

The Really Important Bits

Financial Regulations

We have to adhere to some very complex rules, and this document tries to simplify them.

There are 5 golden rules set out below – these are the most important bits of the finance rulebook. Stick to these and we're on the right path.

Anything else – please just ask

01 Remember its public money



We're spending £11m of taxpayers money every year.

Let's ensure we get best value for money, and think about all decisions as if it was coming out of our own pockets.

02 Documentation

Everything we do in relation to finance needs documentation. Everything.

Purchase Orders, Invoices, Receipts, Reconciliations.

'Children first' is our strapline....Documentation is a very close second for finance transactions!

Nothing should be purchased without a Purchase Order being approved beforehand



03 Daily Mail test



Consider how what you're doing would read on the front page of a paper



If in doubt, ask someone for advice.



If you think something is wrong somewhere, tell us.

04 Personal transactions



To protect everybody from potential allegations of wrongdoing we do not allow transactions between our schools and members of staff or families.

This includes disposing of old items of equipment etc, and making personal purchases through Trust channels.

Expense claims should be kept to a minimum, we encourage purchasing through the normal channels. Any claims must be authorised before being passed for payment

05 Security

It is everyone's responsibility to ensure that we keep our money safe.

Don't put yourself in a position where money can be put at risk - use 2 people for counting, and keep cash locked up. Don't give out credit card details/passwords etc.

