(s) and the order placed on the web Access Dimensions Hoge interface by the "Demander". A number of suppliers offer discounts to schools therefore demanders should ask for these where possible. If the supplier is not registered on the system, the Demander should enter the suppliers details into the system by requesting a new supplier, providing full details of the supplier. This will then be reviewed by the finance team before being added to Access Dimensions. The Access Dimensions system will automatically route the requisition through to the budget holder for approval. Once approved this will be sent through to the Finance team for processing.

If there are insufficient funds available in the holder's budget, then a request can be submitted to the Business Manager to overspend against the budget. This should be considered an exceptional arrangement with significant extenuating circumstances to justify the overspend. These are unlikely to be approved unless they are required to address a key curriculum need or address a health and safety issue. If the overspend is approved, then the budget holder will be able to approve the requisition which will be released to Finance for processing.

Once orders are approved they will be recorded in the Access Dimensions system as "committed" which provides the budget holder with a complete picture of the status of their budget.

The Finance Office will ensure that a purchase order is issued to the supplier together with the appropriate despatch details, which will usually be the demander.

All invoices received should be sent to the Finance Office. The invoice will be recorded by the Finance Assistant in the purchase ledger and the Finance Team will check that the invoice is arithmetically correct, tied to a purchase order and the prices of the items reflect the items ordered. The budget holder / demander should deal with any issues that arise from incorrect invoices with the supplier.

For minor deviations from the order value up to 10% then the budget holder alone can approve this difference, which is usually due to a missing delivery charge or small price change.

Once the goods are delivered and invoiced then the budget holder must approve the payment of the invoice once the goods have been delivered and received in the Access Dimensions Hoge web portal. They will receive an email prompting the approval. If any goods are rejected or returned to the supplier because they are not as ordered, the finance office should be notified immediately and the invoice disputed. To minimise the financial risk to the school and ensure probity in our transactions, invoices must NOT be receipted before the goods or service has been received unless in accordance with a particular service contract. Any instances of this must be highlighted to the Business Manager.

As part of the monthly period procedures, the Finance Officer should produce an aged creditor report from the purchase ledger and investigate any outstanding invoices that have exceeded 30 days and take the appropriate action. Any particular issues in clearing the aged creditors should be highlighted to the Business Manager and an appropriate course of action agreed.

The Finance Officer will input details of payments to be made to the purchase ledger and generate the BACS payments or cheques required on a weekly basis. The BACS payments or cheques must be signed by two of the three nominated bank signatories, which will usually be the Headteacher and the Business Manager. If the Head teacher or Business Manager is not available then the nominated Deputy Head can sign the payments.. BACS payments will be notified to suppliers by email.

For BACS payments the release of funds can be released by the Business Manager using the Lloyds Commercial Banking facility together with PIN and the Lloyds authenticator system. The release of the BACS payments will only be actioned once the two signatories have agreed the BACS payments.

Non-order purchases must have the prior verbal approval of the Business Manager and be considered an exception rather than usual practice.

The purchasing process differs slightly depending on the amount of expenditure, which is detailed below. Orders should NEVER be deliberately split to avoid a particular threshold. Any instances of this must be highlighted to the Business Manager.

Routine Purchasing of £1,000 or Less

For routine purchasing of £1,000 or less, a quote or price must always be obtained before any order is placed. Budget holders must ensure that the best value for money is achieved by testing the market.

The Budget Holder and Finance Team will approve orders below £1,000. The Finance Team will highlight any novel, contentious or out of the ordinary requests to the Business Manager as required.

Purchasing of £1,000 to £5,000

For purchases between £1000 and £5000 the Budget Holder is responsible for ensuring that at least two verbal or written quotations are obtained. If a verbal quote is obtained, this should be noted and written down for audit, and all quotes should be detailed in the “Notes” section on the Access Dimensions web requisition notes page. The budget holder must ensure this is part of the requisition submitted. Written quotes should be attached to the submission in the Hoge portal for Audit records.

The Business Manager will approve all orders at this level that are part of the original budget.

Purchasing of £5,000 to £50,000

Purchasing at this level requires three written quotations to be obtained. Again, the budget holder has responsibility for obtaining and retaining the quotes for audit purposes. This should be detailed in the notes section on the Access Dimensions web requisition system. The Business Manager will approve all orders at this level in Access Dimensions however will seek approval from:

- The Headteacher and Business Manager for all orders above £5,000
- The Resources Committee for all orders above £10,000 that have not already been reported as expenditure as part of the budget.
- The Full Board of Trustees for all orders above £30,000 that have not already been reported as expenditure as part of the budget.

Purchasing Over £30,000

Purchasing at this level will always require Full Board of Trustees approval, unless already agreed as part of the approved budget. Purchasing over this amount will normally be subject to a full tender and could be subject to the Public Procurement regulations.

Ordering goods which may potentially be over £50,000 must be discussed with the Business Manager prior to any communication with suppliers to ensure correct procedures are followed from the outset and the legally compliant procurement route used.

The school will seek the appropriate level of technical advice and support in compiling the technical requirements for a tender.

Tendering an Order

There are three forms of tender procedure: open, restricted and negotiated and the guidance for circumstances in which each procedure should be used are described below:

Open Tender: This is where all potential suppliers are invited to tender. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds. The use of framework agreements is desirable here.

Restricted Tender: This is where suppliers are specifically invited to tender which may be appropriate when:

- There is a need to maintain a balance between the contract value and administrative 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 schools requirements
- The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering

Negotiated Tender: The terms of the contract may be negotiated with one or more chosen suppliers. This may be 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

Preparation for Tender

Full consideration should be given to the following aspects of the schools requirements:

- Objective of project
- Overall Requirements
- Technical Skills Required
- After Sales Service requirements
- Form of Contract

It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

Invitation to Tender

If a restricted tender is to be used then an invitation to tender should be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

An invitation to tender may include the following:

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

Aspects to Consider

Financial

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs.
- Is there scope for negotiation?

Technical/Suitability

- Qualifications of the contractor
- Relevant experience of the contractor
- Descriptions of technical and service facilities
- Certificates of quality/conformity with standards
- Quality control procedures
- Testimonials

Other Considerations

- Pre sales demonstrations
- After sales service
- Financial status of supplier (Obtain Financial reports)

Tender Acceptance

The invitation to tender should state the date and time by which the completed tender document should be received by the academy. Tenders will normally be submitted via email to a specific Tenders email address (tenders@thekings.devon.sch.uk). Only the Headteacher, School Business Manager, IT Manager and Site Manager have access to this inbox on a read only basis. Email deletion is not permitted.

Tender Opening Procedures

All tenders submitted to the school will be reviewed at the same time. Two people should be present for the review of tenders normally being the Business Manager and the Headteacher or professional advisors.

A separate record should be established to record the names of the firms submitting tenders and the amount tendered. Both people present at the tender review must sign this record.

Tender Assessment Procedures

The evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.

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

Full records should be kept of the evaluation of tenders and the R,R&A Committee should be updated highlighting any relevant issues and recommending a decision. The accepted tender should be the one that is economically most advantageous to the school. All parties should then be informed of the decision.

Card Purchases

The school has a charge card at its disposal to order goods from companies that we may not be able to establish an account with, or for specialist online retails that we may only order from once. Prior approval should be sought for such purchases by submitting a purchase request in the usual manner.. Before using the card, the Finance Office will ensure that the company is not already registered on the system and that they will not accept purchase orders and payment to the company will be made weekly as part of the usual weekly payment run and associated dual authorisation.

The demander is responsible for exercising care when using solely online retailers to ensure they are an established and reputable business. Guidance can be sought from the Business Manager if necessary.

Staff Purchases

In some circumstances, small purchases (generally less than £50) may be made by an individual on behalf of the school using their own money. Any expenditure by an individual must be approved in advance by the Budget Holder and Business Manager and a refund request made to the Finance Office using the relevant form. A valid VAT receipt **must** accompany all expenses otherwise repayment will not be possible. **Up to the limit of £50 cash, debit or credit card transactions will be reimbursed.**

<u>Income & Fund Management</u>

The main sources of income for the school are the grants from the DfE and from Devon County Council. The receipt of these sums is monitored directly by the Business Manager who is responsible for ensuring that all grants due to the academy are collected.

The school may also obtain income from:

- Students, mainly for trips, catering and ad hoc materials.
- The public, mainly for hire of facilities.
- Other sources such as those supporting the Sports Games Organiser and Local Learning Community.
- Traded services such as canteen and ICT support

As the accounts are required to meet both Companies House and Charity Law, we are required to account for the income and associated expenditure from separate income streams. This is known as Fund Management.

With the exception of income associated with Trips, Visits and Events such as the 6th Form variety show or House performances, the business manager should be notified of all income. Staff who have negotiated or obtained expected income should always notify the Business Manager such that forecasts can be updated and income identified when it is paid. Accompanying paperwork or emails regarding the income should also be provided. Where income is provided with conditions, this will need to be “fund managed”.

Any excess income in line with the charging and remissions part of this policy from The King’s School Fund that will not be provided back to parents or part of a student’s canteen account, will be transferred to the main school account as unrestricted donations income periodically.

No funds due to the school should be written off without the express approval of the R,R&A Committee as outlined in the delegation structure.

Income from the DfE and DCC

By the end of March each year a statement from the DfE should be provided for the income due to the school for the following year. This details the total grant and provides a breakdown of central funding and local authority derived funding. Before the new academic year, it is common for the DfE to provide a monthly breakdown of expected income. This should be tracked to ensure payments are correct and to support cash flow monitoring.

The income from DCC will be primarily associated with high needs which remains locally funded. The commentary from DCC on remittance advice has been historically poor. Despite this, and possibly following further analysis of the income, a commentary explaining the income should be entered into Access Dimensions.

All income from these sources will be processed through the Sales Ledger in Access Dimensions so that Counterparty analysis is available to complete at the end of the year, and a scanned copy of the remittance placed in the linked Access Dimensions folders for future reference and audit.

Trips and Visits

A lead member of staff must be appointed for each trip and take overall responsibility for its administration and execution. The lead teacher must initially prepare an online Evolve consent forms and associated risk assessment for approval by the approvers as outlined in the Trips and Visits policy. An outline costing is presented as part of this approval which must include a per pupil / per payment administration fee to support the costs of administering the trip and the electronic payment mechanism (bank charges). The Finance Officer approves these costs on the Evolve system, as reasonable and correct and agree payment deadlines.

The Finance Office should be notified which students will be going on the trip and the amount to be charged by the Trip Organiser. The finance team will load all the information into the schools Tucasi cash office software. The trip organisers are then responsible for students making the appropriate payments to the finance team. Payments will only be accepted online which will be confirmed to the payee via email. Letters will be issued via Edulink to new year 7 parents explaining the capability to accept online payments with the appropriate access codes.

Cash / Cheques are not accepted in the finance office and all payments should be made online. Received cash associated with Trips and Visits are managed through The King’s School Fund Bank account with Lloyds. This should be reconciled against the data held in Tucasi monthly using the bank reconciliation form by the Finance Officer and approved by the Business Manager.

Ad Hoc Income (Department led)

All income into departments, whether it be cash from students for materials or other sources should be accounted for appropriately through the school's Finance Office regardless of intended usage. Staff should not hold cash locally.

All department led income will be registered against the specific activity / requirement in Tucasi and accounted for appropriately with matched expenditure. Any excess will be transferred back to the academy as Additional Income and SLT will determine its use through increased budgets (and an associated budget journal).

Where departments carry out an activity that produces funds for the school, SLT's intention would be to reward the particular department by transferring funds back to them for curriculum benefit. Depending on the financial position of the school, this may not always be the case therefore departments should not assume that funds obtained are directly available to them until their budget is increased accordingly.

Catering Income

The canteen only operates a cash based system for 1 week of the year (induction week) cash received at this time must be reconciled against the till receipts by a member of the catering team who will complete a slip detailing the takings for the day and the necessary banking slip. Any significant differences between till receipts and cash counted or cash counted and banked should be reported to the Business Manager.

The school now uses a cashless catering system from Civica. Payments are made into a student's account online by parents. The funds deposited into the students' accounts will be held in The King's School Fund bank account in trust until such time the funds are spent with the canteen. On a monthly basis, and prior to the monthly close, a report will be run from the cashless system and a bank transfer initiated for the amount spent in the canteen to the main school account. This should be entered as a cashbook receipt in Access Dimensions.

Rental Income

The Finance Officer manages the lettings and property rental in line with charges and process stipulated under the lettings chapter of this document. Any deviations from these charges (discounts, contribution in kind, etc.) should initially be discussed with and approved by the Business Manager.

Once a letting is agreed, the Finance Officer should enter the "customer's" details into the Sales Ledger and raise an invoice in advance of the actual facility usage. Where the school is satisfied that the organisation renting the facility is credit worthy, a credit line may be offered with the approval of the Business Manager.

On a monthly basis the Finance Officer will run an aged debtor report from Access Dimensions and any outstanding items should be brought to the attention of the Business Manager to agree a course of action.

