Active Learning Trust

Finance Control Manual 2016 – Site Specific data Sheet

School:	
Sector: Primary / Secondary / Special*	
Date:	

Aspect	Information	Detail		
Finance Leads	Headteacher / Principal Business Manager Lead Finance Officer Finance Officer			
Bank Account Signatories				
Budget Holders List	See Schedule below			
Petty Cash Sum	£			
Online Payment Provider eg: Parentpay				
Person designated responsible for maintaining records of bookings of sports and community facilities				
Staff Division of Duties Schedule	See Schedule below			
Specimen Signatures List	See Schedule below			
Date Policy adopted / reviewed				
Appendix 3 – Payroll Procedures	List of staff authorised to access EPM Payroll Portal *Denotes staff with authorisation to authorise monthly payroll			
Appendix 4 – Credit Card Procedures	Position	Name on card	Single transaction limit	Monthly limit
Card 1				
Card 2				
Card 3				
Appendix 11 Expenses Policy for School Based Staff	Date confirmed by Local Governing Body			

- Delete as appropriate

Budget holders

Budget	Budget Holder
Budget	**Budget Holder**

Staff Division of Duties Schedule

Staff Names									Budget Holders	
Tick against appropriate actions	☐									
Purchase order raising										
Purchase order authorisation										
Check goods against invoices received										
Processing order goods received notes										
Processing order invoices to PSF										
Processing invoices received against official order										
Processing non-order invoices to PSF										
Bank payment authorisation										
Print cheques										
Cheque signatories										
General school income collection										
Catering income collection										
Lettings income collection										
Prepare income for banking & complete paying in slip										
Deliver monies to bank										
Authorise paying in slip received by bank										

Staff Names									Budget Holders	
Process receipts to PSF										
Process paying in slips to PSF										
Bank reconciliation										
Petty cash payments										
Process petty cash payments via EPM										
Completing monthly absence										
Authorising monthly absence										
Completing travel claim payments										
Authorising travel claim payments										
Checking additional hours claimed										
Authorising additional hours claimed										
Checking supply claims										
Authorising supply claims										

Specimen Signatures

Name	Signature