



Learn-AT

Learning ~ Fellowship

Finance Policy

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Approved by: Finance and Audit Committee
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Please note that this policy supersedes and replaces any equivalent policies or sections of policies. This policy is non contractual and can therefore be amended without consultation. Before you use this policy, please check you have the latest version using the footer reference and Learn-AT Policy Index.

This policy applies to all Learn Academies Trust schools and should be read in conjunction with the latest associated guidance issued by Learn-AT.

1. Introduction

- 1.1. The purpose of this Finance Policy is to ensure that the Trust maintains and develops systems of financial control which conform with the requirements of propriety and good financial management. It is essential that these systems operate effectively in order to meet the requirements of relevant laws and the funding agreement that the Trust has with the Education and Skills Funding Agency (ESFA).
- 1.2. The Trust must comply with the principles of financial control outlined in the Academy Trust Handbook (ATH) which is published by the ESFA. This Finance handbook provides detailed information on the Trusts accounting procedures and systems which are designed to comply with the requirements of the ATH.
- 1.3. All members of staff who are involved with financial systems should be familiar with the ATH.
- 1.4. Systems and processes that are outlined in this handbook extend to the treatment of both Public and Private funds.

2. Organisation

Trustees of the Multi Academy Trust (the Trust)

- 2.1. Trustees (Directors) are responsible for ensuring the Trust's funds are used in accordance with the law, the Trustees' powers under the Funding Arrangements and the ATH. The Board of Directors (the Board) must appoint the Accounting Officer, who will normally be the Chief Executive Officer.

Finance and Audit Committee

- 2.2. The purpose of the committee is to help the Trust and its Accounting Officer to plan and use its resources and assets wisely and efficiently, manage financial risks and meet its reporting requirements. The terms of reference of the Finance and Audit Committee are laid out in the Governance Framework. The committee, which is comprised of at least three non-staff trustees, will sit at least 3 times per year. It will oversee, monitor and report to the Board of Trustees on the Trust's

finances and financial systems, budget planning, financial risk management and financial controls, and annual accounts.

Chief Executive Officer (CEO) and Accounting Officer

- 2.3. The Funding Agreement requires that the Trust identifies the Chief Executive Officer as the Accounting Officer. This post has overall responsibility for financial and administrative matters and is accountable to the Board for the financial management of the Trust.
- 2.4. The role of accounting officer includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the trust's control.

Director of Finance and Operations

- 2.5. This post has day to day and strategic responsibility for financial and administrative matters and is accountable to the CEO and the Board for the financial management of the Trust.

Finance Officer

- 1.1. The Finance Manager works in close collaboration with the Director of Finance and Business Managers to ensure: all financial transactions are accurately recorded; monthly financial accounts and forecasts are produced (including consolidated management accounts) to the required timetable; regulatory returns (finance related) are completed accurately in accordance with deadlines; variance analysis, cashflow forecasts and consolidated budgets are produced; control accounts are reconciled monthly.

Trust Business Managers

- 2.6. The Trust Business Managers work in close collaboration with the Director of Finance and Operations and the Headteacher to whom they are responsible. The Trust Business Managers also have responsibilities for: day to day management of financial issues including monitoring the school's financial position through the year; providing the Headteacher and Director of Finance and Operations with regular financial updates and alerting them to any concerns; setting the school's budget in conjunction with the Headteacher and Trust Management; managing the local finance office; overseeing compliance to the Trust Finance Policy; investigating, recommending and implementing changes to systems and procedures; improving financial performance and satisfy value for money criteria; for assisting with the operation and maintenance of the school's payroll.

Internal Audit

- 2.7. The Academy Trust Handbook requires the trust to deliver assurance in respect of financial systems, controls, transactions and risks through independent challenge. The trust has appointed the Internal Audit Service of Leicestershire County Council to carry out an internal audit function to meet this requirement.

- 2.8. The main duty of Internal Audit is to provide the Trust via the Risk and Audit committee with assurance on financial controls and risks.
- 2.9. The internal audit function will execute a programme of reviews to ensure that transactions have been properly processed and that controls are operating effectively and reports of the findings will be promptly presented to the Finance and Audit Committee.

Budget holders' responsibilities

- 2.10. The budget holders will have some financial responsibility and these will be detailed further in the following sections of this handbook. All members of staff are responsible for the security of the trust's and academies' property, to avoid loss or damage and for ensuring that there is efficient and effective use of resources in their charge.
- 2.11. Budget holders are required to exercise responsibility for routine control and monitoring of their budget expenditure and ensuring value for money on all expenditures.

3. Business Integrity

- 3.1. It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make.
- 3.2. To ensure complete transparency and to avoid misunderstanding that might arise, all Trustees and Local Governors, and Staff with significant spending powers, must always declare any direct or indirect pecuniary interests at all times and should enter any interests that potential give rise to a conflict of interest in a Register of Business Interests held at the Trust.
- 3.3. This Register should be regularly drawn to everyone's attention at least once a year and updated as necessary. It is held by the Trust and is open to public inspection.
- 3.4. The register must include all business interests, for example, directorships, trusteeships, shareholdings or other appointments of influence within a business or organisation which may have dealings with an Academy or the Trust. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Trustee, Local Governor or a member of staff by that person.
- 3.5. The existence of a register of pecuniary register does not, of course, detract from the duties of Trustees, Local Governors and staff to declare interests whenever they are relevant to matters being discussed by the governing body or a committee. Where an interest has been declared, Trustees, Local Governors and staff should withdraw from that part of committee meeting.

4. Scheme of Financial Delegation

- 4.1. The trust will maintain a written scheme of delegation of financial powers, and this will be reviewed annually. The written scheme of delegation of financial powers is contained in Appendix 1.

2. Accounting System

- 4.2. All the financial transactions of the Trust are recorded on PS Financials (PSF). The system is operated by the Finance Manager, the Trust Business Managers, Office Managers and Purchase Ledger and Income Clerk.

System Access

- 4.3. Entry to PSF is password restricted and the IT Manager is responsible for ensuring regular password changes are implemented.
- 4.4. Access to the component parts of the PS Financials system is also restricted and the Finance Manager is responsible for setting access levels and the IT Manager actions those levels for all members of staff who use the system.

Back-up Procedures

- 4.5. The accounting system is backed up at least daily to a cloud based server with a copy of each backup held securely offsite in case of fire etc.

Transaction Processing

- 4.6. All transactions input to the accounting system must be authorised in accordance with the procedures detailed in Appendix 2 of this policy (Financial Procedures). Appropriate segregation of duties should be adhered to at all times and correctly signed paper documents retained in accordance with relevant regulations.
- 4.7. Bank transactions will be input by the Income Clerk. The reconciliation of the bank and control accounts will be produced monthly by the Finance Manager and signed to evidence this check. The Director of Finance and Operations will review and approve these reconciliations each month.

