

FINANCE ORGANISATION



ETHOS:

The delegated budget is one of the systems that the Governors, Leadership Team and Bursar use to manage the College. It allows resources to be clearly targeted to support the College development, and respond quickly to the learning needs of the pupils.

The primary aim is to manage the budget to maximise efficiency and effectiveness, whilst achieving value for money.

The Finance Committee will adopt the principles as laid down by the Audit Commission's "Keeping Your Balance" documents [attached]. All accounts and inspections will be based on these principles. These documents provide the detail of the Finance Organisation Policy.

STRUCTURE AND ORGANISATION:

The Bursar and Deputy Headteacher will co-ordinate the systems and liaise with relevant outside bodies, reporting to the Headteacher and Finance Committee of the Governing Body. Budgets are held by designated individuals, and the Bursar takes responsibility for much day-to-day paper work. Capitation and Development Bid allocations are managed by the Deputy Headteachers jointly.

The Bursar and Deputy Headteacher will organise the LRM system within school. He/she will ensure a budget plan is prepared, and approved by the relevant people. The system will then be set up for the financial year, and correct allocations made. All budget holders will be informed of underspends, provisional allocations and final figures. The system will be monitored weekly or when necessary for commitments and spending patterns. The weekly reconciliation will be run and the suspense cleared. Relevant people will be informed where necessary of changes to the system or unplanned developments.

The Bursar will manage the day-to-day running of the system. This will include processing all incoming invoices and delivery notes. She/he will also print all orders for posting. All income will be logged and petty cash managed. Departmental transfers including printing costs will be calculated each half term and processed, with budget holders being informed.

THE ROLE OF BUDGET HOLDERS:

Each budget holder is responsible for their individual budget. This includes the ordering on SIMS of goods, checking delivery has occurred, passing all paper work to the Bursar, and monitoring the account on-going total. Printouts of accounts can be obtained whenever they are required. Each half term a printout is supplied to each budget holder.

OTHER ARRANGEMENTS:

Whole School

The needs of the pupils drives the curriculum design, which in turn formulates the staffing requirement. This figure constitutes the main cost in the school budget. The PFI contribution is the second significant amount to be estimated. Sums are also needed for Damage, Redevelopments and Furniture.

Capitation

Capitation is distributed to departments based on a pupil period formula. The formula favours practical subjects, such as Science and Art, by using a weighting factor as a multiplier.

Provisional allocation is made in April to enable ordering to start after the Easter break. The figure used is last years full allocation figure, because large changes are not anticipated. When the new timetable is issued, final allocations are agreed by the Deputy Headteacher and Bursar and any amendments made. To allow for possible small reductions in capitation, spending is limited to 60% of provisional allocation until final allocation is made.

KEY STAFF:

Marcus Priestley
Bursar
Leadership Team
Budget Holders
Finance Committee

LINKS TO OTHER POLICIES:

Curriculum
Teaching & Learning

REVIEW DATE:

Monitoring of practice will take place at each Finance Committee meeting. Monitoring and review of policy will take place in the period July – November each year.

May 2008
