



## **FINANCIAL CONTROLS FOR STAFF**

- ✚ The school is not able to cash personal cheques for any member of staff.
- ✚ Members of staff are not allowed to use the school purchasing facilities for their own personal use.
- ✚ Members of staff are not allowed to use their own bank account for any payment or receipt connected to the school's budget. It is acknowledged that at times purchases are paid for using staff debit or credit cards over the internet.
- ✚ Purchases for curriculum areas have to be agreed and authorised by the Headteacher/Deputy Headteacher.
- ✚ Any purchases made by the staff member not through school, have to be agreed with the Headteacher/Deputy Headteacher and a VAT receipt is necessary for reimbursement. All receipts will need to be signed by the purchaser. Anything up to ten pounds will be reimbursed by the school office. A school cheque will be given for amounts greater than ten pounds by school Bursar.
- ✚ All staff **must** complete a **Pecuniary and Other Interest Statement** which will be updated on an annual basis.
- ✚ Claims for mileage need to be agreed with Headteacher/Deputy Headteacher. Public transport receipts will be required for reimbursement. For car parking the ticket or photographic evidence will be required.
- ✚ School Trips – all monies received for school trips should be handed in to the office for safekeeping. No money should be left in classrooms or taken home overnight.