Other Income

Other income comes from a variety of other sources which can include the Local Learning Community, University payments, Sports Games Organiser etc.

If the funding is provided for a specific purpose then the income will need to be "fund managed" as described below.

If the income is planned and expected at a particular time, an invoice should be raised and the "customer" should be entered into the Sales Ledger by the Finance Officer. For other income a cashbook receipt should be entered together with a scanned version of the remittance and a narrative supporting statement. If the nominal for posting the income is uncertain then advice should be sought from the Business Manager.

On a monthly basis the Finance Officer will run an aged debtor report from Access Dimensions and any outstanding items should be brought to the attention of the Business Manager to agree a course of action.

Fund Management

The income to the school is classified in one of three categories which are described below with the appropriate treatment identified:

1. Restricted General Funds – Where funds are provided / obtained for a particular purpose for example:

    a. ESFA GAG
    b. Other ESFA Funds
    c. Government Grants
    d. Sponsorship for particular events
    e. Gifts / Donations with restrictions attached

2. Restricted Fixed Asset Funds – Funds provided for specific capital purposes.

3. Unrestricted – Where funds are provided / obtained for no particular purpose and may be used by the school as deemed appropriate by the Trustees but within the objects in the Academies governing documents.

Any income that is recognised as Restricted should be coded into Access Dimensions as such, differentiating between the restricted income types. Each Fund should have a “lead” member of staff agreed with SLT. Those staff that are raising requisitions against a particular fund MUST put in the commentary of the Access Dimensions order a description of what Fund the order is associated with. With this information the Finance Office will then ensure the order is placed against the correct fund.

Charging & Remissions

The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential outings and experiences of other environments, can make towards students' educational experiences and their personal and social development.

The school reserves the right to request a voluntary contribution in the following circumstances for activities organised by the Academy: -

- School trips: All costs incurred by the school
- Activities outside school hours: All costs
- Materials : A contribution towards the cost of materials purchased by the school in relation to items produced by students which will be taken home for personal use
- Acts of vandalism and negligence: the School reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student
- Examination fees:
    - If a student has not been prepared for the exam at The King's school the examination fee may be requested.
    - If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent.
    - We may charge for an exam entry where we are acting solely as an examination centre for a student.
    - If a late exam entry fee is the direct result of actions by a student or parent(s), the school may seek to recover the fee from the parent.

The school will not seek contributions towards anything that is **required** by the curriculum to complete a particular course.

For those optional trips or activities that the school does request a contribution, the school may remit charges in full or in part to parents after considering specific hardship cases. The school invites parents to apply, in the strictest confidence, for the remission of charges in part or in full by writing to the Business Manager. The Headteacher / Business Manager will authorise remission. Students who are eligible for free school meals or those requiring specific support due to deprivation are encouraged to request support which will be funded by the Pupil Premium grant received from the DfE. To request remission, parents are invited to write to the Headteacher or Business Manager.

All charges to pupils are based on the actual costs incurred by the school in running the trip or visit and are shared equally between the students participating. These payments are often voluntary contributions and the students of parents who do not contribute will not be discriminated against, however if insufficient contributions are received the trip may be cancelled.

When calculating the costs of trips, there is inevitably a deviation between the actual costs incurred and the charges made to pupils. When the final trip balance is known, any surplus or excess funds exceeding £5 will be reimbursed to the students account. When the student leaves the school, any balance on their account will be refunded.

6th Form Bursary

The Sixth Form Bursaries are designed to help students who are facing financial difficulties that may result in them not being able to stay on or complete their post-16 education. There are two types of bursary available to apply for either:

1. A £1200 a year **Fixed Bursary** for students who are either:
    - in care
    - care leavers
    - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right

or

2. A flexible discretionary **Hardship Bursary**. The school will make a contributory payment, or payment in kind (e.g. buying books or bus tickets), towards the cost of activities linked to your studies for those students facing financial hardship.

Areas covered are:

- Transport to and from school
- Books / Stationary for courses
- Accommodation
- Equipment for courses
- Educational trips that are part of courses
- Open day / Interview visits to Colleges or Universities
- School Meals
- Exam Re-sits
- Other – must be specified

Any payments made will be in instalments paid at the end of each half term. The Hardship Bursary will be linked to lesson attendance and being up to date with your work for all sixth form courses.

Students wishing to apply for either of these bursaries need to complete an application available from the 6th Form Office. Applicants may also wish to supply written evidence of your family income to support your case e.g. parents P60

Deadlines for each term will be the 30 September, 31 January and 30 April. Only one application is needed in each year. Applicants can only apply for a bursary between these dates if your circumstances have dramatically changed. Applications should be submitted to the Sixth Form Office which will be looked at in strict confidence.

If you have been unsuccessful or feel your application has not been considered fully you can appeal in writing to the Head of 6th Form stating your reasons for reconsideration. The Headteacher will have the final say in all appeal cases.

Assisted Instrument Purchase Scheme

Those students receiving music tuition on the school premises are possibly eligible for our Assisted Instrument Purchase Scheme. The scheme allows students to purchase a musical instrument for which they are receiving lessons, without having to pay the VAT (currently 20%). There will be a £5 administrative fee for this service. To be eligible for the scheme:

- The student must be receiving instrument lessons at The King's School
- Students must be in full time education in a Devon, government funded school
- The instrument must be appropriate for the students' needs
- The instrument must be portable.

The student must submit an application form to the Head of Music who will arrange for a quotation from one of our suppliers. If the quote is accepted, the student should provide an online or cash payment to the school who will then purchase the instrument on the students' behalf. The musical instrument must be collected from the music department and signed for.

Lettings & Charges

The Trustees recognise that the school premises represents a significant capital investment by the taxpayer and as such should be managed to maximise the benefit school community and where possible generate income to support the schools objectives through lettings.

The school will prioritise statutory and designated users of the site before agreeing lettings with outside organisations or individuals.

The Board of Trustees delegates responsibility to determine designated status to SLT who will exercise discretion on their behalf and determine applications. Sensitive or contentious applications will be referred to the Resources Committee as appropriate. The acceptance of hire bookings has been delegated to the Business Manager with the support of the Finance Officer.

There are two categories of charges for lettings:

1) Statutory and Designated Users
2) Other Users

The conditions of hire are contained in Annex 4, which should be provided to all organisations or individuals letting the premises and cannot be amended by a member of staff. The charging rates for lettings can be amended by the Business Manager.

The Conditions of Hire cannot be amended without referral back to the Resources Committee.

All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers must complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the Trustees may enforce at law.

