



# **St Joseph's Catholic Primary School**

## **Purchasing Procedures**

Reviewed September 2017

## Purchasing Procedures

The system operated for the management of the School's Finances is SIMS FMS Module.

### Setting the Budget

The Executive Head Teacher, following consultation with the teaching staff through their Action plans and the School Development Plan, carries out the strategic planning of the Budget. The Governing Body at the first meeting following the start of the new financial year formally approves the Budget.

The Business Consultant is responsible for putting the budget onto the system and for the updating that is required (Standards Funds, Government Grants etc) as the year progresses.

### Orders

All teaching staff may place orders in accordance with budget allocations, provided they have been authorised by the Executive Head Teacher and the Head of School.

The official School Order Request Form should be used, a copy of which should be retained by the Budget holder. A further copy (signed and authorised by the EHT and HOS) should be given to the School Business Manager for processing.

Please ensure that when completing an Order Request Form, full details are entered (**supplier's correct name, catalogue numbers, quantities etc**) which should be checked by the Budget holder and passed to the School Business Manager for raising a purchase order number. **The School Business Manager will then place the order with the relevant company.**

It is expected that competitive purchase is taking place, with catalogue prices being referred to before placement of orders. The School Business Manager keeps a list of those stationery items regularly used.

**Delivery notes are to be retained and checked against goods and original order. Once the Budget holder or Teaching Assistant is satisfied with the delivery, the delivery note is then signed and dated and passed on to the School Business Manager for filing with the relevant order form and matching up against the relevant invoice.**

### Procedures for the handling of Cash

#### Money for Outings

This is collected by the School Administrative Officer after notification of a trip or visit by the class teacher and recorded on a School Visit/Event Reconciliation Sheet. The Reconciliation Sheet, together with monies received is then passed on to the School Business Manager for reconciling

and banking within 5 working days. Money from the School Budget may be set aside to contribute to payments where there are cases of particular hardship.

### Records of Cash Payments

All monies received by the School are receipted.

All cash coming into the School is recorded by the School Administrative Officer. Currently the School only receives cash for payment of trips/visits. All other events, i.e. school lunches, after school clubs and residential journeys are collected via the School's online payment system at [www.schoolgateway.com](http://www.schoolgateway.com).

Cash must not be left unattended anywhere in the school.

### Petty Cash

The School *does not* operate a petty cash system. However, in emergencies, authorisation for any payment (for school purposes) by a member of staff is made by the Executive Head Teacher. A member of the Governing Body has been asked to monitor these records.

### Dinner Money, Clubs, Instrument Lessons and Residential Journeys

- All payments for dinner money, clubs, instrument lessons and residential journeys are collected via the school's online payment system at [www.schoolgateway.com](http://www.schoolgateway.com).
- Reports from the Dinner Money module will reconcile with the amount paid into the bank by the online payment company (Schoolcomms).
- It is the responsibility of the Administrative Officer to notify parents of outstanding debts over £5.00 within 1 week. If no payment is received or arrangement agreed, a further letter from the Executive Head Teacher must be sent within a further week notifying parents their child will no longer receive school dinners.
- Should a bad debt arise totalling above £250, it will be at the Executive Head Teacher's discretion to write off this amount and report to the next meeting of the Finance Committee.

### **Payments**

Invoices are processed by the Business Manager within 30 days of receipt and authorised by either the Executive Head Teacher or the Head of School. Supporting documentation is presented whenever authorisation takes place.

Authorised signatories are the Executive Head Teacher, Head of School and the Assistant Head of School.