Christ Church and Holy Trinity CE Primary Schools
Finance Policy
October 2025

Our Schools Mission Statement

Christ Church and Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic, social and spiritual potential. Excellent teaching, learning and relationships are at the heart of our two schools.

1. Financial Regulations:

In accordance with The Royal Borough of Kensington and Chelsea's Scheme for Financing Schools, the federated Full Governing Body (the "Governing Body") of Christ Church and Holy Trinity Schools Primary Schools (the "Schools" or "Federation") have agreed this finance policy, setting out the Terms of Reference and financial management code to effectively manage the day-to-day operation of the school budgets and school funds under the directive of the Head Teacher, and to ensure that legal, audit and statutory requirements are met (the "Finance Policy"). This Finance Policy includes the statement of roles and responsibilities of Staff, Trustees and Governors with respect to finance responsibility.

The following general conditions will be subject to annual review and consideration by the Governing Body:

- The Governing Body confirms that the overall financial management of the Federation is delegated to the Resources Committee;
- The Governing Body confirms that the day-to-day financial management of the Federation is delegated to the Head Teacher;
- Any Governor, Trustee or member of staff having a direct or indirect involvement in a business, which may influence any decision making within the Schools, and in particular one which is the subject of tendering for a contract, or competitive quotation, must be declared and stated to the Chair of Governors and the Head Teacher before the tendering process begins. This must be recorded in the Register of Business Interests;
- The Head Teacher is accountable for ensuring that the Register of Business Interests is maintained, kept up to date and can be viewed on the Schools' websites. The Register is a live document and must be updated in a timely manner as and when business interests change, the register is also to be presented to the Governing Body annually; and
- The Head Teacher is responsible for ensuring that procedural guidance relating to the use and expenditure of any monies from the Schools' budgets, or other appropriate operational or discretionary funds, are prepared and disseminated to all relevant staff.

2. Incorporation by Reference:

This Policy is to be read in conjunction with the following documents, incorporated by reference:

- The Maintenance Schedule
- Asset Register
- School Development Cost Plan
- Resources Committee Terms of Reference
- Charging Policy
- The RBKC Scheme of Delegation for Schools

- Register of Business Interests
- Staff Expenses Policy
- Bank Account Register
- RBKC Scheme for Financing Schools
- VAT Summary Guidance for London Boroughs

All of these documents can be requested from the Schools' offices.

Governors with a finance responsibility as of September 2025

Andy Greetham	Chair Finance Committee
Richard Steenberg	Chair of Governors, Parent Governor
Avis Hawkins	Federation Head Teacher, Ex-Officio

Resources Committee Members

Andy Greetham	Richard Steenberg
Tim McKean	

Clerk to the Resources Committee

Clerk to the Governing Body (Anita Ferns)

Advisors / Reporters to the Committee

Nicola London	Business and Finance Manager (Christ Church)
Lisa Walden	Business and Finance Manager (Holy Trinity)
Lesley Palmer	Head of School (Christ Church)
Kirsty Chinn	Financial Advisor (SBS)
Katie Rose	Federation Fundraising and Partnership Lead

SCOPE AND STATEMENT OF PURPOSE FOR THE DEDICATED SCHOOL FUNDS AND UMBRELLA FUND

Finance functions within the Federation must serve the needs of the pupils and be driven by the School Development Plan. All activities should be fully transparent, meet all legal and statutory requirements and, through careful planning and rigorous monitoring, be sustainable.

To best support and enhance the educational needs of the pupils, there are the following school funds:

- RBK&C re Christchurch School Fund Account ("Christ Church Dedicated Fund")
- The Friends of Holy Trinity School Fund Account ("Holy Trinity Dedicated Fund")
- Umbrella Voluntary Discretionary Schools Fund ("Friends of CCHT Federation")

In addition to the funds listed above, each school separately has a dedicated school operational account (the "Operational Account") where monies allocated to the school from the designated school's grant are included.

The Umbrella Fund has been created for future benefit across both schools. The Umbrella Fund opened with a zero balance.

