



BUSINESS PROCEDURES

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**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
B H A S V I C**

BUSINESS PROCEDURES

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Abbreviation	
LSC	Learning & Skills Council
SMT	Senior Management Team
CMT	College Management Team
CCM	Cost Centre Manager
VP	Vice Principal
DF	Assistant Principal (Director of Finance and Estates)
YPLA	Young People's Learning Agency
SFA	Skills Funding Agency

1. INTRODUCTION

In 1992 Parliament passed the Further and Higher Education Act (FHE) as a result of which all former colleges of further education and all existing county and voluntary controlled Sixth Form Colleges were incorporated into a new sector. Incorporation took place on 30th September 1992 although the College did not become an independent institution until 1st April 1993 (vesting day). On that date staff in local authority employment, land and other property owned by the local education authority were transferred to the College and the College became responsible for its own management

The FHE Act requires that clear directions be given to those involved in expenditure of both public and non-public funds and accordingly a sound system of financial practice is detailed within this document. This document defines certain individual responsibilities but these do not dilute the full and final responsibility of the Corporation for financial integrity.

These procedures are mandatory. Any changes or updates to these procedures must be agreed by the members in a full Corporation meeting. Any proposed changes should be addressed to the Assistant Principal (Director of Finance and Estates) who will submit them to the finance and general purposes committee and the audit committee for review and recommendation prior to a meeting of the full Corporation. Responsibility for the maintenance of the regulations lies with the Assistant Principal (Director of Finance and Estates).

2. THE CORPORATION

The Instrument and Articles of Government set out the framework established by statute by which the College is governed and managed. These regulations form part of these business and financial procedures. Copies may be obtained from the clerk to the corporation

The corporation has established committees to assist in the discharge of its duties. Their terms of reference are documented separately and form part of the system of business procedures.

The corporation has standing orders, which are documented separately and form part of the system of business procedures.

The governors, principal, senior post holders and clerk to the corporation all have job descriptions approved by the corporation. The senior post holders as defined by the corporation are the Principal, the Vice Principal (Assistant Principal Curriculum and Quality), the Assistant Principal (Director of Resources), and the Clerk to the Corporation.

3. CODES OF CONDUCT

It is expected that all members of the corporation and all members of staff uphold the highest standards of business practice. This is particularly important for a college that receives its funds from the public purse.

Corporation members, senior post holders and others with significant financial involvement should observe the policy on the declaration and registration of interests.

There is a code of conduct for governors which members of the corporation and committees are expected to observe. There is a code of conduct for staff which members of staff are expected to observe.

The College will not obtain goods or services specifically for private use by members or staff.

4. BREACHES OF BUSINESS PROCEDURES

Any breaches of these regulations (which may arise inadvertently from time to time) should be reported immediately to the DF who will inform the principal, and if considered necessary the principal will also inform the chair of the corporation.

5. CONFIDENTIALITY

The College is registered under the data protection act and all staff must comply with the terms of the registration and with the act.

All staff having access to personal information (whether relating to staff, students or others) must maintain confidentiality. There must be no unauthorised disclosure of or alteration to personal or financial data. Staff must take care to maintain physical security (e.g. keeping rooms locked) and computer security (e.g. changing passwords).

6. AUDIT

The College's external auditors are Tenon. They will audit the annual accounts in accordance with further education funding bodies requirements and standard accounting practice.

The College's internal auditors are Mazars. They will carry out an independent review function and are independent of all line management responsibilities within the College.

The appointment of both the External and the Internal Auditors will be reviewed every five years.

The Corporation and College staff will provide those engaged in audit work with whatever information, explanations and access to documents and records that is required to enable them to fulfil their responsibilities.

There is an Audit Committee appointed by the Corporation with agreed terms of reference. The College has adopted and will comply with the joint audit code of practice, currently being drawn up by the YPLA.

7. INSURANCE

The College holds appropriate insurance policies. These are reviewed every two years by the Finance & General Purposes committee. Advice on the scope of cover is received from our insurers, and this is reviewed annually. The insurance is arranged as part of the Hampshire Sixth Form Colleges consortium. Advice is sought from our insurers when any query is received on the scope of cover or the eligibility of a claim. It is an over-riding principle that the insured must act at all times as if uninsured; that is the insured cannot disregard regulations and procedures or behave in a reckless manner and expect the insurers to meet all claims.

All claims to be made by the College should be reported to the PA to the DF who will notify the insurers. A theft form, if appropriate, should be completed and handed in to reception.

All staff must act to minimise the chance of a claim and should an event occur must take steps to minimise the adverse financial consequences of the event.

