



Financial Framework

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The Bay Learning Trust Financial Framework

Introduction

The aim of The Bay Learning Trust (BLT) is to give children and young people from all backgrounds an education that will transform their lives. Key to the achievement of this is the effective use of resources, achieving strong financial management and achieving value for money.

BLT is a single legal entity that is responsible and accountable for the appropriate use of public funds and ensuring that all children and young people receive good quality education.

It is a legal requirement that BLT complies with both company and charitable law. In addition, we must meet the requirements of our external regulators; Department for Education (DfE) and Education & Skills Funding Agency (ESFA).

The key documents that determine the financial framework in which we must operate include:

- The Academies Financial Handbook 2018
- The Bay Learning Trust Master Funding Agreement
- The Bay Learning Trust Articles of Association

The returns submitted to the ESFA are based on the information contained within our financial systems. We must therefore ensure all financial information is accurate and up to date.

About this document

Section One: Schedule of Financial Delegations

Section Two: Financial Regulations

Section Three: Operating Framework

We have developed this framework using interdependent key financial documents so everyone is clear about what is required to work successfully within the Financial Framework of BLT.

The documents provide clarity about the financial regulations and who has the authority to approve transactions that have a financial impact on the Trust to ensure we operate with appropriate internal controls in place. They set out the transactional tasks that need to be undertaken, and by whom, on a daily, weekly and monthly basis.

The Financial Framework will be reviewed in line with the development of our overall strategic plan. We will also seek input where relevant from a wider group of stakeholders.

Section One:

Schedule of Financial Delegations

Contents

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Staffing and payroll

Schedule of Financial Delegations

These Delegations set out who has the authority to approve transactions that have a financial implication on behalf of The Bay Learning Trust. They apply across all Academies unless the Chief Executive determines that lower financial thresholds are to be established for individual Academies e.g. where there are financial management concerns where the following thresholds may not be appropriate. These Delegations need to be read in conjunction with guidance in the Financial Framework on the procedure to be followed for each process.

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
Procurement section						
1.	<p>Approve a Purchase Order or a Non-Purchase Order Invoice.</p> <p>Note that these limits apply to the total value of the commitment and not just the amount due over one year.</p>	Section 6 of the Financial Regulations and the Procurement Guide	Up to £5,000	Up to £25,000	Up to £25,000	Up to £175,000 £175,000 to £250,000 Finance Committee >£250,000 Board
			Quotes and Tender Limits for above <ul style="list-style-type: none"> Up to £5,000 – 1 quote required. £5,000 to £50,000 – 3 written quotes required with a documented rationale for the decision made. Items over £50,000 to be formally tendered with approval of the tendering process. needed in writing from the DBF as per financial regulations. Items over OJEU regulations limits to be subject to European Procurement Directives. 			

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
Payments Section						
2	Approve a BACS Payment Run – all must be listed as signatories to the bank mandate	Section 8 of the Financial Regulations	<p>Up to £5,000 per transaction – with 1 other signatory from the Academy or Central Team.</p> <p>Can load any value of payments onto the system but needs approval from other signatories in all cases.</p> <p>Maximum of £5,000 per transaction within BACS</p>	<p>Up to £25,000 per transaction – with 1 other signatory from the Academy or Central Team.</p> <p>This could be delegated to another member of the Senior Leadership Team.</p>	<p>Up to £25,000 per transaction – with 1 other signatory from the Academy or Central Team.</p> <p>Unlimited – with 1 other signatory, AP or from the Central Team.</p>	<p>Up to £50,000 per transaction with 1 other signatory from the Academy or Central Team.</p> <p>>£50,000 per transaction with 2 signatories from the Central Team up to £175,000.</p> <p>Above £175,000 with Finance Committee approval.</p>

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
						Above £250,000 with Board approval.
			<i>Control of Access to the Banking System:</i> Individuals access to the banking system is to be controlled centrally by an administrator approved by the CEO signed off by another member of the Central Team.			
3.	Sign cheques – all must be listed as signatories to the bank mandate.	Section 8 of the Financial Regulations	Up to £5,000 per transaction – with 1 other signatory at the Academy or Central Team.	Up to £25,000 per transaction – with 1 other signatory from the Academy or Central Team.	Up to £25,000 per transaction – with 1 other signatory from the Academy or Central Team.	Up to £50,000 per transaction with 1 other signatory from the Academy or Central Team.
						> £50,000 per transaction 2 signatories from the Central Team up to £175,000
			<i>Bank Mandate Signatories for the Above:</i> <ul style="list-style-type: none"> Academies: AP. Members of the Senior Team nominated by the AP or CEO. Central Team: Chief Executive. DBF. AN Other (<i>Prof Crewdson</i>) 			
4.	Approve employee expenses	Must be signed by member of staff higher in the	Up to £250	Up to £500	Over £500	Over £500

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
		structure and not by the employee See the BLT Expenses Policy set out in Appendix C				
5.	Approve Academy Principal's expenses	See the BLT Expenses Policy set out in Appendix C	No delegation	No delegation	All expenses	All expenses
6.	Approve payments using purchasing cards	Section 6 of the Financial Regulations	Up to £1,000 for a single transaction	Up to £2,000 for a single transaction	Up to £2,000 for a single transaction	Up to £5,000 for a single transaction
7.	Any payments made outside of employment terms and conditions – ex gratia, severance and compensation payments	Section 10 of the Financial Regulations	No delegation	Up to £10,000 for any single transaction with approval from the LGB Chair	No delegation	Up to £50,000 for non-statutory element. Over £50,000 for non-statutory element Board and ESFA approval required
Budgets and Income Section						
8.	Commit to ESFA/DfE grant funding agreements for income to the Trust		No delegation	No delegation	Up to £50,00	Unlimited

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
9.	Approving grant funding claims and ESFA Returns		No delegation	No delegation	No delegation	Unlimited
10.	Approving increases to revenue budget headings that are within the overall budget	Section 4 of the Financial Regulations	Up to £10,000 - to be reported to the Principal/Head of Academy as part of budget monitoring	Up to £25,000 - to be reported to the LGB as part of budget monitoring and DBF	No delegation	Unlimited - to be reported to Finance and Resources Committee
11.	Approving an increase in the overall budget for an academy or BLT Central. This is to cover issues outside of the annual budget setting process	Section 4 of the Financial Regulations	No delegation	No delegation	No delegation	Up to £20,000 > £20,000 Finance Committee (must be in line with the Trust's Reserves Policy and will require Board approval if outside of this)
Other Financial Limits						
12.	Purchase or sale of freehold or leasehold property	Section 9 of the Financial Regulations	No delegation	No delegation	No delegation	To seek approval from the Board and the ESFA
13.	Disposal of fixed assets All to be reported to the Board annually	Section 9 of the Financial Regulations	No delegation	Up to £20,000 To be reported to the LGB	Up to £20,000 To be reported to the CEO	Up to £20,000 To be reported to Finance and Resources Committee

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
14.	Bad debt write offs All to be reported to the Board annually	Section 7 of the Financial Regulations	No delegation	Up to £250	Up to £5,000	£5,000 to £45,000 Finance and Resources Committee >£45,000 Board and ESFA approval
15.	Any guarantees, indemnities or letter of comfort	Section 10 of the Financial Regulations	No delegation	No delegation	Up to £5,000	£5,000 to £45,000 Finance Committee >£45,000 Board and ESFA approval
16.	Committing to equipment leases, leasehold agreements and tenancy agreements	Section 10 of the Financial Regulations	No delegation	No delegation	Up to £50,000	Over £50,000
17.	Novel or contentious issues	Novel payments or other transactions are those of which the Academy Trust has no experience, or are outside the range of normal business activity for the Trust. Contentious transactions are those which might give rise to criticism	No delegation	No delegation	No delegation	To seek approval from the ESFA To be reported to Audit Committee

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
		of the Trust by Parliament, and/or the public, and/or the media				
18.	Borrowing	Section 10 of the Financial Regulations	No delegation	No delegation	No delegation	To seek approval from the Board and the ESFA
19.	Giving of gifts	Section 10 of the Financial Regulations	No delegation	No delegation	No delegation	Up to £200 per item and no more than £1,000 in any on year PROVIDED THAT gifts of low intrinsic value (less than £25) may be given without prior referral providing that the terms of the Trust's Gifts and Hospitality Policy are not compromised
20.	Receiving of gifts and hospitality	Must be in line with the Trust's Gifts and Hospitality Policy and Procedures – section 10 of the Financial Regulations				
Staffing and Payroll						
21.	Authority to fill funded posts of Academy Principal	Accountability framework and Trust policies.	No delegation	No delegation	No delegation	With involvement in the decision making process from the LGB subject to

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
		All recruitment will be managed through adherence to central HR process				ratification by the Board
22.	Authority to fill funded posts except Academy Principal on the approved establishment with permanent and/or temporary staff	<p>Accountability framework and Trust policies.</p> <p>All recruitment will be managed through adherence to central HR process</p>	No delegation	<p>SLT under the approved delegation of the CEO.</p> <p>LGB Chair/delegated member approval required on key appointments. CEO/AP and LGB Chair to agree on key appointment definition</p>	No delegation	All Central Team posts
23.	Authority to appoint staff to post not on approved staffing establishment	<p>Accountability framework and Trust policies.</p> <p>All recruitment will be managed through adherence to central HR process.</p> <p>Decision needs to consider the impact on the annual</p>	No delegation	AP with ratification of the LGB and CEO	No delegation	Central Team - with ratification by the Board

