

Park Road Academy Primary School



Financial Procedures and Policy

Signed by:

_____ Headteacher Date: _____

_____ Chair of trustees Date: _____

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Statement of intent

It is important for Park Road Academy Primary School to demonstrate that we use public money appropriately. To ensure that the financial standing of the trust cannot be brought into disrepute, this policy will be implemented by the trust.

This policy applies to all employees in the trust, trustees and members, as well as services and goods sourced from external agencies, such as contractors and caterers.

The trust takes its responsibility for handling public funds with the utmost importance and strives to continuously provide a high-quality education and safe learning environment, whilst having a strong financial standing.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Employment Relations Act 1999
- Companies Act 2006
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- ESFA (2024) 'Academy trust handbook 2024'
- ESFA (2023) 'Declare or seek approval for related party transactions: summary guidance'

This policy operates in conjunction with the following school policies:

- Teachers' Pay Policy
- Tendering and Procurement Policy
- Whistleblowing Policy
- Articles of Association

2. Roles and responsibilities

Responsibilities for different groups and individuals within the trust are set out in full throughout this policy. This section highlights key responsibilities.

The members are responsible for:

- Appointing, by special resolution, new members or removing existing members other than, where there is one, the foundation/sponsor body and any members it has appointed.
- Appointing trustees in line with the trust's Articles of Association.
- Where necessary, by special resolution, issuing direction to the trustees to take a specific action.
- Appointing the trust's auditors and receiving (but not signing) the trust's audited annual accounts.
- Conducting the business of the trust in accordance with company and charity law and adhering to the trust's funding agreement with the Secretary of State.

Members will not be employees of the trust or occupy staff establishment roles on an unpaid voluntary basis.

The trust will ensure that members are not currently subject to a section 128 direction and will not appoint anyone as a member if they are currently subject to a section 128 direction.

The board of trustees is responsible for:

- Applying the highest standards of conduct and governance and taking full ownership of their duties.
- Ensuring the board meets at least three times a year, and conducts business only when quorate.
- Approving a written scheme of delegation of financial powers.
- Identifying the skills and experience it needs, including sufficient financial knowledge to hold the executive to account.
- Managing conflicts of interests and related party transactions.
- Approving a balanced budget for the financial year and minuting the approval.
- Ensuring decisions about executive pay follow a robust evidence-based process reflecting the individual's role and responsibilities, and that the approach to pay is transparent, proportionate and justifiable.
- Appointing a Personnel, Finance & Risk Committee (P,F&R) to advise on the adequacy of the trust's controls and risks.
- Submitting audited accounts to the ESFA by 31 December.
- Ensuring an appropriate, reasonable and timely response is given to findings by auditors.

The board of trustees will appoint a senior executive leader who may be appointed as a trustee – this will be the Headteacher. The board will also appoint a named individual as the trust's accounting officer – this will be the senior executive leader. The role of the accounting officer will also not be held by the same individual as the SBM (School Business Manager).

The accounting officer is responsible for:

- The trust's financial affairs.
- Sharing the ESFA's 'Letter to academy trust accounting officers' letter with the members, trustees, the SBM and other relevant stakeholders, arranging for it to be discussed by the board of trustees and taking action, where appropriate, to strengthen the trust's financial systems and controls.
- Achieving value for money and the best possible educational outcomes through the economic, efficient and effective use of resources.
- Ensuring regularity when dealing with items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and the 'Academy trust handbook' (ATH), and with the trust's internal procedures.
- Ensuring propriety with regards to expenditure and receipts, including standards of conduct, behaviour and corporate governance.
- Completing and signing a statement of regularity, propriety and compliance each year and submitting this to the ESFA with the audited accounts.
- Keeping full and accurate financial records.
- The management of opportunities and risks.
- Assuring the board of trustees that the trust is compliant with the ATH and the funding agreement.
- Informing the board of trustees, in writing, of any action or policy under consideration that is incompatible with the terms of the Articles of Association, funding agreement or the ATH.

- Informing the ESFA, in writing, where they have advised the board of trustees that they are in breach of the Articles of Association, funding agreement or ATH but the board has continued with their actions.

The SBM is responsible for:

- Acting as the principal finance officer for the trust.
- Ensuring that the trust's financial position is managed at a strategic level within the framework for financial control determined by the board of trustees.
- Working with internal auditors to provide assurance to the P,F&R committee and board of trustees.
- Ensuring the annual accounts are properly presented and adequately supported by the underlying books and records of the trust.
- Challenging staff to ensure that value for money is routinely obtained.
- Ensuring effective financial policies are in place across the trust.
- Maintaining CPD and undertaking relevant ongoing training.

The trust's P,F&R committee, is responsible for:

- Directing the trust's programme of internal scrutiny and reporting to the board on the adequacy of the trust's financial and other controls and management of risks.
- Ensuring that risks are being addressed appropriately through internal scrutiny.
- Maintaining the trust's Risk Register and monitoring it regularly.
- Reviewing the external auditor's plan each year.
- Reviewing the annual report and accounts.
- Reviewing the external auditor's findings and actions taken by the trust's managers in response to those findings.
- Assessing the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment or dismissal or retendering.
- Producing an annual report of the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment, dismissal or retendering of the external auditor, and their remuneration.

The board of trustees will appoint a governance professional to support the board of trustees who is someone other than a trustee, headteacher or chief executive. The governance professional is responsible for ensuring the efficient functioning of the board of trustees by providing:

- Administrative and organisational support.
- Guidance to ensure the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences of non-compliance.
- Independent advice on procedural matters relating to the operation of the board.
- Administrative and organisational support.

