



# The Attic

## *Record of Financial Responsibility Policy*

<b>Date of policy</b>	February 2021
<b>Date presented to Management Committee</b>	February 2021
<b>Date ratified by Management Committee</b>	February 2021
<b>Date for review</b>	July 2021

# PROTECT: Record of Financial Responsibility (RoFR)

## 2019-20

<b>PRU Name</b>	<b>The Attic PRU</b>
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### **GOVERNOR/MANAGEMENT COMMITTEE RESPONSIBILITIES**

Governing bodies/management committees are responsible for making decisions regarding how to secure better value for money and delegation arrangements. This requires governors to act in the best interests of the school/PRU in line with the Nolan Committee's [Seven Principles of Public Life](#):

- Selflessness:** No financial gain or other material benefits for self/family  
**Integrity:** Independent of outside influence  
**Objectivity:** Decisions made on merit  
**Accountability:** Accountable for decisions/actions to the public  
**Openness:** Open about decisions and actions taken wherever possible  
**Honesty:** Declare private interests, resolve conflicts to protect public interest  
**Leadership:** Promote and support principles by leadership and example

### **VALUE FOR MONEY**

Governors/Management Committee Members and school/PRU staff should have proper regard for value for money and school/PRU performance and the governing body should be prepared to be held to account by parents and the wider public.

Value for Money (VFM) is not necessarily about the lowest price, it's about getting the right balance between quality and cost and a widely accepted definition of VFM refers to three elements:

- Economy:** Minimising the costs of resources used  
**Efficiency:** Relationship between outputs and the resources used to produce them  
**Effectiveness:** Extent to which objectives have been achieved

It is therefore essential that minutes of governor meetings accurately reflect the discussions and decisions relating to securing value for money for the school/PRU and that the school/PRU retains all related documents so as to demonstrate that all actions have been to safeguard public funds and in the best interests of the pupils.

### **PECUNIARY INTEREST**

The General Interests Register should contain up-to-date [Pecuniary Interest](#) declarations from all governors/management committee members and staff employed at the school/PRU. The Specific Events Register should also be completed where appropriate. Guidance on disclosing pecuniary interests, maintaining registers and publishing records is available on [Suffolk Learning](#).

### **RECORD OF FINANCIAL RESPONSIBILITY (RoFR)**

- The RoFR should be reviewed by the full governing body on an annual basis and its approval recorded in the minutes of the meeting.
- The LA recommends that the RoFR is included as an appendix to the school/PRU's Finance Policy and that the Finance Policy refers to the RoFR for individual values/limits in order to avoid the risk of inconsistencies occurring.

<b>Date RoFR approved:</b>	<b>01.09.20</b>	<b>Chair of Management Committee/Governor:</b>	<b>Chair of Finance Committee:</b>
<b>Date of next review:</b>	<i>July 2021</i>	<i>Signed:</i>	<i>Signed:</i>
		<i>Print name: Karen Lodge</i>	<i>Print name: Mick Lincoln</i>

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*All fields should be completed, using 'none' or 'n/a' where appropriate.*

## **PROCUREMENT/LEASING/CONTRACTUAL ARRANGEMENTS**

Schools/PRUs are advised to comply with procurement and HR advice given by, or on behalf of, the local authority. The level of risks should be assessed prior to the governing body taking a decision on each contract (including leases, staffing contracts and those of no monetary value). The Headteacher must provide governors with an explanation where a contract has been entered into without prior approval; governors must then consider and approve this explanation. Contracts should be reviewed regularly to confirm that value for money continues to apply. Schools/PRUs should contact Andrea Weed with any procurement/leasing queries (07540 670282 [andrea.weed@suffolk.gov.uk](mailto:andrea.weed@suffolk.gov.uk)).

Poor procurement and contractual decisions and a failure to comply with procurement/employment legislation could result in legal challenges from suppliers, employees, contracts being cancelled and financial penalties which can be costly, time-consuming and impact on your school/PRU's reputation and confidence in the governing body.