In arriving at the scale of charges shown below, the Trustees have followed the following principles:

1) Statutory and Designated Users will be charged an amount commensurate with cost recovery
2) Other users will be charged at a cost commensurate with cost recovery plus an additional margin to support the educational objectives of the school.

The application of VAT to income from lettings is dealt with in the VAT section of this document.

The minimum hire period for all facilities will be 2 hours. For bookings outside standard school hours, the caretaker availability must be checked prior to confirming the booking.

The school may request a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition which may incur additional costs for cleaning, caretaking or other expenses. The school will not normally insist on a caretaking presence for lettings however some circumstances may warrant it.

If a user cancels a booking, the school will seek to recover any costs incurred which are unavoidable and result directly from the booking and subsequent cancellation of a letting.

Payment at the time of booking is the standard process and should be made by BACS bank transfer. The school will allow the extension of credit to bone fide local organisations and individuals where we are satisfied that the users are credit worthy. In all cases the school reserves the right to withdraw credit facilities where prompt payment is not received. Where credit has been agreed, an invoice will be raised by the Finance Office at the time of booking.

All users of the facilities regardless of payment must be provided with a copy of, and agree to, the conditions of hire as found in Annex 4. All users must provide a copy of their liability insurance covering the period of hire. If the liability insurance is <£10M this must be referred to the Business Manager.

Letting Charges

Facility	Statutory & Designated	Other Users	Unit
Main Hall / Canteen	£15.50	£17.00	Per hr or part (inc Electricity)
Classrooms (inc Food Technology)	£12.50	£14.00	Per hour or part thereof
Multi Use Games Area - MUGA	£17.00	£20.00	Per hour (£5 per tennis court)
Cricket Wickets/Nets	£6.00	£7.50	Per hour or part thereof
Playing Fields	£18.00	£20.00	Per Session
Sports Hall	£25.00	£25.00	Per hour or part thereof
Hire of Piano	£12.00	£12.00	Per night
Hire of Computers	£2.50	£3.00	Per night per computer

Other Costs	Statutory & Designated	Other Users	Unit
Heating costs – All blocks Oct-May	£10	£10	Per Hour
Cleaning Mon-Fri	£12.00	£12.00	Per Hour
Cleaning Sat - Sun	£16.00	£16.00	Per Hour
Cleaning 10.30 pm - 6.00 am & B.H.	£19.00	£19.00	Per Hour
Caretaking Mon-Fri	£17.50	£17.50	Per Hour
Caretaking Sat-Sun	£19.50	£19.50	Per Hour
Caretaking 10.30 pm - 6.00 am & B.H.	£23.00	£23.00	Per Hour
Emergency Work	At cost	------	--------

VAT

Following the 2011 Finance Bill, The King's School like all other academies is able to re-claim the VAT on products and services that support the education of pupils (a non business activity). In order to do this we are VAT registered and VAT is claimed back from HMRC monthly. When purchases are entered into Access Dimensions the appropriate VAT rate is checked by the Finance Office. Access Dimensions automatically recognises these amounts in the VAT Control account which forms the basis of the monthly reclaim to HMRC. The Finance Officer is responsible for submitting our monthly VAT return.

The deadline for submitting a return to the HMRC is generally the **7th of the month** + 1 month after the end of accounting period. For example the deadline for AP5 (end January) will be the 7th March. Ordinarily the VAT return should be submitted in advance of this date to ensure a prompt recovery of funds paid to suppliers such that cash flow for the school is optimised. Failure to meet this deadline may result in a fine being imposed by HMRC.

Our VAT registration Number is: 118916792

There are some circumstances where VAT on costs must be treated differently and cannot simply be reclaimed. If the activity is classed as "Business" then the standard business VAT rules apply. If an activity is classed as "Business" then VAT can only be reclaimed if it leads to the making of "taxable supplies". These are supplies to which VAT has to be added when making a sale to others. It also includes supplies made at the "zero-rate" such as sales of books and magazines.

The King's School often makes exempt supplies. Such supplies can include letting rooms to other organisations or running a sports club within the school. Where exempt supplies are made, some of the VAT incurred on expenditure will **not** be recoverable, and must be added to the projected cost.

The general VAT principle for business activities is that the VAT we charge on "sales" or provision of services is known as our output tax. The VAT we pay our suppliers associated with our "Sale" is known as input tax. If the amount of our output tax is more than the input tax, then we pay the difference to HMRC, however, if the input tax is more than our output tax, we can claim the difference back from HMRC.

Income and VAT Liabilities

The following table outlines the application of VAT to income and therefore determines whether some VAT is recoverable for business activities.

It should be noted that many income sources in the table below may not apply to The King's School, nor should it be inferred that income will be sought a particular revenue stream detailed. The table does provide a comprehensive guide for the application of VAT and associated recovery for the King's.

Type of Income	Business Status	VAT Treatment
Donations	Non business	Outside the scope of VAT
ESFA Grants	Non business	Outside the scope of VAT
Letting of general rooms including the provision of refreshments	Business	Exempt but taxable at the standard rate if option to tax exercised
Rooms with catering	Business	Exempt for room and standard rated for catering if charged separately otherwise fully taxable

Letting of sports facilities for booking by individuals from the public	Business	Exempt
Letting of sports facilities to external clubs	Business	Exempt if over 24 hour let or series of lets apply
Meals and other catering provided to non-pupils – includes teaching staff	Business	Taxable at the standard rate of VAT
School meals provided to pupils provided at or below cost	Non business	Outside the scope of VAT
Consultancy income	Business	Taxable at the standard rate of VAT
Sale of School Uniform	Business	Zero rated for clothing sizes up to age 14 otherwise standard rated Also zero rated for logoed clothing of any size for a school who has pupils up to the age of 14.
Sale of books	Business or if closely related and sold at or below cost non-business	Zero rated or outside the scope
Merchandise for use in the classroom : rulers, pencils etc provided at or below cost	Non business	Outside the scope of VAT
General merchandising ; school memorabilia e.g. mugs, sweatshirts etc	Business	Taxable at the standard rate
Educational School Trips provided at or below cost	Non business	Outside the scope of VAT
Sale of sports equipment	Business	Taxable at the standard rate of VAT
Administration and management services	Business	Taxable at the standard rate of VAT
Admission charges to a theatrical, musical or choreographic performance of a cultural nature	Business	Exempt
Charges for school entertainment events such as proms	Business	Taxable at the standard rate of VAT
Supply of staff to other schools in the not for profit sector (when working on non-business activity)	Non business	Outside the scope of VAT
Supply of staff to other organisations	Business	Taxable at the standard rate

Vocational training	Business	Exempt
Fundraising events	Business	Exempt providing fund raising event criteria are met
School photograph commission	Business	Taxable at the standard rate of VAT
After school and breakfast clubs (8-6) at or below cost	Non- Business	Outside the Scope of VAT
Sponsorship – main sponsorship academy	Non business	Outside the scope of VAT
Advertising income from businesses	Business	Taxable at the standard rate of VAT
Advertising income from charities	Business	Zero rated for VAT

As the area of VAT and academies can be rather complex it is advisable that any member of staff considering a possible business activity, discuss it with the Business Manager in the first instance to ascertain the tax implications who may request additional advice from our accounts as VAT can be a complex area.