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
		budget and reserved. Ref 10 and 11 applies				
24.	Authority to set up initial payroll for each Academy for submission to payroll	Accountability framework and Trust policies	No delegation	No delegation	Any new payrolls	Any new payrolls
25.	Authority to approve standing data forms affecting pay, new starters, changes and leavers	Accountability framework and Trust policies	No delegation	All Academy changes	All Central changes	All Central changes
26.	Authority to approve additional hours/overtime (required in advance of the hours being worked)	Accountability framework and Trust policies	As directed by the AP	All Academy changes	All Central changes	All Central changes
27.	Authority to approve that pre-approved hours/overtime has been worked NB Claimant must be subordinate to the authorising officer Budget provision needs to be agreed before hours worked	Accountability framework and Trust policies	Delegation for staff managed directly by ABM	Delegated to Departmental Heads	Delegated to Line Managers	Delegated to Line Managers
28.	Authority to negotiate and approve termination payments	Section 10 of the Financial Regulations	No delegation	Up to £10,000 for any single transaction with the approval of the DBF and thereafter	No delegation	Up to £50,000 for non-statutory element Over £50,000 for non-statutory element Board and

Ref	Process	Refer to	Delegation Limits			
			Academy Business Manager (ABM)	Academy Principal (AP)	Director of Business and Finance (DBF)	Chief Executive Officer (CEO)
				reported to the Board		ESFA approval required
29.	Authority to sign off the legal contract for termination payments	Section 10 of the Financial Regulations	No delegation	LGB Chair up to £10,000	No delegation	CEO over £50,000 – Board and ESFA approval required
30.	Authority to instruct the payroll provider to process BACS payments for each pay run		Delegated authority for Academy payroll with approval from AP	To sign off the pay run created by the ABM	Delegated authority for Central payroll	Delegated authority for Central payroll
31.	Authority to instruct the payroll provider to make BACS reductions or recalls		No delegation	For Academy payroll	For Central payroll	For Central payroll

Section Two: Financial Regulations

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Introduction

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Dispensation from Financial Regulations

1. Introduction

- 1.1 The purpose of these regulations is to ensure that the Trust maintains and develops systems of financial control, which conform to the requirements both of propriety and of good financial management. These regulations form part of the Financial Framework, which has been designed to meet the requirements of the ESFA Financial Handbook and our Master Funding Agreement with the Department for Education (DfE). The Trust provides training to members of staff involved in financial transactions to ensure that the Financial Framework is embedded and operating effectively.

2. Organisation

- 2.1 The Trust has defined the responsibilities of each person involved in the administration of Trust finances to avoid the duplication or omission of functions and to provide a framework of accountability for Trustees, governors and staff. The financial reporting structure is illustrated below:

The Directors

- 2.2 The Directors (who have duties as Directors under company law and duties as Trustees under charity law) have overall responsibility for the administration of the Trust's finances. The main responsibilities of the Directors are prescribed in the Master Funding Agreement between the Trust and the DfE and in the Trust's Accountability Framework. The main responsibilities include:
- ensuring that grant from the DfE is used only for the purposes intended;
 - ensuring economy, efficiency and effectiveness in the use of funds;
 - approval of the annual budget;
 - the regular monitoring of actual expenditure and income against budget;
 - authorising expenditure against capital grants;
 - ensuring that the annual audited accounts are produced in accordance with the requirements of the Companies Act 2006 and the DfE guidance issued to Academies;
 - authorising changes to the Trust's approved staffing structure;
 - appointment of the Chief Executive Officer and Director of Business and Finance.
 - reviewing the reports of the Internal Auditor/Responsible Officer on the effectiveness of the financial procedures and controls.

Local Governing Bodies (LGBs)

- 2.3 The LGBs are a key part of the overall system for school accountability, playing a vital role to drive up performance and ensuring that resources are used well to give every child the best possible education. Every Academy will have a dynamic LGB that understands its responsibilities

and focuses tightly on its core strategic functions, with all members actively contributing relevant skills and experience. A clear and robust system of accountability is vital to driving up the quality of education delivered in our Academies. Our LGBs will provide strong strategic leadership and to hold their Academy leaders to account.

Chief Executive Officer (CEO)

2.4 The CEO has overall executive responsibility for the Trust's activities including financial activities and is the Trust's accounting officer. The CEO has responsibility for:

- human resource issues as delegated by the Board;
- authorising contracts in accordance with the Schedule of Financial Delegations;
- signing cheques in conjunction with other authorised signatories in accordance with the Schedule of Financial Delegations;
- assuring the Board of Trustees that there is compliance with the Academies Financial Handbook, the Master Funding Agreement and all relevant aspects of company and charitable law.

Director of Business and Finance (DBF)

2.5 The Director of Business and Finance works in close collaboration with the CEO through whom (s)he is responsible to the Trust Board. The main responsibilities of the Director of Business and Finance are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the Trusts financial position at a strategic and operational level within the framework for financial control determined by the Trust Board;
- the maintenance of effective systems of internal control;
- the day to day management of risks;
- efficient use of assets and resources across the Trust;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of each Academy within the Trust;
- the preparation and monitoring of the annual budget
- the preparation of monthly financial reports;
- ensuring compliance with company and charity financial regulations;
- processing electronic payments and signing cheques in conjunction with the other authorised signatory; and
- ensuring forms and returns are sent to the DfE on time.

Internal Audit and the Responsible Officer

2.6 The Trust has in place a process for independent checking of financial controls, systems, transactions and risks. The Audit Committee reviews the risks to internal financial control and agrees a programme of work that will address these risks. The management of the programme of risks will be undertaken via a combination of:

- the work of an internal audit service;
- the work of the Trust's external auditors in preparing the annual report and accounts;
- the work of a responsible officer who coordinates the internal audit work.

2.7 A regular programme of reviews is undertaken to ensure that financial transactions have been properly processed and that controls are operating as laid down by the Trust Board. A report of the findings and actions from each review is produced and presented to the Audit Committee.

Other Staff

2.8 Academy Business Managers and budget holders have some financial responsibilities and these are detailed in the following sections of these regulations. All staff have responsibility for the security of Trust property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the Trust's Financial Framework.

Register of Interests

2.9 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 Members, Directors, governors, and staff with significant financial or spending powers are required to declare any interests they have in companies. The register is formally updated on an annual basis, with a requirement to update where significant changes in circumstances change during the year. The register is published on the Trust's website with links to each Academy's website.

2.10 The register includes all business interests such as directorships, shareholdings or other appointments of influence within a business or organisation. The disclosures will also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Trustee, governor or a member of staff by that person.

2.11 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 Trust Board. Where an interest has been declared, Trustees and staff will not attend that part of any meeting.

Please refer to Appendix A for the Trust's Conflicts of Interest Policy.

3. Accounting System

- 3.1 All the financial transactions of the Academy must be recorded on the FMS (SIMS Financials Accounting System) and Tucasi.

System Access

- 3.2 Entry to the accounting system is password restricted and the Director of Business and Finance is responsible for setting access levels for all members of staff using the system.

Back-up Procedures

- 3.3 The Director of Business and Finance is responsible for ensuring that there are effective back up procedures for the system. Data is copied onto a data tape or other removable medium and the copies are stored off site.
- 3.4 The Director of Business and Finance also prepares a Business Continuity Plan in the event of loss of accounting facilities or financial data. This links in with the annual assessment made by the Trust Board of the major risks to which the Trust is exposed and the systems that have been put in place to mitigate those risks.

Transaction Processing

- 3.5 All transactions input into the accounting system must be authorised in accordance with the Financial Framework and Schedule of Financial Delegations.
- 3.6 Support on the use of the FMS (SIMS Financial System) is provided through the Director of Business and Finance and use of a helpdesk facility.

Reconciliations

- 3.7 Reconciliation of control accounts is a key financial control. The Academy Business Manager is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are appropriately cleared:
- sales ledger control account;

- purchase ledger control account;
- payroll control account;
- VAT control account;
- all suspense accounts and
- bank balance per the nominal ledger to the bank statement.

3.8 Any unusual or long outstanding reconciling items, or any old or negative purchase or sales ledger balances must be brought to the attention of the Director of Business and Finance. The relevant Academy Business Manager will review and sign all reconciliations as evidence of his or her review.

4. Financial Planning

4.1 The Trust and each Academy will prepare both short term and medium term financial plans.

4.2 The medium term financial plan is prepared as part of the development planning process. The development plan indicates how the Trust's educational and other objectives are going to be achieved within the expected level of resources over the next three years.

4.3 The development plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to the Trust and the planned use of those resources for the following year. The annual budget will be used as a base for completing 3-year financial forecasts with detailed assumptions.

4.4 The development planning process and the budgetary process are described in more detail below.

Academy Development Plan (for each Academy)

4.5 The development plans set out the future aims and objectives of each Academy and how they are to be achieved; matching the objectives and targets to the resources expected to be available.

4.6 Individual plans are determined by the Principal of each Academy, drawing top level content from the Academy improvement framework, with due regard to matters included within the guidance to Academies and any annual guidance issued by the DfE. Ultimately, the aim of each plan is to deliver the best outcomes for pupils, according to the local context of the Academy, within the budget envelope available.

- 4.7 Each year the CEO proposes a planning cycle and timetable to the Trust Board regarding the plans which allows for:
- a review of past activities, aims and objectives - "did we get it right?"
 - definition or redefinition of aims and objectives – "are the aims still relevant?"
 - development of the plan and associated budgets – "how do we go forward?"
 - implementation, monitoring and review of the plan – "who needs to do what by when to make the plan work and keep it on course" and
 - feedback into the next planning cycle – "what worked successfully and how can we improve?"
- 4.8 The timetable specifies the deadlines for the completion of work as described above. Lead responsibility for the completion of each of the stages will be assigned by the CEO
- 4.9 Each completed development plan includes detailed objectives for the coming academic year and outline objectives for the following two years. In addition, the plan includes the estimated resource costs, both capital and revenue, associated with each objective and success criteria against which achievements can be measured.
- 4.10 For each objective, the lead responsibility for ensuring progress is made and delivered is assigned to a manager within each Academy. The responsible manager is required to monitor performance against the defined success criteria throughout the year and report to the Senior Leadership Team on a quarterly basis. The Senior Leadership Team will report to the LGB and Trust Board and, if there is a significant divergence from the agreed plan, will recommend an appropriate course of action.