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<b>Value above which full competitive tendering arrangements must be applied:</b>	
<b>£50,000</b>	The <a href="#">Council's Procurement Regulations</a> require that an advertised tender exercise is conducted for all goods/services costing more than £50,000. This limit is flexible at school level and governing bodies may wish to put in place a lower school limit for competitive tendering; for example, many primary school governing bodies in the past have reduced this to £10,000. Large secondary schools may find the maximum limit of £50,000 more practical. N.B. The OJEU (Official Journal of the European Union) static level of £172,514 over the contract duration cannot be changed.
<b>Responsibility for approval of full competitive tenders:</b>	
<b>Whole Management Committee</b>	Schools should have a clear protocol and a single point of responsibility in place for the approval of full competitive tenders. This needs to be communicated to all staff
<b>Value above which three competitive quotations must be sought:</b>	
<b>£5,000</b>	Each individual transaction value should not exceed the value set without obtaining three quotations. The Council's Procurement Regulations require that purchases of goods/services costing more than £25,000 are sourced via a minimum three (preferably five) competitive quotations. However, Governors may prefer to set a lower, more realistic limit for the school, for example £1,000 for a primary and £5,000 for a secondary school.
<b>Responsibility for approval of purchasing and contracts over the quotation threshold:</b>	
<b>Whole Management Committee</b>	Schools should have a clear protocol and a single point of responsibility in place for the approval of purchasing and contracts over the quotation thresholds. This needs to be communicated to all staff; approvals need to be recorded in the management committee meeting minutes.
<b>Value above which price comparisons must be recorded:</b>	
<b>£5,000</b>	The LA recommends that price comparison records are kept for any value to provide best value and this should apply to all staff involved in procurement.
<b>Expenditure limit above which Management Committee/Governing Body approval is required:</b>	
<b>£5,000</b>	Each individual transaction value should not exceed the value set without approval of the whole governing body.

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### PAYMENTS – DELEGATED BUDGET BANK ACCOUNT

Note: only one account in respect of the school/college delegated budget is permitted.

Signatories should be SCC employees (or employees of the governing body in aided/foundation schools). Where governors wish to appoint non-employees as signatories then assurances (such as credit checks) must be approved by the bank first. The Schools' Accountancy Team can provide advice on this process.

Bank Account Name	Sort Code	Account Number
Lloyds Bank	30-00-002	0523319
<b>Bank Signatories</b> <i>(minimum 3)</i>		
1. Headteacher:  Joanna Lawrence	2. Education Manager:  Louise Weddle	3. Administartor  Amanda Aldemir
4. Assistant Headteacher:  Sophie Ball	5. Senior Administrator:  Charlotte Montgomery	
<b>View-Only On-Line Access to Lloyds Account Data</b>		
The school has view-only on-line access or is actively working with Schools' Choice to enable access	YES	
<i>Note: delegation arrangements for access authorisations are set out in the Governors' 'On-Line Banking Policy' document (page 3)</i>		

### PAYMENTS – DELEGATED BUDGET PETTY CASH

Maximum Petty Cash Held On-Site (In-Hand):	Maximum Individual Payment:
<b>£300</b>	<b>£25</b>

### PAYMENTS – DELEGATED BUDGET PAYMENT CARD

Signatories must be SCC employees (or employees of the governing body in aided/foundation schools)

Number of Cards Allowed: (LA recommends maximum of 3)	Single Transaction Limit	Monthly Limit
<b>5</b>	<b>£1,000</b>	<b>£5,000</b>
<b>Individual Cardholders</b>		
1) Sally Erb	2) Joanna Lawrence	3) Sophie Ball
4) Nicola Coman	5) Charlotte Montgomery	6) Diane Chester

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7) Louise Weddle		
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# PROTECT: Record of Financial Responsibility (RoFR)

## **INCOMES – DELEGATED BUDGET**

Details of current cash limits are set out in the *Damage/Loss Risk Pool Insurance Document* which can be found on the secure section of the Schools' Choice website.