The ESFA will be informed within 14 calendar days if the trust appoints or terminates the contract of:

- An accounting officer or Chief Financial Officer, including their contact information.
- A chair of trustees, including their contact information.
- A member, trustee or governor, including their contact information.
- A headteacher, including their contact information.

3. Financial oversight

The trust takes full responsibility for its financial affairs, stewardship of assets and use of resources to maximise pupils' outcomes.

The board of trustees meets at least three times a year. The P,F&R committee meets at least three times a year.

The board of trustees does not delegate overall responsibility for the trust's funds. The board of trustees approves a written scheme of delegation of financial powers that maintains robust internal controls. This scheme of delegation is reviewed annually, and immediately when there has been a change in the trust's management or organisational structure.

The board of trustees delegates financial scrutiny and oversight to the P,F&R committee, which can support the board in maintaining the trust as a going concern.

Constituent academies joining the trust will be asked to complete a financial management and governance self-assessment.

4. Budget setting

The budget is a working document which may need revising throughout the year as circumstances change. Any significant revisions will be reported to the P,F&R committee and the local governing boards, as well as the board of trustees.

The budget planning process follows an annual planning cycle and consists of the following four phases:

- Planning
- Budget setting
- Monitoring
- Review

The budget process takes the following elements into account:

- Forecasts of likely pupil numbers to estimate the amount of DfE grant available
- Review of other income sources
- Review of past performance against budgets
- Identification of potential efficiency and budget containment actions
- An annual review of expenditure headings to reflect known changes and expected variations in costs, such as pay increases, inflation or other anticipated changes

When reviewing and approving budgets for the trust, the board of trustees ensures the following:

- That budget forecasts, for the current year and beyond, are compiled accurately, based on realistic assumptions and are reflective of lessons learned from previous years.
- That pupil number estimates are challenged and that these underpin revenue projections, and review these on a termly basis.
- An integrated approach to curriculum and financial planning is taken.

A balanced budget for the forthcoming financial year will be approved by the board of trustees, and this approval will be minuted. The annual budget will reflect the best estimate of the resources available to the trust for the forthcoming year and will detail how those resources will be utilised, establishing clear links to support the objectives identified in school development plans.

Both medium-term and short-term financial plans are also prepared and shared with the P,F&R committee. The medium-term plan indicates how the educational aims and other objectives of the trust are going to be achieved within the expected level of resources over the next three years.

The development plan provides the framework for the annual budget.

Draft budgets will be presented by the SBM via the P,F&R committee, as well as to the Headteacher and board of trustees, together with a supporting report for approval of the board of trustees. Once budgets are agreed, this will be communicated to all responsible budget holders to ensure they are aware of the overall budgetary constraints.

The board of trustees will notify the ESFA within 14 calendar days of proposing to set a deficit revenue budget.

5. Budget management and monitoring

To implement a smooth-running planning process, the SBM will create a budget timetable which outlines important dates, such as when information will be collected, including salary information and estimated budget allocation.

A continuous review of the aims and priorities of the strategy will be undertaken based on the monitoring and analysis of performance.

The SBM is responsible for monitoring income and expenditure in the academy throughout the year.

A three-year budget forecast will be prepared when the budget for the current financial year is being set.

The SBM will prepare monthly management accounts, setting out the trust's financial performance and position and including an income and expenditure account, variation to budget report, cash flow information and balance sheet. The accounts will be shared with the chair of trustees every month and with other trustees at least six times a year.

The board of trustees will consider the management accounts when it meets and will ensure appropriate action is being taken to maintain financial viability.

Any potential overspend against the budget will be discussed with the SBM before receiving approval.

The monitoring process will be effective and timely in highlighting variances in the budget so that differences can be investigated, and action taken where appropriate. The P,F&R committee will continually monitor the quality of the financial information presented to them to ensure that what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative.

The trust will submit a budget forecast return (BFR) to the ESFA each August. The trust's budget forecast return outturn information will be included in the budget forecast return.

The returns will be approved by the board of trustees before submission to the ESFA.

Where the board of trustees has concerns about the trust's financial performance, it will act quickly to ensure the trust has adequate financial skills in place and consider whether additional financial reporting is required.

6. Cash management

The trust has robust procedures in place to manage its cash position and will avoid becoming overdrawn on its bank account, so that it does not breach restrictions on borrowing.

The SBM will prepare cash flow forecasts to ensure that the trust has sufficient funds available to cover day-to-day operations. The SBM will record all transactions regarding cash flow for the trust. When producing cash flow forecasts, if significant balances can be foreseen, steps will be taken to invest the surplus funds.

All cheques and other instruments authorising withdrawal from any of the trust's bank accounts will bear authorising signatures or electronic signatures in line with the scheme of delegation. The headteacher is the authorising signatory in the trust, unless otherwise delegated.

Charge cards linked to a trust bank account are issued to personnel to pay for goods and services. The procurement of goods and services using charge cards will be kept to a minimum and monitored by the trust's SBM. Payment via charge card requires the same authorisation as that of cheques.

7. Purchasing, procurement and returns

The trust will ensure:

- Spending has been for the purpose intended and there is probity in the use of public funds.
- Spending decisions represent value for money.
- Internal delegation levels exist and are applied.
- Professional advice is obtained where appropriate.

The trust will act in accordance with the tendering procedures, and comply with the procurement rules and thresholds in The Public Contracts Regulations 2015 and Find a Tender service.

The trust uses the DfE's deals for schools service where possible.

The trust will aim to purchase goods and services using the 4 principles of best value whenever possible;

CHALLENGE — why and how a service is being provided

COMPARE — performance with others across a range of relevant indicators considering the views of service users and potential suppliers

CONSULT — with service users and the community in setting new performance targets

COMPETE — in order to secure efficiency and effectiveness

The following should also be considered;

- Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy;
- Accountability, the trust is publicly accountable for its expenditure and the conduct of its affairs; and
- Fairness, that all those dealt with by the trust are dealt with on a fair and equitable basis.

