**Active Learning Trust**

**Finance Control Manual 2016 – Site Specific data Sheet**

**School:**

**Sector: Primary / Secondary / Special\***

**Date:**

|  |  |  |
| --- | --- | --- |
| **Aspect** | Information | **Detail** |
| **Finance Leads** | Headteacher / PrincipalBusiness ManagerLead Finance OfficerFinance Officer |  |
| **Bank Account Signatories** |  |  |  |  |
| **Budget Holders List** | See Schedule below |
| **Petty Cash Sum** | £ |
| **Online Payment Provider eg: Parentpay** |  |
| **Person designated responsible for maintaining records of bookings of sports and community facilities** |  |
| **Staff Division of Duties Schedule** | See Schedule below |
| **Specimen Signatures List** | See Schedule below |
| **Date Policy adopted / reviewed** |  |
| **Appendix 3 – Payroll Procedures** | List of staff authorised to access EPM Payroll Portal\*Denotes staff with authorisation to authorise monthly payroll  |  |
| **Appendix 4 – Credit Card Procedures** | Position | Name on card | Single transaction limit | Monthly limit |
| Card 1 |  |  |  |  |
| Card 2 |  |  |  |  |
| Card 3 |  |  |  |  |
| **Appendix 11****Expenses Policy for School Based Staff** | Date confirmed by Local Governing Body |  |

* Delete as appropriate

## Budget holders

|  |  |
| --- | --- |
| **Budget** | **Budget Holder** |
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**Staff Division of Duties Schedule**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Names |  |  |  |  |  |  |  |  | BudgetHolders |  |
| *Tick against appropriate actions*  |  |  |  |  |  |  |  |  |  |  |
| Purchase order raising |  |  |  |  |  |  |  |  |  |  |
| Purchase order authorisation |  |  |  |  |  |  |  |  |  |  |
| Check goods against invoices received |  |  |  |  |  |  |  |  |  |  |
| Processing order goods received notes  |  |  |  |  |  |  |  |  |  |  |
| Processing order invoices to PSF |  |  |  |  |  |  |  |  |  |  |
| Processing invoices received against official order |  |  |  |  |  |  |  |  |  |  |
| Processing non-order invoices to PSF |  |  |  |  |  |  |  |  |  |  |
| Bank payment authorisation |  |  |  |  |  |  |  |  |  |  |
| Print cheques |  |  |  |  |  |  |  |  |  |  |
| Cheque signatories |  |  |  |  |  |  |  |  |  |  |
| General school income collection |  |  |  |  |  |  |  |  |  |  |
| Catering income collection |  |  |  |  |  |  |  |  |  |  |
| Lettings income collection |  |  |  |  |  |  |  |  |  |  |
| Prepare income for banking & complete paying in slip |  |  |  |  |  |  |  |  |  |  |
| Deliver monies to bank |  |  |  |  |  |  |  |  |  |  |
| Authorise paying in slip received by bank |  |  |  |  |  |  |  |  |  |  |
| Staff Names |  |  |  |  |  |  |  |  | BudgetHolders |  |
| Process receipts to PSF |  |  |  |  |  |  |  |  |  |  |
| Process paying in slips to PSF |  |  |  |  |  |  |  |  |  |  |
| Bank reconciliation |  |  |  |  |  |  |  |  |  |  |
| Petty cash payments |  |  |  |  |  |  |  |  |  |  |
| Process petty cash payments via EPM |  |  |  |  |  |  |  |  |  |  |
| Completing monthly absence |  |  |  |  |  |  |  |  |  |  |
| Authorising monthly absence  |  |  |  |  |  |  |  |  |  |  |
| Completing travel claim payments |  |  |  |  |  |  |  |  |  |  |
| Authorising travel claim payments |  |  |  |  |  |  |  |  |  |  |
| Checking additional hours claimed |  |  |  |  |  |  |  |  |  |  |
| Authorising additional hours claimed |  |  |  |  |  |  |  |  |  |  |
| Checking supply claims |  |  |  |  |  |  |  |  |  |  |
| Authorising supply claims |  |  |  |  |  |  |  |  |  |  |

**Specimen Signatures**

|  |  |
| --- | --- |
| Name | Signature |
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