Annual Budget

- 4.11 The Principal is responsible for preparing and obtaining approval for the annual budget. The budget for each Academy must be approved by the Trust Board, following agreement by the relevant LGB.
- 4.12 The approved budget must be submitted to the Education & Skills Funding Agency by the required date. The Director of Business and Finance will implement a timetable, which allows sufficient time for the approval process and ensures that the submission date is met.
- 4.13 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. There will be a clear link between the development plan objectives and the budgeted utilisation of resources.

4.14 The budgetary planning process will incorporate the following elements:

- forecasts of the likely number of pupils to estimate the amount of DfE grant receivable;
- review of other income sources available to assess likely level of receipts;
- review of past performance against budgets to promote an understanding of the cost base;
- identification of potential efficiency savings;
- review of the main expenditure headings in light of the development plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes;
- review of the main expenditure headings in light of utilising grants / donations and their intended purposes;
- A plan for levels of reserves in accordance with the parameters of the Trust's Reserves Policy or develop a recovery plan for approval by the Trust Board where an anticipated deficit cannot be avoided due to exceptional / extraordinary circumstances; and
- Scrutiny by the Finance Committee and approval by the Board.

Balancing the Budget

4.15 A monthly comparison of budgeted income and expenditure and actual income and expenditure will identify any potential surplus or shortfall in funding in year. If shortfalls are identified opportunities to increase income will be explored and expenditure headings will need to be reviewed for areas where savings can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will be revised until recurring levels of income and expenditure are in balance. If a potential surplus is identified, this may contribute to the levels of reserves in accordance with the Trust's Investment and Reserves Policy (see Appendix B) as an aid to medium term planning.

Finalising the Budget

4.16 Once the different options and scenarios have been considered, an individual Academy budget will be drafted by each Academy Business Manager and Principal for approval by the DBF/CEO in liaison with each LGB. Subsequently, each Academy budget passes to the Trust Board for final approval. The budget is then communicated to all staff who have responsibility for budget lines so everyone is aware of the overall budgetary constraints.

4.17 The budget will be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget

will be used as a working document, which may need revising throughout the year as circumstances change.

Monitoring and Review

- 4.18 Monthly narrative reports will be prepared by each Academy Business Manager using the FMS. The reports will detail actual income and expenditure against budget for budget holders and at a summary level for the CEO/Director of Business and Finance and LGB.
- 4.19 In some cases there will be unforeseen financial challenges which could lead to an overspend against the budget. For example a water/gas leak or a loss to some aspect of the asset. As a result the Director of Business and Finance will discuss the situation with the Principal and Academy Business Manager to seek a resolution.
- 4.20 Purchase orders which create an overspend on a budget will only be approved with a clear business case and the prior approval of the Principal and Academy Business Manager with due regard to the Schedule of Financial Delegations. This may need approval from the Trust Board depending on the amounts involved.
- 4.21 The budget monitoring process will be effective and timely in highlighting variances in the budget so any anomalies can be investigated and action taken where appropriate. For example, if a budget overspend is forecast, actions will be agreed to mitigate the financial impact through planning to underspend on another element of the budget.
- 4.22 If the monitoring process identifies an overspend during the year which would result in a deficit position and/or a significant variance to the budget at the end of the year this will be reported at the earliest opportunity to the Trust Board with a proposed recovery plan.
- 4.23 The Director of Business and Finance will prepare a consolidated financial position for review by the Chair of the Board, CEO and the Chair of the Finance and Resources Committee on a monthly basis and for review by the Board of Directors and Finance and Resources Committee on a termly basis.

5. Payroll

- 5.1 The main elements of the payroll system are:
- staff appointments;

- terminations
- pension deductions;
- national insurance and tax deductions;
- payroll administration and
- third party payments

Staff Appointments

- 5.2 See Scheme of Delegation for each Academy.
- 5.3 All appointments are subject to the structure being affordable and any appointments outside of the approved establishment need be contained within the annual budget. Any staffing changes that may require the use of Academy reserves need to be approved by the Principal.
- 5.4 The CEO has the authority to appoint staff within the Central Trust Functions subject to appointments or changes to structure being affordable within the central budget.
- 5.5 The Academy Business Manager/HR Officer shall maintain personnel files for all members of staff which include contracts of employment. All personnel changes must be notified, in writing, to the Academy Business Manager/HR office.

Payroll Administration

- 5.6 All staff are paid monthly using documentation held on personnel files for each employee, which records key data including:
- salary;
 - bank account details;
 - taxation status;
 - personal details and
 - and deductions or allowances payable.
- 5.7 Changes to this key data in payroll can only be created by the Academy Business Manager with the express approval of the Principal, with advice via the Director of Business and Finance. Any key data amendments must be authorised by the Principal. Changes to key data will be checked against approved documentation by the Academy Business Manager and signed off by the Principal before the payroll is processed for payment.
- 5.8 Payroll production requires the Academy to comply with the necessary deadlines for the production of both the support staff and teachers' payroll. Data input to the payroll system will

be reviewed for accuracy and approved by Academy Business Managers in accordance with the timetable. Before the payroll is processed, a print of all data input must be obtained and checked against source documentation by the Academy Business Manager and then reviewed, signed and dated by the Principal.

Payroll Payments

- 5.9 After the payroll has been processed, but before payments are dispatched, a print of salary payments by individual employee, showing the amount payable in total, must be obtained from the system. The print must be reviewed and authorised together with authority to release payment by Academy Business Managers.
- 5.10 All salary payments are to be made by BACS. In exceptional circumstances, cheques will be issued following confirmation of the amount from the Academy Business Manager. Cheques will be raised and signed in line with the Scheme of Financial Delegations.
- 5.11 The Academy Business Managers must ensure suitable arrangements are in place to reconcile the current and previous month's gross salary payments, showing adjustments made for new appointments, resignations, pay increases etc. This reconciliation must be reviewed and signed by the Principal to evidence that the checks have been completed and any variances highlighted.
- 5.12 The payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are summarised on the gross to net pay print. Payments to the deducting organisations are made by BACS payment.
- 5.13 Academy Business Managers will select three employees at random each month and check the calculation of gross to net pay to ensure that the payroll system is operating correctly.
- 5.14 After the payroll has been processed the nominal ledger will be updated using a journal posted by the Academy Business Manager. Postings will be made both to the payroll control account and individual cost centres. The Academy Business Manager must review the payroll control account each month to ensure the correct amount has been posted from the payroll system and matches the net pay being made to employees and deductions paid to HMRC etc. Differences must be investigated and corrected on a monthly basis with a clear record of how the difference arose and how it was dealt with.
- 5.15 On an annual basis the Director of Business and Finance, or delegated officer, must check for

each member of staff that the gross pay per the payroll system agrees with the contract of employment (adjusted to reflect current rates) held on the personnel file

- 5.16 Any contract for the services of a Payroll Service Provider will be reviewed regularly to ensure that the Trust is getting value for money and that the provider is giving adequate service.

6. Purchasing

- 6.1 The Trust aims to achieve the best value for money from all purchases, getting what is required in the correct quality, quantity and time at the best price possible. A large proportion of purchases will be paid for with public funds and the Trust must maintain the integrity of these funds by following the general principles of: Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the Trust; Accountability, the Trust is publicly accountable for its expenditure and the conduct of its affairs; Fairness, that all those dealt with by the Trust are dealt with on a fair, transparent and equitable basis.

Routine Purchasing

- 6.2 Budget holders will be informed of the budget available to them at least one month before the start of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds are available to meet any purchases.
- 6.3 Routine purchases up to £5,000 can be approved by Academy Business Managers. In the first instance a supplier should be chosen where possible from a list of preferred suppliers to be maintained by the Trust. These suppliers will have already been subject to a procurement process to ensure value for money is obtained. For purchases of any single item between £5,000 and £50,000, three written quotes must always be obtained before any order is placed. Record of the decision must be made to show the rationale. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the preferred supplier list the reasons for this decision must be documented.
- 6.4 All orders must be made, or confirmed, in writing using an official form. Orders must bear the signature of the budget holder or be confirmed by email, and must be forwarded by email to the Director of Business and Finance/Academy Business Manager who will check to ensure adequate budgetary provision exists. The Director of Business and Finance/Academy Business Manager will review all outstanding orders and cancel any that are no longer required.

- 6.5 Purchase orders are not required for utility costs and service level agreements that are renewed on an annual basis and have been approved as per the Schedule of Financial Delegations. Where the actual final cost is dependent upon the amount of work undertaken e.g. charges for agency staff then a purchase order is to be raised using the estimated total time and the agreed price per hour or per day.

Orders up to £50,000

- 6.6 One quote required up to £5,000 with best value being realised. At least three written quotations should be obtained for all orders between £5,000 and £50,000 to identify the best source of the goods /services. Written details of quotations obtained should be prepared and retained by budget holders for audit purposes. The Principal must approve a justification statement where three written quotations cannot be secured.

