

Frome College Finance Policy

(Adopted by Business Committee 22 June 2016)

June 2018

Proposed Date of Future Review.....

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INTRODUCTION

The Finance Policy has been adapted to reflect the individual needs of Frome College and includes specific information relating to procedures and tasks performed in the College.

The Finance Policy is a working document and will be updated to meet any changes, such as staff changes.

The policy will be approved by the Governing Body and will be reviewed at least every two years. Both the approval of the Finance Policy and the date of the future review will be recorded in the Minutes of the Governing Body Meeting.

The Finance Policy is used in conjunction with other Model Policies issued by the LA and in particular:

The Financial Management Scheme (FMS)

The Scheme sets out the financial relationship between Somerset County Council (SCC) and the maintained Colleges which it funds. (Somerset County Council is the Local Authority (LA)). The Scheme contains requirements relating to financial management and associated issues and is binding on both the LA and on Colleges through their respective Governing Bodies.

[Click here for IPOSTID-2-3928](#)

and

Financial Guidance issued by Education Financial Services

This includes:

- Financial Guidance – Working with SIMS FMS
- Financial Guidance – Budget Planning
- Financial Guidance – Reconciliation for Central Payment Colleges
- Financial Guidance – Financial Reporting
- Financial Guidance – Income
- Financial Guidance – Petty Cash for Local Payment Colleges
- Financial Guidance – Petty Cash for Central Payment Colleges
- Financial Guidance – Unofficial College Funds

For a full list of documents available - Click here for [IPOSTID-2-3782](#)

SECTION 1 - ORGANISATION AND ACCOUNTABILITY

Responsibilities of the Governing Body

- It is expected that each member of the Governing Body will have completed an induction course for Governors and be aware of policies for Colleges and The Governors Handbook <https://www.gov.uk/government/publications/governors-handbook--3> .
- Responsible for the well being and control of staff (Whole College Pay Policy).
- Responsible for security, custody and control of resources of the College (plant, buildings, materials, cash, stocks).
- Must comply with responsibility in relation to Health and Safety.
- May incur expenditure up to the total of the delegated budget share of the College after allowing for the carry forward.
- Ensuring that adequate financial procedures and controls exist to minimise the risk of loss, wastage or misappropriation and also to satisfy official requirements relating to VAT, Income Tax, NI, Construction Industry Tax etc.
- **Governors may delegate any of these powers to a Committee or Principal (see further in this section). The Governing Body must determine, review and approve the constitution, membership and Terms of Reference (TOR) of any Committee annually.** Committee minutes/reports are submitted regularly and documented in Full Governing Body minutes.
- Appoint a Clerk to the Governing Body (other than a governor or Principal) who will attend regular Clerk's briefings and ensure the efficient functioning of the Governing Body.
- Governors have the power to limit the delegated powers of the Principal if it is considered to be necessary.
- Register of Business Interests is reviewed annually to ensure it is up to date and current declarations held. Register to be available in College for scrutiny. Staff and Governors must withdraw from meetings where they or any member of their immediate family has a financial interest in any matter under consideration.
- Responsible for setting the de minimis level for capital expenditure.
- By 30 June, Governors must have formally approved the College's budget plan, taking into account such things as current spending, priorities in the College Development Plan (SDP), future commitments, pupil numbers etc. Details of the budget plan must be sent to the Colleges Funding and Accountancy Team, with the assumptions underpinning it.
- Monitor the budget at least twice a year as presented by the Business Committee ensuring full details of any variances, budget movements, and remedial plans have been documented.

- Responsible for ensuring that College accounts are accurately reflected in the County Council Statement of Accounts by making arrangements for compliance with guidance produced by the Local Authority.
- Approving at least three authorised signatories to cover for absence (Principal + 2 others). A Governor can only sign as a second signatory.
- Ensuring that an up-to-date inventory is maintained for items with a replacement cost of £100 or more and an expected life of at least one year with all County Council property being security tagged. Ensuring that the inventory is checked against the items at least annually. Discrepancies are reported to Governors to investigate and keeping a record of write-offs
- Nominating an independent person to audit the unofficial fund at least annually.
- Money may only be borrowed with written permission of the Secretary of State. This does not apply to Trustees and Foundations (see Sections 3.4.1, 3.4.2 and 3.4.3 of the Financial Management Scheme).
- Approving the write-off of debts.

