



The Southfield Trust

Financial Ordering Processes

Guidelines

The Trustees have devolved powers of budget to the Executive Head for individual articles under £35,000. All individual articles over £35,000 have to be presented and approved by the Trustees.

Each curriculum subject is given an expenditure budget following annual budget requests. The role of the subject co-ordinator includes monitoring their budget. Should any co-ordinator wish to order stock for another subject they should obtain written consent from the relevant Subject Co-ordinator and attach to the Requisition Application. (see below)

N.B. ALL ORDERS HAVE TO GO THROUGH THE TRUST ACCOUNTING SYSTEM BEFORE THEY CAN BE RAISED. THIS INCLUDES ORDERING STOCK ON APPROVAL.

STAFF MUST NOT ORDER/ PURCHASE GOODS USING THEIR OWN CREDIT CARDS - SEE 5.0

1.0 COMPLETING THE REQUISITION APPLICATION FORM

APPLIES: Ordering any school stock

METHOD OF PAYMENT

1.1	Complete " <i>Requisition Application Form</i> " available from Finance officer/finance assistant
1.2	Ensure you state which budget allowance.
1.3	Include full details and address of company purchasing from.
1.4	Ensure you have totalled the full amount at the bottom of the form
1.5	Return to Finance officer/finance assistant.
1.6	Form is then presented to budget holder for approval/ signature.
1.7	If budget is overdrawn, the request will be discussed/ rejected.
1.8	Stock is ordered on demand.
1.9	Please retain a photocopy of your form so that you can check off the stock when it arrives.
1.10	Any stock that has not arrived, within the expected time limit (1 month) please inform the Finance officer/finance assistant
1.11	Any electrical goods over £100 must be entered into the inventory log please provide the Finance officer/finance assistant with the relevant details.
1.12	All electrical good must be security marked (see Finance officer/finance assistant)
1.13	Please ensure all stock for the current financial year is ordered by 31 January.
1.14	Please ensure that items valued at £100 or more are kept locked away. Subject Learning Co-ordinators will need to carry out an annual audit on stock over £100.

2.0 GOODS PURCHASED DIRECTLY BY YOU - REIMBURSEMENT

APPLIES: to small items (under £20) which you have bought which are available/cheaper through retailers.

METHOD OF PAYMENT

2.1	Complete a " <i>Petty Cash Form</i> " available from the Finance officer/finance assistant.
2.2	Attach till receipt to Petty Cash Form. <i>We are unable to refund for any goods that are not supported by a till receipt.</i>
2.3	Return to Finance officer/finance assistant
2.4	Form is then presented to budget holder for approval/signature. If budget is overdrawn, the request will be discussed and may be rejected.
2.5	Please retain a photocopy of your form for your Subject folder.
2.6	Please ensure you obtain <u>a VAT receipt</u> as well as the till receipt/ or a receipt with vat separately detailed. Failure to do this could result in the school being unable to reimburse you.
2.7	The Finance officer/finance assistant will reimburse you following budget holder approval/signature.
2.8	You will be required to sign receipt of reimbursement.

3.0 TRAVELLING AND OTHER EXPENSES

APPLIES:

Travel expenses incurred while travelling on school business during a working day i.e. approved courses/ visits/transporting students on offsite activities etc.

METHOD OF PAYMENT

3.1	Complete “Travelling and other expenses claim” form available from the Finance officer/finance assistant.
3.2	Please ensure you complete the whole form with detail of journey, reason, date and time out/time back, including receipts attached to form.
By car	Travelling by private car:- petrol receipt required attached to claim form – must be prior to journey claim.
3.3	If travelling from home to an approved course/visit, you should first deduct your usual travel to/ from work mileage and only claim for the addition miles travelled.
3.4	If travelling from work to course/visit you can claim from place of work.
3.5	If travelling from course/visit onto home you will be expected to deduct your usual work to home mileage.
3.6	If travelling from home to course/visit and then back to work, you will be expected to deduct your usual home mileage to work but can claim for mileage back to work. Mileage is paid at 25p per mile. If you are a contracted car user – 45p per mile as per ESCC payroll protocol.

3.7 By Public Transport	If travelling by public transport, please attach receipt. All travel should be second class. No receipt, no payment!
3.8	Form is then presented to Executive Head/Head of school for approval/ signature.
3.9	The Finance officer/finance assistant will reimburse you via payroll where all receipts and claims will be forwarded..
3.10	If any receipts attached to claims are not valid, reimbursement via payroll provider will be rejected.

ORDERING GOODS FROM INTERNET

APPLIES TO:

Electrical goods that are cheaper on the internet. These goods can only be authorised by the budget holder and purchased by Finance officer/finance assistant using the School P-Card. We are unable to reimburse unauthorised purchases.

METHOD OF ORDERING

4.1	See 1.0 - 1.13 above COMPLETE THE REQUISITION APPLICATION FORM
4.2	In addition you will have to supply the web site address and evidence that this is more cost effective than ordering direct from a supplier along with the actual saving.
4.3	The Head is the only person with authority from the Governing Body and East Sussex to use the P-Card with a limit of £2,500

4.0 INCOME FROM SALES/ VOLUNTARY CONTRIBUTIONS

APPLIES: When pupils make a voluntary contribution to funds for:-

- a specific subject i.e. Food Technology
- a voluntary contribution towards transport costs
- purchase a piece of work to cover the cost of replacement materials
- a voluntary contribution towards the costs of
- replacing wilfully damaged goods (when asked).
- payment for an extra curricula activity that takes place outside the normal school
- working hours.(Theatre visits, exhibitions, Charity events costs etc.)

All contributions will be receipted above £10.

METHOD OF PAYMENT

5.1 (a)	Items purchased for specific subjects
5.2	Complete requisition form - available from the Finance officer/finance assistant
5.3	Keep a record of each student's name and payment made
5.4	Photocopy and present to Finance officer/finance assistant along with cash.
5.5	The Finance officer/finance assistant will receipt all payments above £10.
(b,c,d,e)	VOLUNTARY CONTRIBUTIONS
5.6	Keep a record of each student's name and payment made
5.7	Photocopy and present to Finance officer/finance assistant along with cash.
5.8	The Finance officer/finance assistant will receipt all payments above £10.

PRIVATE PHONE CALLS

APPLIES: When staff need to make private phone calls or use the photocopier for private use.

METHOD OF PAYMENT

6.0	Complete “Private phone call” form available from the Finance officer/finance assistant.
6.1	Give to the Finance officer/finance assistant along with payment
6.2	The Finance officer/finance assistant will receipt all payments above £10.
6.3	Complete “Private photocopying” form available from the Finance officer/finance assistant.
6.4	Give to the Finance officer/finance assistant along with payment
6.5	Please ensure that you comply with the Photocopying Law