5. Finance and Audit Committee Terms of Reference

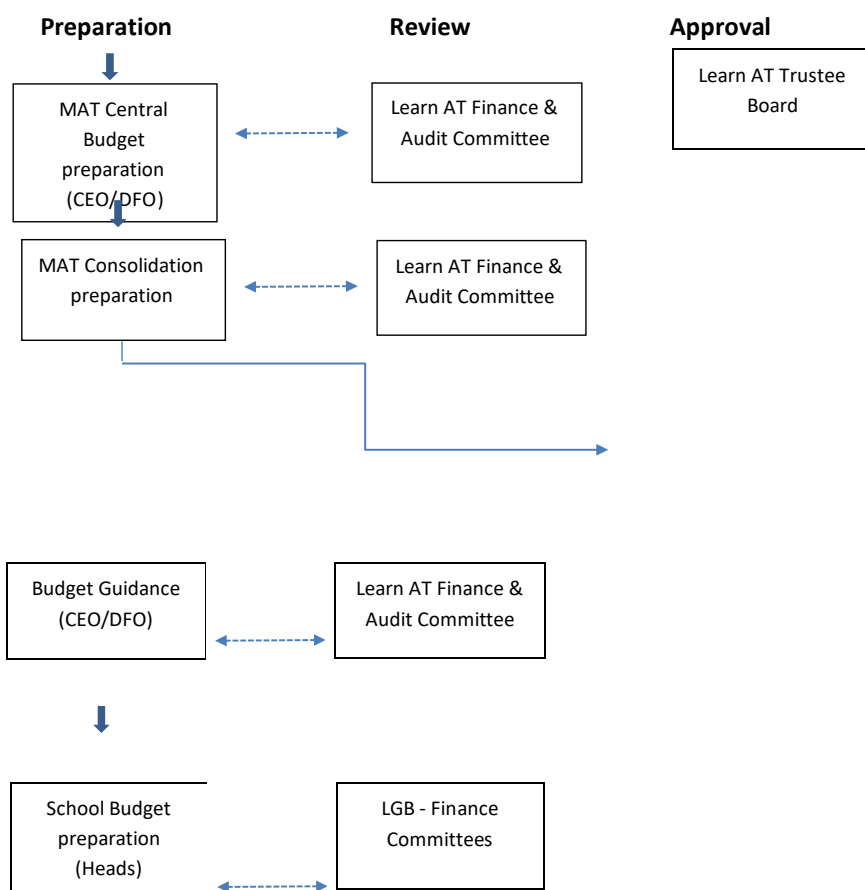
- 5.1. The purpose of the committee is to help the Trust and its Accounting Officer to plan and use its resources and assets wisely and efficiently, manage risks and meet its reporting requirements. The committee will oversee, monitor and report to the Board of Trustees on the Trust's finances and financial systems, budget planning, risk management, internal audits and annual accounts.
- 5.2. The detailed terms of reference for the Finance and Audit Committee are contained in Part 1: Appendix 3 of the Learn Academies Trust Governance Framework.

6. Financial Procedures

- 2.1. The trust will have sound internal controls, with appropriate segregation of duties and clearly communicated procedures.
- 6.1. The financial procedures of the Trust are contained in Appendix 2 of this policy.

7. Budgetary Planning and Control

7.1. Roles and responsibilities



Budget planning

7.2. The budget is separated into distinct and manageable entities (normally academies and cost centres within academies). It is the budget holder's responsibility to ensure the principles of best value are adhered to, and that there is financial probity in the exercise of that duty. Budget holders must monitor their budgets to ensure they do not overspend the approved budget allocations.

7.3. Financial reporting

Report Type	Frequency	Reporting To
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Financial Monitoring Reports (Revenue and Capital Accounts, Reserves balance) - Trust	Monthly	Trust Board, CEO, Director of Finance and Operations
Financial Monitoring Reports (Revenue and Capital Accounts, Reserves balance) - Academies	Monthly	Headteachers, Business Managers, LGBs
Period End documentation	Monthly	Director of Finance and Operations
Bank Reconciliation	Monthly	Director of Finance and Operations
VAT Reconciliation	Monthly	Director of Finance and Operations
Payroll Reconciliation	Monthly	Director of Finance and Operations
Balance Sheet Control Accounts	Monthly	Director of Finance and Operations
Internal Audit Reports	Annually	Director of Finance and Operations, Finance and Audit Committee
Statutory accounting returns	Annually	Finance and Audit Committee, Trust Board and Statutory bodies
Draft budget plan	Annually	Finance and Audit Committee
BFRO	Annually	Statutory Body (ESFA)
Final Budget Plan	Annually	Finance and Audit Committee and Trust Board
BFRO	Annually	Statutory Body (ESFA)
BFR	Annually	Statutory Body (ESFA)

7.4. A realistic and achievable budget is fundamental to financial planning. Budget planning and control requires decentralisation of responsibility, therefore Headteachers (as budget holders) and their respective Business Managers are responsible for planning, authorising and controlling expenditure. The Headteachers and Business Managers work closely with the CEO and Director of Finance and Operations and the Finance Manager to produce a consolidated budget. The budget will be reviewed by the Finance and Audit Committee and LGBs before presentation to the Trustee Board. A time scale for budget related

activities and reporting is included published annually, normally early in the summer term.

- 7.5.** The Finance and Audit Committee will, from time to time, have some delegated authorities from the Trustee Board to exercise control and advice over financial affairs.

8. Financial Calendar Overview

Date	Description	Comment
1 September	Start of financial year	
September	Teachers' Pension audit performed by external auditors	Audited EOYC report submit to TPS
September	Preparation of prior year accounts for auditing	
September	Preparation of prior year accounts for auditing	
October	(Autumn) Pupil census	Submit to Local Authority
November	School Workforce Census	
October	Preparation of prior year accounts for auditing	
October	Land and Buildings Collection Tool	Submit to ESFA
October	External audit of prior year accounts completed	
November	School workforce census	Submit to Local Authority
November	Review of draft audited prior year accounts – Finance and Audit Committee	
November	AGM - Sign off Audited Accounts	
December	Academy trust account submission (includes management letter and audited statutory accounts)	Submit ESFA.
December	CIF bids	Submit to ESFA

January	(Spring) Pupil census	Submit to Local Authority
January	Accounts return	Submit to ESFA
January	Audited statutory accounts	Publish on trust website
February	Internal Audit visits	
March	GAG Indicative funding letter	Received from the ESFA
March	Gender Pay Gap	Submit to ESFA
April	Teachers pensions EOY certificate (unaudited)	Submit to TPS
May	(Summer) Pupil census	Submit to Local Authority
Late May/June	Draft budget preparation	Internal collation of data and consistency in budget

		planning across the Trust
May	BFRO (Forecast for current year)	Submission to ESFA
31 st May	Audited statutory accounts	Submit to Companies House
Late June/Early July	Present new year budget forecast to Finance and Audit Committee	
Early July	Approval of next year budget by Trust Board	
Late July	BFR (Budget for next year)	Submission to ESFA
31 st August	End of financial year	

	Census related
	Audit related
	Finance related

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Appendix 1 - Scheme of Financial Delegation

	ESFA	Trustee Board	Chief Executive Officer	Director of Finance and Operations	Local Governing Body	Head Teacher/ Deputy Head*	Business Manager	Nominated Budget Holder
Prepare and recommend the annual revenue and capital budget and 3-year forecasts			✓	✓		<A	<A	
Approve the annual revenue and capital budget and 3-year forecast		✓	<A	<A				
Receive and review the trust revenue and capital accounts monitoring reports at least six times per year		✓	<A	<A				
Receive and review the academy revenue and capital accounts monitoring reports every month				✓		<A	<A	
To approve additional spending plans which were not in the annual approved budget, and which result in an 'in year deficit' of less than 2% of GAG income			✓	✓		<A	<A	
To approve additional spending plans which were not in the annual approved budget, and which result in an 'in year deficit' of greater than 2% of GAG income		✓	<A	<A				
Reserves Policy and taking actions necessary to support the achievement of the policy.		✓	<A	<A				

Any policy and arrangements for Pooling of funds		✓	<A	<A				
'Topslice' percentage allocated to academies for central team budget		✓	<A	<A				
Authorise requisitions for commitments to be processed as orders to suppliers for up to and including £25,000 for goods and services within budget			✓	✓				
Authorise requisitions for commitments to be processed as orders to suppliers for up to and including £25,000 for unbudgeted goods and services			✓	✓				
Authorise requisitions for commitments to be processed as orders to suppliers for more than £25,000 for goods and services		✓	<A	<A				
Determine individual authorization levels for Purchase commitments to a maximum of £15,000 for heads, deputy heads and business managers, taking account of the in-year financial results and cumulative reserve position of each academy				✓			<A	
Authorise staff severance where nonstatutory/non- contractual payment is £50,000 or more (approval required in advance)	✓	<A						