Responsibilities of the Business Committee

The Governing Body has delegated to the Business Committee the following responsibilities:

- The drafting and recommendation to the Governing Body of the annual budget.
- The monitoring of the budget, expenditure and income.
- Ensuring expenditure does not exceed the available budget.
- Authorising, in advance, virements exceeding £50,000. (See Section 3 - Virements) A member of the business committee or the Chair of Governors is empowered to authorise virements that have been recommended by sub committees by signing the virement form in advance of money being moved. Virements are then reported in the next Business Report.
- Authorising expenditure not covered by the cost centre headings in the original agreed budget, or incurred due to a change in policy and authorising the funding source for such expenditure. Details to be documented in Committee minutes and presented to Governing Body.
- Approving high level purchases and contracts prior to an order being placed.
- Ensuring that a full financial report is delivered to the Governing Body at least twice yearly - in the Autumn term and following the end of the financial year.
- Ensuring that a brief report is delivered to the Governing Body at least once every term.
- Maintaining a Charging and Remissions Policy.
- Maintaining a Lettings Policy.
- Writing off or making provision for a bad debt subject to paragraphs 2.1.8 and 2.1.9 of the Financial Management Scheme.

- Maintaining a Tendering Policy.
- Making decisions on the level of buy back of SCC Support Services from Somerset Services To Education Providers (SSTEP), following consultation with the Chairperson of each Governor's Committee.
- Agree costings for the 3 Year College Development Plan.

Responsibilities of the Principal

The Governing Body has delegated the following responsibilities to the Principal, some of which are delegated to the Business Manager – and marked **BM**:

- Leading and managing staff to secure improvement.
- The efficient and effective deployment of staff and resources.
- Accountability to Governors and others, such as parents, pupils, staff and the local community.
- Ensuring all reasonable action is taken to minimise risks.
- By 31 March each year, or within 30 days of the budget share being issued, the Head must prepare estimates of expenditure and income covering the next financial year for consideration and approval by the Governing Body. **BM**
- Ensuring that a monthly reconciliation between the College's Accounting System (e.g. SIMS FMS) and the County Council's Accounting System is carried out by the last working day of the month following the month of account. (Also bank reconciliation if Local Payments College.) **BM**
- Submitting a written report to Governors or Finance Committee at least termly on the progress of the budget, explaining variations from expected spend/income and advising on the likely final position. **BM**
- Informing the Service Manager – Colleges Funding and Accountancy Team immediately if the College's budget looks as though it will be overspent at the end of the year by 5% or more with a proposed course of action to recover the deficit. **BM**
- Authorising virements below a level of £50,000, a figure agreed by the full Governing Body in advance. (See Section 3 - Virements) **BM**
- Reporting virements and journals to the Full Governing Body for their approval **BM**.
- Submitting a formal response to the Service Manager – Colleges Funding and Accountancy Team within one month's receipt of an internal audit report. Ensuring that the Governing Body receives details of the final report and the College's responses. **BM**
- Responsibility for the identification of all income due, its prompt collection and banking, and the maintenance of complete and accurate records. **BM**

- Responsibility for ensuring that Value Added Tax (VAT) is treated correctly on all transactions. Also ensures that the College complies with VAT and other tax regulations and that all relevant finance and administrative staff are aware of them. **BM**
- Notifying the SCC Insurance Section immediately of all new, anticipated or changed risks requiring insurance. Email: insurance@somerset.gov.uk **BM**
- Notifying HR Admin and Payroll as soon as possible of all matters affecting staff payments. **BM**
- Authorisation in advance of any staff changes or additional paid hours to be worked by staff, to be notified at the next relevant Governors' meeting. **BM**
- Responsibility for controlling access to all data in the College in accordance with the Data Protection Guidelines and Codes of Practice. (Sec 8 – Governors' Handbook <https://www.gov.uk/government/publications/governors-handbook-3>) **BM**
- Submitting a signed copy of the annual leases return to the LA. **BM**

Responsibilities of the Vice Principal

- In the absence of the Principal, undertakes the responsibilities of the Principal

Responsibilities of the Finance Manager but the Business Manager has overall responsibility

- Assisting with the preparation of the College budget, setting expenditure thresholds and profiles.
- Ensuring that on receipt of approved order requisition forms, orders are processed for all planned expenditure including the supplies of public utility services where possible, with the exception of purchased through petty cash of not more than £50 in value.
- Ensuring outstanding orders are reviewed regularly, cancelling or following up as necessary.
- Ensuring goods and services received are checked against delivery notes, orders and invoices and ensuring the College is charged only for goods received.
- Ensuring invoices are processed within one week of their receipt.
- Preparing cheques (Local Payment Colleges only).
- Ensures that petty cash is used for approved purposes and that receipts are collected, staff re-imbursed, manual records are kept and transactions are recorded on the College's Accounting System (e.g. SIMS FMS) in a timely manner. Arrange for the reimbursement of the Imprest bank account.
- Ensuring processes are in place for the collection and recording of income due/received. Ensuring all income due is received, recorded and that the income is banked.

