

# Finance Policy

This policy is effective in all Academies within the Learning without Limits Academy Trust and the Trust Central Function.

Associated Policies:	
Anti-fraud Policy	No Purchase Order, No Pay Policy
Charging and Remissions Policy	Procurement Policy
Expenses Policy	Reserves Policy
Financial Authorisation Limits	Staff Behaviour Policy (Code of Conduct)
Gifts and Hospitality Policy	Staff Expectations Policy
LwLAT Scheme of Delegation	Whistleblowing Policy

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Version	Date	Author	Changes
V 4.0	October 2019	MP/AE	Comprehensive re-write of whole policy.
V 4.1	June 2020	MP/AE	33.2 amended to include more detail on Gifts and Hospitality
V 4.2	October 2020	MP/AE	Updated sections; Section 1 - The Role of the Accounting Officer, the responsibilities of the Operations Group, Related Party Transactions including At cost requirements, Process for Independent Checking
V 4.3	February 2021	MP/JH	At cost definition added to Section 9.3. Addition of South Wigston High School to Section 17.1. Amendments to Section 18.1 inline with the Trust Board Terms of Reference Sept 2020.
V5.0	August 2023	MP/AE	Extensive policy rewrite to exclude information available in the Trust Academies Handbook and to streamline content to be applicable to budget holders at all levels. All other financial information can be found in a number of associated policies; LwLAT Scheme of Delegation added.

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### **3.7. Academies Operations Group**

#### **3.7.1.**

- 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.

## 5. Registers of Interests

5.1. As set out in the Academy Trust Handbook, the Trust's register of interests must capture relevant business and pecuniary interests of members, trustees, local governors, senior employees and any other member of staff that can influence financial decisions.

5.2. The register must include:

- directorships, partnerships and employments with businesl0(.2 (s)]-6.3 (:)Tj0.261 0 TI1f IO Tw 1TjEMC /LBo



### **8.3. Transaction Processing**

- 8.3.1. All financial transactions relating to the Trust, and each individual Academy, must be recorded on the approved finance system.
- 8.3.2. All transactions input to the finance system must be authorised in accordance with the procedures specified in this policy and the Financial Scheme of Delegation.
- 8.3.3. All payroll relating to Trust employees is processed by the approved Payroll Provider as set out in the terms and conditions of the contracted service. The Finance Manager is responsible for ensuring that these transactions are input monthly onto the approved finance system.
- 8.3.4. The Trust will adhere to the control principles set out within the Academy Trust Handbook.

## **9. Procurement of Goods and Services**

- 9.1. The procurement of goods and services is the process potentially most open to abuse or mismanagement. Consideration must be given by all budget holders as to whether Trust wide procurement may offer best value.
- 9.2. Any requirements for contracts for services or systems must be discussed with the relevant Trust





## 10. Budgets

- 10.1. Annually, in the Spring term, the Trust prepares its budgets for the coming academic year (September to August). These budgets are approved by the Finance and Business Committee and Trust Board in the summer board meeting and submitted to the ESFA.
- 10.2. A budget holder is a member of staff who has been delegated responsibility for an allocated budget. The Budget holder remains responsible to the Academy Operations Manager, Principal and Chief Financial Officer.
- 10.3. The principle of delegation means that decisions can be made by those best placed to make them. Budget holders can make day-to-day decisions on how they allocate their budgets to ensure they have the relevant resources required for the short and medium term.
- 10.4. In order to monitor their budgets, budget holders have access to budget holder statements which shows their annual budget and spend to date (including orders), via the web purchasing portal.
- 10.5. Budget holders must identify any issues as early as possible and liaise with the Academy Operations M (-0.001 Tc 0Tw 1519)-3.6.

12.3. The Principal is responsible for identifying potential areas of risk and, in conjunction with the Trust Operations Group, establish procedures for reducing risks where possible.

12.4. The Principal shall immediately notify the Trust Operations Group of any loss, liability, damage or event likely to result in an increased risk to the Trust.

12.5. Academy staff should notify the Principal of any loss, liability, damage or event likely to result in an increased risk to the Trust, who will notify

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- 14.2.3. Serial numbers included on the inventory should, wherever possible, be the manufacturer's serial number.
- 14.2.4. Annually, a physical check of all inventory items should be carried out. All discrepancies shall be reported in line with the Financial Scheme of Delegation.
- 14.2.5. Inventories shall be kept up to date to record all items received or disposed of by whatever means on a monthly basis
- 14.2.6. Where assets are disposed off this must be recorded and in accordance with the financial Scheme of delegation. Any income received from disposals must be documented and recorded on the Trust approved finance system.

### **14.3. Disposal of assets or stocks**

- 14.3.1. Any physical item on an Academy site remains the property of the Trust regardless of its location (this includes items in storage, bins or skips). Should a member of staff identify an item that is no longer required on site, that could be repurposed or sold, they must liaise directly with the Academy P-3 26 (n)5 ( )9f1Agembd.3 (t)(e)](ly)I (e0.315 0 2.8



- An assessment must be made as to whether the individual is providing a contract of service (i.e. employed) or a contract for services (i.e. self-employed), in accordance with HMRC's Understanding off-payroll working (IR35).
- If considered to be a contract of service, the individual shall be set up as an employee of the Acadef |

16.7.3. The trip must be fully costed before being approved and a copy of this sent to the Finance Manager in advance of the trip going live.

16.7.4. The Academy is responsible for setting up the trip on approved cashless payment system, for trips with instalments. Payment dates must ensure that sufficient money has been collected before payments are made to the trip providers.

## 16.8. Lettings

16.8.1. Prices for charging will be reviewed annually by the Academy Operations Manager and CFO and approved by the Finance Committee, to be effective from 1<sup>st</sup> September each year. The charges should include, where appropriate, a Premises Officer labour fee and a proportion of energy costs.

## 17. Staff & Governor Expenses

17.1. Staff expenses should only be used to purchase low cost retail items which represent best value, with a maximum value £25.

17.2. Consideration will be given to items of an emergency nature, up to a maximum value of £50.

17.3. Higher value or bulk purchase retail items may be considered where savings can be made. Approval will be required prior to purchase. This can be obtained by sending information and comparable quotations to [orders@lwlat.org.uk](mailto:orders@lwlat.org.uk)

17.4. Staff Expenses will be reimbursed twice per month as part of the scheduled pay runs.

### 17.5. Staff expenses procedures

- Budget holder must authorise all expenditure before purchase is made, ensuring there is

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## 18. Gifts and Hospitality

- 18.1. A gift is any item or service that you receive free of charge. It also includes any goods or service which you personally are offered at a discounted rate or on terms not available to the general public.
- 18.2. Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural sporting or other event on terms not available to the general public.
- 18.3. Full details can be found in the Gifts and Hospitality Policy. Any member of staff who is offered a gift or hospitality must read (s) 13 (d) & (e) of the ( d)-0.)-0.7 (n)-090h8f()4.2 (l3e8 )Tj 19.0s18.