Orders over £50,000

- 6.7 All goods/services ordered with a value over £50,000, or for a series of contracts, which in total exceed £50,000, must be subject to formal tendering procedures and made in accordance with the Trust's Procurement Guide. Purchases over certain levels may fall under EU procurement rules, which require advertising in the Official Journal of the European Union. This is the total value of the contract and not the annual cost. Advice must be sought from the Director of Business and Finance if any goods or service contracts will exceed this threshold.
- 6.8 Refer to the Procurement Guide for information on the various forms of tender and the procedures to be followed. *All purchases above £50,000 are to be referred to the Director of Business and Finance for a tender reference number and guidance on the appropriate procurement method to be used.*

Goods Received and Invoicing

- 6.9 The Trust will define on all orders the appropriate arrangements for the delivery of goods to the Academy. On receipt, a detailed check of the goods received against the goods received note (GRN) will be undertaken and a record made of any discrepancies between the goods delivered and the GRN. Discrepancies must be discussed with the supplier of the goods without delay.
- 6.10 If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Academy Business Manager must be notified. The Academy

Business Manager will keep a central record of all returned goods.

- 6.11 All invoices must be sent to the Academy Business Manager/Business Support Officer. The budget holder will certify that the goods have been received and that the invoice is authorised for payment. Before signing the invoice the ABM must make a detailed check against the order and the GRN and these documents must be attached to the invoice. Budget holders must undertake these checks without undue delay and in any case within 7 days of invoice receipt.
- 6.12 If a budget holder is pursuing a query with a supplier, the Academy Business Manager/Business Support Officer must be informed of the query and kept up to date on progress on a weekly basis.
- 6.13 At the end of every week the Director of Business and Finance/Academy Business Manager will produce a list of outstanding invoices from the purchase ledger to determine which invoices should be paid.
- 6.14 The Director of Business and Finance/Academy Business Manager then generates the cheques/BACS required. The cheques/BACS and associated paperwork must be authorised by two of the nominated cheque signatories listed on the bank mandate and in line with the Scheme of Financial Delegations.
- 6.15 The Business Support Officer will dispatch cheques/BACS remittances to suppliers.
- 6.16 There may be exceptional circumstances where purchases are to be made outside the documented process. The budget holder must provide a written business case/justification to the Principal and Academy Business Manager before any purchases are made. The Academy Business Manager will keep a record of all exception transactions.

Purchase Cards / Commercial Cards / Credit Cards / Debit Cards

- 6.17 Purchase/Commercial /Credit Cards are not considered to infringe the borrowing restrictions imposed on Academies, providing any balance is cleared in full at the end of each month. Holders of such cards are to follow the Trust's Cards Policies (see below).
- 6.18 The relevant Academy Business Manager will be appointed to administer the signing in and out of cards and will maintain a list of those staff members who are authorised signatories.
- 6.19 A direct debit will be set up between the bank and charge card provider to clear the monthly balance in full.

- 6.20 All purchases made using a card must be evidenced as being authorised per the Schedule of Financial Delegations prior to the purchase being made.
- 6.21 Purchase receipts will be returned from card users to the Academy Business Manager as soon as is practically possible, and they will reconcile receipts on a monthly basis against the statements and subsequently against the bank direct debit charge.
- 6.22 When not on loan to staff members all cards will be kept in the school safe.
- 6.23 A card-holder must not review and sign off the expenditure on their own card statement; this must be performed on a monthly basis by another member of the senior team within the Academy.

CARDS POLICY

1. Credit/Debit Card Security

- 1.1 The Trust credit/debit cards are for the use of named individuals and must be held securely by the persons named on the cards. When not on loan to staff members all cards will be stored in the Academy safe.
- 1.2 The credit/debit card-holders for each Academy must be agreed by the Principal.
- 1.3 The credit/debit card-holders for Central Trust fund must be agreed by the CEO.

2. Use of Credit/Debit Card

DEBIT CARDS MAY ONLY BE USED IN EXCEPTIONAL CIRCUMSTANCES AND WITH THE EXPRESS PERMISSION OF THE CEO OR DIRECTOR OF BUSINESS AND FINANCE

- 2.1 Use of the credit/debit card will be limited to circumstances:
- where no other method of purchasing goods or services to be delivered is available from a supplier; or
 - where significant discounts can be obtained by ordering/paying for services on-line; or
 - where a number of lower cost items amounting to over the petty cash limit need to be purchased from a local store (e.g. end-of-term rewards for pupils, normally obtained from supermarkets).

- 2.2 A credit/debit card request form detailing the proposed expenditure must be completed by the budget holder and authorised by two bank account signatories before any transaction may take place. Where the exact cost is not known prior to the transaction (e.g. in supermarket orders) an estimated budget figure will be entered on the form and detailed costs supplied immediately after payment.
- 2.3 When the expenditure is to be debited against the Academy budget a cashbook journal is processed by the Senior Finance Employee in each Academy with the expenses allocated to the relevant Finance software cost centre and ledger codes.
- 2.4 A transaction limit of £5,000 (inclusive of VAT) will apply. This may be increased in certain circumstances, e.g. booking air travel.
- 2.5 When purchasing items via the Internet strict controls will apply (see The Appendix at the bottom of this policy). All transactions must be done on school computer systems.
- 2.6 When the expenditure is to be debited against the Private Fund the expenditure is posted via the Miscellaneous Expenditure tab within School Cash Office, marked as a credit/debit card payment and allocated to the relevant cost centre.
- 2.7 The credit/debit card must not be used for obtaining cash.
- 2.8 The credit/debit card must not be used for personal transactions.

The Appendix

Controls for use of Credit/Debit Card for Internet Purchases

1. Take care of card details online

Secure sites will start with https, not http. Secure sites have an added encrypted transaction layer. Other security systems include Secure Socket Layer (SSL), Secure Electronic Transaction (SET) and Hypertext Protocol Secure (HTTPS). Use these whenever possible.

2. Check for a secure connection before you enter your card details

Your browser is the piece of software that enables your computer to access the World Wide Web. A secure browser such as Netscape Navigator version 4.0 or later or Microsoft Internet Explorer version 4.0 or later will show you whether or not the website you are visiting is secure. Internet Explorer uses the padlock symbol while Netscape uses keys.

3. Get to know a company before you buy

If you are not familiar with a supplier contact them first and ask for some background information before you buy. Check if the company's registered details are displayed on the home page or if there is some form of accreditation, which can be verified. If unsure do not buy from them.

4. Keep passwords secret

If you register with a particular site you will be asked to enter a user name and password. Keep passwords completely secret – as you would with cash machine PINs.

5. Read delivery and returns policy before buying

Read delivery and returns policy on the home page before completing on-line transactions. Check you can return any unsatisfactory items and if you can get a refund. Websites should ideally cover delivery methods, delivery costs, currency applied, taxes applied, returns and refund policy and a contact telephone number or e-mail address.

6. Save and print a record of your transaction

7. Income

7.1 The main sources of income for the Trust are the grants from the DfE. The receipt of these sums is monitored directly by the Academy Business Manager and Director of Business and Finance who are responsible for ensuring that all grants due to the Trust are collected.

The Trust also obtains income from:

- Students, mainly for catering, trips and music tuition
- The public, mainly for lettings, use of facilities, Academy events

7.2 Where required, sales invoices will be issued by the Academy Business Manager. Due regard must be given to ensure that VAT is accounted for appropriately. The Academy Business Manager is responsible for issuing sales invoices.

7.3 The relevant Academy Business Manager shall ensure that all sales invoices are properly accounted for and that all monies due to the Academy have been collected.

7.4 Any bad debt write-offs are to be referred to the Director of Business and Finance in the first instance.

- 7.5 All income received will be entered onto the financial accounting system to meet the financial reporting timetable.
- 7.6 Official receipts must be completed for all cash and cheques received where no other formal documentation exists. All cash and cheques must be kept in the Finance Office safe prior to banking. Banking should take place every week or more frequently if the sums collected exceed the insurance limit in the Finance Office safe.
- 7.7 Monies collected must be banked in their entirety in the appropriate bank account. The Academy administrative staff are responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The reconciliations must be prepared before each banking and must be reviewed and certified by the Academy Business Manager.

8. Cash Management

Bank Accounts

- 8.1 The opening of all accounts must be authorised by the Trust Board. The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds must be subject to a high level of control. The Chief Executive will appoint a member of the Central team to act as administrator of the banking system. Access to the banking system by Academy and central staff will be approved centrally.

Deposits

- 8.2 Particulars of any deposit must be entered on the paying-in slip and the counterfoil. The details should include:
- the amount of the deposit and
 - a reference, such as the number of the receipt.

Payments and Withdrawals

- 8.3 All cheques and other instruments authorising withdrawal from Trust and Academy bank accounts must bear the signatures of two of the authorised signatories listed on the bank mandate.
- 8.4 This provision applies to all accounts, public or private, operated by or on behalf of the Trust Board. Authorised signatories must not sign a cheque relating to goods or services for which

they have also authorised the expenditure.

Administration

- 8.5 The Academy Business Manager must ensure bank statements are received regularly and that reconciliations are performed at least on a weekly basis. Reconciliation procedures must ensure that:
- all bank accounts are reconciled to the Academy's cash books;
 - reconciliations are prepared by the Academy Business Manager and evidence is kept on file to show that the Principal has reviewed them.
 - reconciliations are subject to a review carried out by the Director of Business and Finance.
 - adjustments arising are explained and dealt with promptly.