- Ensure that effective action is taken to pursue non payment of debts within defined timescales.
- Monitoring the budget, providing information and/or financial reports for the Principal, Governors, LA and budget holders as required.
- Maintaining separate official and unofficial funds and ensuring income is allocated to, and payments made from, the appropriate fund, with no mixing of funds.
- Ensuring processes are in place to maintain financial records for Unofficial Funds, that they are audited by an independent person annually, and are reported to the Governing Body for their approval. Ensuring that a certificate of the audit, the audit checklist and supporting information are submitted to the LA.
- Reconciling transactions between the County Council's Accounting System and the College's Accounting System by the last working day of the month following the month of account.
- Providing the LA with staff contract changes and submitting payroll forms to ensure that additional staff payments are made promptly.
- Providing financial information as required by the LA.
- Working with the Business Manager carrying out end of year procedures for closing old year accounts in accordance with the timetable issued by the Schools Funding and Accountancy Team.
- Maintaining an up to date inventory of College equipment.

Responsibilities of the IT Manager

- Ensuring adequate back ups are maintained of computer based information)

SECTION 2 - INTERNAL FINANCIAL CONTROLS

Division of Duties

Division of Duties is the involvement of more than one member of staff in the undertaking of financial tasks. **This is very important as it ensures that one person is not solely responsible for any given function and helps protect against possible error/fraud and provides cover for staff absence.**

Below is an example of how the division of duties can work in practice to minimise the risks involved:

- (1) Individual staff complete a requisition form for goods and services required.
- (2) Budget Holder signs the requisition form, with the appropriate cost centre identified.
- (3) Using the purchase order form, the Finance Assistant prepares orders on the College's Accounting System, having ensured that the goods/services required are within the budget plan and there are sufficient funds in the cost centre. The budget holder is required to prove they have researched best value for the item being purchased and this is logged on the purchase order form.
- (4) Finance manager checks the official order against the purchase order form before signing the order as correct. The Finance Manager can authorise purchase orders up to the value of £500. Orders over £500 are authorised by the Business Manager.
- (5) Upon receipt of goods, the budget holder checks the delivery note, to ensure that the goods listed have been "received" and back to the order to see if any items are outstanding. Checks are evidenced in writing and the delivery note is then passed to the Finance Department.
- (6) When the invoice is received the Budget Holder signs to authorise payment, the Finance Assistant checks the invoice against the delivery note/order and signs the invoice. The Finance Manager checks the validity of the invoice and also signs it. An invoice is checked and signed three times before payment is processed.
- (6) Finance Assistant processes the invoice against the original order on the College's Accounting System.
- (7) Business Manager checks the invoice and signs the cheque for each payment. The cheque is countersigned by another signatory before cheques are posted.

No alterations are made to any invoices. If a change is required, the Finance Assistant/Manager requests an amended invoice from the supplier.

Refer to [Appendix 3](#) which details Division of Duties for processes i.e. ordering, invoicing and petty cash including cover for absences. In the College all transactions are traceable through the system from start to finish.

Authorised Signatories

Authorised signatories have been agreed by Governors. A list of personnel authorised to sign orders, invoices, cheques, etc. is detailed in the minutes of the Governors' meeting at which they were agreed.

Reconciliation

Reconciliation is carried out by the Finance Manager on a monthly basis, by the last working day of the month following the month of account. The Business Manager checks the computer tabulation sheets for inappropriate transactions and signs to evidence the check.

Form 10 (Reconciliation Balance Summary Form) is checked and signed by the Business Manager and retained by the College

Records

- Financial and Personnel information needs to be retained for Inland Revenue and HM Revenue and Customs purposes. See [Appendix 2](#) for details. Documents are archived annually by the Finance Manager, as appropriate.
- A written log of any instances of fraud or theft detected in the last 12 months is kept in order to identify patterns of misconduct and any weaknesses in the current arrangements which need to be addressed.
- For expenditure including large purchases and contracts, the College should ensure that a formal written contract is in place, explaining the work performed and all outputs expected, the time period covered and rate chargeable. A copy of the contract should be retained by the College.

