



ALP Schools Leicester

Local Finance Policy

**Stonehill Avenue
Birstall
Leicestershire
LE4 4JG**

Petty Cash

1.1 Introduction

The School wishes to minimise the amount spent via petty cash. However, the School recognises that it is not always possible or indeed practical for all items of expenditure to be invoiced and subsequently paid via the Head Teacher. This procedure gives guidance on the situations where it will be appropriate to pay for goods and services via petty cash and the procedures to be followed when processing petty cash.

1.2 Use of Petty Cash

The circumstances and rules surrounding the use of petty cash will vary depending on the nature of the expenditure. The aim of minimising the amount spent via petty cash should be kept in mind at all times. In general, the use of petty cash is the most practical payment method in situations where the amount involved is small (below £20) and either: - the supplier is not used regularly or - the supplier requires payment by cash.

1.3 Responsibility for Petty Cash Management

There is one petty cash box located at the School, with the Head Teacher/Admin staff. The following personnel are responsible for the petty cash box at each location: have responsibility for the day to day management of the petty cash balance, Head Teacher/Administration Assistant. All requests for petty cash reimbursement should be directed to the relevant person. No new Petty Cash floats can be set up without the prior approval for the Head of Finance.

It is important that Petty Cash Account is not overdrawn. Regular claims need to be made as befits the amounts you/we spend and the amount in our Petty Cash holding.

1.4 Purchases from Petty Cash

As noted above, the rules surrounding the use of petty cash will vary depending on the circumstances and the nature of the expenditure. In general, the limits for transactions from petty cash should not normally exceed £20 without pre authorisation although this limit can be extended in an emergency situation.

Planned educational visits that require petty cash should be authorised 14 days in advance (using 'planned visit' pro forma see Appendix 1) and have approval from the Head Teacher/Finance. The 'planned visit' pro forma should state clearly how much expenditure is needed.

ALP staff are prohibited from using their own money for expenditure in relation to and on behalf of ALP Schools. In exceptional circumstances whereby staffs have had to use their own money claims can be made by using the Petty Cash claim form (See appendix 2) with a valid receipt (see point 1.6) and will be paid back within 7 days.

Redemption of petty cash that exceeds £20 will be sent to the Head of Finance via the Head Teacher or administration Assistant for reimbursement via BACS within 30 days. It is of vital importance that you do not use your own money for any kind of school expenditure. The school has a strict budget in place any any unplanned spending could reduce money available for other students.

1.5 Petty Cash Security

The petty cash box must be kept securely locked away in the departmental safe/drawer at all times when not in use and overnight. The key must be securely stored. An up-to-date Petty Cash Summary Sheet, recording all transactions in the period must also be maintained (by admin staff) either electronically or a hard copy should be kept in the petty cash box. Other persons including staff, students and volunteers should not have access to the petty cash box except via the Head Teacher.

1.6 Receipts

An original receipt, giving full details of the goods or services purchased must be obtained for all items of expenditure requiring reimbursement from the petty cash box. Receipts must be provided to the Head Teacher/admin staff as soon as practical after the expense has been incurred but no later than 30 days after the date of the transaction.

1.7 Items not covered by Petty Cash

The following are the examples of some items of expenditure which cannot be reimbursed via petty cash.

- Staff travel/parking/petrol (this should be submitted on an “ Expense Claim Form”) Catering supplies, food or beverages (unless below £60,) excluding tea/coffee/milk
- Publications
- Uniforms
- Subscriptions
- Telephone Costs
- Staff Present and parties - Gifts and flowers
- Christmas functions

2 PURCHASING

2.1 Before any orders are placed, the Head Teacher will ensure that the school is achieving value for money. Consideration will be given to price, quality and fitness for purpose.

2.2 The financial limits of delegated authority as approved by the Senior Management Team for entering into commitments and ordering goods and services are as detailed below:- For all curriculum and educational resources purchased by the Head Teacher over £5,000, approval is required from the Managing Director and the spending must not exceed the allocated budget. For items costing over £5,000, 3 quotes should be submitted to the Managing Director and Finance Director for approval.

2.3 All orders over the amount of £20 should be requested by using the resources ordering pro forma (Appendix 3) and be completed thoroughly. This will then need to be approved by the Head Teacher who will process orders once a week.

2.4 The Head Teacher should be satisfied that the goods or services ordered are appropriate and necessary, that there is adequate budgetary provision and that quotation / tendering procedures have been followed.

3. Budgets

3.1 Each new student will be allocated an initial budget of £300 for resources. This is incorporated into the school's budget.

3.2 Each student continuing at the school will be set a personal budget of £100 per half term. This is incorporated into the school's budget.

3.3 A record of expenditure of a student's budget will be kept by the Head Teacher and the staff member assigned to that learner.

3.4 Shared resources (for all students/Staff) will be taken from the schools' overall resources budget and not from students personal budgets.



Planned visit funding request form

Please note that all requests for funding for visits need to be made 14 days in advance of visit date

Student Name:

Tutor (s) Name:

Date:

School:

<u>Visit To (Please include dates)</u>	
<u>Educational Need/Benefit:</u>	
<u>Cost:</u>	

Website/Payment details:

Authorised by:

Job Title:

Date:

Booked on:

Received by:

Date:



Staff petty cash claim form

Tutor (s) Name:

Date:

<u>Amount of reimbursement:</u>	
<u>Description of expense</u>	
<u>Amount approved:</u>	

Authorised by:

Job Title:

Date:

Received by:

Date:



Resource funding request form

Student Name:

Tutor (s) Name:

Date:

School:

<u>Resource</u>	<u>Educational Need</u>	<u>Cost</u>
		<u>Total:</u>

Source/ Website details:

Authorised by:

Job Title:

Date:

Received by:

Date: