



**WALTHAMSTOW HALL**  
SEVENOAKS

## **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 £5,000

and the following budget holders within their own budget:

Deputy Heads

Head of Junior School (Head's PA)

Heads of Academic Departments and extra-curricular budget holders

Head of Marketing

Estates Manager

Head Librarian & Archives

Network & Data Manager

Catering Manager

Duke of Edinburgh Manager

School Office

#### **Procedure**

When ordering, departments can produce their own reference numbers or ask for a Purchase Order Number from the Bursar's office for supplies falling within their own budget expenditure headings or can use suppliers own order forms.

Orders can be sent direct to suppliers, copied to the Bursar's office; usually, there is no requirement for prior endorsement of the order by the Bursar unless it is over £500.

Normally departments will place their own orders directly with suppliers however, the bursary may be used to place an order or if the School credit card is required.

## **Receipt and payment**

In the majority of cases a member of the Bursar's Office staff will take the delivery of the order.

When accepting the goods, the bursary staff should always sign stating that they have not inspected the goods and the quantity if they are unable to check and verify the goods. This may give us an opportunity in future to make a claim against damage goods and incorrect quantities.

Bursary staff will record the goods received in the incoming goods received schedule. The goods received schedule will contain the following information:

Date, Purchase order number, Initials of the member of the Staff who received the goods.

Goods are then picked up by the caretaker(s) from the Bursar's office / adjacent area where the goods are held.

Caretakers will record their initials to state that they have picked up the goods in the incoming goods schedule for distribution to individual departments.

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.

## **Supplier invoice(s)**

When the invoice for the goods arrives, it is married up with the delivery note in the Bursar's office and passed for payment. It is intended to email a copy of the Supplier Invoice to the Budget Holder for approval (rather than via a hard copy). Budget Holders should check the invoice amount and details and confirm by replying that it is approved to pay

*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. It is important that a trade account is open for regular purchases if it is not listed as a preferred supplier. In exceptional circumstances, where an urgent payment is required then the Bursar's office can be contacted for advice. **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. The School operates an Amazon Business Prime ~~Account~~Account; details may be given to staff to utilise when making School purchases.

## **Sales of Assets**

The Bursar must give authority for the disposal of any asset, e.g. unwanted textbooks. It is becoming increasingly popular to use such websites as 'EbayEBay' 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 or via bank transfer.

## **Cash Handling**

### **Introduction**

It is School policy to minimise holdings of cash for security and insurance reasons: where possible, our preferred method of payment is via BACS. Only in exceptional circumstances a cheque payment will be made if the bank account details are not available. Small amounts of cash are held by, for example, the Junior School Secretary, for minor petty cash 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 petty cash expenditure is reimbursed in cash up to a limit of £15 an expense form will need to be completed and sign by the Head of Department for any larger amount which will be paid by BACS. 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 Finance Manager.

### **Floats**

If a cash float is required for expenditure on a School trip or outing the Bursar's Assistant 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. Any unspent foreign currency should be handed back to Bursar's Office after the event has finished.

### **BACS (Bankers Automated Clearing System)**

Please note that our preferred method of payment is via BACS as this is the cheapest method for the School rather than paying via Cheque. The Bursar's Office produces a weekly BACS run on Wednesdays. The cut-off date for weekly BACS run is on Monday.

### **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 Bursar's Office. 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; and
- 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 expenditure with the help of the OASIS 'on-line' budget reports and explain any significant variances to the School Finance Manager. OASIS log-in will be provided by the Bursars' office ([accountant@walthamstow-hall.co.uk](mailto:accountant@walthamstow-hall.co.uk));
- ensure that the School's ordering system, as outlined above, is followed consistently;
- report immediately any areas of concern, including suspected frauds or 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 co-curriculum/charged activities, record participants and complete 'extras' forms (Form C1 and Charge Lists – available in the Staff Room or the Bursars' office) as they fall due. An emailed version to [bursarsoffice@walthamstow-hall.co.uk](mailto:bursarsoffice@walthamstow-hall.co.uk) is preferred.

**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 as of 1 September 2019 for all new staff is 50% 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 12.5%.
- 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 50%, pro-rata for part time staff.
- Staff will need to make a formal application, by contacting 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 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.
- The remission for daughters of Tonbridge School staff at Walthamstow Hall applies in the Junior School as well as the Senior School.

**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 50% 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 a fee concession at either Tonbridge or The New Beacon should contact the relevant School; their rules for concessions will apply.*

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

Reviewed September 2019  
Next Review Date September 2020

Signed: .....Date:.....

Mrs J Adams  
Chair of Governors