SECTION 3 - BUDGETING/FINANCIAL MANAGEMENT AND PLANNING

Funding

The majority of the funds received by College are delegated through the LA via the annual Individual Colleges Budget Statement. This allocation is calculated using a formula based on several factors which affect the College's funding. Additional allocations or deductions may be made throughout the year. The College also has the opportunity to raise additional funds (income) e.g. via lettings

Preparation of the College Budget

The priorities within the College Development Plan (SDP) contain accurate financial estimates and form the driving force of the budget with an emphasis on value for money. The Principal is responsible for preparing the budget. Initially, this will be considered by the Business Committee prior to approval by the full Governing Body.

Any budget surplus or deficit is reviewed and addressed by the Business Committee.

Budget Monitoring and Reporting

Regular monitoring of income and expenditure against the agreed budget is central to effective financial management.

After the monthly reconciliation between the College's Accounting System and the County Council's Accounting System, budget monitoring reports detailing income and expenditure are produced for budget holders at least every half term.

The Business Manager analyses the monthly report to identify any variances/unexpected expenditure and takes appropriate action.

Budget holders receive and review their monthly reports comparing the amount committed/spent against their budgets.

The budget monitoring report is presented regularly (at least once a term) to the Business Committee. The report includes explanatory notes, details of budget movements, estimated outturn at the end of the financial year and any remedial action taken/required, or items requiring further discussion/approval.

If it is anticipated that the College may go into a deficit situation by the end of the financial year, the Business Manager will inform the Service Manager – Schools Funding and Accountancy Team immediately, with a proposed course of action to recover the deficit.

Carry forwards at the end of year will be discussed with the Business Committee to decide how any uncommitted money will be spent.

Virements (Budget Movements)

The Governing Body has agreed that budget virements of up to £50,000 can be actioned, without its prior approval, to allow some flexibility within the everyday running of the College.

The Business Committee is responsible for authorising, in advance, virements exceeding £50,000.

A member of the business committee or the Chair of Governors is empowered to authorise virements that have been recommended by sub committees by signing the virement form in advance of money being moved. Virements are then reported in the next Finance Report. (See Section 1 finance committee)

All budget virements are recorded on a virements form by the Finance Manager and authorised by the Business Manager in advance of being actioned on the College's Accounting System. They are reported to the Governing Body at the next available opportunity.

Any internal journals (transfer of income or expenditure between Cost Centres) for significant amounts are printed and authorised by the Business Manager. They are reported to the Governing Body at the next available opportunity.

Forward Financial Planning

In light of estimated or known pupil changes, forward budget plans are projected and considered by the Governing Body. It is good practice for the College to plan over the medium term i.e. 3 years.

SECTION 4 - PURCHASING

Orders/Contracts are only entered into after ensuring that value for money principles have been followed. This includes investigating any available subsidies or discounts for activities, services and goods.

The de minimis level, above which a purchase is treated as capital expenditure is £500

Governors' approval is required for orders of an individual item exceeding £30,000 and this should be recorded in the minutes of the meeting.

Limits set should be reviewed regularly by the Governing Body and documented in the minutes.

Contracts

Any contracts must comply with the Local Governments Acts, EU regulations and other legislation governing the expenditure of public funds. Thresholds are reviewed regularly. Refer to the Financial Management Scheme and EC Procurement Thresholds.

The value of a contract is calculated as the amount per annum multiplied by the number of years duration. Different processes are required for different types of contracts and for different values.

For example:

- If taking out a 3 year contract at £15,000 per year this would be worth £45,000 and would fall into the **Request For Quotation (RFQ) process**. This process requires a written specification of what is required to be issued to prospective suppliers for them to quote against.
- If taking out a 3 year contract at £50,000 per year this would be worth £150,000 and would fall into the **Official Journal of the European Union (OJEU) tender process**. This requires a formal sealed bid procurement process that must comply fully with the requirements of the EU Consolidated Public Procurement Directive.

Where tenders are sought, the criteria to be used in the selection of the successful tender are established **prior** to advertising or receiving tenders. The Governing Body takes responsibility for the safe receipt, storage and opening of tenders where necessary.

A record is kept of how and from whom tenders are sought, what tenders are received, who the successful tender is and the reason for not accepting the lowest tender. A Contracts Register is maintained for this purpose.

As Guidance and where possible

For all purchases up to £25,000 in value, the following is required:

- Details of three prospective suppliers and a selection criteria
- Details of the pre-determined award criteria
- Three competitive quotes and supporting documentation
- Record of assessment of quotes and any correspondence

In all cases if the required number of quotes cannot be obtained and if the lowest quote is not accepted, the reasons are reported to the Governing Body and recorded in the minutes of the meeting.