Authorise staff severance where non-statutory/non-contractual payment is less than £50,000 (approval required in advance)		✓	<A					
Authorise compensation where non-statutory/non-contractual payment is £50,000 or more (approval required in advance)	✓	<A						
Authorise compensation where non-statutory/non-contractual payment is less than £50,000 (approval required in advance)		☐	<A	<A				

Authorise ex-gratia payments	✓	<A						
Open or close trust bank accounts		✓	<A	<A				
Close bank accounts taken over from incoming schools			✓	✓				
Approve minimum number of signatories or approvals required for cheques & electronic payments		✓	<A	<A				
Approve list of personnel to act as signatories or approvers for cheques & electronic payments			✓	✓				
Approve bank loans and overdrafts or any other loan requiring security	✓	<A						
Any other loans		✓	<A	<A				

Approve issue of credit cards for trust use only and to be operated in accordance with the Trust Credit Card Policy.			✓	✓		<A	<A	
Authorise the use of petty cash balances up to £100				✓		<A	<A	
Enter into insurance arrangements for land, buildings employee liability and other major risks			✓	✓				
Enter into insurance arrangements for trips, minibus and other minor risks where a trust agreement has not been negotiated.						✓	✓	

Grant a lease on land and buildings	✓	<A						
Take up a finance lease	✓	<A						
Take up a leasehold on land or buildings with lease term 7 years or more	✓	<A						
Take up a leasehold on land and buildings with lease term less than 7 years		✓	<A					
Take up an operating lease less than 3 years				✓			<A	

Take up an operating lease more than 3 years		✓		<A				
Write off debts and losses or entering into guarantees, indemnities or letters of comfort. Per single transaction - which exceed the lower of 1% of the Trust annual income or £45,000 Per category of transactions - which cumulatively exceed 5% of annual income	✓	<A						
Write off debts and losses or entering into guarantees, indemnities or letters of comfort. Per single transaction - which do not exceed the lower of 1% of the Trust annual income or £45,000 Per category of transactions – which do not cumulatively exceed 5% of annual income		✓	<A	<A				
Write off debts and losses Per single transaction - which do not exceed £3,000				✓		<A	<A	
Acquire a freehold on land and buildings	✓	<A						
Dispose of a freehold on land and buildings	✓	<A						

Dispose of heritage assets	✓	<A						
Dispose of assets (not land, buildings, or heritage) above fair value of £10,000		✓	<A	<A				
Dispose of assets (not land, buildings, or heritage) below fair value of £10,000				✓		<A	<A	
Dispose of assets (not land, buildings, or heritage) below fair value of £2,000						✓	<A	
<p>Approve novel, contentious and/or repercussive transactions</p> <ul style="list-style-type: none"> • Novel transactions are those of which the academy trust has no experience or are outside its range of normal business. • Contentious transactions are those that might cause criticism of the trust by Parliament, the public or the media. • Repercussive transactions are those likely to cause pressure on other trusts to take a similar approach and hence have wider financial implications. 	✓	<A						

<p>Related party transactions (supplies to the trust from related parties) one transaction greater than £20,000 or several transactions cumulatively greater than £20,000 in single financial year</p> <p>Related party transactions (supplies to the trust from related parties) one transaction less than £20,000 or several transactions cumulatively greater less than £20,000 in single financial year (N.B. two signatures required)</p>	✓	<A	✓	✓				
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Appendix 2 - Financial Procedures Manual

Introduction

The purpose of this manual is to ensure that the Trust and its academies maintain and develop systems of financial control, which conform with the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreement with the Secretary of State for Education, through the Education Funding Agency (ESFA).

The academy trust must comply with the principles of financial control outlined in the Academies Trust Handbook. This manual expands on that and provides detailed information on the academy's accounting procedures and system. This manual should be read by all staff involved with financial systems.

This manual serves as an adjunct to the scheme of delegation, detailing requirements and information to assist with the day-to-day operations and practicalities.

1. Internal Financial Controls

1.1. Duties

- Purchase requisitions to be processed by Office Manager
- Purchase Orders raised on PS Financials("PSF") by the Office Manager
- Authorisations carried out as per Schedule of Authorisation Limits approved by the Director of Finance and Operations
- Purchase Orders to be emailed to Supplier by Office Manager
- Copy of order to be held at school location and matched to GRN
- GRN to be processed by Office Manager
- Invoices to be stamped and coded by Office Manager as per instructions in Part B of this document
- The Purchase Ledger Clerk will process invoices in PSF for payment.
- BACS run processing to be carried out by Central Team – Finance Manager
- BACS authorisations as per bank instructions
- The Academy Office team receive all income payments and record to ParentPay
- The Office Manager to balance cash/Cheques weekly to ParentPay and process paying in slips ready for banking
- The Office team ensure that all money is paid into the bank on a weekly basis.

- The Income Clerk to receive an email with details of income received and banked, to process the income on a weekly basis to PSF.
- Trip planning sheets to be reconciled to income received.
- All staff should declare pecuniary interests to HR & Governance Assistant for inclusion on the register.
- All staff should ensure that money is never left in classrooms.
- Cash should not be left unattended in the school office, always ensure it is locked away, out of sight.

1.2. Supply Claim Forms

The Trust Business Manager will not sign casual or supply claim forms. These must be authorised by the Head, Deputy Head or in their absence another senior member of staff.

1.3. Travel Claims

All staff may claim travelling expenses for attendance of approved courses, training, meetings etc in accordance with the approved Expenses Policy.

2. Payroll

2.1. The main elements of the payroll system are:

- • staff appointments/leavers/adjustments to pay
- • payroll processing and administration
- • payments to External agencies
- • reconciliation

2.2. Staff Appointments

2.2.1. With the Headteacher's advice, the Local Governing Body ("LGB") has approved a personnel structure for the academy. Changes can only be made to this structure with the express approval of the Headteacher and relevant LGB Committee who must ensure that adequate budgetary provision exists for any structural changes.

2.2.2. The Headteacher has the authority to appoint staff within the authorised structure whose appointments must follow consultation with the governors. The Trust Business Manager ensures personnel files are maintained for all members of staff which include contracts of employment. All personnel changes must be notified, in writing, to the Headteacher immediately.

2.3. Employment Status Checks

- 2.3.1. The Academy should retain evidence of having applied the test criteria to each individual, to demonstrate how it has determined that individual's employment status for each particular contract / job awarded.
- 2.3.2. Where an individual has been assessed as self-employed, the school should request that the individual states his self-employment reference number on any invoices issued to the school.
- 2.3.3. All staff will need to prove they have the right to work in the UK. Documentation will be held on their Personnel files.

2.4. Payroll Administration

- 2.4.1. The Academy payroll will be administered by Dataplan (or other chosen supplier) who administrate the payroll on behalf of the Trust. Arbor should be updated with the contract details of new staff members and changes to contracts upon commencement of their employment/change of employment. Business Managers should also update IMP (Budgeting System) with all new staff and any changes to contracts at the same time.
- 2.4.2. All members of staff are paid monthly through the approved payroll method via BACS payment on the last working day of the month
- 2.4.3. Any changes made to the Payroll System are carried out via VERA (Dataplan's online payroll change system). Changes to contracts and files can only be processed by the Trust Business Manager/Finance Manager who have the appropriate authorisations. Any contract/file amendments made will be authorised by the Headteacher/Director of Finance & Operations in advance of being processed. The Headteacher/Trust Leader/Director of Finance & Operations/Finance Manager and Trust Business Manager may not authorise alterations concerning their own contractual and pay conditions. Authorisation must be made by the Trust Leader(for Headteacher) or line manager(all other staff), and Trust Pay Committee for the Trust Leader.
- 2.4.4. Monthly payroll timesheets should be signed by Headteacher (school timesheet) /Director of Finance & Operations or Trust Leader (central team timesheets) before being processed onto the electronic timesheet before the monthly report is transmitted to Dataplan via VERA.
- 2.4.5. The electronic timesheet to be uploaded by the approved Trust Business Manager or Finance Manager in their absence monthly to Dataplan.