Petty Cash Accounts

- 8.6 The Trust maintains a maximum cash balance of £500 at each Academy. The cash is administered by the Academy Business Manager and is kept in the Finance Office safe. The only deposits to petty cash should be from cheques cashed specifically for the purpose. The receipt should be recorded in the petty cash system with the date, amount and a reference, normally the cheque number, relating to the payment. All other cash receipts for whatever reason should be paid directly into the bank.
- 8.7 Expenditure paid through petty cash should not exceed £30 on any one item, and not exceed £200 in any one week to any one individual. Higher value payments should be made by BACS directly from the main bank account as a cashbook payment. Requests for amounts above this limit can only be authorised by the Principal upon receipt of an appropriate business case and rationale.
- 8.8 All purchases made through petty cash should be pre-authorised by the Budget Holder or Academy Business Manager or Principal.
- 8.9 The Academy Business Manager is responsible for ensuring the prompt entry of transactions on to the accounting system. The Academy Business Manager will be responsible for the monthly reconciliation of petty cash.
- 8.10 The Academy Business Manager is responsible for entering all transactions into the petty cash records on a regular basis as well as unannounced cash counts must be

undertaken by the Academy Business Manager to ensure that the cash balance reconciles to supporting documentation.

- 8.11 Petty cash must be held in a locking cash box kept in the safe overnight.

Cash Flow Forecasts

- 8.12 The Academy Business Manager is responsible for preparing cash flow forecasts to ensure that the Academy has sufficient funds available to pay for day-to-day operations. Any potential for the Academy to become overdrawn must be notified to the Director of Business and Finance at the earliest opportunity for remedial action to be put into place.

Investments

- 8.13 Investments will be made in accordance with the approval of the Trust Board, congruent with the Charity Commission's guidance on the investment of charitable funds (CC14).
- 8.14 All investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated. Information regarding the date of purchase, cost and description of the investment will be maintained centrally. Additional procedures may be required to ensure any income receivable from the investment is received.

9. Fixed Assets

Asset Register

- 9.1 All items purchased with a value over the Trust's capitalisation limit of £5,000 must be entered in an asset register. The asset register will include the following information:
- asset description;
 - asset number;
 - serial number;
 - date of acquisition;
 - asset cost;
 - source of funding (% of original cost funded from DfE grant and % funded from other sources);
 - expected useful economic life;
 - depreciation;
 - current book value;
 - location;

- the name of the member of staff responsible for the asset.

9.2 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 Trust's financial system and
- support insurance claims in the event of fire, theft, vandalism or other disasters.

Security of assets

9.3 Stores and equipment must be secured by means of physical and other security devices. Only authorised staff may access the stores.

9.4 All items in the Asset Register should be permanently and visibly marked as the Trust's property and there should be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the Register must be investigated promptly and approved in line with the Schedule of Financial Delegations.

Inventories of Trust property should be kept up to date and reviewed regularly.

Where items are used by the Trust but do not belong to it this should be noted.

Disposals

9.5 Items which are to be disposed of by sales or destruction must be authorised for disposal by the Principal and, where significant, should be sold following competitive tender. Assets inherited on the establishment of an academy are assumed to be fully depreciated and not included in the accounts. An 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.

9.6 Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the Trust obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the Trust would need to ensure licences for software programmes have been legally transferred to a new owner.

- 9.7 The Trust is expected to reinvest the proceeds from all asset sales for which capital grant was paid in other Trust assets. If the sale proceeds are not reinvested then the Trust must repay to the DfE a proportion of the sale proceeds.
- 9.8 All disposals of land must be discussed and agreed by the Board and approved in advance by the Secretary of State.

Loan of Assets

- 9.9 Items of Trust property must not be removed from Trust premises without the authority of the Principal or Academy Business Manager. A record of the loan must be recorded in a loan book and booked back in when the item (items) is (are) returned.
- 9.10 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 Director of Business and Finance.

Statutory Accounting Fixed Asset and Depreciation Policy

- 9.11 For statutory accounting purposes all individual items costing more than £5,000 and with an expected useful life exceeding one year are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where fixed assets have been acquired with the aid of specific grants, they are included in the balance sheet at cost and are depreciated over their expected useful economic life. The related grants are credited to the Restricted Fixed Asset Fund (on the Statement of Financial Activities and carried forward in the Balance Sheet). The depreciation on such assets is charged in the Statement of Financial Activities over the expected useful economic life of the related asset on a basis consistent with the depreciation policy.

Grants provided to acquire fixed assets may be paid either to an Academy or directly to meet the cost of the fixed asset. Where costs have been paid directly and are part of the capital project, they have been recognised as restricted fixed asset funding.

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of the fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Depreciation is charged on a straight line basis beginning in the year in which the asset is brought into use, at the following annual rates:

- Furniture and equipment 33% Straight Line
- Computer equipment and software 33% Straight Line
- Leasehold land and buildings Over 125 year lease
- Motor vehicles 25% Straight Line

Leased Assets

- 9.12 Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the lease term.

10. Other Transactions

- 10.1 This section outlines transactions reserved for the approval of the Chief Executive and often requiring approval from the ESFA. Transactions of this nature include:

- Guarantees, indemnities or letters of comfort.
- Equipment leases, lease agreements and tenancy agreements
- The Chief Executive can approve up to £50,000 for the cumulative cost of the lease
- Any payments made outside of employment terms and conditions – ex gratia, severance and compensation payments
- Novel or contentious items.
- Borrowing of any kind.
- Giving or receiving of gifts (see below for Gifts and Hospitality Policy).
- Approving grant funding claims and returns to the ESFA
- Approving grant funding agreements from the ESFA

When managing transactions of this kind due regard must be given to the Master Funding Agreement, ESFA Financial Handbook, the Schedule of Financial Delegations and any Trust policies.

GIFTS AND HOSPITALITY POLICY

Key Definitions

Gifts – any item, cash or goods, received, given or offered for which no payment or service was given or received in return.

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 or services at preferential cost for personal or other private use
- Vouchers

Hospitality – defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.

Scope

This policy applies to all Members, Trustees, Governors, permanent, fixed term and casual staff; contractors, consultants and third parties acting on behalf of the Trust (or any Academy within the Trust); all students (previous and current of any Academy within the Trust) and their families.

Gifts

Individuals must consider carefully whether it is appropriate to give or receive a gift. If in doubt, advice should be sought from the CEO regarding the giving of any gift or in line with this Policy regarding the receipt of any gift – before purchase or receipt of any item.

Capitation is allocated for pupil resources and must never be used for the purchase of gifts for paid employees. Budget holders wishing to reward volunteers for providing services to enhance pupils' learning should seek advice from the CEO before making any purchases.

Gifts of low intrinsic value (less than £25) such as promotional calendars, diaries or small tokens of gratitude may be given or accepted without prior referral providing that this policy's conditions are not compromised.

On occasions where it is deemed appropriate (and prior approval has been obtained from the CEO in relation to the giving of any gifts in accordance with the section 6 of the Schedule of

Delegations) to give or receive more than one gift in any one academic year and the total value of all gifts exceeds the £25 threshold, the declaration procedure will apply.

Vouchers received over £50 in value should be used as part of an Academy's expenditure.

Staff must base all purchasing decisions and negotiations for contracts solely on the principles of best value to ensure that goods and services are purchased in the most economic, efficient and effective manner to meet an Academy's needs. An Academy requires staff who have official dealings with contractors and other suppliers of goods and services to avoid conducting any private business with them by any means other than through normal commercial channels. If unsolicited gifts of a substantial nature (over £100 in value) arrive from contractors they should be returned with a polite explanation that the Trust's policies do not allow their acceptance. Declined gifts should still be declared.

Hospitality

Hospitality can take a variety of forms, some of which staff may accept, some of which should be declined.

Staff may be offered hospitality as a normal business practice in a way that is directly linked to their role. Examples of this kind of hospitality include the offer of refreshments at business meetings or the offer of lunch or dinner at the end of an official engagement. This kind of conventional hospitality may be accepted.

Staff may also be offered other forms of hospitality which are not related to their role and are not linked to Academy business. This might include substantial offers of social functions, travel or accommodation, offers of tickets and invitations to sporting, cultural or social events. These forms of hospitality should be declined.

If any member of staff is in doubt about whether it is appropriate to accept any offer of hospitality, advice should be sought from the Director of Business and Finance (DBF), who may also seek the advice of the Principal of the relevant Academy and/or the CEO of the Trust.

Staff must never canvas or seek gifts or hospitality.

Declaration Procedure

Members, Trustees, Governors and staff must record the giving or receipt of gifts and hospitality above the £25 threshold by completing a Declaration of Gifts and Hospitality (Annex D1). The

declaration should be approved by the Principal for staff at the relevant Academy and CEO, as the Trust accounting officer, for Members, Trustees and Governors. The ABM of each Academy will maintain the Register for Gifts and Hospitality (Annex D2) for declarations over £25 in value and vouchers over £50 on behalf of the Trust and the CEO will maintain such register for the Trust.

Monitoring and Evaluation

The ABM will report the contents of the register to:

- the CEO at the end of each school term.
- the Trust's accountants and auditors as part of the annual year end procedures.

Failure to Comply

In all instances where there is a reasonable belief that there has been a failure to declare, the CEO will conduct a formal investigation of the situation. Employees may be subject to disciplinary procedures to pursue potential matters of misconduct.

It is a criminal offence for an employee of the Trust 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 for the Trust

11. Dispensation from Financial Regulations

The procedures set out in the Financial Regulations should be followed at all times. However, there may be exceptional circumstances where a dispensation from Financial Regulations is permitted. The circumstances are set out below:

11.1 Emergency Action

In the event of an emergency, the CEO or Chairman of the Board are empowered to authorise all necessary actions. The CEO and/or Chairman of the Board shall notify the Director of Business and Finance, in writing, of the circumstances and estimated financial impact and report formally to the next Finance Committee / Trust Board meeting.

11.2 Operational Issues

Where the CEO considers that there are justifiable reasons for dispensing with Financial Regulations, they may do so, in consultation with the Director of Business and Finance provided that they obtain the agreement of the Chairman of the Board.