Contracts for Goods and Services

- For contracts of Goods and Services between £25,000 and £130,000 in value the **RFQ** process is used.
- For contracts of Goods and Services above £130,000 the **OJEU** tender process is used.

Contracts for Works

- Contracts for works between £25,000 and £130,000 the **RFQ** process is used.
- Contracts for works above £130,000 to £3,750,000 the tender process **without OJEU Notice** is used.
- Contracts for works above £3,750,000 the **OJEU** tender process is used.

Where the College is engaging in works such as building or decorating where Construction Industry Tax (CIT) applies, the Finance Manager ensures that the supplier is registered under the scheme before accepting them to carry out the work.

Copies of all contracts entered into are retained by the College to enable compliance with terms and conditions to be monitored.

Requisition and Ordering

Purchase forms **must** be completed by staff and signed by the budget holder, who ensures that the expenditure has been included in the budget plan and that there are adequate funds to make the purchase.

On receipt of approved purchase order forms, orders are processed for all planned expenditure including the supplies of public utility services and excluding items purchased through petty cash of not more than £50.

All official orders are printed on controlled stationery and signed by the Finance Manager (orders under £500) and Business Manager (orders over £500). The Principal or Vice Principal can sign orders over £500 in the absence of the Business Manager.

All official order stationery is kept secure in a locked cabinet. The order stationery control sheet is updated for all orders including order sheets spoilt.

Outstanding orders are reviewed regularly, cancelled or followed up as necessary. If cancelled, a reason is written on the copy order for audit purposes.

Orders are not raised on behalf of, or for the benefit of, private individuals or organisations.

Telephone orders are discouraged and only used in exceptional circumstances. If an order is placed in this way, it is made clear that it is subject to SCC terms and conditions and written details are supplied immediately to the Finance Manager to enable a confirmation order to be raised on the College's Accounting System and sent to the supplier.

Delivery Notes

All delivery notes are checked upon receipt of goods, to ensure that the goods listed have been "received".

Delivery notes are also checked against the order by budget holders. Checks are evidenced in writing and the delivery note is then passed to the Finance Manager.

Discrepancies are followed up by the Finance Manager.

The inventory is updated for items of furniture, equipment etc. of £100 or more.

Payment of Invoices

Where goods are provided by a supplier who is registered for VAT, a valid VAT invoice is obtained.

Payments to individuals (other than some contractors subject to Construction Industry Tax) who supply goods or services to the College (eg tuition, performances etc.) are made via the payroll system.

The Finance Assistant checks the delivery note to the invoice, to ensure that the College is only charged for goods received. The delivery note is attached to the invoice. Payments are not made from statements or "brought forward balances".

The invoice is then passed to the budget holder, then the Finance Assistant and Finance Manager for authorising **prior** to the Finance Assistant processing on the College's Accounting System. The cheque is then produced by the Finance Assistant. Before signing the cheque the invoice is checked against the cheque total and the cheque is signed by two authorised signatories.

Procurement Cards (P-Cards)

A Procurement Card is a quick, simple and easy way to pay for low value purchases. The card is issued by Somerset County Council, and its use complies with the Corporate Purchase Card Procedures guidance, which is issued to all cardholders at individual initial briefings. Supplementary guidance that is issued periodically is also adhered to.

Suitable limits are set in line with legitimate College business needs and are reviewed regularly.

Governors have agreed that the College has 3 procurement cards with National Westminster Bank and held by:
Business Manager
Finance Manager
IT Manager

The P-Card is **only** used by the **named cardholder** and is kept under their control at all times.

Purchases are only made for authorised goods or services on behalf of the College (Somerset County Council).

The College **must** ensure that division of duties is adhered to and that expenditure is authorised by an appropriate person.

Division of duties, for P-Cards can vary from College to College depending on who has been issued with a P-Card, how many have been issued and the size of the College.

Below is an example of how the division of duties can work in practice to minimise the risks involved:-

- (1) An independent Manager checks the invoice against the transaction log (along with appropriate receipts).
- (2) The designated authorising Manager approves the payment of the invoice.
- (3) The designated authorising Manager is usually the budget holder or Principal, but is different from the person who has been issued with the P-Card. If the Principal is a P-Card holder, then authorisation is made by the Chair of Governors or in their absence the Chair of Finance.

Leases

When considering a lease arrangement, the College only enters into an operating lease arrangement and not a finance lease or hire purchase as the latter are a form of borrowing. Operating leases involve the College paying a rental fee for the hire of an asset for a period of time, and are similar to a rental agreement.