The Accounting Officer must demonstrate how the trust has secured value for money via the governance statement in the audited accounts.

Routine Purchasing

Budget holders will be informed of the budget available to them at the start of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. Access Financials (the school's finance system), provides details of up to date purchase commitments.

All routine purchases are approved by the budget holder/ subject lead before being authorised by the Headteacher.

Purchase requisitions are completed on Operoo which acts as a workflow for authorisation purposes. Once fully approved, the requisition is entered onto Access Financials as an order with the Operoo authorisation attached as proof of the Head's approval.

The School Business Manager is copied in at all points of authorisation for affordability/coding checks. The finance assistant inputs the requisition and once

entered onto Access Financials, the system performs a budget check for available budget, taking into account orders placed but not yet invoiced (ie committed orders).

Orders with a net value exceeding the limits detailed below will be subject to further approval. Approval is evidenced electronically via the Operoo system. Formal approval of expenditure from Committee's or the Trust Board can be obtained either at a quorate meeting or by email.

In the first instance, a supplier should be chosen from the list of suppliers maintained on the Access Financial system. A quote or price should be obtained before any order is placed.

If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the approved supplier list, then this should be agreed with the School Business Manager.

Invoices should be sent to the school electronically.

The nominal and department coding will be as per the purchase order.

Where an invoice matches within £20 of the Purchase Order value or the difference is less than 10% of the total value, whichever is lowest, there is no requirement for further authorisation. If the difference exceeds this tolerance, the invoice will then be sent to the Headteacher for authorisation. Before authorisation, the budget holder must make a detailed check against the order and the GRN (Goods Received Note). Budget holders must undertake these checks without undue delay and in any case within 5 working days of invoice receipt.

If a budget holder or Head teacher is pursuing a query with a supplier, the SBM must be informed of the query and periodically kept up to date with progress.

Once the invoice has been allocated to an approved Purchase Order and Goods Received Note, the finance assistant will input the invoice to the Access Financials system, and upload an electronic copy of the invoice to the invoice data line in Access.

Invoices will be stored electronically on the Access Financials system.

Invoices are administrated via purchase order (not non-order payments), some invoices will be raised before the purchase order, this will mainly be utility invoices or Service Level Agreements (SLAs), for example, Infinity (Telephone bills) British Gas Business (Electricity), SEFE (Electricity), Trafford Council (Advisory Services, Payroll and Catering); Creamline Dairies (Milk supplies). N.B. this is not an exhaustive list.

It is inevitable that some invoices will be received before an Operoo form has been completed. These are to be kept to a minimum and monitored by the School Business Manager. Invoices for emergency purchases, time sensitive purchases etc can have verbal authorisation from the Headteacher, but must still have retrospective authorisation through the Operoo system. This verbal authorisation will be noted on the Operoo form.

The SBM will prepare a paylist and will then generate a BACs payment upload as required. The BACs payment must be authorised by two of the nominated signatories electronically on the banking system.

Currently, they are:

Kerry Hart

Laura Taylor

Gabbie Fenner

Ian G Clark (in emergency situations only)

Commercial charge cards

The school holds four business charge card accounts with Lloyds Bank PLC commercial cards, as follows:

<u>Account holder</u>	<u>Named cardholders</u>	<u>Limit</u>
Headteacher	Miss Kerry Hart	£1,500
SBM	Mr Ian G Clark	£2,500
Extended Services	Mrs Susan Breen	£ 500
Site Supervisor	Mr Pete Boughen	£ 500

Each holder retains their card in a safe place.

The school has a total credit limit of £10,000 for all the school's cards.

Temporary credit limit increases can be applied to individual cards, should the need arise. The SBM has the authority to temporarily increase individual card limits, but the limit must automatically reverse back to the agreed limits above, when the monthly statement is produced.

Cards must only be used for school business only; they may also be used, detailed from time to time, by the Governing Body.

Orders are recorded on Operoo in the same manner as if using the ordering procedure.

Expenditure incurred on the cards can be monitored via the on-line system, which gives real time data of expenditure on all cards. A monthly statement is produced on the 26th of each month with the balance being collected by direct debit, 10 days later.

The Headteacher checks and authorises the commercial card statements each month.

Orders > £1,000

Orders with a value between £1,000 and £5,000 will only need 3 quotes if the Headteacher requests this.

At least three written quotations should be obtained for all orders between £5,000 and £30,000 to identify the best source of the goods/services. The only routine exception to this is reoccurring trips when there is a preferred venue/supplier. Written details of quotations obtained should be attached to the Access Financials system for audit purposes by the SBM. Telephone quotes are acceptable if these are evidenced and emailed confirmation of quotes has been received before a purchase decision is made. On rare occasions it may be appropriate to procure on the basis of a single quotation in accordance with the Negotiated Tender guidance below. Any such exceptions* to these quotation guidelines should be agreed by a member of the Executive team and prior written approval obtained.

(*It is recognised that on occasion it is appropriate to enter into a repeat purchase of goods or services from an existing supplier without seeking additional quotations and that this may constitute such an exception.)

Orders over £30,000

All goods/services ordered with a value over £30,000, with the exception of reoccurring trips, or for a series of contracts which in total exceed £30,000 must be subject to formal tendering procedures.

Forms of Tenders for purchases exceeding £30,000

There are three forms of tender procedure: Targeted, use of a Framework and Negotiated and the circumstances in which each procedure should be used are described below.