<u>Cash Management & Investment</u>

Bank Accounts

The King's School has three key bank accounts to support its business which are:

- Main Lloyds Current Account for Core School Business.
- King's School Fund Account also with Lloyds for Trips and Visits.
- Aldermore Business Savings Account

The account signatories across all three accounts are:

1) Rob Gammon - Headteacher
2) Laurence Evans – Business Manager
3) Liz Mower – Deputy Headteacher

The bank mandate specifies that two signatories are required to execute transactions.

It is the school policy to, where possible, minimise the amount of cash handled which reduces risk and overhead costs as well as increases accounting accuracy and efficiency of operation.

The School's Bankers (currently Lloyds Bank) have been instructed to notify the Chairman of Trustees and the Headteacher immediately they suspect any irregularity.

On hearing of any irregularity, an emergency meeting of the Resources Committee is to be called.

The Resources Committee is to determine the exact nature of the irregularity.

If the Resources Committee discovers anything of significance (this to be determined by them) they are immediately to inform the Full Board of Trustees.

Deposits

All deposits to the main school bank account should be accompanied by a remittance advice or similar document. These should be scanned and attached to the cash book receipt entered into Access Dimensions.

The details of all deposits should be described in the Access Dimensions system and include:

- The amount of the deposit and
- A reference, such as the reference on the remittance or the name of the debtor
- A short explanation of what it is for

All cheques and other instruments authorising withdrawal from academy bank accounts must bear the signatures of two authorised signatories which will generally be the Business Manager and the Headteacher.

This provision applies to all accounts operated by or on behalf of the Board of Trustees of the academy

Reconciliation

The Finance Officer must ensure bank statements are received regularly or use the Lloyds Commercial Banking facility to reconcile transactions. Reconciliations will ideally be done daily however a month end summary must be produced and signed by the Business Manager. Reconciliation procedures must ensure that:

- Both main bank accounts are reconciled to the school's systems whether that be Access Dimensions or Tucasi for the separate accounts.
- Reconciliations are prepared by the Finance Officer;
- Reconciliations are subject to a monthly review carried out by the Business Manager.
- Adjustments arising are dealt with promptly.

Cashless Petty Cash

The school operates a cashless petty cash system through www.cashplus.com.

Under this system, the Finance Office holds up to six pre-paid debit cards in the safe which can be signed out by staff members in advance of purchases being made. In this way, the Finance Office can double check that the school does not already hold a credit account with the intended suppler.

Staff, when collecting a card, will sign to declare that:

- They take personal responsibility for the funds on the card and they will provide receipts for the expenditure.
- Cards can only be used exclusively for school expenditure.
- The appropriate budget holder has agreed the planned expenditure.
- If receipts are not provided, the funds will be returned by the employee at the time or recovered from the employee through payroll.
- No expenditure on alcohol at all is permitted.

Cards will not be topped up following expenditure until validated receipts have been processed through the Finance Office.

The Finance Officer manages this system using the online CashPlus account, updating Access Dimensions monthly (or more/less frequently as appropriate) with all transaction details.

In the interest of security, each pre-paid card issued to staff will hold a maximum credit of £50 to limit individual transactions to that threshold.

Pre-paid card balances are topped up as necessary via BACS transfer in line with the normal payment approval procedure which incorporates dual signatories from the Business Manager and Headteacher

Supplier Bank Changes

When suppliers change their bank details the Finance Assistant or Finance Officer will independently verify the changes using a known contact or publicly available telephone number for the company. This mitigates against the risk of fraud. These checks are noted in the supplier record in Access Dimensions once complete and the date they were verified.

Investments

The Business Manager is responsible for preparing cash flow forecasts to ensure that investment decisions made will not impact on the school's ability to pay for day-to-day operations and also to maximise the academies use of cash assets.

The Trustees are firmly committed to ensuring that all funds administered by the school on their behalf are used in such a way as to maximise return whilst minimising risk. Investment of surplus funds is not considered a primary activity for the school, but is an effective way of maximising school assets.

All bank accounts should only be opened with an FSA approved provider and included in the Financial Services Compensation Scheme (FSCS).

Trustees will seek to ensure that any cash not required for operating expenses is invested in a low risk higher interest rate account. Arrangements for deposits may include, but are not limited to Treasury Bonds and Fixed Term Higher Interest Deposit Accounts. Deposit account providers must be selected from the FSA Approved List included in the Financial Services Compensation Scheme (FSCS).

Where significant funds have been accumulated that are not required in the short term, for operational expenses or as part of a planned surplus for a specific project, Trustees may consider the investment of these funds in order to generate a longer term income or capital fund.

The approval of the resources committee is required before any investment is made. The following criteria should be used in selecting an appropriate investment:

- What level of risk does the investment represent? The Trustees' approach to risk is cautious – typical investments will include fixed interest funds.
- The historical performance of the investment or fund
- The anticipated level of return
- Management fees and associated costs
- Any penalties e.g. for early redemption
- Ease of access should Trustees wish to realise the investment

Fixed assets

Definition

International Accounting Standard (IAS)16 defines Fixed Assets as “assets whose future economic benefit is probable to flow into the entity, whose cost can be measured reliably”.

The reason why it is important to manage the fixed assets of the school correctly is to ensure that the school’s balance sheet correctly reflects our assets and liabilities and the assets of the school are managed to maximise their benefit to the education of students.

This section defines the treatment of Non-Current, Current, Tangible and Intangible Fixed Assets.

Asset Register

All items (or groups of items) purchased with a value over a capitalisation limit of £1,000 with a life longer than the year they were purchased in must be entered in an electronic asset register that is reconciled against the financial statement of the school (detailed in Access Dimensions). The asset register is maintained by the Finance Officer within Access Dimensions Asset Module:

A separate inventory management system is also used as a broader asset register which also serves as a register for both Insurance and PAT testing data reasons which although does not support the accounting requirements does support other important school objectives.

