

## Updates and amendments 2016-17

Section	Date of update	Update or amendment
1a	4 Nov 2016	Added Useful Links page
02	4 Nov 2016	Contents page updated re: 1a above
2	30 June 2017	Contents page updated e changes below
3	30 June 2017	<p>5.1 added reference to initial draft budget deadline in March</p> <p>5.2 now refers to “final draft budget” and “budget review and internal approval process”</p> <p>5.3 new paragraph re: approval process by Trust Board and submission of budgets to EFA</p> <p>5.4 amended to read “Headteacher/Principal may not submit or approve a deficit budget”</p> <p>5.5 DfE altered to EFA</p> <p>5.7 Amended to reflect the new process for budget approvals</p> <p>5.8 Refers to the process of re-basing budgets annually</p> <p>5.9 adds reference to standard format Budget Monitoring reports and the new standard format Governors Finance Report</p> <p>5.10 reference to Trust Finance Manager added</p> <p>5.11 amends to read “monitoring process must be effective and timely”</p>
4	30 June 2017	<p>7.3 Audit Trail Reports – added – if available from the accounting system</p> <p>7.4 now refers to reports being submitted back to the Central Finance team.</p>
5	30 June 2017	10.4 updated to cross reference Petty Cash limit back to site specific sheet
5	30 June 2017	10.7 evidence of receipt re: trip spending reduced from £100 to £50 – schools can make lower by reflecting in school specific sheet
5	30 June 2017	12.1 – added reference to appendix 16 – Treasury Management Investment of funds
6	30 June 2017	14.4 Added reference to Appendix 15a and that procurements over the £20k Primary / Special and £50k Secondary Removed will be managed by the Trust Procurement Manager
6	30 June 2017	14.5 Added reference to contracts as well as orders and the appendix 15a – summary and best value statement
6	30 June 2017	14.1 Amended deadline to issue indicative budgets to budget holders to read – before the end of the summer term.
6	30 June 2017	14.6 Removed “School” – as duplicated
6	30 June 2017	Added section 17 re: Assessment of supplier status – Personal Service Companies – IR35
8	30 June 2017	Added section 28.3 under Novel and contentious payments regarding payment of gratuities to volunteers

Section	Date of update	Update or amendment
Appendix 2	30 June 2017	Wording on front page of Declaration amended to include consent to posting of business interests on school website and / or Active Learning Trust website
Appendix 4	30 June 2017	5.1 Cash advances – removed “except in genuine emergency” Fuel, - amended to read “except Academy minibuses, site vehicles or minibuses/ cars on hire” Expenditure from non-contracted suppliers – removed Recurring expenditure – added “unless the supplier cannot arrange collection of payment via standing order or direct debit” Alcohol – modest drinks with a meal – removed Periodic debit authorities - removed
Appendix 11	30 June 2017	Complete update includes reference to New appendix 11a re: Expenses Rates (Schools)
Appendix 11a	30 June 2017	New appendix re: Expenses Rates (Schools)
Appendix 15	30 June 2017	Updated appendix – new Procurement Strategy
Appendix 15c	30 June 2017	New appendix re: Summary and Best Value Statement
Appendix 16	30 June 2017	New appendix re: Treasury Management and Investment of Funds
Appendix 17	30 June 2017	New appendix re: Inter Company Guidelines
Appendix 18	30 June 2017	New appendix re: PS Financials Accounting Practices

**NB:** Next review will make a global replacement of EFA with ESFA