The circumstances must be reported formally to the next Trust Board meeting.

11.3 The CEO or Chairman of the Board shall use reasonable endeavours to seek endorsement from the relevant Local Governing Body before dispensing with the Financial Regulations.

11.4 Academy Business Managers must seek approval for departure from these Financial Regulations and maintain a file note to justify such of any departures. They must approach the Director of Business and Finance for advice in the first instance. The Director of Business and Finance will ensure that a dispensation register is maintained and records all the reasons and circumstances of dispensations granted under these Financial Regulations.

11.5 If any member of staff feels that they are being forced to act against these Financial Regulations they must make this clear to their line manager in the first instance and consider using the Trust's Whistle Blowing Policy.

Section Three:

Operation Framework

Contents

Academy Business Managers

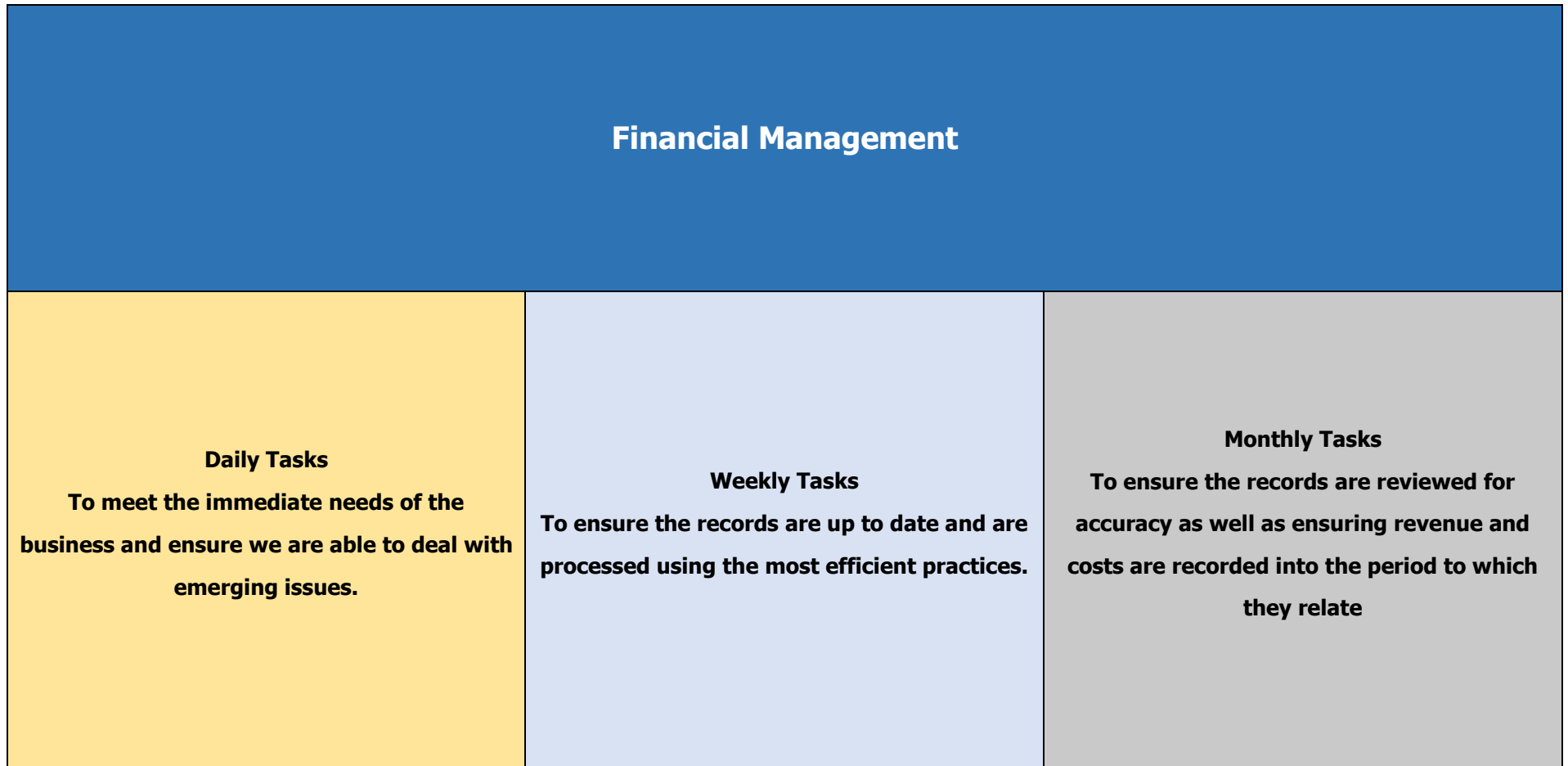
Principals

Governance

BLT Central Team

Operating Framework

For each group we consider:-



Academy Business Manager

Daily Tasks – Local Level

Review the bank balance to ensure a credit balance is maintained at all times

Consideration – If you are going to make any payments will you have sufficient cash to cover this? If not, then do not process the payment but contact the DBF

Process orders and emails to suppliers

Consideration – As soon as it becomes apparent that goods/services need to be ordered this should be done immediately and forwarded to the Principal for approval

Weekly Tasks (choose a consistent date each week)

Batch process invoices

Consideration – Rather than processing daily it is more efficient to do this on a weekly basis

Contracts Register

Consideration – Are there any payments to be made that are associated with new contracts, if this is the case then these should be logged on the contract register

Bank Reconciliations

Consideration – It is far quicker to reconcile bank transactions on a weekly basis rather than leaving this to month end. This will also identify any issues for resolution earlier

Process BACS payments as per schedule

Consideration – Ensure that payment to suppliers are in line with the agreed payment terms, ordinarily this will be 30 days from the date of the invoice however some payments may require a quicker payment term

Academy Business Manager

Monthly Tasks – (Complete month end file note and retain on file, by signing this document you are evidencing that you have undertaken the necessary checks in accordance with Regulation 5)

Reconcile Supplier Statements (end of the 5 th day of the month)	Consideration – Ensuring all costs have been accounted for in the correct period, this will also identify if any invoices are not accounted for
Reconcile Petty cash (last working day of each month)	Consideration – Reconcile the float to ensure it is at the correct level, and ensure that costs are recorded
Reconcile Bank Accounts (1 st working day of each new month)	Consideration – If weekly checks of the bank are completed, this should simplify the reconciliation of the bank account to Financials. Unreconciled items should be dealt with straight away rather than leaving to year-end.
Reconcile Payroll (completed immediately following receipt of payroll load)	Consideration – Check that details are correct, there is consistency between months and that any queries are raised with BLT HR team
Finalise fund/project analysis (trips etc.) (second week of the month)	Consideration – Ensure that income and expenditure is posted to the correct fund/project
Finalise Variance Analysis (by the end of the second week of each month)	Consideration – Complete analysis showing monthly variances between budget and actual position, you should provide a commentary that explains why any significant variances have arisen
Outstanding Sales Invoices	Consideration – Send out statements each month to remind customers of outstanding balances, where debts are over 60 days old refer to Regulation 7
Controls Accounts	Consideration – Review and reconcile control accounts to minimise unreconciled transactions, this will reduce level of input required at year end

Academy Business Manager

Ad- Hoc Tasks

Process Correction Journals

Consideration – You should always consider why there is a need to complete a correction journal as this should only be necessary when the original transaction was incorrectly posted. At this point consider whether there is a wider learning point and the need to amend current practice

Process Sales Invoices

Consideration – Need to ensure that where others used out facilities or services that they are invoiced in a timely manner to support the Trust's overall cash position

Principals

Daily Tasks – Local Level

Log into SIMS Finance and review any purchase orders requiring approval

Consideration – To ensure that PO are approved in a timely manner and distributed to suppliers before services/products are delivered

Weekly Tasks

Log into SIMS Finance and review any invoices awaiting authorisation

Consideration – You should authorise invoices once you are satisfied and have seen evidence that goods or services have been delivered

Authorise BACS payments as per schedule

Consideration – Before authorising the BACS payment run you must ensure that you are satisfied that each payment reflects a valid charge to the Academy and has been properly authorised. At the point you authorise the BACS payment run you are accountable for the payments being made

Monthly Tasks – (Review month end file note and authorise that tasks have been completed. Once the Principals has authorised the month end file note this should be emailed to the Bay Central Team)

Review monthly reports

Consideration – You should review the financial management information provided, and raise any specific questions with the DBF in advance of specific governance meetings to ensure that full responses can be provided.

Governance

Monthly Tasks – Local Level

Review monthly reports

Consideration – You should review the financial management information provided, and raise any specific questions with the DBF in advance of specific governance meetings to ensure that full responses can be provided

BLT Central Team

Daily Tasks – Local Level

Undertake treasury management functions

Consideration – Any cash flow issues will be highlighted with ABMs and Principals immediately

Weekly Tasks

Processing other payments to Academies (complete within 5 days of receipt)

Consideration – Upon receipt of non-GAG funding is remitted to Academies within 5 days of receipt. At point of remittance this will be posted in the accounts and communicated with ABMs to ensure that they are aware of the detail of the funds remitted

Monthly Tasks

Bank reconciliation

Consideration – Verify that closing bank balance reconciles to SIMS Finance

Process VAT return (completed by the end of the quarter)

Consideration – Review the accuracy of VAT categories used

Managements Accounts (future model is that these are distributed by the end of the third working week)

Consideration – The completion of these accounts is driven by the receipt of information from Academies. These accounts will provide high level management information and will ensure that future year end processes are streamline

Internal Reviews – central analysis

Consideration – To keep key processing issues on a monthly basis including for example, appropriate use of BACS payments, sequencing of procurement, level of non-order invoices, aged items on control accounts and journal transactions

BLT Central Team

Management Information

Consideration – Provide CEO with management information that identifies level of compliance with Financial Regulations.