2.5. Payments

- 2.5.1. All monthly payroll data must be reconciled by the Finance Manager and to agree the Salary, National Insurance, Superannuation, and other deductions to the underlying records.
- 2.5.2. All salary payments are usually made by BACS at the payroll month end in accordance with the payroll payment timetable. In exceptional circumstances (e.g., where overdue pay has been omitted in error) an urgent BACS payment will be issued following confirmation of amount from the the Trust Business Manager and payroll provider, processed by the Finance Manager, and approved by the Director of Finance & Operations as per Bank Mandate authority.
- 2.5.3. All payments made each month to the Payroll Service Provider, together with notification of payments made to outside agencies are to be debited against the relevant budgets and credited to the Payroll Control Account. If this is not the case any difference should be noted and explained. This is the responsibility of the Finance Manager.
- 2.5.4. Payroll Control is balanced each month by the Finance Manager and duly authorised by the Director of Finance and Operations at the monthly management meeting.
- 2.5.5. Each month the Trust Business Managers will reconcile the monthly actual payroll to the forecasting system to ensure all contracts are recorded correctly in the forecast system .
- 2.5.6. Copies of all individual notifications to the Payroll Service Provider will be filed by the Trust Business Manager or Office Manager in the personnel file of the staff member concerned and kept secure.
- 2.5.7. The Finance Manager will carry out regular management checks to ensure that all the internal control mechanisms shown above are in place and are being adhered to, and to ensure the accuracy of all payroll working papers.

3. Purchasing

- 3.1. The Academy will procure goods & services of the correct quality, quantity and at the time the best price possible. A large proportion of their purchases will be paid for with public funds and there is a need to 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 academy.
 - Accountability, the academy is publicly accountable for its expenditure and the conduct of its affairs.

- Fairness, that all those dealt with by the academy are dealt with on a fair and equitable basis.

3.2. Routine Purchasing

- 3.2.1. As a general principle, Academy procedures for purchasing should ensure that purchases are as required and are for bona-fide purposes and value for money is obtained in respect of all goods and services.
- 3.2.2. Budget holders will be informed of the budget available to them at the start of the Academic/Financial year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent.
- 3.2.3. Budget holders will be responsible for making the first request for the purchase of goods or services from their own budgets. This will be done by means of an internal requisition form and will be sent to the Office Manager for processing.
- 3.2.4. On receipt of the internal requisition, the Trust Business Manager will determine that the appropriate budget has sufficient funds to meet the order. Where sufficient funds are identified, an official, sequentially numbered Purchase Order will be raised and sent to the supplier/contractor for items of stock or to pre-order services or repairs. Purchase orders do not need to be raised for certain services and SLA's (See Part B iii))
- 3.2.5. Any urgent order that is placed verbally should be agreed in advance with the Trust Business Manager so that they can include the amount committed in the regular financial forecast.

3.3. Ordering from a representative

- 3.3.1. An order should not be placed over the telephone or during a meeting with a Rep. All orders must be in writing on official order forms. In exceptional circumstances, it is possible to ask the Headteacher, the Budget holder or the Trust Business Manager for permission to make a verbal order, and this must be immediately written onto an order form and given to the Office Manager.

3.4. Goods Received and Invoicing

- 3.4.1. For orders in respect of the supply of goods and services the following procedures shall be adopted:
- 3.4.2. The Office Manager must make appropriate arrangements for the delivery of goods to the academy. On receipt the Site Manager/Office Manager/Receptionist must undertake a detailed check of the goods

received against the delivery note (and make a record of any discrepancies between the goods delivered and the delivery note. Discrepancies should be discussed with the supplier of the goods without delay.

- 3.4.3. If any goods are rejected or returned to the supplier because they are not as ordered or are of sub-standard quality, the Trust Business Manager should be notified. Any goods returned to suppliers will be noted on the relevant order and comments made on PSFs against the order.
- 3.4.4. All invoices received, should be checked against the original order for accuracy. If a Purchase Order has been raised, then the GRN should be processed on PSF and the GRN number written onto the invoice. The budget holder should then sign to approve payment of the invoice and should return the invoice to the Office Manager. All invoices should then be sent to the Purchase Ledger Clerk for processing. Budget holders must undertake these checks without undue delay and in any case within 7 days of invoice receipt.
- 3.4.5. The Purchase Ledger Clerk will input details of payments to be made to the purchase ledger. The Finance Manager will process the BACS run twice a month as per the Finance Calendar. BACS are processed in PSF, and a CSV file is imported to Lloyds Bank. Authorisation of the BACS run will require two electronic signatures from the following list.
- Finance Manager
 - Director of Finance & Operations
 - Trust Leader
- 3.4.6. If an invoice requires a cheque this will be processed by the Finance Manager and authorised as per the bank mandate.
- 3.4.7. Cheques will be dispatched to suppliers by the Finance Manager who will ensure the relevant transaction is posted onto PSF.
- 3.4.8. BACS remittance advices will be emailed to the supplier by the Purchase Ledger Clerk once the BACS run has been processed and approved.
- 3.4.9. BACS run process is as follows:
- | | |
|---------|--|
| Monday | all invoices received by the Purchase Ledger Clerk should be processed by the end of this day |
| Tuesday | folder of invoices will be given to Finance Manager and a payment run produced and checked for accuracy. Any item appearing on the run without |

the relevant invoice, authorisation will be removed and not paid.

Wednesday	BACS run authorised as per bank mandate.
Thursday	remittance advices sent to Suppliers.
Friday	BACS run posted to the books on PSF.

3.4.10. **IMPORTANT** - Note carefully: Copy invoices should not be paid unless exhaustive checks have been performed to confirm that payment has not already been made. Each invoice should always be checked back to the original Purchase Order. There should be a confirmation on the invoice that these checks have been made by endorsing the invoice "copy invoice not previously passed for payment" and a signature by the authorised signatory. Under no circumstances should payments be made based on supplier statements.

3.5. Procurement levels

3.5.1. Purchases of <£1000

Two quotes - These can be written or verbal, if verbal these will have to be noted down as to when given and attached to the Purchase requisition

3.5.2. Purchases >£1000 <£3000

Two written quotations to be attached to Purchase requisition

3.5.3. Purchases >£3000 <£20,000

Three written quotations to be attached to Purchase requisition

3.5.4. Purchases >£20,000

See tendering process below

4. Tenders

4.1. There are three forms of tender procedure: open, restricted and negotiated. The circumstances in which each procedure should be used are described below.

4.1.1. **Open Tender:** This is where all potential suppliers are invited to tender. The budget holder must discuss and agree with the Trust Business Manager how best to advertise for suppliers e.g., general press, trade journals or to identify all potential suppliers and contact directly if practical. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds.

4.1.2. **Restricted Tender:** This is where suppliers are specifically invited to tender. Restricted tenders are appropriate where:

- there is a need to maintain a balance between the contract value and administrative costs.
- a large number of suppliers would come forward or because the nature of the goods is such that only specific suppliers can be expected to supply the academy's requirements.
- the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

4.1.3. **Negotiated Tender:** The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:

- the above methods have resulted in either no or unacceptable tenders,
- only one or very few suppliers are available,
- extreme urgency exists,
- additional deliveries by the existing supplier are justified.

