



Coppice Junior School

Purchasing Policy

Policy ratified and adopted by Full Governing Body: October 2022

Review frequency: Annually

Policy due for renewal: October 2023

Headteacher Mark Knowles

Date

Chair of Governors Jo Bromige

Date

COPPICE JUNIOR SCHOOL – Including TheDen@Coppice

Introduction

The underlying principle with regard to purchasing is obtaining the best value for money. Consideration should be given to price, quality and fitness for purpose.

All staff are responsible for the efficient use and procurement of materials and resources. The Governors are responsible for ensuring that there is appropriate control and best practice is followed.

Aims

- To ensure best value for money is obtained;
- To ensure clear, appropriate and efficient controls and processes are in place;
- To ensure that all Staff and Governors understand their responsibilities with respect to this policy.

Authority Levels

Any staff ordering items must:

- Follow procedures to ensure value for money is obtained and record this information as required (**see next section on quotes and tenders**);
- Advise the Bursar in writing of items to be purchased **before** they are ordered so that an official order can be raised. The evidence of how value for money has been obtained should be attached;
- Official order forms are to be signed by the Headteacher.

Authorisation limits are listed below:

| Authority Limit | Authority to approve expenditure | Authority to sign order |
|------------------------|---|--------------------------------|
| Below £1,000 | Budget holder (within limits of delegated budget, otherwise Headteacher) | Headteacher |
| Below £2,500 | Headteacher (within limits of authorised budget, otherwise Governing body) | Headteacher |
| Over £2500 | Governing Body | Headteacher |

NB Whenever there is a recurring or regular demand for goods or services and the school wishes to place a standing order, an estimate of the annual expenditure should be made in order to ascertain the correct level of authorisation required. The school should test the market at least annually to ensure that such suppliers remain competitive.

Obtaining Quotes and Tendering

Contracts estimated to be less than £10,000:

The framework for expenditure is controlled by the School Improvement Plan (SIP). This provides the basis for the annual budgets within which each individual spending decision is made.

- For contracts/orders between £2,500 and £10,000, written quotations must be obtained from 3 suppliers who have indicated their willingness to supply;
- Between £1,000 and £2,500, quotations must be obtained from 3 suppliers. Where it is not possible or practical to obtain written quotations, verbal quotes or catalogue prices may be obtained, provided a permanent record is made of all the relevant details **(the attached proforma can be used for this purpose)**;
- For contracts/orders below £1,000, budget holders should satisfy themselves that best value has been obtained and alternative quotations should be obtained where possible based on the nature of the purchase. Where alternative suppliers exist for materials, budget holders should have access to the appropriate information e.g. catalogues/Internet. A record should be made of any comparisons made in order to demonstrate why a supplier was chosen. If necessary, advice should be sought from the Bursar when ordering supplies of basic materials, as supplies of education materials particularly books, are usually subject to discount. The LEA has also negotiated contracts for commonly used items and details can be obtained from the administration office.

If three quotations are not obtainable or the school wishes to choose a supplier other than the lowest price, further authorisation is required as indicated below. If this is not possible in advance (e.g. due to time constraints), the relevant Chairperson can give authority and the decision must be reported and minuted at the next available meeting. All such decisions should be recorded in the minutes as evidence of compliance with purchasing procedures.

Summary:

| Amount | Process | Authority w/o alternatives or lowest not chosen |
|-------------------|---|--|
| Over £10,000 | Full tendering process* | Governing Body |
| £2,500 to £10,000 | 3 written quotations | Governing Body/Chair |
| £1,000 to £2,500 | 3 written/verbal quotations, quotation form | Governing Body/Chair |
| Below £1000 | Best value for money | Headteacher |

***Follow flow chart – Maintained Schools Compliant Procurement Process**

NB Lease / rental agreements should be referred to the Authority's Accountancy section before being accepted. Contracts often extend over a number of years and it is important that there are no unfavourable terms that may adversely affect the school finances. Where an Authority agreed supplier is not used, value for money testing should still be carried out in line with the quotes and tenders section

Contracts estimated to be between £10,000 and £50,000:

Contracts/orders in excess of £10,000 funded by the school are subject to tender as per DCFS guidelines (i.e. when the purchase is not through the Authority). These must be approved by the full Governing Body and be subjected the following tendering process:

- Clear specification to be drawn up by the Governing Body;
- Precise criteria for awarding the contract to be agreed by the Governing Body;
- Invitations for tender to appear in one of more newspapers or journals circulating among persons who undertake such contracts or sub-contracts;
- At least seven days notice to be given and stating the last date that tenders can be received;
- Tenders to be submitted in plain sealed envelopes without identification of the identity of the sender;
- The receipt of tenders to be acknowledged by the timed signature of two individuals on the plain envelope;
- Tenders to be kept by the Headteacher in a secure place until the appointed time for opening;
- All tenders to be opened in the presence of the Chairman or Vice-Chairman of Governors and Governors designated for this purpose and the Headteacher;
- Each tender to be signed by the Chairman or Vice-Chairman and numbered in the order of opening;
- Late tenders are not accepted unless the Chairman or Vice-Chairman accepts that there was a genuine, unavoidable delay in receipt and other tenders have not been opened;
- The Governing Body to determine which tender will be accepted not being bound to accept the lowest tender;
- The reasons for accepting the tender to be minuted by the Governing Body.

