

## Accounting procedures

### 6. Accounting

- 6.1 The Trust's accounting policy is included in the Scheme of Delegation. The following sections of the manual describe how those policies are implemented at the Academy.
- 6.2 All the financial transactions of the Academy must be recorded on the PS Financials accounting system. The Academy payroll is administered through an external company. At the time of completing this manual that company is EPM Ltd.

#### *System Access*

- 6.3 Entry to PS Financials and EPM payroll is password restricted. The Lead Finance Officer / Business Manager is responsible for ensuring that user's passwords are changed regularly.
- 6.4 Access to the component parts of PS Financials system can be restricted. The Lead Finance Officer, Business Manager, Finance Officer and or Headteacher will determine the appropriate access levels for all members of staff using the system and request these be set by the ALT Finance Team.

#### *Back-up Procedures*

- 6.5 PSF – the providers of the accounting system have in place robust backup procedures to ensure data is protected and properly backed up.
- 6.6 The Lead Finance Officer / Business Manager will maintain a disaster recovery plan to ensure there is planning in place in the event of loss of access to the web based accounting facilities or financial data. The disaster recovery plan will fall within the annual assessment made by governors of the major risks to which the Academy is exposed and the systems that have been put in place to mitigate those risks.

### 7. Transaction processing

- 7.1 All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual. Transactions input to the accounting system by finance staff should be checked and reconciled to the bank statements by the Lead Finance Officer / Business Manager whilst carrying out the monthly reconciliation. The reconciliation must be reviewed and approved by the Headteacher / Principal as authorising officer and a hard copy retained for audit purposes.
- 7.2 Detailed information on the operation of PS Financials can be found in the user manuals held in the Finance Office.

#### *Transaction Reports*

- 7.3 The Lead Finance Officer / Business Manager will obtain and review system reports to ensure that all transactions are posted correctly to the accounting system. They will sign and retain appropriate reports as evidence of review. The reports reviewed will include:

- audit trail reports; (if available from the accounting system)
- management accounts summarising expenditure and income against budget at budget holder level.

#### *Reconciliations*

- 7.4 The Lead Finance Officer / Business Manager is responsible for ensuring the following are reconciled each month as part of the month end process and returns submitted to the Trust Finance Team :-
- debtor control account
  - creditor control account
  - payroll control accounts and
  - bank balances to the bank statements.
  - any petty cash balances
  - VAT Control account
- 7.5 Any unusual or long outstanding reconciling items must be brought to the attention of the Lead Finance Officer / Business Manager who will review and sign appropriate reconciliations as evidence of review.