Targeted Tender

This is where selected potential suppliers are invited to tender. The budget holder must discuss and agree with the SBM/Headteacher how best to approach suppliers. It is acceptable to approach a limited number of targeted suppliers recommended by other schools or Trusts as offering good value and quality service. Care should be taken to check that each potential supplier is interested in competing for the business and that a clear and consistent specification is given to each supplier approached. It is essential that all suppliers in the process are treated fairly and consistently and particular care should be taken not to give any competitive advantage to suppliers, including any incumbent supplier.

Framework

This is where procurement involves a recognised public sector procurement framework which ensures compliance with European Regulations and gives access

to a properly accredited list of suppliers. Frameworks can simplify the process of procurement and should result in Best Value solutions from proven suppliers to the education sector.

Organisations managing frameworks will often provide procurement advice and may assist with the process.

Negotiated Tender

This form of tender requires the permission of the Trust Board. 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 purchases of goods or services from the existing supplier are justified.

Preparation of tender

Full consideration should be given to:

- objective of project;
- overall requirements;
- technical skills required;
- after sales service requirements; and
- form of contract.

It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

An invitation to tender should normally 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.

Aspects to consider

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 at the point of purchase or subsequently.

Is there scope for negotiation

Technical/Suitability

- Certificates of quality/conformity with standards
- Quality control procedures
- Professional Indemnity and Public Liability insurance arrangements
- Details of previous sales and references from past customers

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.

Tender Acceptance Procedures

The invitation to tender should state the date and time and method by which the completed tender document should be received by the academy or Trust.

Tender Procedures

It is recognised that tenders will often be received by email as well as post. Hard copies of all tenders should be printed and appended to the Procurement Approval form to provide a full audit trail of all documentation received. The complete documentation should be lodged with the School Business Manager for filing.

A separate record should be established to record the names of the firms submitting tenders and the amount tendered.

The evaluation process should involve at least two 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.

Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.

Full records should be kept of all criteria used for evaluation and for contracts over £30,000.

Where required by the conditions attached to a specific grant from the ESFA, the department's approval must be obtained before the acceptance of a tender.

The accepted tender should be the one that is economically most advantageous to the Trust unless it can be demonstrated that this is not the best option for the Trust and other factors outweigh any monetary savings. All parties should then be informed of the decision.

Where appropriate a formal written contract should be agreed and signed. A copy of the signed contract should be retained by the Trust Board.

8. Income and expenditure

When allocating funding, the board of trustees will consider the funding needs and allocations within the trust

The SBM monitors the receipt of grants, ensuring that all grants are appropriately collected.

The trust collects income from parents via a number of methods including, but not limited to, the following:

- School meals
- Trips and residential visits
- Book bags and uniform
- Nursery places
- Breakfast and after school club lettings
- Holiday club
- Reimbursements from various parties and activities

There are two main areas of expenditure:

- **Salaries** – this forms the largest element of expenditure. Salaries of all staff members will be reviewed on an annual basis by the headteacher, with effect from 1 September and no later than 31 October.
- **Premises maintenance** – a combination of maintenance surveys and historical costs will form the basis for planned maintenance. The SBM will incorporate an allowance for unexpected contingencies, as well as for any small new works which may be proposed in-year.

The SBM will keep an up-to-date record of the income and expenditure for the trust.

The school is a cash free school, however, there may be instances when cash is received within the school environment e.g. School Fair, Night Under the Stars etc

The SBM will bank the entirety of any money collected in return for goods or services ,e.g. charity fundraising, in the trust's bank account.

The SBM is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. Reconciliations will be prepared promptly following the banking of money.

The trust's funds will not be used to purchase alcohol for consumption, except where it is to be used in religious services.

9. Investments

Where the board of trustees wishes to make investments to further the trust's charitable aims, it will ensure that investment risks are properly managed. When considering an investment, the board will:

- Act within its powers to invest as set out in the Articles of Association
- Act in line with the trust's Reserves and Investment Policy and review this policy on a regular basis.
- Ensure value for money.
- Take advice from professional advisers where appropriate.
- Ensure that exposure to investment products is tightly controlled so that security of funds takes precedence over revenue maximisation.
- Ensure investment decisions are in the best interests of the trust.

Prior approval will be sought from the ESFA before all investment transactions that are novel, contentious and/or repercussive, regardless of value.

10. Borrowing and debt

Prior approval will be obtained from the ESFA before borrowing from any source, where such borrowing will be repaid from grant monies or secured on assets funded by grant monies.

The trust will prepare and monitor financial plans to ensure ongoing financial health.

The trust will disclose aggregate figures for transactions of any amount and separate disclosure for individual transactions above £5,000 in its audited accounts for writing off debts and losses, as well as guarantees, letters of comfort and indemnities.

The SBM will contact individuals of any outstanding debts owed after 45 days of the notification of payment, e.g. an invoice being sent. The SBM will issue payment reminders to any non-payments at the following intervals:

- 4 weeks from the invoice being sent – first reminder
- 6 weeks from the invoice being sent – second reminder
- 10 weeks from the invoice being sent – final reminder

If, after the final reminder is sent, payment is not received in full, the SBM will send a letter informing the individuals that if the trust does not receive payment within 14 days, they will refer the matter to a small claims court.

Debts will not be written off without the express approval from the board of trustees. The trust will also obtain prior approval from the ESFA where it wishes to write off debts and losses, enter into guarantees or letters of comfort, and/or indemnities which are not in the normal course of business, where the following delegated limits apply:

- 1 percent of total annual income or £45,000 (whichever is smaller) per single transaction
- Cumulatively, 5 percent of total annual income in any financial year per category

The SBM will keep accurate records of the debt process, including:

- Logging invoices and receipts on the trust's accounting system.
- Keeping any emails pertaining to debt collection for three months after the payment has been made.
- Keeping emails of payment notifications, ensuring each email clearly states the number of the reminder and the date it was sent.