For queries, contact the Insurance Team: [insurance@schoolschoice.org](mailto:insurance@schoolschoice.org)

<b>Limit above which receipts must be issued for cash received:</b>		
<b>£50</b>	Official SCC Receipts should be used.	
<b>Insurance Limits: Cash</b>	<b>Insurance Limits: Cheques</b>	<b>Insurance Limits: In Transit</b>
<b>£5,000</b>	<i>Cheques are not covered</i>	<b>£5,000</b>

## **PAYMENT CARD INDUSTRY – DATA SECURITY STANDARDS (PCI DSS)**

All maintained schools and PRUs must complete an annual Certificate of PCI DSS Compliance and send a signed copy to the Local Authority.

### **PCI DSS: INCOME COLLECTED VIA 3<sup>rd</sup> PARTY ORGANISATIONS (e.g. Parent Pay)**

<b>Compliance checks on 3<sup>rd</sup> Party Organisations:</b>	
Compliance will be checked by:  Not Applicable	Finance Regulations state that schools are responsible for ensuring that account data is PCI DSS protected by any third-party organisations (e.g. ParentPay) undertaking payment operations on behalf of the school.  This should be evidenced by the supplier providing the school with a copy of their current Attestation of Compliance (AoC)

### **PCI DSS: INCOMES – PAYMENT CARD HANDLING**

<b>Completion of the annual PCI DSS <a href="#">Self Assessment Questionnaire B</a>:</b>	
The Self-Assessment Questionnaire will be completed by:  Not Applicable	Finance Regulations state that schools handling/processing payment card data are responsible for ensuring that they are fully compliant with PCI DSS requirements and that all staff are aware of the school's PCI DSS Policy & Procedures

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## SCHOOL/COLLEGE CERTIFYING OFFICERS

Name	Document Type(s) (e.g. Orders / Invoices / Petty Cash / Pay Documents / Lettings)	Individual Transaction Limit
Headteacher (Jo Lawrence)	Orders /Invoices /Petty Cash/ Pay Documents/ Lettings	<b>£4,999</b>
Administrator	Orders /Invoices /Petty Cash/ Pay Documents/ Lettings	<b>£2,000</b>
Chair of Managers	Certifying Headteacher expenses & reimbursements	

## FINANCIAL MANAGEMENT DELEGATION ARRANGEMENTS

Approval of the Annual Budget delegated to:	
Whole Management Committee	This should be consistent with the Governing Body Decision Planner and Terms of Reference for Working Parties and Committees
Approval of the Strategic Financial Plans delegated to:	
Whole Management Committee	This should be consistent with the Terms of Reference for Working Parties and Committees
Virement - Limit above which governing body approval is required:	
<b>£1,000</b>	This can be a fixed amount or % of the Delegated Budget. Each individual transaction value of the virement should not exceed the value set without approval of the whole governing body
Financial Benchmarking delegated to (Committee and/or Individual):	
Whole Management Committee	<p>The DfE's <a href="#">Schools Financial Benchmarking website</a> enables schools to benchmark their spending against other similar schools in detail. Schools can prepare charts that compare their income and expenditure profile with that of similar schools. Schools are required to log in.</p> <p>The DfE makes available school income and spending data for all LA maintained schools in England; the data is published in <a href="#">Performance Tables</a> alongside attainment data. The data lets schools and the wider public compare how far schools are achieving value for money across all their spending and ask questions about how they can use their resources more effectively.</p>
SFVS – Completing the self-assessment (Committee and/or Individual):	
Enhanced Finance Team	<p><b>SFVS is a mandatory annual self-assessment.</b></p> <p>Schools Choice offers an optional one-day <a href="#">SFVS Support Service</a> for schools wishing to purchase an in-depth, independent assessment. This service assists schools in completing the documentation ready for final review and sign-off by management committee/governors.</p>