The LA requires LA Community and Voluntary Controlled Colleges to complete an annual return at year end detailing any leases that Colleges have entered into and confirming that they are not finance leases. **The Business Manager ensures that a signed copy of the annual leases return is sent to the LA.**

SECTION 5 - INCOME

Income can be vulnerable and the income collection system should meet the following objectives:

- All income due to the College is identified and collected.
- All income is receipted and banked promptly and completely.
- There is a clearly documented audit trail from receipt through to banking for all transactions.
- The College uses the Parent pay on line system to collect monies from parents for trips and resources, thus reducing the amount of cash in the College

The College has a Charging and Remissions Policy (separate document) and a Lettings Policy in place (See [Appendices 4.1](#), [4.2](#), [4.3](#) and [4.4](#)). These are adhered to at all times.

Adequate division of duties reduces the risk of error and fraud in dealing with income. The person collecting income is different from the person that records and banks the income with record of Managers involved in this process evident. (An example of Division of Duties is listed in [Appendix 3](#).)

Raising Invoices

Invoices are raised on the College's accounting system by the Finance Manager or Finance Assistant ensuring ensuring the invoice complies with the requirements for a tax invoice, eg SCC VAT number, sequentially numbered, etc. An invoice is sent to the customer for goods and services provided.

Collection and Banking of Income

This comprises several stages:

(i) Cash Handling

Cash Handling guidance, as recommended by South West Audit Partnership (SWAP), is adhered to at all times.

SWAP recommend that on College sites where cash is collected and banked locally that the safety of the individual is considered and that clear and up to date guidance is provided for banking:

At all times:

- Do not count cash where the public/visitors can see.
- Prior to banking, keep cash and cheques locked away securely in the safe, out of site of the public/visitors.
- Bank income regularly, so that a minimal amount is kept on the College premises and so that a large amount of cash does not have to be carried to the bank.

In accordance with recommendations from SWAP, individuals undertaking banking are advised to:

- **Think about your personal safety. If attacked, surrender cash.**
- If possible travel by vehicle rather than on foot or by public transport.
- As far as possible vary the times and route taken to the bank, especially on foot.

- Bank only during good daylight hours if possible and avoid quiet streets and alleyways.
- Be aware of what is going on around you. Walk in the centre of the pavement facing the oncoming traffic.
- Never let members of the public know where you are going when you leave the office.
- Take care how you inform your colleagues of your absence but do let your manager know of your departure and expected return time.
- Keep with you a means of communication to let your manager know if you are delayed.
- Do not draw attention to the fact you are carrying cash. A box file or a strong shopping bag or even an inside coat pocket are preferable to a brief case or cash bags.

To ensure that staff are aware of cash handling procedures, SWAP recommend that the College completes the following self assessment:

- Have you provided training in personal safety for your finance assistant?
- When banking money, are the day and times varied to avoid a routine becoming known to others?
- When banking money, is the route taken varied to avoid a routine becoming known to others?
- Are amounts kept to a minimum by regular banking?
- Does the person going to the bank inform their manager of departure and expected return time?
- Has the person been given instruction to give up the money if accosted?
- Has the person a means of contact in case of unavoidable delays?

(ii) Recording

Income collected in class is recorded on record sheets by and taken to the Finance Office. Finance Assistant checks and signs for it. All other income received by staff in the College is recorded in the same way and taken to the Finance Office.

A receipt is issued by the Finance Assistant for any cash, postal orders and cheques received via the office. It is noted that almost all income from parents for trips and resources comes via the parentpay on line system, thus reducing the amount of cash handling in College.

Income is recorded on the College's Accounting System promptly ensuring the correct VAT treatment is applied, and the authorisation slip is printed.

Bank paying in slips and electronic coding slips are completed in full.

(iii) Reconciliation

Reconciliation of income is carried out on a monthly basis by the Finance Manager, ensuring that all income banked has been received.

Independent checks are made by the Business Manager to ensure that all income expected has been recorded, banked and received. Evidence of these checks is made in writing.

Debts Policy

The Finance Manager monitors outstanding debts regularly, and pursues bad debts.

Effective action is taken to pursue non payment of debts within defined timescales.

Where money is not recovered, the matter is referred to the Business Committee if it is over £50, who may write off the debt providing the total amount of debt written off in a financial year does not exceed 1% of the College's delegated budget share for the year. Any amount under £50 can be written off by the Business Manager.

Subject to the paragraph above, debts due from a single debtor up to a total value of £1,000 in any one financial year may be written off, but only on the direct authority of the Governing Body, that is, by resolution at a Governing Body meeting. In this event, the College should refer to the Financial Management Scheme (see sections 2.1.8 and 2.1.9).

