



Financial Management & Contingency Policy

Related documents: Positive Workplace Policy, Staff Handbook

Published: December 2018

OUR VISION

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

Policy owner	WhiteTrees School	Last review	February 2026
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Date Created	December 2018	Next review	February 2027
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Introduction

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

Budgeting

The school sites operate using a termly budget, which covers the cost of running the schools (activities, food shopping, rewards, sporting activities that can't be invoiced for). WhiteTrees 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 Executive Head Teacher and Key Governors. Once agreed, budgets will be controlled by the Deputy Heads at each site 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. A full record of all petty cash expenditure made by staff will be maintained by the Finance team.

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 offices at all sites, 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. All purchases to be appropriately recorded photographing the receipt and uploading it via the Soldo app. Archie Tancock monitors this and liaises with our Finance Manager at Head Office.

The Deputies per site 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.

Gifts to the School

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

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