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
- To manage the effective utilisation of assets and to plan for their replacement
- Help the external auditors to draw conclusions on the annual accounts and the school’s financial system
- Support insurance claims in the event of fire, theft, vandalism or other disasters
- Facilitate annual audits of assets

Assets excluded from the fixed asset register are “current assets” and “stock” which includes debtors. Current Assets include cash and bank balances which are controlled through reconciliation to control accounts on a regular basis as described elsewhere in the document.

Initial entry and maintenance of the asset register is the responsibility of the Finance Officer whilst maintenance of the inventory system is the responsibility of department support staff or technicians. Entries will be checked monthly against the purchase ledger by the Finance Officer to ensure that all items purchased that should be recorded are on asset register.

Accounting for Assets

Fixed Assets are defined in one of the following categories:

a. Land and Buildings (Differentiated between freehold and leasehold)
b. Furniture & Equipment
c. Motor Vehicles
d. Computer Equipment & Software
e. Assets under construction (where appropriate)

The appropriate accounting transactions are processed for all capitalised assets and recorded on the Fixed Asset Register. Transactions will be recorded within the Fixed Asset Fund account in addition to the transaction to the Balance Sheet.

When using part of the recurrent grant towards fixed asset costs there is a particular approach that must be adopted. The purchase must be shown on the balance sheet however an amount equal to the purchase of the asset should be transferred from the "Restricted General Fund" account as described previously to the "Restricted Fixed Asset Fund". The annual depreciation charge would then apply to the Restricted Fixed Asset Fund.
This will result in all fixed assets being reflected in the Restricted Fixed asset fund and the Restricted General fund will represent cash resources.

Depreciation

Non-Current Assets are to be depreciated to reflect the recoverable amount in the financial statements, over the useful life of the asset.

The depreciation calculations will be part of the monthly cycle with a depreciation end of period completed within the Asset register software and then recorded in Access Dimensions.

A budget can be set within the Fixed Asset Fund to provide an indicative charge for depreciation for the year to the Fixed Asset Fund Account.

Groups of assets will use the same method of depreciation which is shown in the table below. There may very occasionally be an asset that does not completely fit into one of the categories below and these should be discussed with the Business Manager before a categorisation or depreciation method is agreed.

Asset Type	Depreciation Method
Long Leasehold Property (Excludes Operating Leases)	2% (50 yrs) Straight line
Buildings and Building modifications	2% (50 yrs) Straight line
Plant and Machinery	10% (10 yrs) Straight line with nil residual value
Furniture and Equipment	10% (10yrs) Straight line with nil residual value
Computer Equipment and Software	25% (4 yrs) Straight line with nil residual value
Assets Under Construction	These are not depreciated until the asset is brought into use.

Asset Security

Physical security of assets held by the school are the responsibility of the purchasing department.

Physical audits are undertaken against the Fixed Asset Register as part of the Internal and Statutory Audit Checks and review.

The Business Manager will investigate discrepancies between the physical review and the registers promptly. Any discrepancies over the value of £500 are reported to the Trustees.

All disposals of assets are recorded in the Fixed Asset Register and the appropriate transactions recorded through the financial statements on Access Dimensions.

Asset Disposals

Asset items which are to be disposed of by sale or destruction must be authorised for disposal by the Business Manager and, where significant, should be approved by the Trustees. The method of disposal will ensure best value is achieved for the school.

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. If disposals within one financial year (September-August) collectively originally attracted grant of more than £20,000 then the academy must inform the DfE.

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 and also ensure we comply with the WEEE directive that places disposal requirements for electronic equipment.

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

Asset Loans

Items of school property must not be removed from academy premises without the authority of the Head of Department. A record of the loan must be recorded in the inventory register. 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 business manager.

Reserves

Holding Reserves

The Trustees recognise the need to maintain a reserve to support:

- The need for working capital
- Unexpected expenditure due to risks materialising
- Short-term shortfalls in income if payments from income sources were delayed or incorrect.

The main reason for maintaining reserves it to support significant unforeseen risks that materialise, or risks that had been identified but materialise despite mitigations that have been put place. A prudent level of resources from the General Annual Grant, the General Non-GAG Restricted Fund and the General Unrestricted Fund will be carried forward as a risk budget but to also support major capital developments.

The amount to be carried forward from the General Annual Grant is subject to restrictions stipulated by the DfE.

Level of Reserves

The total reserves across the three funds will be maintained between two thresholds:

Reserve Min: £220,000
Reserve Max: £470,000 (approximately 1 month operational costs)

If the level of reserves exceeds the maximum stated, the Trustees would seek to invest the funds in capital improvements for the benefit of the school.

The minimum reserve should be maintained where possible and not used for standard operational expenditure. The reserve is held to meet the objectives described above and as such should only be drawn from in the event of a risk materialising or a short term shortfall in income to meet expenditure.

Gifts Policy

The Academy is committed to the values of probity and accountability. All staff should conduct themselves with integrity, impartiality and honesty at all times. Staff should maintain high standards of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty, and not putting themselves in a position of conflict between their official duty and private interest.

The guiding principles are:-

- The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest.
- The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

It is a criminal offence for an employee of the academy to corruptly accept any inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts. In acting corruptly the employee would demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions. Employees may be subject to disciplinary procedures to pursue potential matters of misconduct.

This policy applies to all Trustees and members of staff and applies to gifts from students and their families as well as from potential suppliers. Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity.

Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with the Academy.

Gifts are deemed to include:-

- Goods provided for personal or other private use
- Personal services
- Loans of equipment, vehicles etc for personal use
- The provision of goods/services at preferential cost for personal or other private use.

Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries, calendars), but more substantial or expensive offerings should be declined.

If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation that the Academy’s policies do not allow their acceptance.

It is accepted that staff sometimes receive conventional hospitality (e.g. refreshments at business meetings) they may attend, as part of their official function, or an event organised by another body for promotional or influential purpose. Offers of hospitality that exceed this norm should in general be refused.

The following items should be avoided:-

- hospitality offered in substitution for fees e.g. lectures or other work done;
- inducements which could lead to a contractual position between the Academy and a supplier, contractor or consultant
- substantial offers of social functions, travel or accommodation;
- Acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.

Key Financial Performance indicators

Under Section 417 (6) of the Companies Act 2006 a company must include in their annual report and accounts an analysis against key financial performance indicators and, where appropriate, an analysis using other key performance indicators including information relating to environmental and employee matters.
The financial indicators of many companies such as ROCE would not be appropriate for the school as indicators that have a profit element would not apply. The Trustees agree that the following indicators will be reported on and targets set for the following financial year.