11. Fixed assets

The trust will obtain prior approval from the ESFA for the following transactions:

- Acquiring a freehold of land or buildings
- Disposing of a freehold of land or buildings
- Disposing of heritage assets, as defined in financial reporting standards, beyond any limits in the trust's funding agreement for the disposal of assets generally

Other than the transactions outlined above, the trust does not need the ESFA's approval to dispose of any other fixed assets.

Any disposal will maintain the principles of value for money, regularity and propriety.

The board of trustees will refer to the DfE's " guidance to help them to manage capital assets and budgets.

12. Leasing

For the purpose of this policy, there are two types of lease:

- Finance lease – a form of borrowing
- Operating leases – not a form of borrowing

The trust will obtain prior approval from the ESFA for the following lease transactions:

- Taking up a finance lease on any class of asset for any duration from another party, which are subject to borrowing restrictions
- Taking up a leasehold or tenancy agreement on land or buildings from another party for a term of seven or more years
- Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party

Any lease will maintain the principles of value for money, regularity and propriety.

13. Gifts

The value of any gifts will be reasonable.

The decision to make gifts will be documented and have regard to propriety and regularity.

14. Related party transactions

The trust will be even-handed in their relationships with related parties by ensuring:

- Compliance with their statutory duties to avoid conflicts of interest, benefits are not accepted from third parties, and interests in proposed transactions or arrangements are declared.
- A Declared Conflicts of Interest Register has been completed.
- No member of the trust uses their connection to the trust for personal gain.
- All payments are permitted by the Articles of Association or by authority from the Charity Commission.
- The Charity Commission approves payments to a trustee where there is a significant advantage to the academy.
- Any payment provided to the persons referred to in the 'At-cost requirements' section of this policy satisfies the 'at cost' requirements.

The board of trustees will ensure procedures pertaining to related party transactions are applied across the trust. The board of trustees and accounting officer will manage personal relationships with related parties to avoid both real and perceived conflicts of interest, promoting integrity and openness in accordance with 'The Seven Principles of Public Life'.

The chair of trustees and the accounting officer will ensure their capacity to control and influence does not conflict with requirements.

The trust recognises that some relationships with related parties may attract greater public scrutiny, such as the following:

- Transactions with individuals in a position of control and influence, including the chair of trustees and the accounting officer
- Payments to organisations with a profit motive, as opposed to those in the public or voluntary sectors
- Relationships with external auditors beyond their duty to deliver a statutory audit

The trust will keep up-to-date records and make sufficient disclosures in their annual accounts to show accordance with the high standards of accountability and transparency required within the public sector.

The trust will report all related party transactions made on or after 1 April 2019 to the ESFA in advance of the transaction taking place. The trust will obtain prior approval from the ESFA for related party transactions that are novel, contentious and/or repercussive, regardless of value, using the ESFA's enquiry form.

For the purpose of reporting to, and approval by, the ESFA, related party transactions do not include salaries and other payments made by the trust to a person under a contract of employment through the trust's payroll.

All related party transactions will be reported to the ESFA in advance of transactions taking place on or after 1 September 2023, using the ESFA's online form. The trust will obtain approval from the ESFA for the supply of goods or services to the trust by a related party agreed on or after 1 September 2023, where any of the following limits apply:

- The contract or other agreement exceeds £40,000

- The contract or other agreement of any value would mean the cumulative value of contracts and other agreements with the related party exceeds, or continues to exceed, £40,000 in the same financial year ending 31 August

Approval will not be required where contracts and other agreements for the supply of goods or services to the trust are with colleges, universities and schools which are sponsors of the trust, and other state funded schools and colleges, including academies.

Before completing the ESFA's online form, all the information outlined below will be collected, as it is not possible to partially complete the form and return to it later.

To create a record for the supplier, the following information is required:

- The name of the supplier
- The supplier's address
- The supplier's company number which can be found using the Companies House website (for limited companies)
- The statement which best describes the relationship between the supplier and the trust
- Confirmation that the supplier is listed in the trust's Declared Conflicts of Interest Register
- Confirmation that the trust has a statement of assurance from the supplier
- Confirmation that the trust has an open-book agreement with the supplier

The following information will be provided about the related party transaction:

- A short description of the goods or service
- Details of the proposed cost
- The start and end date of any contract or agreement

When seeking approval for a related party transaction, the following evidence will be provided:

- How the trust agreed to the related party transaction
- That the trust followed its Tendering and Procurement Policy
- That the trust tested the market before making a decision
- How the trust has managed any conflicts of interest

Declared Conflicts of Interest Register

All business and pecuniary interests will be recorded on the Declared Conflicts of Interest Register, including:

- Directorships, partnerships and employments with businesses.
- Trusteeships and governorships at other educational institutions and charities.
- For each interest: the name of the business, the nature of the business, the nature of the interest and the date the interest began.

The Declared Conflicts of Interest Register will identify any relevant material interests from close family relationships between the trust's members, trustees or local governors. Relevant material interests arising from close family relationships between these individuals and employees will also be identified.

The Declared Conflicts of Interest Register will be kept up-to-date at all times and amended when any new interests are declared.

The relevant business and pecuniary interests of members, trustees, local governors and the accounting officer will be published on the trust's website.