4.2. Preparation for Tender

4.2.1. Full consideration should be given to:

- objective of project
- overall requirements
- technical skills required
- after sales service requirements
- form of contract
- price

4.2.2. Before tendering the school must contact the Finance Manager before proceeding.

4.3. Invitation to Tender

4.3.1. If a restricted tender is to be used, then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

4.3.2. An invitation to tender should include the following:

- introduction/background to the project.
- scope and objectives of the project.
- technical requirements.
- implementation of the project.

- terms and conditions of tender and
- form of response.

4.4. Aspects to Consider

4.4.1. Financial

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision.
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs.
- Is there scope for negotiation?

4.4.2. Technical/Suitability

- Qualifications of the contractor
- Relevant experience of the contractor
- Descriptions of technical and service facilities
- Certificates of quality/conformity with standards
- Quality control procedures
- Details of previous sales and references from past customers.

4.4.3. Other Considerations

- Pre-sales demonstrations
- After sales service
- Financial status of supplier.
- Suppliers in financial difficulty may have problems completing contracts and in the provision of after sales service. It may be appropriate to have an accountant or similarly qualified person examine audited accounts etc.

4.5. Tender Acceptance Procedures

- 4.5.1. The invitation to tender should state the date and time by which the completed tender document should be received by the academy. Tenders should be submitted in plain envelopes clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tenders received after the submission deadline should not be accepted.

4.6. Tender Opening Procedures

- 4.6.1. All tenders submitted should be opened at the same time and the tender details should be recorded. Two persons from the following list should be present for the opening of tenders: the Headteacher, Trust Business Manager, Finance Manager, Accounting Officer, Director of Finance & Operations, Chair of Local Governing Body or the Chair of Finance Committee
- 4.6.2. A separate record should be established to record the names of the firms submitting tenders and the amount tendered. This record must be signed by both people present at the tender opening.

4.7. Tendering Procedures

- 4.7.1. The evaluation process should involve at least two appropriate people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest, then that person must withdraw from the tendering process.
- 4.7.2. Those involved in making or influencing the decision must not accept gifts or hospitality from potential suppliers or behave in any way that could be interpreted as a compromise to their independence (see [Learn-AT Gifts and Hospitality Policy](#) for the specific requirements).
- 4.7.3. Full records should be kept of all criteria used for evaluation.
- 4.7.4. Where required by the conditions attached to a specific grant from the DfE, the department's approval must be obtained before the acceptance of a tender.
- 4.7.5. The accepted tender should be the one that is economically most advantageous to the academy. All parties should then be informed of the decision.

5. Credit Cards

- 5.1.1. Credit cards are not considered to infringe the borrowing restrictions imposed on the Trust, providing any balance is cleared in full at the end of each month.
- 5.1.2. Maximum credit limit for the Trust is set at £50,000
- 5.1.3. Individual limits are £2000 per academy and £3000 for Central team.
- 5.1.4. A direct debit has been set up between the bank and charge card provider to clear the monthly balance in full.

5.1.5. All purchases made using the Credit Card must be authorised by the Headteacher after approval from the Budget holder and Business Manager. A commitment is entered onto the accounting system via a credit card journal by the Purchase Ledger Clerk.

5.2. Rules for using the credit card

- A credit card requisition form must be filled in and authorised before using card
- Once authorised the card may then be used
- Purchase receipts/invoices must be attached to the authorised credit card requisition.
- VAT number must be written onto the form so that the Trust can reclaim the VAT from HMRC
- All purchases must have a VAT receipt/invoice attached and each transaction must be coded to the relevant Nominal Code and Cost Centre before submittal.
- These must be sent to the Purchase Ledger Clerk for processing as soon as goods received and copy of invoice obtained. The requisition form must be received before the statement arrives (26th of each month)
- The Purchase Ledger Clerk will enter these transactions on a weekly basis.
- The Finance Manager will reconcile receipts monthly against the statements
- The Finance Manager will input the relevant information as a Multi-card Credit Card payment transaction on PSF to ensure that there is direct debit charge at the bank.

5.3. Using the Credit Card at a shop

- Before taking the credit card out of the school it must first be signed out and an authorised requisition form completed with enough detail to enable the authoriser to make an informed decision
- Once the card is return the receipt and amount spent must be entered on the form and countersigned for approval
- The Credit Card will be kept in the school safe or a locked cupboard.

5.3.1. Persons nominated to use the card are:

- Headteacher/Executive Head/Head of School
- Trust Business Manager
- Finance Manager
- Office Manager

- Central Team IT Manager/HR Manager/Governance Officer

5.3.2. Card requisition forms can only be signed by the following:

- Trust Leader
- Director of Finance & Operations
- Finance Manager
- Headteacher
- Trust Business Manager
- Head of School

5.4. Exceeding Credit Card limits

In exceptional circumstances a request can be made to the Finance Manager to increase the limit to £5000 maximum, for a short period of time if a large purchase needs to be made which will send the Credit card over the set limit. Request forms to be sent to the Finance Manager and evaluated before request in actioned by the Finance Manager

6. Internet Purchasing Procedures

6.1. These are only to be made if there is a benefit to the school e.g.

- Cheaper Price / Discount
- Better delivery time
- Product is unique to particular supplier

6.2. All internet purchases are to be made by the Office Manager upon receipt of a completed purchase requisition and the agreement of the budget holder. Each internet purchase must be accompanied by a printed confirmation sheet detailing products purchased the date and total cost to the school.

6.3. Each transaction must be authorised by the Headteacher / Trust Business Manager and the appropriate budget holder. It is the responsibility of the budget holder to ensure the internet is the most appropriate means for procurement. Where possible an official order number should be quoted on the internet order as a cross reference. The internet order must be raised in the name of the school with the school's address, not to an individual.

6.4. All internet purchases must be made using the Credit Card.

7. Catering Procedures (if operating your own kitchen)

7.1. Catering

- 7.1.1. All orders are processed by the Kitchen Manager and deliveries must be signed for when the goods are received.
- 7.1.2. Delivery notes and invoices are passed to the Office Manager for coding before passing onto the Purchase Ledger Clerk for processing. Any discrepancies must be highlighted on delivery notes.
- 7.1.3. All monies collected for miscellaneous kitchen sales must be sent to the school office on a weekly basis for banking.

7.2. Collection of School Meal income

- 7.2.1. All cash should be sent to the School Office each morning in a secure and appropriate container. All money should be allocated to each child's account on Parent pay each day.
- 7.2.2. All money should be balanced weekly and banked.

7.3. Free School Meals

Pupils who are eligible for free school meals will be determined through checks made by School Food Support (SFS). Appropriate reports will be checked by office staff.

7.4. Reconciliation of Catering

A monthly balance of expenditure and income must be produced and reconciled to budgets. Any material variances must be discussed with the Headteacher and highlighted to Trust senior management.

8. Income

- 8.1. The main sources of income for the academy are the grants from the DfE. The receipt of these sums is monitored directly by the Trust Business Manager who is responsible for ensuring that all grants due to the academy are collected.
- 8.2. The academy also obtains income from:
 - pupils
 - the public, mainly for lettings, school events
- 8.3. Where required, Sales Invoices will be issued. The Trust Business Manager is responsible for issuing Sales Invoices.
- 8.4. The Trust Business Manager shall ensure that all invoices are properly accounted for and that all monies due to the school have been collected.

