



THE LONDON BOROUGH OF WALTHAM FOREST

MODEL FINANCIAL REGULATIONS & STANDING ORDERS FOR SCHOOLS

(insert name of School)

Reviewed and Approved by Governing Body at its meeting of :

..... (Status: Draft/Approved)

Signature of Chair of Governors.....

Date

Signature of Head Teacher.....

Date.....

Signature of Business Manager

Date.....

Date of next review

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	Appendix	Category	Section it is first referred to
A (i)	Scheme of Delegation	Best Practice	2. Authorised Personnel
A(ii)	Delegation Decision Planner	Best Practice	2. Authorised Personnel
B	Schools' Whistle Blowing Policy	Statutory	4. Financial Probity
C	Model of Conduct for Schools	Best Practice	4. Financial Probity
D	Public Service Ethics (PSE) form	Statutory	4. Financial Probity
E	Declaration of Business Interest.	Best Practice	5. Register of Business Interest
F	Register of Receipt of Hospitality, Gifts or Other Favours	Best Practice	6. Register of Receipt of Hospitality, Gifts or Other Favours
G	Council's Anti-Fraud and Corruption Policy Statement	Statutory	6. Register of Receipt of Hospitality, Gifts or Other Favours
H	Budget planning and Development planning checklist	Best Practice	10. School Development Plan
I	End of month and routine procedures	Best Practice	12. Budgetary Control
J	Key Submission Documents due to London Borough Of Waltham Forest	Statutory	12. Budgetary Control
K	LA control risk assessment template	Best Practice	15. Audit Arrangements

	Appendix	Category	Section it is first referred to
L	Credit Card Policy	Best Practice	23. Payments by Cards
M	Schools Contract Register.	Best Practice	16. Procurement and Contracts
N *	Procurement Tool Kit	Best Practice	16. Procurement and Contracts
O	Purchases Waiver Order Form	Best Practice Example	16. Procurement and Contracts Thresholds
P	Capitalisation Guide Lines	Statutory	18. Capital Expenditure and Income
Q	Lease Register	Best Practice	19. Leasing Agreements
R	Council's guidance on VAT	Statutory	24. Value Added Tax
S	Guidance on Employment Status	Statutory	26. Payments to Individuals
T(i)	Employment status checklist	Statutory	26. Payments to Individuals
T(ii)	Canteens and Working Lunches for Staff.	Statutory	29. Salaries, Wages and Pensions
T(iii)	Records Retention Schedule	Statutory	29. Salaries, Wages and Pensions
T(iv)*	Employers Procedure Manual	Statutory	29. Salaries, Wages and Pensions
U	Travelling and Subsistence Claim Form for Governors	Best Practice	30. Payment of Allowances to School Governors.
V	Asset Register	Best Practice	32. Inventories (Including Stocks And Shares)
W	Pricing and Charging Policy	Best Practice	34. Income and Credit Control
X	Debt recovery policy	Best Practice	35. Write-off of Irrecoverable Debts
Y	Lettings Policy	Best Practice	37. Lettings
Z1	School Funds constitution	Best Practice	38. Unofficial Funds or School Funds

Z2	Business Continuity Plan template	Statutory	39. Security including Information Security
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