All claims are handled by our insurers. They must be notified as soon as possible of any event which could give rise to a claim, whether notified to the college verbally or in writing. The receipt of a 'claim form' under the civil procedure rules must be reported immediately or the claimant may obtain a default judgement.

If policy conditions are not met the insurers may validly decline a claim.

No settlement, admission or repudiation of liability, payment or promise of payment will be made without the written consent of the insurer. Do not assist or disclose anything to potential opponents in litigation. Get particulars of witnesses and brief statements from staff. Take photos and measurements if appropriate. Preserve any apparatus or equipment involved. Retain all relevant documents, for example maintenance records. Facilitate enquiries by insurers and tell them the whole truth even if it hurts.

Claims will be dealt with as quickly as possible. All claims over £2,000 will be reported to the finance and general purposes committee.

The DF has delegated power to arrange additional insurance to meet further risks that may arise.

8. BUDGETARY PLANNING AND CONTROL

The purpose of these budget planning and control procedures is to plan expenditure, prioritise available resources, define accountability and control expenditure.

All income and expenditure is allocated to a defined cost centre with a cost centre manager (CCM) who takes responsibility for authorising expenditure, ensuring budgeted income is

reached and maintaining the centre within budget. A list of CCM's with sample signatures is maintained by the finance manager. Commitments must not be made which will take expenditure above the budget provision. If required the finance manager in consultation with the DF will arrange for funds to be transferred from the principal's contingency with the authorisation of the principal.

The principal will have a contingency fund allocated to his control as part of the budgeting process but it must be spent on items in the normal course of business.

The annual budget will be approved by the SMT. The annual budget will be presented to the finance and general purposes committee and the corporation for their approval before the start of the new financial year.

The budget process starts in March and continues until June. An initial budget is prepared by the DF based on the target funding income for the following year and incorporating assumptions about staffing levels and known trends in overhead costs and inflation, both salary and non-salary. Heads of Departments and Cost Centre Managers are requested to identify specific needs they are aware of for the coming year. These are then discussed by the SMT and fed into the budget setting process. A revised budget is produced by the DF and agreed by SMT.

9. PURCHASES

The purchase of goods and services for the College must be carried out so that the College receives and can show that it has received good value for money (including advice and service before and after the sale). The College must act with the highest standards of business ethics. The awarding of orders and contracts must be fair and must be perceived to be fair when viewed from afar. Any conflicts of interest must be disclosed when they arise.

All purchases of equipment over £100 must be agreed by the equipment team in accordance with the equipment policy. For those purchases a request for equipment over £100 form must be completed and handed to reception.

All purchases must be made by completing a Purchase Order (PO) form and handing it into the finance office, using the finance web browser to create a web requisition, or by use of a Government Procurement Card (GPC). Order forms and web requisitions must be authorised by the cost centre manager. In addition, staff have limited authority to commit sums of money and additional approval must be sought where these personal limits are exceeded:

Order value	Limit of authority
Up to £2,500	Tier four (eg heads of department and cost centre managers not included below)
Up to £10,000	Tier three post holders (head of faculty, finance manager, technical service manager and estates manager)
Up to £30,000	Vice Principal, Assistant Principal
Up to £50,000	Principal
Up to £100,000	Finance & General Purposes Committee
Above £100,000	Corporation

All purchases must be within budget. If the budget will be exceeded then a change to the budget (by using the principal's contingency) must be approved by the principal. If additional

funds are sought for the college total budget then the approval of the finance & general purposes committee must be sought.

POs and web requisitions will be entered on the computer system. This will create a commitment for the order amount (that is this amount of money will be earmarked from the budget and thus provide a complete view of all expenditure both incurred and committed). The order to the supplier will be produced and either posted or faxed by the finance office. The originator of the order will not receive a copy as the order can be viewed at any time via the web browser.

In some cases producing an order before purchase will not be possible. For example utility bills are received calculated on actual use. This will also apply to some goods and services, and should be regarded as the exception. The finance office should be informed of any exceptions immediately.

It is essential that the College can demonstrate best value. This includes aspects other than pure cost. Comparative quotes will be obtained for goods and services as follows:

Total cost	Quotes required
Up to £2,500	Only one quote required but suppliers who give discounts or are known to represent best value should be used. Such suppliers should be reviewed on a regular basis.
Over £2,500 but less than £10,000	2 quotes
Over £10,000 but less than £30,000	3 quotes
Over £30,000	4 quotes

In the case of leases, rentals or contracts for a period the cost is calculated as the outgoings over the non-breakable period of the agreement.

Where the purchase is for specialist equipment with limited suppliers, and it is therefore impossible to obtain the requisite number of quotes, approval must be obtained from the DF prior to purchase.