- 8.5. All income remittances received should be recorded immediately on the accounting system by the Income Clerk.
- 8.6. Income paid directly into the current account via direct debit or standing order must be receipted in the same way by the Income Clerk after confirmation by the individual academy.
- 8.7. All income in respect of significant Trips/Activities (e.g., where instalments are necessary) shall be acknowledged by the collector to the payer, either by means of an issue of an official receipt or by signing an official record card, or by payment to ParentPay whereby the payee will receive an email confirmation from the ParentPay site.
- 8.8. All trips and activities income/expenditure must be recorded and controlled using an appropriate method or ParentPay site and at the end of the trip or activity income and expenditure reconciled and archived.
- 8.9. All monies received must be banked intact as soon as is practicable.
- 8.10. Academies must not exceed the limits set for insurance purposes of cash held on the premises.
- 8.11. The details of all cheques banked must be entered on the bank paying-in slip.
- 8.12. For normal day-to-day transactions, the Office team will be responsible for receiving and banking income.

9. Lettings

- 9.1.1. The Trust Business Manager is responsible for maintaining records of bookings of sports facilities and for identifying the sums due from each organisation. Payments must be made in advance for the use of facilities.
- 9.1.2. Details of organisations using the sports facilities will be held by the Trust Business Manager who will establish a sales ledger account and produce a sales invoice on PS Financials.
- 9.1.3. Copies of the organisations up to date relevant Public Liability, indemnity, insurance and qualifications (where relevant e.g., H&S, First Aid, Instructor etc.) are kept with the Letting Agreements and are reviewed at least annually.

10. Sundry income

Income from other sources (for example educational consultancy) is priced in consultation with the Trust Business Manager. The transaction must not be undertaken until the price has been agreed with the customer. The Director of Finance Director & Operations must approve all credit agreements in advance.

11. Gift aid

To ensure the academy trust, in its position as an exempt charity, receives all the monies it is entitled to, the Finance Manager reconciles income against records to confirm expected amounts have been received by the donor ensures the tax reclaimable from HMRC has been obtained and any relevant business use deductions have been made.

12. Bad debts

- 12.1. The academy trust chases all monies due, and those that have not been paid within 30 days of an invoice being issues, by telephone or letter.
- 12.2. If the debt remains unrecoverable after 6 months, or it becomes clear that the debt will not be repaid, the Finance Manager submits a report to the Director of Finance & Operations for approval of write off. Authorisation limits for bad debt write-offs are contained in the Schedule of Authorisation Limits.

13. Debt Management

- 13.1. Unless specifically agreed by the Director of Finance & Operations, credit payment terms will be 30 days.
- 13.2. The following process shall apply where payment is not received:
 - statement of account will be sent at the end of the month when invoice was issued
 - 30 days after original invoice issued – first reminder letter
 - 2 weeks after first reminder letter – second reminder letter issued
 - 2 weeks after second reminder letter – Debt referred to the Director of Finance & Operations
 - At this point (60 days- referral to Legal Services Provider may be made if appropriate)

14. Custody

- 14.1. The receipts are in the form of a Payment Card with the pupil name/class annotated. A separate record of payments received is recorded on a separate spreadsheet for that trip/activity or ParentPay site. This is reconciled against cash received overall. All cash and cheques must be kept in the safe prior to banking. Banking should take place every week or more frequently to ensure the sums collected do not exceed the insurance limit.
- 14.2. Monies collected must be banked in their entirety in the Trust bank account. The Income Clerk is responsible for preparing reconciliations between the sums

collected and the sums deposited at the bank. This process will be conducted weekly.

15. Computer Systems

15.1. Data Protection Registration

15.2. The Trust is registered under the Data Protection Act. See [Learn-AT Data Protection Policy](#), [Learn-AT Privacy Notice for Staff](#), [Learn-AT Privacy Notice for Pupils](#), [LearnAT Privacy Notice for Parents and Carers](#) and [Learn-AT Privacy Notice for Governors, Trustees and Volunteers](#).

15.3. Back-up of computer systems

All computers are backed up directly to the Trusts cloud-based servers each day. Multiple and separate offsite backups are created and stored.

15.4. Protection of Computer Facilities

15.4.1. Only software authorised by Trust IT Manager will be used.

15.4.2. Access to systems will be restricted to approved staff.

15.4.3. All passwords must be kept in a secure location

16. Security of Stocks and Other Property

16.1. Responsibility for Cash and Property

It is the Headteacher's responsibility to ensure that guidelines for the safe custody of cash and other property belonging to the school are being followed.

16.2. Maintenance of Stock Levels

The Trust Business Manager/Office Manager will monitor the ordering and maintenance of stock by the budget holders.

16.3. Property off-site

Whenever school property is taken off the school site it should be signed for by the relevant person and countersigned by the Office staff, Headteacher or Deputy Headteacher in the register. All property should be returned within one month.

16.4. Write-offs and disposals

Disposal of surplus stock and write-offs of asset/equipment etc should be carried out in accordance with the limits specified in the Schedule of Authorisation Limits

16.5. Key Security

Each school should maintain a list of authorised key holders.

17. Gifts & Hospitality

See [Learn-AT Gifts and Hospitality Policy](#)

18. Cash Management

18.1. Administration

The Finance Manager ensures bank statements are received weekly and that reconciliations are performed monthly. Reconciliation procedures must ensure that:

- The bank account is reconciled to the trust's financial accounting system.
- reconciliations are prepared by the Finance Manager and approved by the Director of Finance & Operations
- any discrepancies or adjustment are dealt with promptly.
- Each month the Finance Manager will prepare and publish a cashflow forecast.

18.2. Petty Cash Accounts

Petty cash accounts/systems are not allowed.

18.3. Investments

See [Learn-AT Investment Policy](#)

19. Insurance

- 19.1. The Director of Finance and Operations reviews insurance arrangements annually to ensure that the sums insured are commensurate with the risks and include cover for academy trust property when off the premises.
- 19.2. The trust has opted into the Department for Education's Risk Protection Arrangements.
- 19.3. Budget holders must ensure all valuable are kept under lock and key when not being used in a supervised manner.
- 19.4. The first £500 (or the excess, if it changes) of replacement must be to be funded by the academy concerned as no budget is held centrally. Items under £500(or the excess) will receive no insurance pay out and it is up to the department concerned as to whether the item is replaced or not.

20. Fixed Assets

20.1. Asset Register

20.1.1. All items purchased with a value over the academy's capitalisation limit (currently £750) must be entered in an asset register subject to the conditions of the Asset Policy. The asset register should include the following information.

- asset description
- asset number
- serial number
- date of acquisition
- asset cost
- source of funding
- expected useful economic life
- depreciation method
- current book value
- location

20.1.2. The Asset Register helps:

- to ensure that staff take responsibility for the safe custody of assets
- to 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
- the external auditors to draw conclusions on the annual accounts and the academy's financial system and
- to support insurance claims in the event of fire, theft, vandalism, or other disasters.

20.2. Security of Assets

All the items on the inventory should be permanently and visibly marked as the academy's property and there should be a regular annual count by someone other than the person maintaining the register. Discrepancies between the register and the physical assets should be investigated promptly and where significant reported to the governing body. Additional Inventories of academy property should be kept up to date and reviewed regularly.

20.3. Disposals (See Disposal of Assets Policy)

20.3.1. Items which are to be disposed of by sale or destruction must be authorised for disposal in accordance with the Scheme of Financial Delegation. Where there is potentially significant value the item(s) should be sold following competitive tender (If reasonable to do so and generally worthwhile in terms of time spent v gains made)

20.3.2. Disposal of equipment to staff is not encouraged because there are potential tax consequences on the employer and employee, and it may be more difficult to evidence the academy obtained value for money in any sale or scrapping of equipment. Also, there are potential legal complications with the disposal of computer equipment, as the trust must ensure licenses for software programmes have been legally transferred to the new owner. All equipment disposals to staff must be authorised in advance by the Director of Finance & Operations.