1. Dedicated School Funds:

Each school will maintain a dedicated discretionary school fund which will be used solely for the benefit of each respective school. The Friends of Holy Trinity School Fund and the RBK&C re Christchurch School Fund Account (collectively the "Dedicated School Funds") will be managed independently and have signatories and trustees responsible for the financial oversight and accountability of these two funds.

2. Dedicated School Funds objectives:

Each Dedicated School Fund will have the following objectives:

- To support the educational mission of each school by providing additional resources, to enrich and enhance the curriculum and improve educational outcomes for all pupils;
- To provide funds to maintain the infrastructure of each school and to develop new facilities;
- To support the provision of nutritious food for the pupils and the equipment. All monies raised from the purchase of school meals will be used to further invest in the quality of school meals provision;
- To enable the Senior Leadership Team to express gratitude to departing staff who leave in good standing, volunteers and friends of the school who help with fundraising or with providing enriched opportunities for the children;
- To support each school, its Staff, premises and School Development Plan priorities, in accordance with the RBKC Scheme of Delegation for Schools.

Changes to any of the Fund objectives of each school's Dedicated School Fund must be agreed by the Head Teacher and Trustees (see below for more detail on Trustees) and be authorised by the Governing Body. The Fund objectives cannot be changed without prior Governing Body approval.

3. Dedicated School Funds income:

The income for each school's Dedicated School Fund (when specifically demarcated for a specific school) will come from the following sources:

- Parental voluntary contributions;
- Fund-raising activities;
- One-off donations and contributions;
- Interest on deposited monies;
- Gift Aid, where relevant.

In addition to the above, the RBK&C re Christchurch School Fund Account benefits from annual income (currently c £12,000 p/a) from the letting of two flats in Christchurch Street, owned by the Trustees of Christ Church School (the Rector and Churchwardens of Christ Church), for the benefit of Christ Church School.

The Partnership Committee, working in coordination with the Resources Committee and in the boundaries of the fundraising strategy shall inform governors of projects supported by the activities undertaken.

If, at the end of a school year, there are surplus monies in the various school funds that are not disbursed, the Federation Head Teacher, in consultation with the Chair of the Resources Committee, can decide to roll these into the next school year.

4. Disbursement from the Dedicated School Fund:

Any disbursements (virements), including transfers between bank accounts including to the Operational Account, from each school's Dedicated School Fund will be used specifically to meet the objectives stated in the School Development Plan for that respective school. All activities should be fully transparent, meet all legal and statutory requirements and, through careful planning and rigorous budget monitoring, be sustainable. Any disbursements including transfers must be made in coordination with each school's budget and should be monitored by the respective Business and Finance Manager as well as the Federation Head Teacher. Any queries or concerns should be raised to the Chair of Resources and where necessary, to the Chair of the Governing Board.

The disbursement policy for each Dedicated School Fund should be as follows:

- Small/low total value disbursements (virements) of below £500 will be raised by each school's Business and Finance Manager and agreed by the Federation Head Teacher.
- Disbursements (virements) of above £500 but below £5,000 will be raised by each school's Business and Finance Manager and agreed by the Federation Head Teacher or Head of School. Authorisation confirmation should be attached to the copy of the invoice.
- Orders with a total value greater than £5,000 but below £10,000 will be raised by each school's Business and Finance Manager, agreed by the Federation Head Teacher and approved by the Resources Committee Chair. Authorisation confirmation should be attached to the copy of the invoice.
- Orders with a total value greater than £10,000 will be raised by each school's Business and Finance Manager, agreed by the Federation Head Teacher and the Trustees, as necessary, reviewed by the Resources Committee Chair and approved by the Chair of

Governors in advance of the disbursement being made. Authorisation confirmation should be attached to the copy of the invoice.

- Orders of capital expenditure with a total value greater than £5,000 must be authorised and by the agreed by the Federation Head Teacher and the Trustees, as necessary, reviewed by the Resources Committee Chair and approved by the Governing Body.

Each school's respective Business and Finance Manger is authorised to transfer monies to their school's Operational Account as set out above.