More quotes should be obtained where possible and practicable and especially where there is uncertainty about demonstrating best value. Procurement consortia and frameworks should be used where possible, as this can be regarded as demonstrating best value without obtaining further quotes in view of the pre-tendering arrangements. Nevertheless additional quotes should be obtained where possible as they will not in every case be able to achieve the lowest price.

Selection will normally be on the basis of lowest price but where this is not done then the circumstances will be recorded and approval for the action sought from one level higher in the approval chain.

Most purchases over £30,000 will be building works. All building works over £20,000 (and some below this) will be carried out with the assistance of professional advisors (usually the College’s architects). These advisors will ensure the efficient execution of the project and ensure compliance with regulatory matters such as building regulations, building control etc. They will also be appointed as the safety supervisor under the Construction Design and Management regulations.

The contractor for all building work over £30,000 will be selected by tender. The process will be organised on the College's behalf by the professional advisor. At least four tenders will be sought. The advisor will prepare a tender report and the tenders will be supplied to the College after selection. The selection of a supplier by tender will be on the basis of lowest price and proven value for money. If the anticipated cost of the work is in excess of the European Procurement legislation limit, then the appropriate processes must be followed, including using relevant YPLA frameworks of procurement as necessary. A report will be presented to the finance and general purposes committee of tenders that have taken place.

In case of doubt about the appropriateness of the application of the regulations the chair of the corporation or the finance and general purposes committee should be consulted.

10. EQUIPMENT REGISTER

All equipment, as defined in the equipment policy, will be recorded on the equipment register.

The equipment register will include:

- Description
- Date of purchase
- Value
- Location
- Details of disposal

The equipment register should be maintained in accordance with the equipment policy.

11. ASSET REGISTER

The Assistant Principal (Director of Finance and Estates) will maintain an asset register. This will detail the purchase and disposal of all assets with a value greater than £1,000 together with details of depreciation. This will be reconciled to the Financial Statements on an annual basis.

12. DISPOSALS

The equipment team in accordance with the equipment policy will agree all disposals of equipment. A disposal of equipment form must be completed and handed to reception.

13. PAYMENTS FOR GOODS AND SERVICES

Deliveries (other than catering and building supplies) will generally be brought to the caretakers' office, and transfer to the appropriate department will be arranged.

Invoices are received by the finance office and registered onto the computer system as received. They are then authorised by cost centre manager who raised the order via the finance web browser; authorising payment confirms that the goods or services have been received, are satisfactory and that the price is correct. After authorisation the finance office arranges payment. Advantage must be taken of any discounts for early settlement.

14. CHARGE CARDS / GOVERNMENT PROCUREMENT CARDS

The College holds one College charge card in the name of the Finance Manager. The card is held in the safe in the cashier's office and must only be used by the card holder within the Finance Office.

Government Procurement cards are issued to members of staff in departments that generate many invoices for small amounts, or where the budget holder can obtain best prices by buying goods online. The Finance Manager is the card administrator and will issue cards as required. All cardholders must comply with the guidelines issued to them and keep within the spending limit allocated to them. Cardholders must provide their fully completed documentation to the card administrator promptly when requested.

All types of card must only be used to purchase goods or services for the College.

15. OVERSEAS TRAVEL

Overseas travel, apart from student trips, by staff is not permitted without the specific approval of the corporation. The corporation will be informed of the reason for the travel, the proposed cost and the envisaged benefits to the College.

If a decision is required before the next meeting of the corporation then the chairman of the corporation and the chairman of the finance and general purposes committee will be consulted and provided with the same information as above. They may ask for additional information and consult with others over the proposed circumstances of the trip as they think appropriate.

16. PERSONAL EXPENDITURE

The College will reimburse personal expenditure reasonably and legitimately incurred on the business of the College. All such expenditure must be approved before it is incurred. The actual costs incurred will be reimbursed subject to the submission of valid receipts signed by the appropriate cost centre manager. Claim forms, which should be completed in all cases, are available in the staff room.

Round sum allowances will not be paid for accommodation, meals or other types of expenditure.

All journeys involving an overnight stay must be approved beforehand by the line manager and the appropriate cost centre manager (where for example the journey is for staff development purposes).

Travel costs will be reimbursed at the lowest second class train fare for the journey which could have reasonably have been obtained (allowing for the time of the journey and the period in advance when it could have been booked)

If air travel is envisaged (e.g. for an interviewee) then the chairman of the corporation or the finance and general purposes committee must be consulted.

The costs of travel by car will be reimbursed at the rate of 40p per mile for the first 100 miles, and then at 25p per mile.