Ad-Hoc Tasks

Internal Reviews – sample checking

Consideration – To determine adequacy of internal controls and review a sample of transactions for compliance with Financial Regulations including journal entries. These findings will be reported back to the Principal and Audit Committee

System Administration

Consideration – Maintaining appropriate levels of access for SIMS Finance users

Financial Training and Development (agree frequency)

Consideration – Providing ongoing CPD opportunities including what details should be recorded in SIMS Finance

APPENDIX A

BLT CONFLICT OF INTEREST POLICY

Statement of Intent

This policy establishes the framework for ensuring that the decisions and decision-making processes at The Bay Learning Trust are, and are seen to be, free from personal bias and do not unfairly favour any individual or company connected with the Trust.

Members, Directors/Trustees, Governors and committee members within the Trust have an obligation to act in the best interests of the Trust and in accordance with its Articles of Association, in order to avoid situations where there may be a potential conflict of interest.

Situations may arise where family interests or loyalties conflict with those of the Trust. Such conflicts create problems, as they can inhibit free discussions, result in decisions or actions that are not in the interests of the Trust and risk the impression that the Trust has acted improperly.

Therefore, The Bay Learning Trust intends to:

- Ensure that every Trustee understands what constitutes a conflict of interest and that they have a responsibility to identify and declare any conflicts that arise.
- Record the conflict and the actions taken to ensure that the conflict does not affect the decision-making of the Trust.

1. Legal framework

1.1. This policy takes its legal framework from the following legislation and statutory guidance:

- Companies Act 2006
- Conflicts of Interest: A Guide for Charity Trustees (The Charity Commission, May 2014)

1.2. This policy must be read in conjunction with the following documents:

- Trustees' Code of Conduct; Academies Financial Handbook; the Articles of Association

2. Definition

- 2.1. The Bay Learning Trust adopts the definition of the Charity Commission, which states that a conflict of interest is any situation where a Trustee's personal interests or loyalties could, or could be seen to prevent the Trustee from making a decision in the best interests of the Trust.

3. Identifying conflicts of interest

- 3.1. The Bay Learning Trust expects individual Trustees to declare any conflicts of interest at the earliest opportunity.
- 3.2. Individual Trustees who fail to identify and declare any conflicts of interest will be deemed to have failed to comply with their personal legal responsibility to avoid conflicts of interest and act only in the best interest of the Trust and its pupils.
- 3.3. The Trustees must ensure that any conflicts of interest do not prevent them from making a decision in the best interests of the Trust and its pupils.

4. Interests that should be declared

- 4.1. Trustees will be expected to declare the following interests:
 - Holding another public office
 - Being an employee, director, advisor or partner of another business or organisation
 - Pursuing a business opportunity
 - Being a member of a club, society or association
 - Having a professional or legal obligation to another body
 - Having a beneficial interest in a Trust
 - Owning or occupying a piece of land
 - Owning shares or some other investment/asset
 - Having received a gift, hospitality, or other benefit from someone/an organisation
 - Owing a debt to someone/an organisation
 - Holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue
 - Being a spouse, partner, relative or close friend of someone who has one of these interests

5. Trustee benefits

- 5.1. Trustees can only benefit from their Trust where there is explicit authority in place in the Trust's governing document and in line with the Academies Financial Handbook before any decision conferring Trustee benefit is made.
- 5.2. Trustee benefits include any payments or benefits to Trustees or a connected person, apart from their reasonable out-of-pocket expenses. They also cover situations where a Trustee could receive property, loans, goods or services from the Trust.
- 5.3. Where there is a proposed sale or lease of Trust land to a Trustee, or to a person or company closely connected with a Trustee, this will need to be authorised by the DfE, even if the disposal is at full market value.
- 5.4. The payment of reasonable expenses to Trustees is not a benefit; as such, it does not create a conflict of interest or require authorisation.

6. Register of business interests

- 6.1. Trustees should keep an up-to-date record of any conflicts of interest in the Trust's Register of Interests, which is kept by the Clerk to the Board of Directors at the Trust.

7. Declaring interests

- 7.1. At the beginning of each meeting, Trustees should have a standard agenda item to declare any actual or potential conflicts of interest.
- 7.2. A Trustee should declare any interest which he/she has as an item to be discussed. Declarations should be at the earliest possible opportunity and prior to any discussion of the item itself.
- 7.3. If a Trustee is uncertain whether or not he/she is conflicted, he/she should declare the issue and discuss it with the other Trustees.
- 7.4. If a Trustee is aware of an undeclared conflict of interest affecting another Trustee, then he/she should notify the other Trustees or the chair.

8. Removing conflicts of interest

- 8.1. Trustees must consider each conflict of interest so that any potential effect on decision making is eliminated.
- 8.2. Trustees must follow any legal or governing document requirements on how a conflict of interest must be handled, but may, in serious cases, decide that removing the conflict of interest itself is the most effective way of preventing it from affecting their decision-making. Serious conflicts of interest include, but are not limited to, those which:
 - Are so acute and extensive that the Trustees are unable to make their decisions in the best interest of the Trust and its Academies, or could be seen to be unable to do so.
 - Are present in significant or high-risk decisions of the Trustees.
 - Mean that effective decision-making is regularly undermined or cannot be managed in accordance with the required or good practice approach.
 - Are associated with inappropriate Trustee benefit.

9. Related party transactions

- 9.1. Where there is a proposed financial transaction between a Trustee and any Academy within the Trust, or any transaction or arrangement involving Trustee benefit:
 - The benefit must be authorised in advance.
 - The Board of Directors expects the affected Trustee to be absent from any part of any meeting where the issue is discussed or decided.
 - The affected individual should not vote or be counted when deciding whether a meeting is quorate.
- 9.2. Where there is a conflict and the affected Trustee does not stand to gain any benefit, and there are no specific governing documents or legal provisions about how the conflict should be handled, the affected Trustee should declare the interest.
- 9.3. The remainder of the Board of Directors must then decide what level of participation, if any, is acceptable on the part of the conflicted Trustee. The options might include, but are not limited to, deciding whether the conflicted Trustee:
 - Having registered and fully declared the interest, can otherwise participate in the decision.
 - Can stay in the meetings where the decision is discussed and made, but not participate.

- Should withdraw from the decision-making process in the way described above.

9.4. In deciding which course of action to take regarding a conflict of interest, Trustees:

- Must always make their decisions in the best interest of the Trust and its Academies.
- Should always protect the Trust's reputation and be aware of the impression that their actions and decisions may have on those outside the Trust.
- Should always be able to demonstrate that they have made decisions in the best interests of the Trust and its Academies, and independently of any competing interest.
- Should require the temporary withdrawal of the affected Trustee where the interest is relevant to a high-risk or controversial decision or could, or could be seen to, significantly affect the Trustee's decision-making.
- Can allow a Trustee to participate where the existence of his/her interest poses a low risk to decision making in the Trust's interest, or is likely to have an insignificant bearing on his/her approach to an issue.
- Should be aware that the presence of a conflicted Trustee can affect Trust between Trustees, inhibit free discussion and influence decision making.

9.5. Trustees can, before their discussion, ask a Trustee who is withdrawing to provide any information necessary to help make the decision in the best interests of the Trust and its Academies.

10. Records of proceedings

10.1. Trustees should record in the minutes details of any and all discussions on potential conflicts of interests and the decisions made.

11. Confidentiality

11.1. Trustees cannot use information obtained at the Trust for their own benefit or that of another organisation if it has been obtained in confidence or has special value such as commercial sensitivity.

12. Monitoring and enforcement

12.1. The Board of Trustees will carry out continuous monitoring of its activities and directors to ensure that any conflicts of interest are identified and mitigated as soon as possible.

- 12.2. Trustees who fail to declare an interest and are found to be in conflict with the best interests of the Trust will be expected to explain to the Board of Trustees the reasons for their omission.
- 12.3. Members or Trustees may decide to terminate the membership of the relevant Trustee from the Board of Trustees if he/she is found to have knowingly and deliberately failed to declare an interest and has brought the Trust into disrepute.

13. Policy circulation

- 13.1. This policy will be circulated to every Trustee and member of a committee, who shall annually sign a statement which affirms that he/she has:
 - Received a copy of the policy.
 - Read and understood the policy.
 - Agreed to comply with the policy.
- 13.2. This policy will be included in the publication scheme on the Trust's website and will be made available to the public.

APPENDIX B

BLT INVESTMENT AND RESERVES POLICY

Aim

The Trust aims to manage cash balances to provide the working capital required for its day-to-day operations, whilst protecting the long-term value of any surpluses against inflation. The Trust therefore aims to invest surplus cash funds in a way that optimises returns whilst ensuring there is minimal risk of loss of these funds.

Objectives

In order to make the best use of surplus cash funds to generate additional income the Trust and Academies must ensure the following objectives are met:

- Manage cash flow to ensure that sufficient cash balances are maintained in the current account to cover the working capital requirements of the Trust and each Academy.
- Ensure there is minimal risk to loss of the capital value of any cash funds invested by ensuring that the Trust is only exposed to low risk investments.
- Protect the capital value of the invested funds against inflation.
- Ensure optimum returns on the funds invested.
- Ensure that income generated from investments is used for furthering the Trust's aims.
- Investments must be placed with FSA registered companies.
- The CEO is responsible for the management of Trust investments, with responsibility delegated to the Director of Business and Finance.