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Approval of the SFVS:	
Whole Management Committee	<p><b>This cannot be delegated.</b> Following the self-assessment the governors need to summarise remedial actions and the timetable for reporting back, ensuring that each action has a specified deadline and an agreed owner.</p> <p style="text-align: center;"><b>A copy of the signed, complete SFVS must be sent to the LA by 31st December 2019/2020/2021</b></p>
Monitoring the progress of SFVS actions delegated to:	
Headteacher	Management Committee must monitor the progress of SFVS actions to ensure that all actions are cleared within specified deadlines.
Statement of Internal Control (SIC)	
<p>An annual SIC will be completed:</p> <p><b>YES</b></p>	<p><b>It is not a requirement of SFVS to complete a SIC.</b> However, the SFVS concentrates on financial management aspects so a review and testing of controls will also provide reassurances to governors on the robustness of internal processes.</p> <p>Schools Choice offer a <a href="#">Statement of Internal Controls (SIC) Service</a> that is designed to provide governors and school leaders with an external independent review on the robustness of internal controls and an indication of the integrity of transactions. It is designed to complement the statutory School Financial Value Standard (SFVS) which concentrates on financial management.</p>
Debt Write-Off - Limit above which Governing Body approval is required:	
<b>£100</b>	<p><a href="#">Suffolk's Scheme for the Financing of Schools (2.1.6)</a>:</p> <ul style="list-style-type: none"> <li>• Debt write-offs above £100 must be reported to the management committee/governing body.</li> <li>• SCC Head of Strategic Finance must be consulted where a debt exceeds £1,000.</li> <li>• VAT may not be written off without specific written consent of SCC Head of Strategic Finance</li> </ul>
Disposal of Equipment - Limit above which Governing Body approval is required:	
<b>£500</b>	
Inventory Check - Limit above which discrepancies should be reported to the Governing Body:	
<b>£100</b>	
Management review of the Diary of Events delegated to:	
<b>School Business Manager</b>	The school/PRU is expected to maintain the <a href="#">Diary of Events</a> throughout the year.

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## INTERNAL BUDGETS DELEGATION ARRANGEMENTS

Delegated Budget/ Cost Centre	Responsibility for Monitoring (name)	Individual Transaction Limit
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£

## COMMISSIONING ADDITIONAL STAFFING

Name	Employment Categories (e.g. Additional Hours / Supply / Agency Staff)
Joanna Lawrence	Additional Hours / Supply / Agency Staff
Diane Chester Sophie Ball Sally Erb Nicky Coman Louise Weddle Charlotte Montgomery	Supply / Agency Staff

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### FINANCIAL REPORTING ARRANGEMENTS:

The grid below should be updated/amended where appropriate to reflect the governors' delegation arrangements. 'Blank' should be replaced with the appropriate report(s) or 'none'.

Governors are required to consider and approve reports, with copies being retained in the minute book.

	Monthly	Termly	Annually
<b>Full Governing Body</b>	Blank	*Budget Monitoring Report *Virement Report	Outturn Report *Budget Plan *Strategic Plan *School Development Plan SFVS Self-Assessment PCI DSS Assurance Certificate
<b>Finance Committee</b>	Blank	*Budget Monitoring Report *Virement Report	*Budget Plan *Strategic Plan *School Development Plan Cashflow Advance Loan Renewal Form
<b>Headteacher</b>	Monthly Oracle Reconciliation Bank Reconciliation VAT Reports for export Diary of Events	Blank	Blank
<b>Budget Holder</b>	Blank	Blank	Blank

*\* Copies of these documents should be circulated to all governors even where responsibility for approval is delegated to a committee.*

### SEPARATE SCHOOL FUND – BANK ACCOUNT

This section only need be completed by schools maintaining an independent School Fund

Bank Account Name	Sort Code	Account Number
N/A		
<b>Bank Signatories</b> <i>(minimum 3)</i>		
1)	2)	3)
4)	5)	6)
<b>Value of accumulated fund at last audit:</b>	<b>Name of Auditor:</b>	<b>Honorary Auditor?</b>
£		N/A