'At cost' requirements

The trust will not pay more than 'cost' for goods or services provided by the following:

- Any member or trustee of the trust
- Any individual or organisation related to a member or trustee of the trust, namely:
 - A relative of a member or trustee: defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but is not limited to, a child, parent, spouse or civil partner.
 - An individual or organisation conducting business in partnership with the member, trustee or a relative of the member or trustee.
 - A company in which a member or the relative of a member (taken separately or together), and/or a trustee or the relative of a trustee (taken separately or together), holds more than 20 percent of the share capital or is entitled to exercise more than 20 percent of the voting power at any general meeting of that company.
 - An organisation which is controlled by a member or the relative of a member (acting separately or together), and/or a trustee or the relative of a trustee (acting separately or together) – an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes.
- Any individual or organisation given the right under the trust's Articles of Association to appoint a member or trustee of the trust, or any body connected to the individual or organisation
- Any individual or organisation recognised by the Secretary of State as a sponsor of the trust, or anybody connected to the individual or organisation

A body is connected to an individual or organisation if it is controlled by the individual or organisation, controls the organisation, or is under common control with the individual or organisation, namely any of the following:

- Holding a greater than 20 percent capital share or equivalent interest
- Having the equivalent right to control management decisions of the body
- Having the right to appoint or remove a majority of the board or governing body

'At cost' requirements do not apply to the trust's employees unless they are employed by one of the parties outlined in this section. 'At cost' requirements apply to contracts for goods and services from a related party exceeding £2,500, cumulatively, in any one financial year. Where a contract takes the trust's cumulative annual total with the related party beyond £2,500, the element above £2,500 must be at no more than cost.

If any of the parties outlined in this section are based in, or work from, the trust's premises, the trust will agree an appropriate sum to be paid to the trust for use of the premises, unless the party is conducting work on behalf of the trust.

'At cost' requirements apply to legal advice or audit services when the organisation's partner directly managing the service is a member or trustee of the trust, but not in other cases.

The trust will ensure that any agreement with an individual or organisation referred to in this section is procured through an open and fair process and is:

- Supported by a statement of assurance from the individual or organisation to the trust confirming their charges do not exceed the cost of the goods or services.
- On the basis of an open book agreement including a requirement for the supplier to demonstrate clearly, if requested, that their charges do not exceed the cost of supply.

The cost will be the full cost of all the resources used in supplying the goods or services and will not include any profit. Full cost includes:

- All direct costs – the costs of any materials and labour used directly in producing the goods or services.
- Indirect costs – a proportionate and reasonable share of fixed and variable overheads.

15. Payroll

Payroll within the trust is managed through Trafford MBC.

All payroll transactions relating to trust staff, permanent or casual, will be processed through the payroll system. Payments for employment will not be made through any other mechanism.

The trust will act in accordance with the Teachers' Pay Policy and support staff pay procedures.

The main elements of the payroll system include staff appointments, payroll administration and payments. Payroll is notified of any staff absence using the absence recording system.

The headteacher and SBM are responsible for ensuring that:

- Payments are made only to bona fide employees.
- Payments are in accordance with individuals' conditions of employment.
- Deductions, including income tax, national insurance and pensions, are properly administered.
- Payments are made only in respect of services provided to the academy.
- Amendments to the payroll are properly processed.

The SBM is responsible for keeping the staff personnel database up-to-date via the designated recording system. This will include the following information about staff members:

- Salary
- Bank account details
- Taxation status
- Personal details

- Any deductions or allowances payable

The P,F&R committee is responsible for authorising the following salary changes:

- Pay awards for support staff (the school has a small number of staff on the NJC pay scale, whereby pay increases are applicable from the 1st April each year. The majority of support staff pay increases generally mirror the agreed NJC pay deal, but are only applied from September each year)
- Staffing structure changes
- Performance-related pay progression

Payroll is continuously monitored and reviewed by the SBM to ensure any changes have been implemented correctly and the information is up-to-date.

Payslips will be produced on a monthly basis and administered to employees via secure email, on the 15th of each month.

Executive pay

The board of trustees will ensure that executive pay (including salary and any other benefits), follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual will be involved in deciding their salary.

The board of trustees will discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:

- **Process** – that the procedure for determining executive pay and benefits is agreed by the board in advance and documented. The board ensures that both pay and benefits are kept proportionate.
- **Independence** – decisions about executive pay and benefits reflect independent and objective scrutiny by the board and conflicts of interest are avoided.
- **Robust decision-making** – factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been considered.
- **Proportionality** – pay and benefits represent good value for money and are defensible relative to the public-sector market.
- **Commercial interests** – the board is sighted on broader business interests held by senior executives, and is satisfied that any payments made by the trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction.
- **Documentation** – the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained.

A basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.

Understanding that inappropriate pay and benefits can be challenged by the ESFA, particularly in any instance of poor financial management of the trust.

The trust publishes on its website, in a separately readily accessible form, the number of employees whose benefits exceeded £100,000, in £10,000 bandings for the previous year

ended 31 August. Benefits for this purpose include salary, the trust's pension contributions, other taxable benefits and termination payments, but not the trust's own pension costs. For employees who are trustees, their salary and other benefits will also be disclosed in £5,000 banding in the trust's financial statements.

Where the trust has entered into an off-payroll arrangements with someone who is not an employee, the amount paid by the trust for that person's work will also be included in the website disclosure where payment exceeds £100,000, as if they were an employee.

Electric Vehicle (EV) salary sacrifice schemes will not require ESFA approval where no liability falls on the trust if an employee does not fulfil their contractual obligations with the scheme provider. For other types of EV salary sacrifice schemes, or where the trust is under a Notice to Improve (Ntl), prior ESFA approval will be sought.

16. VAT procedures

The trust, is registered for VAT and is entitled to reclaim VAT on qualifying purposes through a monthly VAT return.

Under legislation, VAT claims can be made on expenditure which supports the trust's core business purposes.

A report is run by the SBM, to provide the data necessary for the completion of the VAT reclaim form. VAT is reclaimed monthly.

The trust is eligible to reclaim most of the VAT it pays on invoices from HMRC. Any invoices for which VAT cannot be reclaimed, as the purchases were for business activity, are identified and deleted.

Where invoices relate partly to business activity and partly to non-business activity, only the proportion of the VAT relating to the non-business activity will be reclaimed.