Self-certification of expenses is not allowed. Approval must be sought from the appropriate line manager.

Expenses incurred by the principal, senior post holders or governors must be approved by another from the principal, senior post holders, the chairman, vice chairman or chairman of the finance and general purposes committee. A report will be presented to the remuneration committee annually of total expenses incurred individually by the principal, senior post holders and governors. All such expenses must be incurred in the normal course of the college's business.

Reimbursement of expenditure is as follows, with a cash limit of £60:

Up to £60

- The staff member must hand the appropriate receipt(s) to the cashier between 8.30 and 12.30 and 13.00 and 15.00
- Each receipt must be signed by the budget holder and state the cost centre from which the expense is to be deducted
- The staff member will be personally reimbursed the expenditure and must sign to say they have received the money

Over £60

- The member of staff must attach the appropriate receipt(s) to a blue claim form and hand it to the cashier
- Each receipt must be signed by the budget holder and state the cost centre from which the expense is to be deducted
- The member of staff will be reimbursed the expenditure via BACS directly into their bank account (the details of which will be the same as those used for payroll, unless special instruction is given to the cashier on the claim form)
- A remittance will be given to the staff member stating the exact amount that will be paid into their bank account and stating the date the instruction was sent to the bank. Monies are usually available within 3 working days

17. TRIPS, COLLEGE EVENTS AND STUDENT UNION EVENTS

The trip organiser or student union member will produce accounts of all student trips and student union events. These accounts will show all income and all expenditure and how any surplus or deficit has been arrived at. The accounts will show the number of participants including those included at no charge.

18. STUDENT UNION

The students union will have a constitution, which is approved by the corporation. The corporation will approve all changes to the constitution.

The Students Union will not operate its own bank account. All transactions including orders and payments (including petty cash items) will be made through the College finance office and the College's main bank account. The student union may operate a petty cash float for specific events, but all monies must be returned to the Finance Office for safekeeping overnight, or at the conclusion of the event.

The executive committee of the union will exercise day to day control of the union's finances. All items of expenditure must be approved in advance by the executive committee.

The student union officer will maintain up-to-date records of receipts and payments and will retain the supporting documentation for all transactions.

On occasions students will sell tickets on behalf of the union:

- The College cash desk will retain the stock of tickets
- Blocks of tickets will be issued to ticket sellers identified by the student union
- Tickets will be numbered sequentially
- Each seller will sign for the number of tickets taken
- Tickets can only be sold for the agreed price
- Each day money received will be paid into the cash desk
- At the end of the selling period unsold tickets will be returned to reception and signed in
- The number of tickets sold will be reconciled with the takings in the finance office
- Students are responsible for the tickets in their possession

On other occasions tickets will be sold from the Cash Desk.

The student union constitution contains further details about the financial procedures.

19. FUNDING BODY INCOME

The College receives its income from two funding bodies, the YPLA, and the SFA. All income is received directly into the bank account and a monthly statement is received by the College, setting out the breakdown of the payment.

The amounts will be entered on the computer system. Where funds are received for specific purposes the income will be shown in a separate cost centre and a corresponding expenditure cost centre will be set up to track expenditure.

20. NON-FUNDING BODY GRANT INCOME

Grants may be received from companies (sponsorship) or grant awarding bodies such as the lottery funds;

These funds will usually be subject to specific conditions as to their use;

- Copies of all conditions applying to the grant will be provided to the DF
- The funds will be placed into a separate cost centre
- A cost centre manager will be agreed with the DF or CMT
- The DF or finance manager will check that the grant conditions are complied with and that sufficient evidence is available for audit purposes

21. LETTINGS INCOME

All arrangements for lettings are made before the event. An application to hire facilities form, plus the college conditions for hiring is sent to the event organiser. The booking form is returned signed, agreeing to our conditions.

- A deposit will normally be required to confirm a booking except when payment has been requested in full. Any exceptions will be agreed with the Assistant Principal (Director of Finance and Estates);
- An invoice will be issued before the event. Payment will normally be expected in full before the event. A part payment may be accepted in advance or a part payment for a series of lettings where full payment may reasonably cause cash flow problems for the hirer, for example weekly courses where the hirer receives payment weekly;
- Regular bookings are invoiced at the beginning of each month; no deposit is usually required from regular, ongoing bookings.

22. OPEN LEARNING CENTRE

Money is received for such things as book fines, stationery items, photocopying, print credits and replacement ID cards. Money can be received in cash or cheques. The weekly amount is up to £300.

