

**FINANCE POLICY**

**Purchasing Procedure for Staff**

**General**

The purpose of the procedure is to achieve simplicity and the ability to trace transactions: it is to apply to all purchases, including books. Purchasing will remain the responsibility of Heads of Department; however, the Bursar reserves the right to specify which suppliers are to be used where this would save money without compromising quality of supply.

**Authorised persons**

The following are authorised to place orders for the purchase of goods with external suppliers, for the purposes and up to the financial limits approved by the Governing Body:

The Headmistress

The Bursar

The Accountant, acting on behalf of the Bursar in his absence and in all cases up to £5000

and the following budget holders within their own budget:

Deputy Heads

Head of Junior School

Heads of Departments and extra-curricular budget holders

The Registrar

The Marketing Manager

The Domestic Bursar

**Procedure**

Departments can produce their own forms and reference numbers to order supplies falling within their budget expenditure headings or can use suppliers own order forms.

Order forms are to be sent direct to suppliers with a copy to the Bursar’s Department but there is no requirement for prior endorsement of the order by the Bursar.

The Accountant will provide departments with periodic updates on their expenditure.

**Receipt and payment**

In the majority of cases a member of the domestic staff or Bursar’s Office staff will take the delivery of the order. It is, therefore, very important that when the order is received by the ordering department, it must be checked immediately against the original order for completeness and any discrepancies listed on the delivery note. The delivery note is then sent to the Bursar’s department. It is the responsibility of the ordering department to resolve any inconsistencies between order and delivery. When the invoice for the goods arrives, it is married up with the delivery note in the Bursar’s office and passed for payment.

*NB. The person ordering must make arrangements for receipt, checking and safe storage during their absence. This applies particularly during the school holidays.*

**Special payment procedures**

* Purchases are normally made on credit. In exceptional circumstances, where payment is required in advance, the order must be placed through the Bursar’s office. Payment will normally be by credit card or cheque.
* Budget holders are not normally allowed to purchase goods on behalf of the school using their personal cheques, credit cards or cash. The only exception is where there is no reasonable alternative. The Bursar’s advice should be sought beforehand, otherwise reimbursement may be refused.
* Cash floats for trips can be supplied provided they are requested when the trip is arranged.

**Internet Purchases**

Budget holders who wish to purchase items from the Internet should consult the Bursar’s Office on the relevant procedure.

**Sales of Assets**

The Bursar must give authority for the disposal of any asset, eg. unwanted textbooks. It is becoming increasingly popular to use such websites as ‘Ebay’ to sell unwanted goods for the benefit of the school.

Whilst this can mean additional amounts will be available for a budget holder to spend, at present, the school does not wish to nominate a bank account to accept such income. Budget holders will, therefore, need to receive any money from such sales in their own bank account and then give a personal cheque to the school for banking.

**Cash Handling**

**Introduction**

It is school policy to minimise holdings of cash for security reasons: where possible, payments are made by cheque. Small amounts of cash are held by, for example, the Junior School Secretary, for minor expenditure in their areas of responsibility and by the Bursar’s Assistant who is responsible for replenishing the holdings and for the general needs of the school.

**Cash limits**

Minor expenditure is reimbursed in cash up to a limit of £15 – a cheque will be issued for any larger amount. Petty cash replacements for account holders require one or two days’ notice. As a general rule, purchases on behalf of the school are not to be made without the prior permission of the Bursar or, in his absence, the Accountant.

**Floats**

If a cash float is required for expenditure on a school trip or outing the Bursar is to be notified and the amount and any breakdown by denomination agreed at least a week before the day that the money is needed. If foreign currency is required the same considerations apply, but the period of notice necessary is 2 weeks.

**Cheque run**

The Bursar’s Office produces a weekly cheque run on Wednesdays; those who need cheques (for example, to send with orders for theatre tickets or for reimbursement for goods bought for the school) should ensure that their requests reach the Bursar’s office by the previous Friday.