The College will maintain a record of all debts written off showing what attempted recovery action has been taken and the justification for non-recovery.

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SECTION 6 - BANKING ARRANGEMENTS

(For Colleges operating Local Payments System ONLY)

The proper administration of bank accounts is a fundamental financial control. In particular, regular bank reconciliations are essential as they prove that the balances shown in the accounting records are correct and provide assurance that the underlying accounts are accurate. The internal controls documented in this section guard against potential error or fraud.

Bank Accounts

The current banking arrangements are discussed annually by the Governing Body.

The College has the following bank/building society accounts:

- Premium
- Current Account

An arrangement currently exists to transfer all surplus balances to be swept from the Current Account into the High Interest Account automatically.

Bank statements are received monthly and are reconciled by the Finance Manager to the transactions held within the College's Accounting System. Any discrepancies are investigated. This reconciliation is checked and certified correct by the Business Manager (Form LP/1) who reports to the Business Committee and the LA.

The Governing Body has agreed nine signatories, one of which is the Principal. Two people sign each cheque and there are staff available to cover any absence. This has been recorded in the minutes of the meeting in which it was agreed. Three sample signatories of each authorised person have been sent to the bank. **Blank cheques are never signed.**

Advances of the budget are received in 13 instalments during the year. The accounts do not go overdrawn, as there is no overdraft facility allowed.

When using Direct Debits and Standing Orders, the College ensures that:

- (i) A copy of the signed direct debit or standing order guarantee has been signed by two authorised signatories;
- (ii) An invoice/statement has been received prior to the payment due date. The payment is approved in advance by the College approved signatories along with other payments;
- (iii) Effective monitoring arrangements are in place for cash flow monitoring and to confirm accuracy of each payment (done during reconciliation);
- (iv) There is written evidence of cancellation of direct debits/standing orders.

Controlled Stationery

All controlled stationery is kept securely in the safe.

Spoilt cheques are attached to the back of the chequebook.

SECTION 7 - PETTY CASH

Petty Cash is used to reimburse staff for approved purchases on behalf of the College upon production of a valid receipt for:

- Cash payments too small for an order to be acceptable
- Emergency purchases where immediate settlement is required
- Purchase of postage stamps
- Obtaining greater discounts for settlement by cash/cheque
- Obtaining goods/services from suppliers who do not accept official orders

Petty Cash is NOT used for:

- Making payment to staff including salaries, travel or expense claims.
- Paying for services such as mobile telephones, fuel or services that may be liable to Construction Industry Tax
- Making payments to individuals (e.g. theatre groups, authors, musicians, self employed) who require cheques to be payable to them personally (except window cleaners and piano tuners who use their own equipment)
- Cashing Personal cheques
- Paying in income (to the Petty Cash account)

Using the Petty Cash Account

Items can be paid for by cheque or cash. If cash is required, a cheque is drawn for the cash. Both the chequebook and cash are kept securely in the safe.

A petty cash form is completed by the employee and the receipt attached. This is then signed by the budget holder to authorise the transaction. The recipient signs for any cash received.

The Governing Body has agreed eight signatories. Two of the authorised signatories are required to sign each cheque. **Blank cheques are never signed.**

Receipts are obtained wherever possible for all items purchased from the Petty Cash account. (If a receipt isn't available, a petty cash voucher is completed instead.)

If VAT is charged on an item, a valid VAT receipt is obtained. (If a VAT receipt cannot be obtained, a petty cash voucher is completed and authorised but no VAT can be reclaimed.)

All receipts and petty cash vouchers are authorised by the budget holder and promptly entered by the Finance Assistant onto a cheque/cash control sheet. Details are then entered onto the College's Accounting System approximately once every two weeks.

Only items under £20 are paid via petty cash. Items over this are paid by cheque and are entered onto the Accountancy System in the same way as an invoice.

SECTION 8 - ASSETS

The College has many valuable items in use throughout the site. Some of these items are fixed, but many are portable and therefore may be vulnerable to theft.

Inventory

All items purchased above £100 (together with portable items under £100 e.g. ICT equipment/ digital cameras) are recorded in the College inventory upon receipt, giving full details of:

- Value
- Date purchased
- Description
- Serial numbers (where applicable)
- SCC Security label number (Security labels are available from Somerset County Council's Insurance Section)
- Useful life
- Location within College

The Inventory is checked annually against the asset register by the Business Manager and a Governor, with any discrepancies being investigated. Evidence of the annual check is retained.