- All takings are rung up on the till using a till analysis code to indicate the source of income
- Takings are placed in the till
- A float of £20 is kept in the till
- The till is kept locked
- Keys to the till are held by the Open Learning Centre manager with a set locked in a drawer behind the Open Learning Centre counter
- Each evening the float is placed in a safe
- Keys to the safe are held by the OLC manager and one other OLC assistant, with a set locked overnight in a drawer behind the OLC counter
- The takings are reconciled daily with the till analysis provided takings are £50 or over
- During term time takings are delivered daily to the Finance Office, together with a takings slip for the day, by one of the OLC assistants
- A receipt is given by the finance office to the OLC assistant
- The money is added to the general banking
- Income from different sources is recorded in separate cost centres as appropriate
- All the OLC staff will take care to ensure the security of money and keys in the OLC

The takings out of term-time are small and are only delivered to the finance office if the amount warrants it. This is considered to be £50.

23. LANGUAGE CENTRE

Money is received for such things as language courses and language centre text books, and may be received in cash, cheque, or by card payment.

- Money is brought to the finance office by the language centre administrator as appropriate;
- A receipt is given by the finance office to the language centre administrator;
- The money is added to the general banking,
- The amount is recorded in a separate cost centre,
- All related costs of running the courses are recorded in a separate cost centre.

24. TAUGHT COURSES AND BUSINESS COURSES

Income from courses will be either in the nature of a hiring of the College facilities to a third party who is taking the commercial risk of the courses and is responsible for the quality control or a course run by the College where the students are enrolled on the course by the College and the College is taking the risk and is responsible for the quality control.

- If the course is in the nature of a hiring of facilities then it is dealt with as under lettings
- Any use of the OLC will be arranged with the OLC manager
- If the course is a College course then reception will be notified in order to be able to deal with enquiries
- The person responsible for bookings will be clearly identified
- A list will be kept by the person responsible for bookings of all enquiries and all bookings received
- Money will be delivered to the finance office as soon as possible for banking
- If any money is held (for example cheques retained until it is certain there are enough students to run the course) then this must be retained securely locked away

25. CAR BOOT SALE

Car boot sales are held each Saturday and Sunday in the lower car park.

The sales are subject to planning permission and the conditions of the permission must be complied with.

Money received is entirely in cash, and the weekly amount is usually about £900.

There is a car boot manager who is on duty each day of a sale, and a car boot Marshall, plus another car boot Marshall on a Sunday to assist with the increased volume.

The car boot manager and Marshalls wear reflective bibs at all times.

The car boot manager and the Marshalls keep radio contact at all times.

The car boot sale is operated in accordance with the Car Boot Management Plan, which has been agreed by the Local Authority.

The following financial procedures must be followed:

- When all the stalls are operating the car boot manager and the Marshall jointly collect money from the stall holders
- The car boot manager is issued with pre-numbered books of receipts A numbered receipt is issued to each stall-holder
- The receipt book is returned to the finance office intact
- All money entitled to be collected must be collected in full and must be placed in the safe in the finance office in full
- The takings must be reconciled each day using the reconciliation form
- The keys for the safe are held by the cashier and the Car Boot Manager
- Any discrepancy between takings and receipts must be noted with the takings. Any 'over's' must be banked in full and not retained
- On Monday the Finance Manager (or assigned deputy) collects the takings and the receipts book
- The takings are counted in the finance office and are reconciled against the receipt book
- The takings are banked
- The banking is reconciled on the bank statement

The College's internal auditors may make unannounced visits to carry out spot checks that the procedures are being followed.

26. OTHER INCOME NOT SEPARATELY COVERED

Money is received from students for such things as trips, registration fees and examination fees. The money can be received in cash, cheque or credit/debit card.

The amounts can be substantial

- A till receipt is always issued
- A record is retained of all receipts against each students name
- All money is banked
- The banking is reconciled to the bank statement

27. CASH FLOATS

- A £1,000 petty cash float is kept securely locked in the finance office
- All cash and cash tins are held in a safe when not in use
- The cash float and ATM Machine are replenished from cash takings if there is sufficient
- Petty cash is reconciled weekly by the cashier and reviewed by the finance manager.
- The ATM machine is reconciled daily by the cashier and reviewed by the Finance Manager
- Small floats may be given to organisers of one-off events such as Student Union bouncy castle, or cake sales
- An event representative will sign for the float and ensure it is returned to the cash desk immediately after the event has finished
- A cash float of £15.50 is held in the till

Significant cash is required to repay book deposits on leavers day.

