

Updates and amendments 2016-17

Section	Date of update	Update or amendment
1a	4 Nov 2016	Added Useful Links page
02	4 Nov 2016	Contents page updated re: 1a above
2	5 April 2017	Contents page updated e changes below
4	5 April 2017	7.3 Audit Trail Reports – added – if available from the accounting system 7.4 now refers to reports being submitted back to the Central Finance team.
5	5 April 2017	10.4 updated to cross reference Petty Cash limit back to site specific sheet
5	5 April 2017	10.7 evidence of receipt re: trip spending reduced from £100 to £50 – schools can make lower by reflecting in school specific sheet
5	5 April 2017	12.1 – added reference to appendix 16 – Treasury Management Investment of funds
6	5 April 2017	14.4 Added reference to Appendix 15a and that procurements over the £20k Primary / Special and £50k Secondary Removed will be managed by the Trust Procurement Manager
6	5 April 2017	14.5 Added reference to contracts as well as orders and the appendix 15a – summary and best value statement
6	5 April 2017	14.1 Amended deadline to issue indicative budgets to budget holders to read – before the end of the summer term.
6	5 April 2017	14.6 Removed “School” – as duplicated
6	5 April 2017	Added section 17 re: Assessment of supplier status – Personal Service Companies – IR35
8	5 April 2017	Added section 2.83 under Novel and contentious payments regarding payment of gratuities to volunteers
Appendix 2	5 April 2017	Wording on front page of Declaration amended to include consent to posting of business interests on school website and / or Active Learning Trust website

Section	Date of update	Update or amendment
Appendix 4	5 April 2017	5.1 Cash advances – removed “except in genuine emergency” Fuel, - amended to read “except Academy minibuses, site vehicles or minibuses/ cars on hire” Expenditure from non-contracted suppliers – removed Recurring expenditure – added “unless the supplier cannot arrange collection of payment via standing order or direct debit” Alcohol – modest drinks with a meal – removed Periodic debit authorities - removed
Appendix 11	5 April 2017	Complete update includes reference to New appendix 11a re: Expenses Rates (Schools)
Appendix 11a	5 April 2017	New appendix re: Expenses Rates (Schools)
Appendix 15	5 April 2017	Updated appendix – new Procurement Strategy
Appendix 15c	5 April 2017	New appendix re: Summary and Best Value Statement
Appendix 16	5 April 2017	New appendix re: Treasury Management and Investment of Funds
Appendix 17	5 April 2017	New appendix re: Inter Company Guidelines
Appendix 18	5 April 2017	New appendix re: PS Financials Accounting Practices
Appendix 4	22 February 2018	Updated appendix – multiple changes and Agreement form