20.3.3. Note that the trust/academy is expected to reinvest the proceeds from all asset sales, for which a capital grant was paid, into new academy assets. If the sale proceeds are not reinvested, then the academy must repay to the DfE a proportion of the sale proceeds.

20.3.4. All disposals of land must be approved in accordance with the [Learn-AT Scheme of Delegation](#)

20.4. Disposal of accounts and documentation

See [Learn-AT Records Management Policy](#)

20.5. Loan of assets

20.5.1. Items of academy property must not be removed from academy premises without the authority of the Director of Finance & Operations, Headteacher or Trust Business Manager. A record of the loaned property must be maintained and monitored by the Trust Business Manager. Any loan of property exceeding 7 days must be approved in advance by the Director of Finance & Operations

20.5.2. If assets are on loan for extended periods of time or to a single member of staff on a regular basis the situation may give rise to a 'benefit-in-kind' for taxation purposes. Asset loans should therefore be kept under review and any potential benefits discussed with the academy's auditors.

21. Leases

All leases, licences or similar legal arrangements must be approved in advance by the Director of Finance & Operations

21.1. Granting of leases eg renting out of property etc

The granting of leases is prohibited without ESFA approval.

21.2. Finance Leases

Finance leases are a form of borrowing and are prohibited without ESFA approval.

21.3. Operating leases

Operating leases have no transfer of ownership (either at the beginning or ending of the lease). All operating leases must be approved by the Director of Finance & Operations

22. Fraud

See [Learn-AT Anti-Fraud and Corruption Policy](#)

23. Whistleblowing

See [Learn-AT Whistleblowing Policy](#)

24. VAT

24.1. The Finance Manager is responsible for submitting the VAT 126 return each month to HMRC.

Part B

1. Detailed guidance for purchase order processing

1.1. Authorising and sending Purchase Invoices

- 1.1.1. Invoices received by email by the Purchase Ledger Clerk will be forwarded to Offices as a PDF document.
- 1.1.2. If you receive the invoice by post then scan it as a PDF or use Office Lens to scan (App for mobile phones), the document can be saved in your one drive as a PDF.
- 1.1.3. Invoices sent direct to the office by your customer electronically should already be a PDF so you will not need to print and scan. If a customer sends a word document, then save it into a folder as a PDF.
- 1.1.4. Office Managers must follow instruction 1.2. below before sending to Headteacher or Trust Business Manager. check with your delegated authority before sending to either Headteacher or Trust Business Manager. Not all invoices need sending to Headteacher,

- 1.1.5. Documents in Microsoft Word format will not be accepted. The invoice must be scanned as a PDF and sent to the Trust Business Manager for authentication, and the Trust Business Manager will email back to purchaseledger@learnat.uk. This is the only acceptable way of ensuring that the invoice has been verified for payment.

1.2. Authorisation of an invoice electronically. •

Open the PDF document

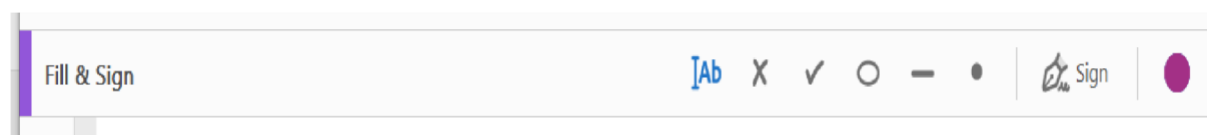
- Click fill & sign on the right-hand side of the document.
- This brings up a text icon.
- You can then type the following – you don't need to put into a box. (If you could change the text colour it would be much appreciated, easier to spot when keying in)

Supplier	LEI025PRF
Nominal	5135
Cost Centre	ADMINFIN
Signature	

1.3. Headteacher and/or Business Manager signature •

Open the PDF document

- Click fill & sign on the right-hand side of the document.
- The signature is inserted by clicking on the sign button, see diagram (your signature needs to have been scanned into a word document first so that you can pick this up to insert onto the PDF invoice.
- This then allows you to insert an electronic signature, the signature will appear on the document, and this can then be dragged up to below the cost centre line.



- Headteachers then must send it back to the Trust Business Manager (not direct to Purchase Ledger) We require a process of authentication for payment and the Business Managers may know of a reason why an invoice cannot be paid.
- Trust Business Manager's must send authorised invoices to Purchase Ledger or, if additional approvals are required according to the Schedule of Authorisation Limits, to the Director of Finance & Operations. The

Director of Finance & Operations will then send the invoice direct to Purchase Ledger Clerk.

- The invoice needs to be sent by the Trust Business Manager to purchaseledger@learnat.uk to confirm authentication.

1.3.2. Important to Note

- As long as the PDF invoice is emailed by Trust Business Manager then we will accept them as genuine and will pay the invoice. If we receive them via another email other than from the Trust Business Manager, then they will be rejected.
- Please follow the delegated authority rules as invoices will not be paid if procedure has not been followed.

2. Creating and maintaining a purchase ledger supplier account

2.1. STEP ONE:

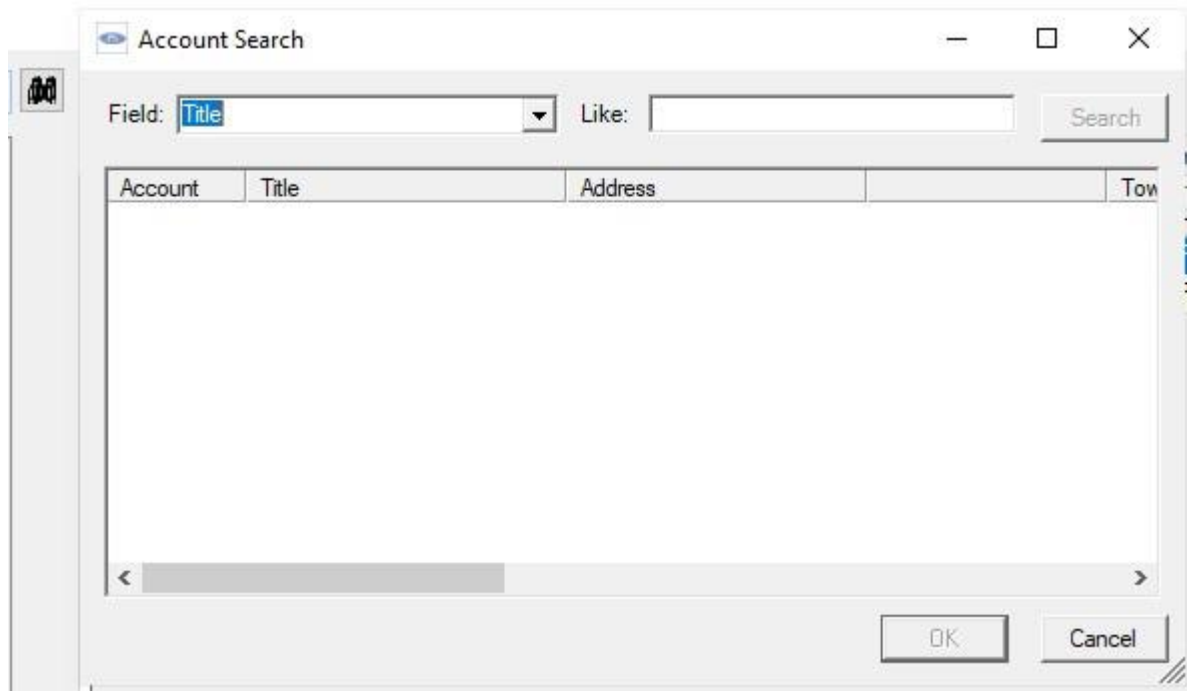
- To add a new supplier account to the purchase ledger, select MASTERS then ACCOUNTS.
- Do not set up a parent as a supplier, send payment details to Finance Manager (LW)