**Cash collections**

Charity collections should be the only source of cash to be received by staff directly from the pupils. No cash is to be collected from pupils for sales or trips or outings: parental permission is to be sought for the termly bill to be charged in the usual way.

**Cash deposits**

When cash has been taken in by a member of staff and needs to be banked it is to be correctly bagged and a cash analysis form completed before being handed in to the Bursar’s office. Plastic cash bags and analysis forms are available from the School Secretary. No cash, no matter how small the amount, is to be left in the Bursar’s pigeon-hole in the staff room or in the tray in the School Office. It is the responsibility of the collector to hand over cash to a member of the Bursar’s staff.

**Financial Budgets**

School expenditure must be appropriate, controlled and prioritised against all available resources.

To facilitate this, at the end of the Spring Term, a submission, on a pro-forma supplied by the Bursar’s Department, has to be made to the Headmistress for the departmental budget for the following academic year.

**Budget Holders Responsibilities**

Budget Holders have these primary responsibilities:

* ensuring the application of sound internal financial controls as detailed in the school’s financial regulations
* ensuring the efficient, economical and effective management of resources and expenditure, including funds, capital assets and equipment and staff
* seeking to ensure that financial considerations are taken fully into account in reaching decisions

In satisfying the above responsibilities they will have to carry out the following tasks:

* contribute to the preparation of the school’s overall budgets, forecasts and plans;
* prepare annual estimates of income and expenditure for their department for inclusion in the annual budget;
* review expenses against with the help of ‘on-line’ budget reporting and explain any significant variances to the School Accountant;
* ensure that the school’s ordering system, as outlined above, is followed consistently, including:

- signing departmental Order Forms for goods and services

- passing copies of Order Forms to the Bursary for entry into the Purchase Ledger;

- checking of invoices against the original order and passing to the Bursary for

 payment

* report immediately any areas of concern, including suspected frauds of irregularities, to the Bursar
* advise and assist teaching staff with responsibility for funds;
* ensure that all assets held in the budget holder’s department are correctly registered and are subject to regular audit. This applies particularly to “portable” items;
* maintain a record of all overtime hours and hours worked by part-time staff;
* document extra activities, record participants and complete ‘extras’ forms (Form C1 and Charge Lists – available in the Staff Room) as they fall due.

 **Fee Concessions**

**At Walthamstow Hall**

* + All members of staff at Walthamstow Hall are entitled to a concession on the school’s tuition fees. The rate of discount is 65% for full-time staff and is proportional for part-time staff – i.e. someone who teaches a quarter of a timetable would get a concession of 16.25%.
	+ Any staff concession will be applied after the application of any sister’s discount and scholarship award and the overall fee concession(s) will not exceed 65%.
	+ Staff will need to make a formal application, using a pro-forma obtainable from the Bursar’s Office. The concession applies to pupils in both the Senior and Junior Schools and lasts until either the pupil leaves the school or until the end of the academic year after the parent ceases to be employed, whichever is the earlier
	+ There are no concessions for ‘extras’.

**At Tonbridge School**

* Walthamstow Hall operates a reciprocal fee concession scheme with Tonbridge School under which any member of staff having served three years at Walthamstow Hall, may be given a 50% reduction on Tonbridge tuition and boarding fees for a son or sons attending the school. As with the Walthamstow Hall scheme, part-time staff are entitled to proportional reductions after a similar qualifying period. There are no concessions for extras. The terms of the Walthamstow Hall scheme are extended to the Tonbridge School staff in full.

**At The New Beacon School**

* The scheme is open to the sons of teaching staff and the bursar. The fee concession at The New Beacon will be 25% to a full time member of staff with pro-rata reductions applied in the case of part time staff, relative to the full time equivalent and will apply only to tuition fees and not to ‘extras’.

*Any member of staff wishing to apply for fee concession should do so on the pro-forma available from the Bursar’s Office, normally when they join the school.*

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed June 2018

Next Review Date June 2019

Signed: ………………………………………………………Date:………………………

 Mrs J Adams

 Chair of Governors