- An estimate is made of the cash required and the denominations of notes and coins
- Arrangements are made in advance with Lloyds TSB Bank to collect the cash from their North Street branch
- The cash is collected by Loomis
- The cash is kept locked away in a safe until required; amounts are withdrawn from the safe as needed
- Deposits requiring deductions are repaid from reception, with a separate fast track queue at the cash desk for full refunds;
- Particular attention is paid to the security of the office during this time
- Surplus cash is retained in the safe and returned to the bank on the next Loomis collection

28. BANKINGS

Banking is done on a daily basis by a member of the finance office and collected three times per week by Loomis and taken to a local branch of Lloyds TSB.

- All banking, with a completed bank paying-in slip, is put into a money bag
- A receipt is issued by Loomis on collection of banking

- The takings are reconciled on the bank statement

29. CASH AND INVESTMENTS

The College has a current account and a Treasury account with Lloyds TSB Bank plc, and a current account with Barclays. The appropriateness of the banking arrangements will be reviewed annually.

All transactions including student union transactions are made through the current account.

The college has investment and treasury management policies.

All cheques and other payments including agreeing direct debits, standing orders and arranging electronic transfers may only be made with two authorised signatories, agreed from time to time by the finance and general purposes committee.

Additions to the list of authorised signatories can only be made by the finance and general purposes committee. Deletions from the list can be made by two authorised signatories.

The accounting, reconciliation and administration of all accounts is dealt with by the finance office. All bankings and payments are dealt with solely by the finance office. Reconciliations are carried out at least fortnightly and are independently reviewed. Any adjustments are made and authorised promptly.

All monies received, including advance payments for trips, donations and contributions are banked. Money received from students for college trips is held on behalf of the students and the money can only be used for the designated purpose. Any refunds must be made as they fall due although sums less than £5 will not be refunded in view of the cost of administration but will be retained by the college.

Staff are not permitted to operate personal bank or building society accounts for College or student purposes.

Staff should not take cash or cheques from students - arrangements should be made for payments to be made through the cash desk. Any cash or cheques received by staff on behalf of students should be passed to the finance office immediately. Cash should not be retained and replaced by a personal cheque from staff. A receipt will be issued for all cash and cheques received.

All documentation is kept for audit. All transactions are entered on the computer system. All cheques are kept under lock when not being used.

30. LOANS, OVERDRAFTS AND LEASES

These can only be arranged with the approval of the corporation. They must meet the business requirements of the College, repayments must be met from the income of the College and any loan must be within the requirements of the YPLA. The terms of any financing will be notified to the Finance & General Purposes committee.

Any proposal to borrow money, either for specific purposes or projects on the security of the College's assets or for short term funding to meet recurrent expenditure, must first be approved by the College Principal. Such proposals must follow the relevant Funding Council instructions on borrowing.

Where College assets are offered as security for borrowing, the approval of the corporation must be obtained regardless of the value of those assets.

The DF will arrange for the maintenance of a register of all money borrowed by the college and be responsible for the security of any mortgages held by the college.

Offers must be sought from sufficient reputable lenders and to ensure a competitive interest rate obtained, however all elements of the overall service to be provided must be considered.

31. FINANCE OFFICE AND RECEPTION

The finance office door will be kept locked when there is no one in the office. The reception area grill will be drawn closed and locked when there is no one in the office. The grill and door will be locked when there is a fire alarm.

The cash desk is located in the finance office. This cash desk area is only accessible to the member of staff responsible for the till. The cash desk door is closed at all times when unmanned.

Everyone in the finance office (including reception) will take care to ensure the security of data, money and records in the office.

32. FINANCE OFFICE SAFES

There are two safes in the finance office that are kept locked, one of which is located in the cash desk area.

Insurance cover will be arranged for each safe by the DF and the insurance limits will be complied with. If the limits are to be exceeded then the insurers will be notified in advance.

Keys for the Car Boot safe are held by the cashier and the Car Boot Manager. Keys for the cash desk safe are held by the two cashiers and the Finance Manager.

33. PROJECT MANAGEMENT

For all significant estates work, that is work costing more than £30k, a clear project management structure will be in place. That is:

- The professional advisors will be identified and there will be one advisor who will take the lead responsibility for working with all external advisors and contractors
- The College project manager will be identified
- The project manager will have responsibility for managing the project internally, for ensuring that problems are identified and resolved, that there is good and frequent communication between the contractor, staff on site and College staff
- The project manager will have a clear reporting line to a member of the SMT
- The SMT member will be responsible for reporting progress regularly to the SMT
- For all projects over £30k a post project review will be carried out

34. MAINTENANCE

All defects in the premises and items of premises maintenance should be reported using the online Estates helpdesk, where arrangements for the appropriate remedial work to be carried out will be made.