2.2. STEP TWO:

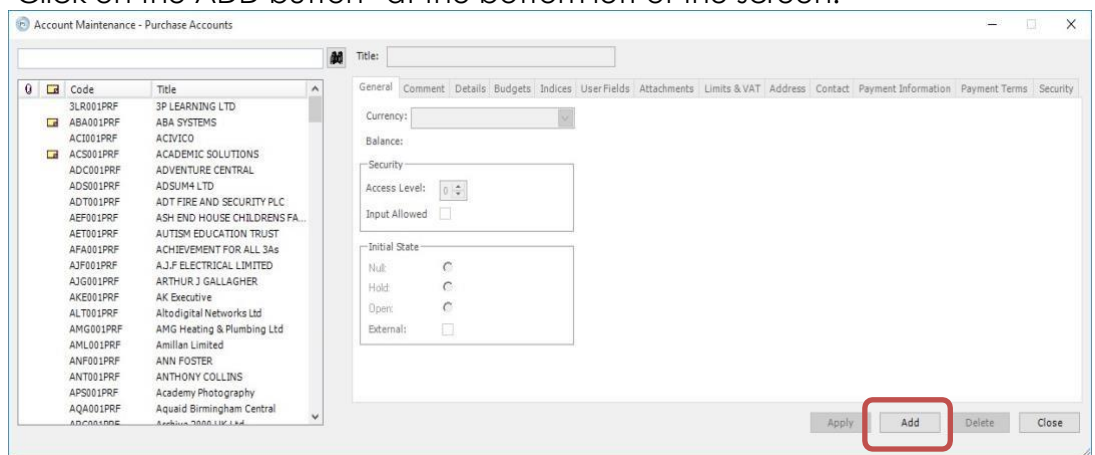
- Click Purchase Accounts and a screen like the one below will appear.

2.3. STEP THREE:

- Use the binoculars to search for the business or person to see if an account has already been set up. Type in the full name in the like box and then click search. If an account is already set up, they will appear in the box below. If they do not appear then follow the instructions below. (to avoid duplication of suppliers)



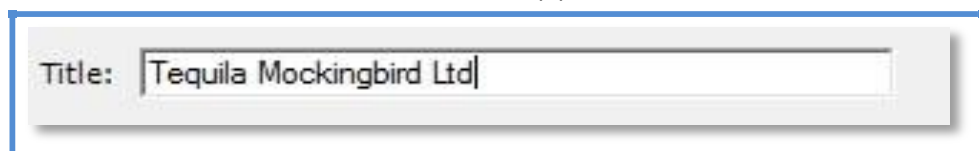
- Click on the ADD button  at the bottom left of the screen.



- The following window will appear where a supplier code is needed. The code should be in keeping with those you have already created. (8character limit). No spaces or punctuation.
- Click OK.

2.4. STEP FOUR:

- After adding the code, the main screen will appear where a title needs to be entered. This would be the new supplier's name.



2.5. STEP FIVE:

- 2.5.1. Once the title has been entered, the tabs on the right-hand side will need populating using the information in Section 1.
- Comments Tab - This is an unlimited field into which notes can be entered relevant to this supplier. Suppliers will not be able to see these comments! Comments such as 'they don't deliver on Friday afternoons!', could be added. Amendments can be made by just overtyping and clicking on Apply, providing access rights allow. Add the comment as required in Appendix One.

Title:

General Comment Details Budgets Indices **User Fields** Attachments Limits & VAT Address Contact Payment Information Payment Term < >

User Field	Value
▶ DOCEMAIL	c.services@espo.org
REMEMAIL	c.control@espo.org
VAT_126_Description	Stationery and equipment
Purchase Order Title	
Purchase Order Address 1	
Purchase Order Address 2	
Purchase Order Address 3	
Purchase Order Address To	
Purchase Order Address Co	
Purchase Order Address Pos	
Purchase Order Email	
Counter Party Suppl/Custo	No
EMAILSOURCE	UserField

- General Tab

General	Comment	Details	Budgets	Indices
Currency:	<input type="text"/>			
Balance:				0.00
Security				
Access Level:	<input type="text" value="3"/>			
Input Allowed	<input checked="" type="checkbox"/>			
Initial State				
Null:	<input type="radio"/>			
Hold:	<input type="radio"/>			
Open:	<input checked="" type="radio"/>			
External:	<input type="checkbox"/>			

- User Field Tab
- VAT Tab
- Address tab

Title: ESPO

General Comment Details Budgets Indices User Fields Attachments Limits & VAT Address Contact Payment Information Payment Terms

Limits

Credit Limit: 0.00

Transaction Limit: 0.00

VAT

Country: United Kingdom

Number: 705 1805 61

- Payment Information Tab

Title: ESPO

General Comment Details Budgets Indices User Fields Attachments Limits & VAT Address Contact Payment Information

Format: United Kingdom

Pre-Name:

Name: ESPO

Address: Barnsdale Way

Grove Park

Enderby

Town: LEICESTER

County:

Post Code: LE19 1ES Country: United Kingdom

Title: ESPO

General Comment Details Budgets Indices User Fields Attachments Limits & VAT Address Contact Payment Information Paym

Factor

Ledger: Account:

Payments

Media: BACS

Account number: 14169258 Type: Current

Sort code: 606006 Reference: LearnAT

Title: ESPO

2.6. ADDING A NEW SUPPLIER

Account Code – (Click on ADD)	TEQ001PRF
Title	Tequila Mockingbird & Sons Ltd

General	Nothing to enter
Comment	Deliveries are next day except for orders placed on Fridays. Order for Monday on Friday before 12.00 noon.
Details	Nothing to enter
Budgets	Nothing to enter
Indices	Select Fund Type and XNODET
User Fields	See example for ESPO on previous page DOCEMAIL: Teqmbpo@googlemail.co.uk REMEMAIL: Teqmbm@googlemail.co.uk VAT_124_Description : Stationery Counter Party : Answer No unless a school or local authority EMAIL SOURCE : Userfield
Attachments	Nothing to enter
Limits and VAT	VAT No: 465587904
Address	Rosebud Alley, HoneyPot Lane, Great Melling, Norfolk NT1 3GG
Contact	Ginger Baker Telephone: 01564 778503 GingB@googlemail.co.uk
Payment Information	Media: BACS Account: 84928476 Sort Code: 204587 Current Account Reference: Learn AT
Payment Terms	30 Days date of invoice

Security	View : Leave Blank Modify: Select PURCH_MOD Post: Leave Blank
	Click on Apply

3. Guidance for when Purchase Orders are required

3.1. When to raise a Purchase Order.

To place an order with a supplier – e.g. Stock, building work, IT maintenance

- The Order should be placed before goods are received or services procured
- You should check to ensure that a supplier is set up first (first time supplier see additional instructions on setting up a supplier)
- Raise an order on My Portal
- Await authorisation from the Trust Business Manager
- Email purchase order
- Await receipt of goods or services.

3.2. When not to raise a Purchase Order

- Emergency cover – Supply
- Utility bills – Gas, Water, Electric, Telephone
- When you have already received the invoice
- Catering invoices
- Staff Expenses
- Credit Card transactions
- Salaries
- Recurring Contracts
- SLA's

3.3. Once an invoice has been received

- Establish if an order was raised for this

- Check that a GRN has been processed if an order was raised
- Note this on the stamp in the relevant boxes
 - i) Account number ii) PO number iii) GRN number iv) Send to Purchase Ledger Clerk for processing

3.4. If invoice does not have a Purchase Order, then:

- Stamp the invoice
- Write in the supplier account number
- Write in Nominal code
- Write in Cost Centre
- Get invoice authorised by Business Manager or Headteacher
- Send to Purchase Ledger Clerk for processing