

ST GREGORY'S CATHOLIC COLLEGE



Purchasing Policy 2018-19

Key Information

Title	Purchasing Policy	Date
Prepared By	Karen Howard (Director of Finance & Premises)	16/10/2018
Checked By		
Approved By	Finance & Premises Committee	16/10/2018
Version	V01.0	
Document Update	Annually	

Version History

Version	Date	Amendments
V01.0		

PURCHASING POLICY

Authorised Signatories at Saint Gregory's, Bath as at September 2018:

Ms A Cusack	Headteacher
Ms K Howard	Director of Finance and Premises
Mr K McDermott	Director of Pastoral Care
Mrs J Tidball	Director of Studies
Ms L Butler	Assistant Headteacher
Mrs S Tuke	Assistant Headteacher

Mechanism for Authorisation of Spending

The following proposals are intended to cover all spending on equipment, materials, and services for the School and follow the LA's Contract Standing Orders for Schools as agreed by B&NES Council on 22.11.07. Whilst this document has not been updated for Schools there is a current version for the council which was updated by the Council's procurement team in 2015. Whilst the latter is designed specifically for the council it does give us a framework to consider and will be taken into account as required.

However, particular care should be taken where items of expenditure have not been budgeted for, and are not included in the School Development Plan (SDP). It should also be noted that, when dealing with specialised equipment, it may not be prudent to purchase the cheapest option in which case the matter will be referred to the Headteacher, Finance and Premises Committee or Full Governing Body as appropriate.

1) Authorisation

- (a) All proposals for expenditure, other than Petty Cash claims, must be referred to the Headteacher for approval, or in his/her absence, to one of the other authorised signatories.
- (b) Decisions on expenditure in relation to individual Departmental Budgets must be authorised by the Department Budget Holder concerned up to the value of £5,000. However, if the purchases will result in an overspend in the respective budget area, this should be discussed and agreed with the Headteacher prior to commitment.
- (c) Proposals for items of expenditure between £5,000 and £25,000 within the SDP and school Budget should be referred to the Headteacher for approval.
- (d) Proposals for expenditure in excess of £25,000 should be referred to the Finance and Premises Committee for information and approval.
- (e) Proposals for expenditure in excess of £75,000 should be referred to the Full Governing Body for information and approval.

The agreed Division of Duties/Responsibilities is included as an Appendix to this Policy.

2) Tendering for Contracts and Equipment

- (a) If the anticipated value of a contract or purchase does not exceed £5,000, then the budget holder must demonstrate value for money, normally by obtaining a minimum of three telephone quotations or catalogue prices.
- (b) If the anticipated value of a contract or purchase is between £5,000 and £25,000 at least two competitive written quotes must be invited from suitable suppliers including the consortium where relevant. If it is not practical to do so this must be recorded in the minutes of the Finance and Premises Committee. These quotes must be kept on file for reference.
- (c) If the anticipated value of a contract or purchase is between £25,000 and £75,000 at least three competitive written quotes must be invited from suitable suppliers including the consortium where relevant. If it is not practical to do so this must be recorded in the minutes of the Finance and Premises Committee. These quotes must be kept on file for reference.
- (d) If the value of the contract is between £75,000 and EU limits (currently 221,000 euros) it must be in the form of a tender. This tendering process must give at least 10 days' notice in two newspapers, one of which should be local, stating the latest time and the place for receipt of tenders.
- (e) If the value of the contract exceeds EU limits, currently ECU 221,000 it must be in the form of a tender as above and advertised throughout the European Community in the Official Journal of the European Community (OJEU). The figures relate to the total value of the contract and not the per annum value.
- (f) The School is advised to discuss with the Children's Services, Schools' Strategic Finance Section before entering into leases although there is no legal requirement to do so.

Supporting Guidance Notes:

- i. Quotation and tender financial limits are based on the whole life cost of a contract or lease. Therefore if a lease is entered into for 5 years at £750 per quarter the whole life cost is £15,000 and would require a minimum of 2 quotes (see 2b above) and would need to be approved by the Governing Body (see 1c above).
- ii. Records Retention 1 – the School must retain on a Contracts & Leases file details (e.g. agreements or specific contracts) of all contracts and leases in operation including those with specific Council services. The appropriate approval details should also be retained with each agreement i.e. the specific minute of a Governors meeting where this was approved.
- iii. Records Retention 2 – unsuccessful quotations and tenders should be retained for at least 2 years plus the current year.

PURCHASING POLICY AGREED:

..... Chair of Governors

..... Chair of Finance and Premises Committee

..... Headteacher

Dated: September 2018

DIVISION OF DUTIES / RESPONSIBILITIES

Task	LA	Full Governing Body	Finance and Premises Committee	Head Teacher	Director of Finance and Premises	Directors of Studies and Pastoral Care	Finance Officer	Finance Assistant	Budget Holder
Authorise /sign petty cash reimbursement claims				✓	✓	✓			
Authorise virement up to £5000			✓						
Authorise virement over £5000		✓							
Action virements following approval					✓		✓		
Prepare financial reports					✓		✓		
Complete monthly reconciliation					✓		✓		
Administer School Fund							✓	✓	
Collection of Income							✓	✓	
Recording of income on FMS							✓	✓	
Banking of income							✓	✓	
Monitor Budgets:			✓	✓	✓				
Curriculum / class budgets					✓				✓
Provide adequate and effective internal audit	✓								
Ensure that adequate financial procedures and controls exist		✓	✓						
Looking after staff, buildings and other resources		✓	✓	✓	✓				
Authorisation of expenditure up to £5000				✓	✓				✓
Authorisation of expenditure over £5000				✓					
Authorisation of expenditure over £25000			✓						
Authorisation of expenditure over £75000		✓							
Risk Management			✓	✓	✓				

DIVISION OF DUTIES / RESPONSIBILITIES

Task	LA	Full Governing Body	Finance and Premises Committee	Head Teacher	Director of Finance and Premises	Director s of Studies and Pastoral Care	Finance Officer	Finance Assistant	Budget Holder
Publishing Budget Share	✓								
Prepare initial budget					✓				
Approve budgets		✓	✓						
Requisition orders:				✓	✓	✓			
Ensuring that an up-to-date and accurate inventory is maintained					✓		✓		
Process orders on FMS							✓	✓	
Authorise orders				✓	✓	✓			
Check delivery note to order and sign							✓		✓
Process invoices and sign				✓	✓	✓			
Signatories on petty cash cheques (2 of 5)				✓	✓	✓			
Record petty cash on FMS							✓	✓	
Authorise petty cash expenditure				✓	✓	✓			
Process petty cash reimbursement claims							✓	✓	