

White Trees
independent school



Financial Management & Contingency Planning Policy

Also see Positive Workplace Policy & Staff Handbook

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Wonderful
Excellent
Lovely
Clever
Outstanding
Magnificent
Enthusiastic

(Acronym created by White Trees pupils)

INTRODUCTION

This policy aims to outline how the financials of the school are handled.

BUDGETING

The school operates using a weekly budget, which covers the cost of running the schools (activities, food shopping, rewards, sporting activities that can't be invoiced for). White Trees budgetary forecasts will be prepared by the Finance Manager and shared at Governors meetings.

In order to monitor budgetary activity all budgets will be discussed/agreed at as part of governance meetings but may restrict attendance to the Head Teacher and Key Governors. Once agreed, budgets will be controlled by the Head Teacher for all day-to-day aspects, and in consultation with the Directors & Finance Manager for any high-cost expenditure.

All invoices will be prepared by the Head Office. Along with the monitoring of all monies received, the Head Teacher will submit monthly accounts to the Director of Operations. A full record of all petty cash expenditure made by staff will be maintained by the school and will be monitored by the Head Teacher on a weekly basis. Expenditure on items of petty cash will not be agreed unless authorised by the Head Teacher.

ADMINISTRATION & FINANCE

Any monies left within the School will be locked securely in one of two places. General petty cash will be kept in the office, locked in a cash box and stored in a locked filing cabinet or Safe. Any item purchased by staff of a general nature will be done through the use of Soldo Cards, with money being placed on the required card by the member of staff in charge of petty cash - Jo Yates. All purchases to be appropriately recorded photographing the receipt and uploading it via the Soldo app. Jo Yates monitors this and liaises with our Finance Manager at Head Office.

The Head Teacher will hold overall responsibility for monies held in the school. Larger items required, can be purchased in consultation with the Directors or at Governors.

In no circumstances are staff to borrow or lend monies from the school petty cash or purchase items for personal use using a Soldo card with school money. Any member of staff who does so will be liable to disciplinary action which may lead to dismissal.

GIFTS TO STAFF

Gifts to individual staff members will only be made at the end of the term, where Employee of the term is voted for - with that member of staff receiving a gift voucher.

Policy owner	White Trees School	Last review	November 2022
Date Created	December 2018	Next review	November 2023

GIFTS TO THE SCHOOL

On occasion where gifts are offered to the school, they will only be received with the express consent of the Head Teacher.

Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	

Policy owner	White Trees School	Last review	November 2022
Date Created	December 2018	Next review	November 2023