Authority to Pay

- Delivery notes must be checked against invoices and orders to confirm all items have been received and prices are correct. These must be signed by the receiver as confirmation of this check. If a delivery note is not received, evidence of the check should be recorded on the invoice. **NB. The checker should be a different member of staff to the person authorising the invoice to ensure that separation of duties is maintained;**
- The Bursar will process invoices for payment in line with the order raised on Oracle;
- The Headteacher will authorise all invoice batches to confirm payments to be made. In the absence of the Headteacher the Deputy assumes the Headteacher's authority limits;
- Invoices, orders and delivery notes will be retained in line with the Authority's retention policy;
- Payments appear on the statement from the Authority which is then cross-checked by the Bursar;
- The monthly monitoring statement is circulated to the Governing Body, Finance Committee and Senior Management Team giving a summary of the current financial position;
- Budget holders receive a half-termly printout of their budget.

Purchasing Cards

Single transaction and monthly credit limits must be agreed by the Governing Body.

The current cardholders and limits are:

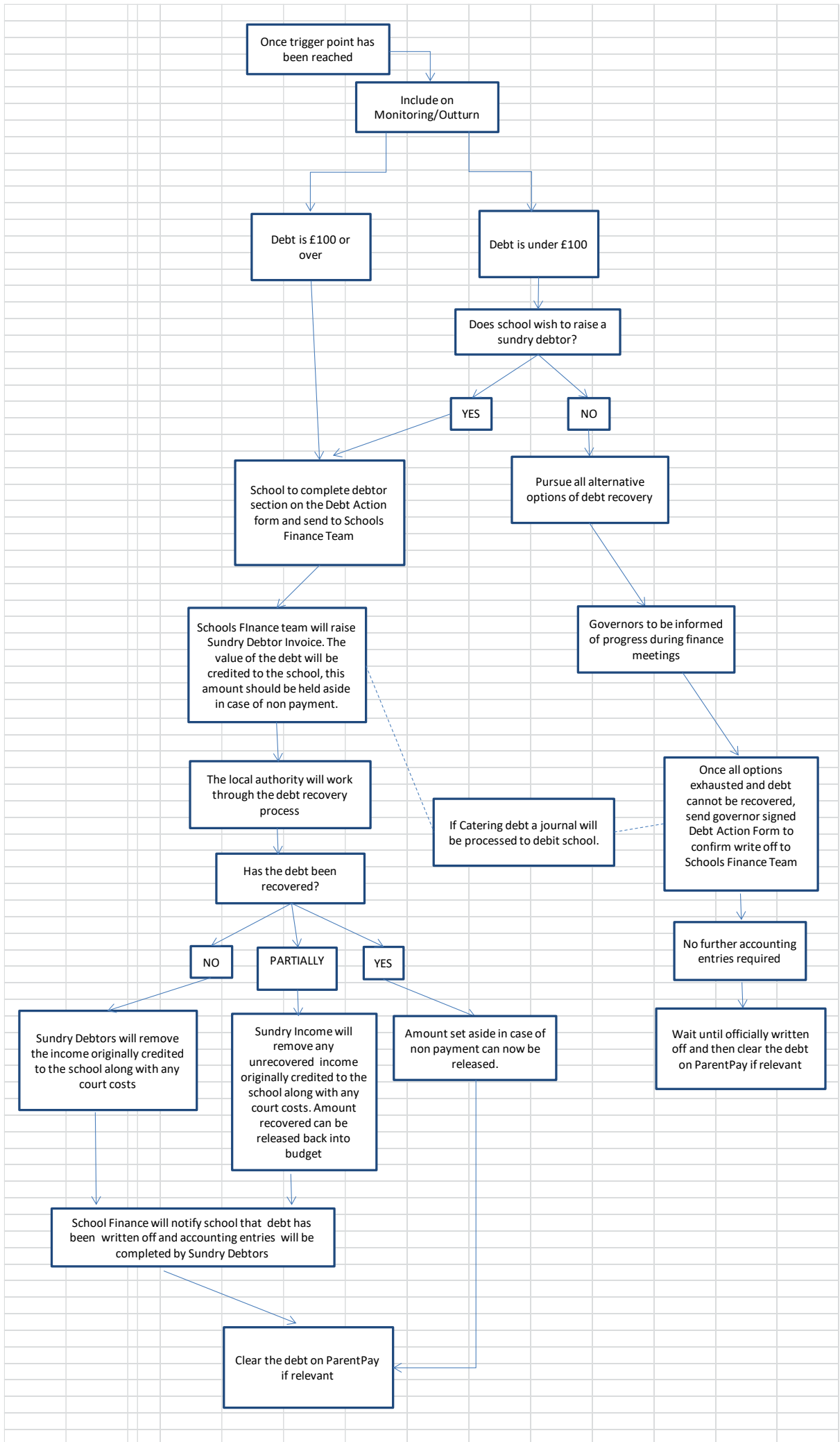
| Cardholder | Transaction limit | Monthly limit |
|-------------------|--------------------------|----------------------|
| Headteacher | £700 | £2,000 |
| Den Manager | £500 | £500 |