35. PERSONAL BELONGINGS

Members of staff are responsible for their personal possessions while on College premises or on College activities. The College cannot take responsibility for the insurance or security of any belongings.

36. COLLEGE PROPERTY

Staff may borrow College property which must be signed out or authorised by another member of staff. Staff are responsible for ensuring the security of College property which may be loaned to them. Such property must be returned in the condition it was borrowed.

37. FIRE REGULATIONS

Fire evacuation procedures are shown in each room. All staff must make themselves familiar with the arrangements.

38. FIRST AID

First aid arrangements are shown in each room. All staff must make themselves familiar with the arrangements.

39. VISITORS

All visitors to the College between the hours of 8:00 am and 5:00 pm in term time and at other times when reception is open must sign in at reception, sign out when they leave and wear the badge they receive from reception. The host member of College staff should ensure that visitors are aware of the evacuation procedures and take reasonable steps to ensure the health and safety of their visitors. A copy of the alarm arrangements will be shown to each visitor at reception.

Visitors should try to park in the visitors' car park in front of the main building. All cars must be signed in at reception.

Each visitor outside of these hours is the responsibility of the person they are visiting who must ensure the health and safety of the visitor and the security of the College. If the person is attending a function (whether or not organised by the College) then the responsibility rests with the organiser.

Where a child is brought onto the site, the appropriate form must be completed at reception; this form will be kept with the signing in sheet for the day. It will be retained in reception for inspection by the Health & Safety Officer.

40. VISITS FROM STATUTORY AUTHORITIES

The College may on occasion receive a visit from a statutory or quasi-statutory authority such as customs and excise or a licensing body. If this happens, the principal will be informed and the College staff will offer all help in the enquiries. Any report received from the relevant authority will be submitted to the finance & general purposes committee and any recommendations for improvements in procedures will be acted upon.

41. PAYROLL

Cintra Payroll Bureau provides online payroll software and assistance by telephone or email. The payroll is run monthly and all staff are paid on the last working day of the month.

All new staff appointments and changes to salary are authorised in writing by the principal to the HR manager other than general salary increases and certain other changes which may be approved by the corporation. In these cases the clerk to the corporation notifies them to the HR manager. The HR Department will give copies of all the authorisation documentation to the Finance Department. The Finance Assistant enters all changes on to Cintra using the original authority document. The original documentation is filed on the staff members file.

The changes are checked by the Finance Manager using the original authority document, to ensure that each amendment has been correctly actioned. A schedule is kept showing each month the total net pay, the total tax, total national insurance and the totals for all other deductions. This provides a check against any significant monthly change.

The finance manager performs the reconciliation of the monthly payments and prepares the payments for each deduction (tax, pension, trade union subscriptions etc). The reconciliation and payments are countersigned by the DF. The payments are made by the due date. The salaries are paid by BACS directly to the employees' bank accounts and the appropriate deduction to cover the payments is initiated by Cintra from the College's bank account. The DF and the Finance Manager sign the BACS listing as evidence of review and authorisation.

Each term a check is made between the data held on HR Select and the contract information held by the HR administrator. The check is signed to confirm that it has been completed and it is retained. The DF reviews the total salary costs against budget monthly. At least twice a year the DF reviews the variances for each staff member individually of actual employment costs compared with budget and examines any variances.

42. NEW SOURCES OF INCOME

The College management team will consider annually sources of non-funding body income to the college. They will review existing sources (including amounts and the impact on the college of the particular income stream) and possible new sources.

43. TUITION FEES

This section is concerned with the receipt of tuition fees from core day-time students. These will come from two main categories: international non-EEA (European Economic Area) students, and mature (19+) students. The vast majority of our students will be full time UK students (plus a small number of EU students) who will receive their tuition without charge.

The number of students where tuition fees are charged will be relatively small (say 10-20 a year). The admissions department is responsible for identifying those to be charged and notifying finance to raise an invoice. Payments will be made to finance, and the finance office follows up outstanding payments on a regular basis. The amounts received by finance will be reconciled with the list of names held by admissions.

Where there is payment of commission to an introducing agent this will be noted on the application student form by admissions who will notify finance. Payments will be negotiated and arranged by admissions.

Admissions will maintain a schedule showing for each student the fees charged and any commission payments.

44. CATERING & VENDING

The objective of the catering department is to offer in a friendly and open environment a full range of food, snacks and drinks to students and staff at a price that is within the budget of a significant number of the College community. The catering department is responsive to changing food and service trends. The catering service is expected to generate enough revenue to cover its costs.

A set of fully documented procedures is maintained by the Catering Manager and a copy is kept by the Finance Manager.