The trust will not recoup the VAT element of journeys in the UK or abroad which are identified in invoices unless the trust is making substantial and direct cash subsidies for each pupil.

On receipt of the reclaimed VAT from HMRC, the SBM will review the remittance, confirm whether this equals the claim made and sign the remittance to confirm this agreement.

17. Risk management

The trust will maintain a risk register and manage risks to ensure its effective operation, including contingency and business continuity planning.

The board of trustees will take overall responsibility for risk management, including ultimate oversight of the risk register, while drawing on advice provided to it by the P,F&R committee. The board of trustees will review the risk register at least annually.

Risk management covers the full operations and activities of the trust, not only financial risks.

The trust will have adequate insurance cover in compliance with its legal obligations. The trust is a member of the academies risk protection arrangement.

The trust will cooperate with risk management auditors and risk managers and will implement any reasonable recommendations made to them.

18. Special payments

For the purpose of this policy, special payments include:

- Staff severance payments.
- Compensation payments.
- Ex gratia payments.

Where the trust considers making a staff severance payment above statutory or contractual entitlements, the following factors will be considered prior to making the commitment:

- The proposed payment is in the interest of the trust
- The payment is justified, based on legal assessment of the chances the trust will successfully defend the case at employment tribunal
- The level of settlement is less than the legal assessment of what the relevant body will award

The trust will not make severance payments where the money could be interpreted as a reward for failure, e.g. gross misconduct or poor performance; the only instance in which the trust may offer severance payments in the event of gross misconduct would be where the claimant would be likely to succeed in an employment tribunal because of procedural or legal errors. In the case of poor performance, the cost of a severance payment will be considered against the time and cost of taking the individual through performance management and capability procedures.

Where the trust is considering a severance payment equal to or greater than £50,000, the trust will seek prior approval from the ESFA. The ESFA will refer the transaction to HM Treasury so the trust will allow sufficient time for this to be considered. Value for money will be shown for all severance payments.

The trust will also obtain prior approval from the ESFA before making a special staff severance payment where:

- An exit package which includes a special severance payment is at, or above, £100,000.
- The employee earns over £150,000.

Compensation payments will take account of the facts of the matter ensuring value for money is achieved. For compensation equal to or greater than £50,000, prior approval from the ESFA will be sought.

The trust will consider whether cases reveal concerns pertaining to the effectiveness of internal control.

Ex gratia payments will always be referred to the ESFA for approval.

19. Annual accounts

The trust will maintain accounting records and prepare an annual report and audited accounts in line with the Charity Commission's Statement of Recommended Practice and the ESFA's 'Academies Accounts Direction'.

The audited accounts will be:

- Submitted to the ESFA by 31 December each year.
- Published on the trust's website by 31 January.
- Filed with Companies House in accordance with company law requirements, usually by 31 May.
- Provided to every member (under the Companies Act).
- Provided to anyone who requests a copy.

All copies of the accounting audit will be stored and filed securely.

20. Auditing

The trust will follow a tiered approach to internal control, risk management and assurance processes comprising:

- Clearly communicated procedures, structures and training of staff.
- Appropriate day-to-day supervision and checks by management.
- Internal scrutiny overseen by the P,F&R committee.
- External audit and assurance.

Internal scrutiny

Internal scrutiny will be conducted within the trust and directed by the P,F&R committee, alongside the work of an external auditor, to provide independent assurance to the board that its financial and other controls, and risk management procedures, are operating effectively.

Internal scrutiny will focus on:

- Evaluating the suitability of, and level of compliance with, financial and non-financial controls, including assessing whether procedures are designed effectively and efficiently, and checking transactions to confirm whether agreed procedures have been followed.
- Offering advice and insight to the board on how to address weaknesses in financial and non-financial controls.
- Ensuring all categories of risk are being adequately identified, reported and managed.

The programme of internal scrutiny will be covered by a scheme of work, driven and agreed by the P,F&R committee, and informed by risk. The programme of work will be spread appropriately over the year to ensure higher risk areas are reviewed in good time.

With reference to its risk register, the trust will identify on a risk basis the areas it will review each year and modify its checks accordingly.

Internal scrutiny will take account of output from other assurance providers to inform the programme of work. Independence in internal scrutiny will be achieved by establishing appropriate reporting lines whereby those carrying out checks report directly to a committee of the board.

Internal scrutiny will be kept under review and if any changes in size, complexity or risk profile become apparent, the trust will consider whether its approach remains suitable.

The trust will confirm, in its governance statement, the method(s) it uses for internal scrutiny and why these are used.

The trust may also use other individuals or organisations where specialist non-financial knowledge is required. Where this is done, the trust will reflect the individual's or organisation's findings, recommendations and conclusions as part of the summary document submitted to the ESFA.

Findings arising from internal scrutiny will be used to inform the accounting officer's statement of regularity in the annual accounts.

Regular reports of the programme of work will be provided at each P,F&R committee meeting, including recommendations to enhance financial and other controls and risk management.

The trust will submit its annual summary report of the areas reviewed, key findings, recommendations and conclusions to the ESFA by 31 December each year when it submits its audited annual accounts. If requested, the trust will also provide any other internal scrutiny reports.

External auditing

The trust will appoint an external auditor to give an opinion on whether its annual accounts present a true and fair view of the trust's financial performance and position.

The contract with the external auditor will be in writing and be accompanied by a letter of engagement that only covers the details of the external audit including the requirements of the DfE. The letter of engagement will also include details of the removal of external auditors, before the expiry of the term of office, in exceptional circumstances. There will be a separate letter of engagement for additional services beyond the prescribed audit.

The trust will retender its external audit contract at least every five years.