5. Trustees of the Dedicated School Fund:

Each Dedicated School Fund must have three Trustees to ensure proper accountability and financial oversight, for the use of monies within the Fund. Trustees will have responsibility to ensure that disbursements or virements from each Dedicated School Fund meet the stated objectives and the School Development Plan.

Each Dedicated School's Fund account should be audited at least once a year by a reputable third-party auditor and the result of that audit presented to the Federation Head Teacher, Trustees, Resources Committee and the Governing Body.

Each Dedicated School Fund should retain one bank account. The Business and Finance Manager is responsible for the operational management of each respective Dedicated School Fund. Signing authority for such accounts must conform to school policy which is available on request. Any additional accounts have been closed, with remaining funds transferred across the main dedicated account. No further secondary accounts should be opened unless authorised by the Governing Board.

As of September 2025, the Trustees for both Dedicated Funds are: Andy Greetham, Chair of Resources; Richard Steenberg; Chair of the Governing Board and Tim McKean, Foundation Parochial Church Council.

6. Signatories of the Dedicated School Fund:

As of September 2025 the signatories for the Christ Church Voluntary School Fund are: Avis Hawkins, Federation Head Teacher; Lesley Palmer, Head of School; Nicola London, Business and Finance Manager, Chair of Governors; Richard Steenberg.

The signatories for the Holy Trinity Voluntary School Fund are: Avis Hawkins, Federation Head Teacher; Arabella Davies, Assistant Head, Lisa Walden, Business and Finance Manager and Donna Verity, SENCO

7. Umbrella Fund:

The Umbrella Fund allows for monies to be collected and distributed to either or both schools, as agreed by the Federation Head Teacher, the Resources Committee and the Governing Body.

The important distinction between the Umbrella Fund and the two separate Dedicated School Funds is that the monies raised for the Umbrella Fund have not been specifically earmarked for one school or the other and therefore can be disbursed to either or both schools, as agreed by the Federation Head Teacher, the Resources Committee and the

Governing Body.

This Umbrella Fund has been created for future benefit across both schools. The Umbrella Fund started out with a zero balance.

8. Umbrella Fund objective:

The Umbrella Fund has the same objective as the two separate Dedicated School Funds specified above, with the only difference being that the monies have not been earmarked for a specific school in the Federation.

9. Umbrella Fund income:

The income for the Umbrella Fund may come from the following sources:

- Lettings of buildings and facilities at both schools. A full list of facilities and premises available for letting are available at the respective school office. The list can also be found in the Schools' Lettings & Charging Policy. The Governing Body, via the Resources Committee is responsible for the setting of any charges relating to the hire of the Schools' premises/property. These should be reviewed annually. Current charging rates relating to Lettings can be found in Appendix 1 of the Lettings & Charging Policy.

Any of the following funds: -

- Parental voluntary contributions;
- Fund-raising activities;
- One-off donations and contributions; and
- Interest on deposited monies within the Umbrella Fund only.

10. Disbursements (virements) from the Umbrella Fund:

Any activity, disbursements (virements), including transfers between bank accounts including to the Operational Account, from the Umbrella Fund should be fully transparent, meet all legal and statutory requirements and, through careful planning and rigorous budget monitoring, be sustainable. Any disbursements (virements) including transfers between bank accounts including to the Operational Account, must be made in co-ordination with each school's budget and support the School Development Plan.

The disbursement policy for the Umbrella Fund is the same as for the Dedicated School Funds.

The appropriate Business and Finance Manger is authorised to transfer monies to the school's operational account as agreed as per the disbursement (virements) policy for the Umbrella Fund.

11. Trustees of the Umbrella Fund:

The Umbrella Fund must have three Trustees to ensure proper accountability and financial oversight for the use of monies within the Umbrella Fund. Trustees will have responsibility

to ensure that disbursements (virements) from the Umbrella Fund meet and are in line with the objectives stated for the Umbrella Fund above.

The Umbrella Fund account should be audited at least once a year by a reputable third-party auditor and the result of that audit presented to the Federation Head Teacher, Trustees, Resources Committee and the Governing Body.

Signing authority for the bank accounts relating to the Umbrella Fund must conform to school policy.

As of September 2025, the Trustees for Umbrella Fund are the same Trustees as for the two Dedicated School Funds: Andy Greetham, Chair of Resources, Richard Steenberg, Chair of the Governing Board and Tim McKean, Foundation Parochial Church Council.

12. Signatories of the Umbrella Fund:

As of September 2025 the signatories for the Friends of CCHT Federation Fund are: Avis Hawkins, Federation Head Teacher; Nicola London, Business and Finance Manager; Lisa Walden, Business and Finance Manager. Treasurer, Richard Steenberg, Chair of Governors.

13. New accounts and Investments

At present, all Dedicated School Funds monies are held in current accounts. At various points throughout the year the Resources Committee will review the value and benefits of these accounts and consider options for improvement.

Any recommendations for changes to the accounts in which the Dedicated School Funds are held must be presented to the Governing Body for approval.

SCHEME OF DELEGATION AND DELEGATED AUTHORITIES AND PROCEDURES FOR EACH SCHOOL'S OPERATIONAL ACCOUNTS

It is expected that all Governors should make themselves aware of the Terms of Reference of the Resources Committee, in order that the powers delegated to the Resources Committee by the Governing Body are fully understood. A copy of the Terms of Reference is attached to this Finance Policy.

This Scheme of Delegation relates to each school's operational accounts, which are used for the daily and routine operation of each school consistent with the delivery of high standards of education and well-being to children, staff and parents of each school.

1. **Separation of duties, authorisation and financial limits are as follows:**

   The Annual Delegated Budgets are to be set within one month of the receipt of the indicative figure from RBKC. These budgets are then to be discussed by the Resources Committee and approved by the Governing Body.

2. **Federation**

   Christ Church and Holy Trinity Schools entered into a formal federation in September 2019. While the schools will have one Federation Head Teacher, one Governing Body and one Resource Committee, each school will continue to operate and maintain separate budgets, financial systems and be audited independently on an annual basis.

   To increase collaboration and costs efficiencies, both schools will seek to utilise, where possible, a single Service Level Agreement ("SLA") for a Financial Advisor. That Financial Advisor will assist each school in the preparation of financial reports. When required, the Financial Advisor will also advise the Resources Committee as well as the Governing Body.

   Each school will maintain its own separate school operational accounts including ordering and expenditures, operation of accounts, disposals, forecasting and creating of budgets. While contracting and tendering will remain separate, it is expected that every effort will be made to achieve cost efficiencies where possible.

   Financial management standards and administration of standards across both schools should be, where possible, the same (unless there is a school-specific requirement which necessitates a different approach). Any differences between the Schools in financial management standards and administration of standards must be approved by the Federation Head Teacher and the Governing Body.

   As of 01 September 2025, the following accounts were open:

Christ Church	**Holy Trinity**
Operational account: Lloyds Bank	Operational account: RBS Bank
Operational savings account: Lloyds Bank	
Discretionary account: NatWest Bank	Discretionary account: Lloyds Bank
Umbrella Fund: Lloyds Bank	

   All monies earmarked for specific schools will remain as part of each school and none of these monies will be co-mingled.

Holy Trinity

Name	Account	Authorisation Level
Anita Stokes - RBKC	RBS Delegated Budget	Full
Lisa Taylor - RBKC	RBS Delegated Budget	Full
Avis Hawkins	RBS Delegated Budget/Friends of HT/Friends of CCHT Federation	Full
Lisa Walden/Coumbe	RBS Delegated Budget/Friends of HT/Friends of CCHT Federation	Full
Donna Verity	RBS Delegated Budget/Friends of HT	Full
Arabella Davies	RBS Delegated Budget/Friends of HT	Full
Mary Sheahan	RBS Delegated Budget	Full

Christ Church

Name	Account	Authorisation Level
Anita Stokes	Lloyds Delegated Budget	Full
Avis Hawkins	Lloyds Delegated Budget/Christ Church School Fund/Friends of CCHT Federation	Full
Nicola London	Lloyds Delegated Budget/Christ Church School Fund/Friends of CCHT Federation	Full
Lesley Palmer	Lloyds Delegated Budget/Christ Church School Fund	Full