45. FINANCIAL REPORTING

All income and expenditure is allocated to a cost centre (this is on a cash basis). Each cost centre is the responsibility of a cost centre manager. It is the responsibility of each cost centre manager to check income and expenditure via the finance web browser and that the report presents a true view of the transactions and to be responsible for ensuring that expenditure is within budget. Any possibility of expenditure going over budget should be referred to the finance manager or DF.

Each month end the cost centres are reviewed by the finance manager to identify any cost centre where the expenditure could become close to budget. The finance manager will notify the cost centre manager and the DF if there are concerns.

It is not expected that virements will be made between cost centres. It is expected that there will be a (relatively small) contingency fund managed by the principal. Any amendments to the budget will be agreed by the finance & general purposes committee.

At least nine times a year a management report is prepared by the DF or finance manager and distributed to the senior management team showing, for each cost centre, the actual (cash) spent for the year to date, the budget for the year to date, the variance, the budget for the year and the amount of budget remaining. This provides a close check on cash receipts and cash payments.

A running statement of invested funds including the interest rates and maturity dates will be kept by the finance manager. This statement will be reviewed with the DF at least twice a term. The statement will be presented to the senior management team and finance & general purposes committee at least termly.

A rolling 12 month cash flow forecast will be produced at least termly by the DF and presented to the senior management team and the finance & general purposes committee.

At least termly an income and expenditure account (on an accruals basis) and a balance sheet will be prepared by the DF in a form agreed with the finance & general purposes committee. This will be presented to the senior management team and the finance & general purposes committee.

The reports to be produced by the DF may be produced by the finance manager on any specific occasion.

The layout of the reports can be seen in the latest versions submitted to the finance & general purposes committee.

Annual accounts will be prepared in accordance with the requirements set out by the YPLA and will be audited within the timescales required for the accounts to be approved by the corporation and lodged by the timescale determined by the YPLA.

Three year financial forecasts will be prepared in accordance with the guidance from the YPLA and within the laid down timescales.

46. LOST PROPERTY

All lost property found in College should be handed in to reception where it will be recorded in a book. The language centre and the sports department keep their own lost property. At the end of each term, if not claimed, the item will be disposed of or taken to a charity shop.

47. FRAUD & IRREGULARITY

All suspected fraud or irregularity will be reported to the DF. All such cases will be investigated as directed by the DF. Further action will depend on the amounts involved and the nature of the irregularities however as a guiding principle it is expected that the chair of the audit committee and the internal auditors will be informed. Reference must be made to the Anti fraud and irregularity policy.

The police will be involved if this is helpful to the investigation. A report will be prepared on any investigation and in consultation with the chair of the audit committee be considered by the audit committee.

48. DEBTORS

Outstanding debtors will be reviewed at least monthly and appropriate action taken, with reference to the relevant budget holder prior to old unrecoverable debts being written off.

49. CONTRACTS

Contracts may only be signed for goods and services required by the College in the normal course of business. Care should be taken to ensure that there are no unusual conditions or potential liabilities placed on the college. If in doubt the contract should be referred up the line. Particular care should be exercised to ensure that the period of the contract is appropriate and that the price is as agreed. Make sure VAT is included. The rules regarding purchases must be complied with.

Authorised signatories for contracts are:

Contract Value	Limit of authority
Up to £2,500	Tier four (eg heads of department and cost centre managers not included below)
Up to £10,000	Tier three post holders (heads of faculty finance manager, technical services manager, estates manager)
Up to £30,000	Vice Principal, Assistant Principal
Up to £50,000	Principal
Up to £100,000	Finance & General Purposes Committee
Over £100,000	Corporation

50. MOBILE TELEPHONES

The college holds a number of mobile telephones, which are kept in reception in a locked drawer when not in use. Telephones are for the use of College staff on College business only.

51. LETTINGS

The College will operate a contribution pricing policy. All direct costs of hiring (staff, materials, etc) will be covered and some contribution to fixed costs will be made. The contribution will vary depending on the purpose of the hire, the person or company involved and the competition in the market place.

The maximum period of any hiring is limited to twelve months. An exception to this would be where a longer period is advantageous to the College.

The minimum booking time is one hour for the Dance Studio and two hours for all other College facilities. The minimum period of any hiring is one term with the exception being where it would be advantageous to the College to allow a shorter period.

Letting terms and conditions (inclusive of current prices), are sent with the booking form to the potential hirer. These are reviewed annually by the Assistant Principal (Director of Finance and Estates).

Brighton Hove & Sussex Sixth Form College (BHASVIC), reserve all rights to their name and the use thereof.