The board of trustees will notify the ESFA immediately of the removal or resignation of the auditors.

The accounting officer will produce a statement on regularity, propriety and compliance and this will be included in the trust's annual accounts. The statement on regularity, propriety and compliance will include a responsibility to ensure that:

- There is efficient and effective use of resources in their charge.
- Public money is spent for the purposes intended by parliament.
- Appropriate standards of conduct, behaviour and corporate governance are maintained when applying the funds under their control.

The trust will respond promptly, reasonably and appropriately to any findings by the auditors.

21. Record keeping

All financial transactions of the trust are recorded including, but not limited to, the following:

- Purchases and tenders
- Returns
- Payroll
- Cash flow
- Income and expenditures
- VAT returns

The SBM is responsible for keeping up-to-date records of the trust's financial state.

Records will include the following information:

- The income and expenditure for each activity, with the activity recorded as a budget heading
- A balance sheet which identifies total income, expenditure and the balance for each budget heading
- The total income and expenditure for the year
- The balance and carry forward from the previous year
- Identified profit or loss

Third party access rights

The ESFA or its agents may carry out audits and investigations at the trust. The trust will provide the ESFA with access to all books, records, information, explanations assets, premises and staff, and the ESFA may take copies of relevant documents.

Where the ESFA has concerns about financial management and/or governance at the trust, it may wish to obtain from third parties information or documentation about the trust which the ESFA considers relevant for the purposes of its investigation. The trust will provide the ESFA with written authority giving permission for any third party to provide such information to the ESFA or its agents.

22. Notices to improve

Where the ESFA has concerns about the trust's financial management and/or governance, and has issued a Notice to Improve (Ntl), the trust will comply with this notice.

The ESFA will notify the trust of the date of which it published the Ntl.

The trust will publish any Ntl issued by the ESFA on its website within 14 days of it being issued, and retain this on the website until it is lifted by the ESFA. If a Ntl is issued, the trust will seek prior approval from the ESFA for all transactions outlined in section 19 specifically:

- Special staff severance payments.
- Compensation payments.
- Writing off debts and losses.

- Entering into guarantees, indemnities or letters of comfort.
- Disposals of fixed assets beyond any limit in the funding agreement.
- Taking up a leasehold or tenancy agreement on land or buildings of a duration beyond any limit in the funding agreement.
- Carrying forward of unspent general annual grant (GAG) from one year to the next beyond any limit in the funding agreement.

Where required, the trust will seek prior approval from the ESFA before entering into transactions with related parties. The trust will submit additional information, such as monthly income and expenditure accounts, if required by the ESFA.

23. Whistleblowing and fraud

The trust puts proportionate controls in place to mitigate the risks of fraud, theft and irregularity, e.g. regular inspections addressing risks.

Where instances of fraud, theft or irregularity are suspected or identified the board of trustees will investigate it promptly and should any evidence of fraud be found, they will take appropriate action.

In any instance of fraud, theft or irregularity whereby the amount defrauded comes to a total exceeding £5,000 in a financial year, the board of trustees will report it to the ESFA as soon as they become aware of it.

When reporting to the ESFA on instances of fraud, theft or irregularity, the academy will include the following information:

- Full details of the event(s) with all key dates
- The financial value of the loss
- The measures taken by the trust to prevent recurrence
- Whether the matter was referred to the police and if not, the reasons why
- Whether the insurance or the risk protection agreement have offset any loss

If a member of staff suspects their colleagues are involving them in matters of fraud, they have a duty, as an employee of the trust, to raise suspicions to a member of their SLT. Reports of fraud will be treated in a fair and unbiased manner.

If the report of fraud is against a member of the SLT, the member of staff can go directly to the chair of trustees.

The SLT of the trust will be responsible for the initial enquiries of fraud, theft or irregularity – they will then pass on their findings to the board of trustees for further inspection.

Upon receiving the SLT's initial findings, the board of trustees will:

- Determine whether further investigation is warranted.
- Determine the initial response to the alleged perpetrator when this is a member of school staff.
- Determine who will carry out the investigation.
- Determine which outside agencies will be involved.

- Assess the risk of the fraud and the perpetrator to the academy.
- Determine to whom day-to-day management of the response will be given.
- Allocate responsibility for damage limitation action.
- Determine the course of action to recover losses.
- Determine the course of action to be taken against the perpetrator.
- Evaluate the events which enabled the fraud to occur.
- Ensure preventative action is taken to prevent recurrence.
- Report to the ESFA any instances of fraud, theft or irregularity exceeding £5,000 individually, or £5,000 cumulatively in the financial year.

The trust's Whistleblowing Policy outlines the procedures to follow in the event of a report being made by a member of staff, as well as the appeals process and what can be done in the event of a whistleblower being treated unfairly.

The headteacher will ensure all their staff are aware of the Whistleblowing Policy, ensuring that they understand the process of reporting a concern and what they can expect once they have brought a concern to the attention of the academy.

All concerns raised by whistleblowers are responded to properly and fairly in line with the Whistleblowing Policy.

The trust's Whistleblowing Policy is published on the trust's website.

24. Cyber-crime

The trust is aware of the risk of cyber-crime and will implement its Recovery Plan across the trust.

Proportionate controls will be put in place to manage risks and appropriate action will be taken where a cyber-security incident has occurred.

The trust will obtain permission from the ESFA to pay any cyber-ransom demands and understands that the ESFA supports the National Crime Agency's recommendation not to encourage, endorse or condone the payment of ransom demands.

25. Monitoring and review

This policy will be reviewed on an annual basis, or when new legislation/guidance regarding the subject is published, by the P,F&R committee and the accounting officer.

The SBM will review and monitor all financial records continuously throughout the year, raising any concerns with the Headteacher.

The next scheduled review date for this policy is March 2026.