3. Ordering and Expenditure

- Small/low total value orders of below £500 will be raised with the supplier by each school's Senior Admin Manager or Business and Finance Manager, in consultation with the appropriate staff member. Orders should be placed on an order form and signed by a member of the SLT.
- Orders with a total cost of above £500 but below £5,000 will be placed by each school's Senior Admin Manager or Business and Finance Manager in consultation with the Federation Head Teacher or Head of School and the respective Business and Finance Manager from each school. Orders should be placed on an order form and signed by a member of the SLT.
- Orders with a total value greater than £5,000 but below £10,000 to be authorised by the Resources Committee Chair.
- Orders of capital expenditure with a total value greater than £5,000 must be authorised and agreed by the Federation Head Teacher, reviewed by the Resources Committee and approved by the Governing Body.
- Single orders with a total value greater than £10,000 or annual costs of over £20,000 must be first approved by the Resources Committee Chair and authorised by the Governing Body.
- Service level agreements and maintenance contracts must be reviewed annually by the Resources Committee and then recommended to, and authorised by, the Governing Body.

- During the financial year, if any individual cost centre limits are projected to be breached by more than £5,000, the respective Business and Finance Manager should advise the Federation Head Teacher in the first instance and then the Resources Committee. If the matter is time sensitive, the respective Business and Finance Manager and Federation Head Teacher should consult with the Chair of the Resources Committee and if required, the Chair of Governors.
- A cost centre excess limit of up to £25,000 must be agreed by the Resources Committee. A cost centre excess limit above £25,000 must be approved by the Governing Body.

Purchasing process for Holy Trinity:

- All orders raised by staff are to be on an order/claim form
- Order / claim form to be signed by a member of the SLT prior to ordering
- Business Manager to import order to FMS and place order with the relevant company
- Delivery notes to be signed by a staff member receiving the goods and passed to the Business Manager to attach to the relevant invoice
- Invoice to be paid on receipt of the goods by the Business Manager on FMS
- Invoices to be authorised by the Senior Admin officer on FMS
- Bacs run to be created and uploaded to the bank by the Business Manager
- Bacs run require 2 levels of authorisation- Business Manager and Senior Admin Officer or member of SLT
- Bacs run signed off by the Federation Head Teacher (post approval)

Purchasing process for Christ Church

- All orders raised by staff are to be on an order/claim form
- Order / claim form to be signed by a member of the SLT prior to ordering
- Order / claim form to be given to Ellie Plummer to place order
- Delivery notes to be signed by a staff member receiving the goods and passed to the Business Manager to attach to the relevant invoice
- Invoice to be paid on receipt of the goods by the Business Manager on FMS
- Bacs run to be created and uploaded to the bank by the Business Manager
- Bacs run require 2 levels of authorisation- Business Manager and Federation Head Teacher – both to sign Bacs run forms

The above processes are in place for all ordering with the exception of the kitchen food supplies and the after school club snack supplies. These orders will be placed using the Pre-Authorised form. The kitchen manager and after school club lead will complete a form for all order made during the month and submit to the school office along with the corresponding statement. The following monthly limits have been agreed:

Kitchen supplies:

- EuroHarvest £2,7500
- Jago £1000.00
- Prestige £700.00
- Upper Scale £600.00
- Booker £1,500.00

After school club supplies:

- Sainsbury (or another supermarket if not available) £500.00

The Pre-Authorised order form will then be ‘post authorised’ by the Head Teacher to ensure the limits agreed are adhered to.

4. Operation of Accounts

It is expected that all Governors should make themselves aware of the functions, operations and responsibilities of all accounts held in school. To this objective, Governors are advised to become familiar with contents of this policy as follows:

- **Operations and functions:** explanation of what is expected; and
- **Responsibility:** delineated people responsible for the correct procedures.

5. Disposals

Equipment will become ready for disposal when it is broken beyond repair, obsolete or no longer useful or required.