- All cards are issued to individual members of staff who must sign the Bank's cardholder employee agreement as acceptance of the terms and conditions;
- Individual cardholders have sole responsibility for the use of and security of the card. This is not transferable;
- Cardholders should treat the card like their own personal cards and take the card home overnight in line with the Purchasing Cardholder Employee Agreement. Cardholders may be liable for any losses incurred otherwise,
- Lost cards should be reported by the individual to the Bank immediately;
- Purchasing Cards must only be used for School purchases;
- Quotes are required for all purchases in line with the quotes section described previously. Evidence of all value for money testing carried out should be kept;
- Each cardholder must keep a monthly log of transactions made. This will ensure a record of transactions made to date is held and enable a clear reconciliation of the totals with the monthly bank statements;
- A VAT receipt should be obtained at the point of sale for all transactions where available and a breakdown of the VAT recorded on the monthly log;
- Goods received should be checked to confirm that all items have been received. The card holder should evidence this on the monthly log;
- Each month, a bank statement will be issued to the cardholder who is responsible for verifying all entries made. Any anomalies should be notified to the Bursar and followed up as necessary. The cardholder should sign the statement and log as evidence of the reconciliation.

ParentPay

Where a child leaves school and the account is in credit for a sum less than £5, there will be no repayment due to the cost of administration. Where the credit is for more than £5, every effort will be made to repay the sum.

Where there is a debit on the account when a child leaves, parents will be sent a letter seeking payment in full. Where there is a sibling still in school, that debt can be transferred to that account. The steps for debt recovery & write off to be followed are detailed in the flow chart attached. The debt action form attached is for Governor referral of unresolved debts and subsequent SMBC action. School policy on debt is detailed in the Debt Management Policy. Appendices attached.



Once trigger point has been reached

Include on Monitoring/Outturn

Debt is £100 or over

Debt is under £100

Does school wish to raise a sundry debtor?

YES

NO

School to complete debtor section on the Debt Action form and send to Schools Finance Team

Pursue all alternative options of debt recovery

Governors to be informed of progress during finance meetings

Schools Finance team will raise Sundry Debtor Invoice. The value of the debt will be credited to the school, this amount should be held aside in case of non payment.

Once all options exhausted and debt cannot be recovered, send governor signed Debt Action Form to confirm write off to Schools Finance Team

The local authority will work through the debt recovery process

If Catering debt a journal will be processed to debit school.

Has the debt been recovered?

NO

PARTIALLY

YES

No further accounting entries required

Sundry Debtors will remove the income originally credited to the school along with any court costs

Sundry Income will remove any unrecovered income originally credited to the school along with any court costs. Amount recovered can be released back into budget

Amount set aside in case of non payment can now be released.

Wait until officially written off and then clear the debt on ParentPay if relevant

School Finance will notify school that debt has been written off and accounting entries will be completed by Sundry Debtors

Clear the debt on ParentPay if relevant

Debt Action Form

School name

Trigger Point
Date

Cost Code

Amount of debt

£

Debtor Details:

Name

Telephone

Address

Post Code

Brief description of debt and other relevant information

Does debt relate to catering?

Yes

No

If yes, a journal will be done to credit catering with the outstanding debt

Sundry Debtor to be raised

Yes

No

If no and under
£100:

Governor Signature to confirm all recovery
exhausted and debt to be written off

Date

If yes:

School authorisation for Sundry Debtor to be raised

Date

Submit completed form to Schools Finance Team

Action completed by School Finance

Sundry Debtor raised?

Journal Completed

School notified of Write-Off

Signed

Date

School have cleared debt from ParentPay

Pro-forma for recording verbal quotations

| | | | |
|---|--|--|--|
| PURCHASE | | | |
| OFFICER IN CHARGE: | | | |
| BUDGET: | | | |
| PERSON OBTAINING QUOTES: | | | |
| COMPANY CONTACTED | | | |
| PERSON SPOKEN TO: | | | |
| DATE AND TIME: | | | |
| QUOTATION: | | | |
| OTHER DETAILS: | | | |
| REMARKS / REASONS FOR CHOICE OF SUPPLIER (Including why these particular companies were contacted.) | | | |

Maintained Schools Compliant Procurement Process

2014