KPI	Description
Total Staffing costs as a percentage of GAG income	Staffing costs including non-teaching
Income per pupil	Pupils on roll at Jan census
Pupil to Teacher ratio	Includes teacher assistants and UQTs
Liquidity Ratio	The ability of the school to meet is short term financial obligations
Admissions Ratio	No of applications to the number accepted on roll
GAG to Non-GAG ratio	Target increasing funding from non-GAG sources

Risk Management

Risk is defined as the combination of the probability of an event and its consequences, which presents both opportunities for benefit or threats to success. Risk occurs in all types of undertaking and is increasingly seen as a strategic priority for all organisation management boards.
The Trustees recognise the importance of identifying and managing the possible and probable risks that the school may face over the short, medium and long term, and is a key part of effective governance.

By managing risk effectively, the Trustees can help ensure that:

- Significant risks are known and monitored, enabling Trustees and SLT to make informed decisions and take timely action
- The school will make the most of opportunities and develop them with the confidence that risks are appropriately managed
- Forward and strategic planning is improved
- The school's objectives are achieved more successfully.

The Companies Act 2006 s417(3b) requires disclosure of the principal risks and uncertainties facing a company. The disclosure should deal with the school's exposure to a number of financial and non-financial risks and be detailed in the annual report and accounts. This demonstrates the steps the school has taken to manage risk to its stakeholders and appropriate regulatory bodies.

To support effective risk management is the school, the Trustees have adopted a simple risk management process:

1. Risk Identification
2. Risk Prioritisation and Assessment
3. Implementation and Review

Risk Identification

SLT are responsible for the initial identification and assessment of risks to the school and compiling a risk register. The Trustees will then consider these and modify as appropriate and ratify the risk register and the associated actions.

The initial identification of risk will be against the following categorisation:

External Risks Category	Description
Economic	Economic factors such as interest rates, exchange rates, inflation
Socio Cultural	Demographic change affecting demand for services; change of stakeholder expectations
Technological	Obsolescence of current systems; procurement and best use of technology to achieve objectives
Legal / Regulatory	Laws and regulations which impose requirements (eg health & safety and employment legislation)
Environmental	The need for buildings to comply with changing standards (eg energy efficiency); the need for disposal of rubbish and surplus equipment to comply with changing standards

Political	Possible political constraints such as change of government
Internal Risks Category	Description
Operational	Overall capacity and capability to achieve objectives; procedures employed
Service / Project Delivery	Failure to deliver the agreed service
Resources - Financial	Availability and allocation of funding; poor budget management
Resources – Physical	Security against loss, damage and theft of physical assets, and fraud including identification of areas which can be insured
Resources – Human	Availability, retention, skills and capacity of staff
Resources – Information	Adequacy of information for decision making; security of information against loss, damage, theft and fraud
Relationships	Threats to relationships with delivery partners; customer satisfaction; accountability (particularly to Parliament)
Reputation	Confidence and trust which stakeholders have in the organisation
Governance	Propriety and regularity; compliance with relevant requirements; ethical considerations
Scanning	Failure to identify threats and opportunities
Resilience	Capacity of accommodation, systems and ICT to withstand adverse impacts and crises; contingency planning and disaster recovery (eg fire, flood, failure of power supply, failure of transport systems)
Change Risks Category	Description
Change	Projects or programmes of change

Risk Prioritisation and Assessment

Risks identified will be assessed based on

1. Likelihood of coming to fruition
2. Impact should they occur
3. The response to the risk

The following criteria will be used in the assessment:

Likelihood:

Likelihood Score	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur, but it is not a persisting issue/ circumstances	Will undoubtedly happen/recur, possibly frequently

Impact:

The following table on Impact scores are for guidance only as some risks may not have a financial impact but be catastrophic to our objectives.

Impact Score	1	2	3	4	5
Descriptor	Very little	Marginal	Significant	Serious	Catastrophic
Financial Impact	< £1,000	£1,000 - £5,000	£5,000- £25,000	£25,000 - £300,000	Over £300,000
Reputation	Only internal impact that can be managed without significant effort. No external reputation issues	May be evident to those close to the event / area of interest and mainly internal	Reputation impacted in local area but associated with particular short term issue	Reputation impact of lasting effect in the local area	Severe reputation impact: Possible covered in national general news media.
Staff / Students	Unsettling rumours	Small injury caused to staff or pupil. Localised issue that impacts only on family concerned or close colleagues	Significant injury Cause for concern for staff and students / parents in a part of the School; no lasting impact	Serious accident, major injury requiring urgent medical attention. Long term-ill health Widespread cause of significant dissatisfaction.	Fatality Major impact on staff morale and parents satisfaction with school
Operations	Little impact on school operation with the exception of additional work required by one or two members of staff.	Minor operational impact: secondary system or process disrupted for less than a week – workarounds required	Significant operational impact Health issue requiring concerted management attention Disruption in a few departments. No major impact on teaching and learning.	Major operational impact Unavailability of a facility / service causing delays in processes and impact on teaching and learning. E.g. re-rooming	Severe operational disruption: major facility / service unavailable for more than one week (e.g. classroom) or school closure for any time period.

The response to the risk should fall into one of four categories:

1) *Transfer:* For some risks the best response may be to transfer them. This might be done by conventional insurance, or it might be done by paying a third party to take the risk in another way. This option is particularly good for mitigating financial risks of risks to assets.

2) *Tolerate:* The exposure may be tolerable without any further action being taken. Even if it is not tolerable, ability to do anything about some risks may be limited, or the cost of taking any action may be disproportionate to the potential benefit gained. In these cases the response may be toleration. This option may be supplemented by contingency planning for handling the impacts that will arise if the risk is realised.

3) *Treat:* The purpose of treatment is not necessarily to obviate the risk, but more likely to take control action to contain the risk to an acceptable level. Such controls can be corrective, detective, directive or preventive

4) *Terminate:* Some risks will only be treatable, or containable to acceptable levels, by terminating the activity.

Implementation and Review

Once the risk register has been agreed as a fair representation of the risks that the school is faced with, and the response to those risks agreed, a named individual will be identified as responsible for taking the appropriate action against that risk and where appropriate the action will be reflected in the school development plan.

The school risk register will be reviewed by the Trustees at least biennially however the Business Manager or Headteacher will present any notable changes to the risks to Trustees as part of standard business.

The King's School Staff Expenses Form

STAFF EXPENSES CLAIM FORM
(for use by staff of the School)

PLEASE COMPLETE IN BLOCK LETTERS, WITH AS MUCH DETAIL AS POSSIBLE

Payroll Number						-		Must be filled in

Title ________ First Name ________ Last Name ________

Cost Center to be Charged ________

Date	Description	Miles	Reciepted Expences (£)	Claimed £ p
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				

Travel Total

SUNDRIES / MATERIALS

1

2

Sundries Total

I declare that the expenses I have claimed were incurred wholly, necessarily and exclusively in the execution of my duties as an employee of the Kings School and have not been previously claimed for.