It is agreed by the Governing Body that equipment ready for disposal shall, whenever appropriate, be done with recoupment of investment and/or recycling in mind.

6. Policy Statement on Conflicts of Interest

No Governor, Trustee or employee of either Schools may accept any payment from the school save as approved by the Governing Body or pursuant the contractual terms of their employment by the school (such contracts being approved by the Governing Body). Except in the case of payments made pursuant to a contract of employment, all such approved payments shall be a matter of public record and shall be made available on request. This policy shall also apply to the family and others closely connected to any Governor, Trustee or employee of the Schools.

7. Forecasting

Where data is available, advance forecasts should be completed as soon as practicable by the respective Business and Finance Manager from each school, in collaboration, where possible, with the Financial Advisor, and circulated for discussion by the Resources Committee seven days in advance of a Resources Meeting.

8. Contracting/Tendering

The Governing Body, having adopted the RBKC Scheme for Financing Schools document, will abide by the regulations concerning contracts and tendering.

9. Financial Management Standards

The Governing Body, having adopted the RBKC Scheme for Financing Schools document, will abide by the regulations concerning the implementation of the financial management standard. Financial management standards and administration of standards across the Schools should, where possible, be the same (unless there is a school-specific requirement which necessitates a different approach). Any differences between the Schools in financial management standards and administration of standards must be approved by the Federation Head Teacher and the Governing Body.

As of **September 2025**, the following staff members have financial responsibilities:

- **Federation Head Teacher** – Avis Hawkins
- **Business and Finance Manager** – Nicola London (Christ Church)
- **Business and Finance Manager** – Lisa Walden (Holy Trinity)
- **Senior Admin Manager** – Mary Sheahan (Holy Trinity)
- **Financial Advisor** – Kirsty Chinn (SBS)

- **Network Manager** – Linda Healy
- **SENCO** – (Holy Trinity)
- **Head of School**
- **Deputy Head – do you also want to add Assistant Head in here??**

10. VAT

The Business and Finance Managers will adhere to the terms for reclaiming VAT as set out in the VAT Summary Guidance Booklet for London Boroughs.

Administration of Standards	Responsibility
Ensure systems are in place to maintain financial control	Federation Head Teacher Resources Committee Business and Finance Manager(s)
Provide on request full financial statements using Arbor Finance, FMS or any other system chosen by the school	Federation Head Teacher Resources Committee Business and Finance Manager(s)
To provide financial information to LA (Local Authority), DCSF, OFSTED, LDBS, etc. as requested	Federation Head Teacher Resources Committee Business and Finance Manager(s)
Placing orders, checking in delivered goods, returning unwanted goods	Federation Head Teacher Business and Finance Manager(s) Senior Admin Manager Office Administrator
Maintaining stock control systems, organise and coordinate stock checks and appropriate record keeping	Federation Head Teacher Business and Finance Manager(s) Senior Admin Manager Office Administrator Federation Fundraising and Partnership Lead
Compile and update annually an asset register	Business and Finance Manager(s) Network Manager
Attend all relevant training	Business and Finance Manager(s) Senior Admin Manager(s)

Operational Account disbursements functions and operation	Responsibility
Prepare long term assessment of future performance of the schools in line with the School Improvement Plan	Federation Head Teacher Governing Body Business and Finance Manager(s) Financial Advisor
Prepare annual budgets/projections for all areas of expenditure within the Schools	Federation Head Teacher Head of School(s) Business and Finance Manager(s) Financial Advisor
Setting up of annual budgets on FMS system in order to match funding for salaries, priorities identified in the Schools' Improvement Plans and to meet the cost of goods and services.	Federation Head Teacher Governing Body Business and Finance Manager(s) Financial Advisor
Allocation of budget to appropriate cost centre codes as agreed by the Governing Body and ensure all data balances.	Federation Head Teacher Business and Finance Manager(s)