Guidelines

Regular cash flow forecasts are to be prepared and monitored to ensure there are adequate liquid funds to meet all payroll commitments and outstanding creditors due for payment.

Where cash flow forecasts indicate that a base level of cash funds will be surplus to the day-to-day requirements of the Trust these funds may be invested following approval by the Finance and Resources Committee of The Bay Learning Trust.

In making decisions with regard to investment options the Director of Business and Finance will compare interest rates and returns across the market to ensure the Trust is getting a fair return, having due regard for the economic situation at that time.

In general the cash shall be invested in short term investment accounts, with an average duration of less than one year. Proposal for longer term investments would need further approval of the Finance and Resources Committee.

RESERVES

Aims and Objectives

The Trust aims to monitor the reserve levels held, having due regard for the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves.

Guidelines

The Directors must review the reserve levels of each Academy and the Central MAT funds annually. This review should encompass the nature of the income and expenditure streams, the need to match income with commitments and the nature of reserves.

Under its Funding Agreement with the Secretary of State for Education the Trust is permitted to hold unlimited reserves at the year end.

The Finance and Resources Committee have reviewed these reserve levels and believe that they should provide sufficient working capital to cover delays between spending and receipt of grants and to allow for unexpected emergencies.

Each Academy will aim to maintain free reserves at a minimum level of 2% of GAG up to a maximum of 10% of GAG as an appropriate cushion.

The aim is for the MAT reserve level to be 5% of total Trust GAG income. This money can then be used to support the needs of the Trust as required with an appropriate repayment schedule being agreed.

The Reserves Policy will be reviewed on an annual basis.

APPENDIX C

BLT EXPENSES POLICY

1 SCOPE AND PURPOSE

- 1.1 This policy deals with claims for the reimbursement of expenses.
- 1.2 The purpose of this policy is to:
 - 1.2.1 Define the Trust's policy and procedures relating to travel on school business and related expenditure;
 - 1.2.2 Provide guidance on the types of expenditure that can and cannot be reimbursed by the Trust; and
 - 1.2.3 Inform staff and those approving expenses of their responsibilities.
- 1.3 This policy does not form part of any employee's contract of employment and the Trust may amend it at any time.
- 1.4 In this policy references to personnel/bodies are to the personnel/bodies present within the Academy at which the particular member of staff reading or exercising the policy is engaged.

2 WHO IS COVERED BY THIS POLICY?

- 2.1 This policy covers all employees at all levels and grades including senior managers, employees, trainees, part-time and fixed term employees undertaking travel and associated activities and incurring personal expenses in the course of their employment. This policy will also apply to persons who are not employees but are travelling on the official business of the Trust (e.g. governors/directors) and to whom permission has been expressly granted to recover expenses under this policy (collectively referred to as staff within this policy).

3 WHO IS RESPONSIBLE FOR THE POLICY?

- 3.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

- 3.2 The Trust has delegated day-to-day responsibility for operating the policy to the Principal. The **Principal** has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for ensuring its success.

4 REIMBURSEMENT OF EXPENSES

- 4.1 Each Academy will reimburse expenses properly incurred in accordance with this policy.
- 4.2 Where expenses must be authorised before they are incurred it will be clearly stated within this policy together with information as to who can authorise them. If an expense is not clearly covered by this policy then authorisation must be obtained from the Principal before it is incurred (in the case of the Principal authorisation must be obtained from the Chief Executive Officer).
- 4.3 Expenses will only be reimbursed if they are:
- 4.3.1 claimed using forms that are available from the school office and submitted to an authorised signatory of more senior status, normally an individual's line manager (claims by the Principal must be authorised by the Chief Executive Officer);
 - 4.3.2 submitted within 3 months of being incurred;
 - 4.3.3 supported by relevant itemised documents where possible (for example, VAT receipts, tickets, and credit or debit card slips); and
 - 4.3.4 where required, authorised in accordance with instructions in force at the time the expense was incurred.
- 4.4 Claims for authorised expenses submitted in accordance with this policy will be paid directly into a member of staff's bank/building society account.
- 4.5 The purchase of classroom/office equipment and sundries must be obtained using the requisition/purchase ordering system and paid for directly by the Academy. As such, an expense claim must not be submitted under this policy for the costs of such purchases.
- 4.6 Claims which have not been approved in compliance with this policy will not be processed and will be returned. Self authorised claims will not be accepted for payment under any circumstances and if a member of staff attempts to submit a false claim it will be treated as a serious matter which may lead to disciplinary action.
- 4.7 Any questions about the reimbursement of expenses should be put to an individual's Line Manager before the relevant costs are incurred.

5 TRAVEL EXPENSES

5.1 The Academy will reimburse the reasonable cost of necessary travel in connection with Academy business. The most economic means of travel should be chosen if practicable/possible. The following are not treated as travel in connection with Academy business:

5.1.1 travel between a member of staff's home and usual place of work;

5.1.2 travel which is mainly for a member of staff's own purposes;

5.1.3 travel which, while undertaken on the Academy's behalf, is similar or equivalent to travel between a member of staff's home and usual place of work;

5.1.4 travel costs associated with non-mandatory full-time or part-time academic courses or professional qualifications; and

5.2 Trains

Staff will only be reimbursed for the cost of standard class travel unless expressly authorised by the Principal. A receipt should be obtained for submission with an expenses claim form.

5.3 Taxis

Staff should not take a taxi when there is public transport that would not greatly increase the journey time. However, where it is cost effective or more practical (e.g. several people travelling; time constraints; for reasons of personal security; heavy luggage), staff can travel by taxi may be permitted. A receipt should be obtained for submission with an expenses claim form.

5.4 Car

5.4.1 Where it is cost effective or more practical for a member of staff to use their own car for business travel (e.g. several people travelling; time constraints; for reasons of personal security; heavy luggage), and they have been authorised to do so, staff can claim a mileage allowance on proof of mileage in accordance with the current authorised mileage rates authorised by HM Revenue & Customs. Details of the current mileage rates can be obtained from the Director of Business and Finance. Staff can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.

5.4.2 Any vehicle used to travel on Academy business must be insured for business travel purposes. A member of staff can be required to evidence this on request.

5.5 **Air travel**

If staff are required to travel by plane in the course of their duties they should discuss travel arrangements with the Principal in advance. Where possible, arrangements will be made by the Academy on the member of staff's behalf but where this is not possible staff will be advised of the documentation that they will need to submit to reclaim expenses.

5.6 The Academy will not reimburse any penalty fares, parking fines or driving offences that staff may incur while travelling on Academy business.

6 **ACCOMMODATION AND OTHER OVERNIGHT EXPENSES**

6.1 If staff are required to stay away overnight in the course of their duties they should discuss accommodation arrangements with the Principal in advance. Where possible, arrangements will be made by the Academy on a member of staff's behalf, but where this is not possible the member of staff will be advised of the documentation that they will need to submit to reclaim expenses.

6.2 When staff are required to stay away overnight in the course of their duties, to the extent that these are not included in the cost of accommodation, the Academy will reimburse their reasonable out-of-pocket expenses provided they are supported by receipts for the following:

6.2.1 breakfast up to a maximum of £10 a day; and

6.2.2 lunch and an evening meal including non-alcoholic drinks up to £5 a day for lunch, £15 a day for an evening meal or, where both are incurred on the same day, an overall maximum of £30;

6.3 For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.

7 **ENTERTAINING VISITORS**

7.1 Staff may entertain visitors and guests where it is within budgetary limits and prior approval has been given by the Principal in accordance with the Trust's Anti-Bribery and Corruption Policy.

- 7.2 All claims must be supported by relevant itemised documents (for example, VAT receipts, tickets, and credit or debit card slips) and a list of attendees.

8 **GOVERNOR/DIRECTOR RELATED EXPENSES**

- 8.1 The Academy considers the following as legitimate Governor/Director expenses, where supported by relevant itemised documents:

- 8.1.1 the reasonable cost of childcare, or care of other dependants (for example, any elderly parent) whilst attending Governor/Director meetings;
- 8.1.2 communication support (e.g. translating documents into Braille for a blind Governor/Director, provision of alerting and listening devices, and other special aids for people with a hearing impairment);
- 8.1.3 providing special transport, equipment or facilities for a Governor/Director with a disability;
- 8.1.4 cost of reasonable overnight accommodation and subsistence (in line with this policy) while attending Governor/Director meetings or specialist conferences and training courses held at a location other than their respective school.

9 **DISCRETIONARY PAYMENTS**

- 9.1 There may be expenditure not covered by this policy or incidences where a legitimate claim is over and above the parameters established in this policy. In such cases these must be agreed in advance with the Chair of the Board of Directors or Chief Executive Officer.

Annex D1

Declaration of Gift or Hospitality

Please indicate by ticking box A, B or C whether you have been offered and declined, have accepted a gift or hospitality, or have given a gift.

Name:	
Position:	

A	I have been offered a gift / hospitality which I have declined
B	I have been offered a gift / hospitality which I have accepted
C	I have given a gift with a value of £25 or above

Declaration details		
Name of external organisation and their relationship with the Trust/Academy.	Nature of interest / gift / hospitality	Estimated value if applicable

I believe my objectivity and independence in relation to the above external organisation has not been impaired in any way by the offer of gifts or hospitality.

SIGNED (Recipient)	Date
NAME (capitals)	
SIGNED Principal/ Chair of Governors	Date
NAME (capitals)	

Completed forms should be sent to the Director of Business and Finance to enter in Register.

For office use only

Entered in Register	Date:	Reference:

Annex D2

Declaration of Gifts & Hospitality Register

Date of entry	Name of Trustee, Governor or member of staff	Estimated Value £	Nature of gift / hospitality	Supplier of gift / hospitality	Declaration Form Reference