TOTAL EXPENSES

Claimant Signature ________ **Date** ________

AUTHORISED BY:	
SIGNATURE: Budget holder	Print Name
SIGNATURE: Finance	Print Name

NOTES

1. The School will reimburse a claimant for reasonable expenditure necessarily incurred in the course of the schools business which has had prior approval
2. Claims should be completed by the claimant, authorised by the budget holder and forwarded to Finance for processing
3. Original receipts or vouchers must support claims for reimbursement of expenses. Claims will be allowed for the actual amount of expenditure as evidenced by receipts. Reciepts MUST be attached to the claim.
4. Rail fares - This should normally be second class saver ticket and ideally bought in advance
5. The schools car mileage is 45p per mile, based on the shortest practical route.
6. NB - In instances where an employee uses his / her own vehicle for business purposes it is mandatory that the motor insurance cover includes a clause specifically permitting the use of the vehicle for business. Most policies do not cover private vehicles

The King's School Interview Candidate Expenses Form

INTERVIEW CANDIDATE EXPENSES CLAIM FORM

PLEASE COMPLETE IN BLOCK LETTERS, WITH AS MUCH DETAIL AS POSSIBLE

INTERVIEW DATE / / POST APPLIED FOR

Title First Name Last Name

Address

TRAVEL

					Claimed £ p
Outward:	Date / /	From:	To:		
Return:	Date / /	From:	To:		
Travel detail	1				
	2				
	3				
	Miles Use of own car:		miles @ 30p per mile		
				Travel Total	

ACCOMMODATION/SUBSISTENCE

Detail	1		
	2		
	3		
		Accommodation/Subsistence Total	

SUNDRIES	1		
	2		
		Sundries Total	
		TOTAL EXPENSES	

I declare that the expenses I have claimed were incurred wholly, necessarily and exclusively to support my attendance at an interview at the Kings School

Claimant Signature **Date**

AUTHORISED BY:		
SIGNATURE: Recruiting Manager	PRINT NAME	COMMENTS
SIGNATURE: Finance	PRINT NAME	COMMENTS

NOTES

1 The School will reimburse a claimant for reasonable expenditure necessarily incurred in attending an interview.

2 Original receipts or vouchers must support claims for reimbursement of expenses. Claims will be allowed for the actual amount of expenditure as evidenced by receipts. Reciepts MUST be attached to the claim.

3 Candidates are expected to travel by public transport where possible and practical and will be reimbursed on actual costs incurred. The appropprite rail fare is 2nd Class.

4 Subsistance will be reimbursed based on receipts provided subject to the following maximum:

Overnight Accomodation	£60
Breakfast	£6
Lunch	£10
Dinner	£15

5 A cheque will be issued to the named individual above and sent to the address provided.

The King’s School Bank Reconciliation Form

Accounting Period:

Bank Account	Main Lloyds	Fund Account
Statement Balance		
Access Dimensions / Tucasi Balance		
Difference (Un-reconciled)		
Reconciled By		
Signature & Date		
Approved By		
Signature & Date		

Access Dimensions Balance = Bank Balance + Un-reconciled Items

<u>The King's School Conditions of Hire</u>

Letting Fees

The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.

The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Trustees. The Trustees reserve the right to alter or revise these charges at any time.

The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 4. In the ease of a long-term letting the Trustees of the hired premises may at their discretion permit the periodic payment of hire charges in arrears.

Cancellations

The Trustees or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the Trustees shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.

If the hirer shall cancel the hiring of the premises then the Trustees shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the Trustees or the Council in respect of that hiring.

Bookings are taken subject to the premises not being subsequently required for statutory purposes. In the event of the premises being so required, the Trustees will refund to the Applicant all charges made by them and already paid by the Applicant. The Trustees shall not be liable to pay any compensation for any loss incurred by the Applicant.

Insurance

The hirer's use of the hired premises is conditional on the hirer holding appropriate liability insurance. A copy of such insurance shall be provided to the school at the time of booking.

Furniture and Equipment

The hirer's use of the hired premises shall be deemed lo include the use of chairs and tables only. The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Business Manager. Such use may be subject to the scale of charges published by the Trustees.

Where additional equipment is required by the hirer this will be subject to an additional charge according to the Trustees' published scale.

Kitchen Facilities

Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Business Manager who will have consulted the Catering Manager lo arrange for such use at all times to be supervised adequately.

Health & Safety and Condition of Premises

The hirer shall during the hiring be responsible for:

(a) Taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded
(b) The efficient supervision of the hired premises and for the orderly use thereof including the observance of the Trustees' non-smoking policy school premises
(c) Ensuring that all doors giving egress from the hired premises are kept unlocked and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises
(d) Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned
(e) Familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes
(f) Ascertaining the location of the nearest emergency telephone and the provision of a suitable first-aid kit
(g) Compliance with the Food Safety Act where catering facilities are involved.

The hirer shall at the end of the hiring be responsible for:

(h) Ensuring that the hired premises are vacated promptly and quietly
(i) Ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto.

No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Business Manager. Electrical apparatus must be switched off after use and plugs removed from sockets.

The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Trustees and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

It is understood and agreed that the Trustees do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, the Trustees will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

(a) any damage or loss of any property brought on to or left upon the hired premises cither by the hirer or by any other person;
(b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
(c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled;

The hirer shall be responsible for and shall indemnify the Trustees against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

Licences

The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Business Manager and Headteacher, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Business Manager if required. The hired premises shall not be used for any betting, gaming or gambling.

The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring.

Hire of Minibus

Any hirer of the school's minibus, must complete a minibus rental agreement. The school's insurance will provide cover for persons authorised by the school to drive the minibus however a copy of the hirer's and any driver's, driving licence(s) must be provided to the school in advance demonstrating the necessary legal requirements.

The hirer is responsible for conducting a full vehicle inspection / check prior to use which includes oil, water, tyre pressures, seat belts, and general condition/cleanliness of the vehicle and noting this in the hire agreement. On return of the vehicle, any damage not noted on the hire agreement will be subject to charges.

If the hirer is at any time during the hire period is involved in any incident with a third party or passenger, the hirer must notify The King's School. Failure to do so could result in subsequent legal action being made against the driver. Any damage incurred during the term of the hire should be reported to the School and liability for repair rests with the hirer.

General

The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the School and the head of the establishment.

The hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker of the hired premises.

The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.

Any notice or necessary action required in respect of this hiring may be undertaken by a representative of the Trustees.