Input all data promptly at the beginning of the financial year, send Budget Plan to RBKC for approval.	Federation Head Teacher & Chair to sign Business and Finance Manager(s)
Manage, interrogate, maintain and operate financial management systems to support expenditure and income in relation to the budget: • Raise orders, certify orders, interrogate discrepancies and/or inaccuracies • overview orders/commitments	Federation Head Teacher Business and Finance Manager(s) Senior Admin Manager Office Administrator
Reconcile and submit monthly account reports, end of month closure and VAT reports as appropriate to Local Authority Education Finance.	Federation Head Teacher Business and Finance Manager(s) Financial Advisor
Monitor supply cover expenditure and process claims.	Business and Finance Manager(s)
Ensure cash is banked regularly	Business and Finance Manager(s)
Process journals/ virements	Federation Head Teacher Financial Advisor Business and Finance Manager(s)
Input/interrogate payroll transactions and liaise with prospects payroll, pensions and personnel as appropriate	Federation Head Teacher Business and Finance Manager(s) Senior Admin Manager - HT
Inland Revenue and VAT and CIS returns	Federation Head Teacher Business and Finance Manager(s)
To arrange working sessions with Financial Advisor and to liaise with consultant on all relevant matters	Federation Head Teacher Business and Finance Manager(s)
Monitor contracts and SLAs. Practise competitive tendering where appropriate	Federation Head Teacher Business and Finance Manager(s) Resources Committee
Ensure End of Financial Year closure procedures are implemented in accordance with requirements of Local Authority and within timescale required	Federation Head Teacher Business and Finance Manager(s) Resources Committee

All income/expenditure accounted to end of Financial Year	Federation Head Teacher Business and Finance Manager(s)
Raise debtors/creditors reserves	Business and Finance Manager(s)
Confirm carry forward and provide details of proposed expenditure	Federation Head Teacher Business and Finance Manager(s) Resources Committee
Provide Federation Head Teacher and Resources Committee with reports and advise any anomalies for meetings or on request	Business and Finance Manager(s) Financial Advisor
Ensure all audit and statutory requirements are met/adhered to	Federation Head Teacher Governing Body Business and Finance Manager(s)
Ensure full off-site insurance in place before each school journey takes place, and funding in place to carry out risk assessment as required and where appropriate	Federation Head Teacher Business and Finance Manager(s) Resources Committee
Observe best practice with regard to tendering for accommodation and travel costs in accordance with teacher in-charge's findings on the safety and risk assessment visit	Federation Head Teacher Business and Finance Manager(s) Teacher in-charge
Correspond with parents in regard to donations for visits being mindful of regulations in the Education Act 1996 (DCSF circular No 2/89).	Federation Head Teacher Business and Finance Manager(s) Resources Committee
Comply with LEA regulations in the implementation of free meals procedures.	Federation Head Teacher Business and Finance Manager(s) Senior Admin Manager(s)
Ensure debts are collected in accordance with LEA procedure	Federation Head Teacher Business and Finance Manager(s)

Dedicated School Funds and Umbrella Fund	**Responsibility**
Collect, receipt and record income	Federation Head Teacher Business and Finance Manager(s)
Receipt, record expenditure, payment of invoices by BACS	Federation Head Teacher Business and Finance Manager(s)
Receipt, record small monies, reconcile cash and cheques, record and take to bank	Business and Finance Manager(s)
Reconcile bank statement	Federation Head Teacher Business and Finance Manager(s)
Banking as required. Cash is kept in locked safe	Business and Finance Manager(s) Senior Admin Manager Office Administrator
Provide Federation Head Teacher and Resources Committee with reports and advise any anomalies for meetings or on request	Business and Finance Manager(s)
Prepare account for yearly audit Post audit prepare response and implement to recommendations	Business and Finance Manager(s)
Interrogate account, plan, profile, project income and expenditure	Federation Head Teacher Resources Committee Business and Finance Manager(s)

Signed: AVIS HAWKINS

Name of School	Christ Church & Holy Trinity CE Primary Schools
Policy review Date	14 October 2025
Date of next Review	October 2026
Who reviewed this policy?	Governing Body, Resources Committee and Avis Hawkins (Federation Head Teacher)
Ratified by FGB:	***21/10/2025***