A record is maintained of all authorised disposals, including the proceeds of the sale, the date of transaction and the name and address of purchaser, and minuted in Governors meetings.

A booking out system is employed where any goods are taken off site. The system includes the following details:

- Name of borrower
- Item borrowed
- Date borrowed
- Condition of goods when removed
- Date returned
- Condition of goods when returned

Cash/Cheque books

Cash and cheque books are kept in the safe when not in use.

The value of petty cash held within the College is kept to a minimum.

Income collected from pupils is recorded and banked as soon as possible, preferably within two working days, in order to ensure only minimum levels are held on the premises. However, there is very little cash income as the College uses the parentpay on line system for almost all income collected from parents/pupils.

Stock

All consumable stock is stored centrally in the stock room. This is locked at all times to avoid the misuse of stock which leads to unnecessary ordering.

A physical check is carried out annually to ensure that stock is kept at a reasonable level.

SECTION 9 - INSURANCE

College Contents Insurance (Balance of Risks)

The College buys into Somerset County Council's Contents Insurance for Colleges
<https://slp.somerset.org.uk/sites/insurance/SitePages/Home.aspx>

This insurance covers:

- College contents situated in the College premises (including attendant buildings owned and/or occupied by the College for the purposes of the College's business)
- The cost of the removal of debris
- Professional fees
- Contents temporarily removed from the premises (Limit of £2,500)
- Damage to Property on temporary loan to the College (Limit of £2,500)
- As from 1st April 2015 loss of freezer content up to a limit of £1,000 is covered.

Perils covered:

- Damage resulting from theft
- Malicious damage
- Escape of water
- Impact
- Accidental damage.

The cover excludes personal effects of employees, pupils, students and visitors.

ICT equipment is also included in this policy. Details of all ICT equipment are recorded in the College inventory. A full and up-to-date inventory of College contents must be kept at all times to substantiate a claim and provide evidence of ownership.

An excess of £100 applies to each and every claim except for:

- Laptop/mobile computers - excess is £200
- Theft from non-alarmed area - £250
- Theft whilst in transit - £250

Vehicle Insurance

The College owned minibus/vehicle is insured through Somerset County Council Motor Insurance.

When a vehicle is hired in by the College, the College will either make insurance arrangements through County, or choose to take the hirer's comprehensive insurance cover.

Supply Insurance

The College buys into the Primary/Special Colleges' Supply Mutual Fund (SMF) administered by the LA.
(*Substitute alternative Supply Insurance arrangements if appropriate.*)

College Activities Travel Insurance

The College buys into Colleges Activities Travel policy arranged by Somerset County Council.

The Policy provides travel insurance cover for all insured persons (pupils, teaching and support staff, adult volunteers, helpers and assistants, and other authorised children) of participating Colleges whilst on organised trips **outside** the designated College boundaries.

Extended College activities

The College ensures the correct use of College premises when used by a third party.

Lettings Insurance

Lettings insurance, available through Somerset County Council, is offered by the College to all hirers of the College premises (other than commercial organisations who should have their own Public Liability cover).

A fee based on 12% of the hiring cost is added to the lettings charge.

Further information about Public Liability Insurance can be found here:
[https://slp.somerset.org.uk/sites/insurance/SitePages/Hirers%20Liability%20\(Lettings%20Insurance\).aspx](https://slp.somerset.org.uk/sites/insurance/SitePages/Hirers%20Liability%20(Lettings%20Insurance).aspx)

SECTION 10 - COMPUTER SYSTEMS/DATA SECURITY

The Data Protection Act 1998

The College and Governing Body register under The Data Protection Act. The Principal or the nominated Data Controller is responsible for controlling access to all data in the College in accordance with the Data Protection Act and to ensure that all staff are aware of their responsibilities/obligations at all times.

All information relating to personnel is:

- obtained and processed fairly and lawfully
- held only for specified lawful purposes
- adequate, relevant but not excessive for those purposes
- accurate and up to date
- available to those people referred to
- kept securely.

Information is not kept longer than necessary and neither used nor disclosed other than in accordance with the purposes that the College has disclosed.

Any new use of personal information, including the sharing of personal data with other agencies, should be notified to the Information Commissioners Office (ICO) and the relevant pupils and staff.

Offences against the Act are criminal and individuals will be held personally responsible.

Access/Security

The purpose for controlling access is to ensure that only authorised personnel are able to access information that is relevant to the tasks for which they are responsible. It prevents unauthorised access to information which could result in accidental or deliberate corruption of the data and which might contravene the confidentiality part of the Data Protection Act.

The Principal is responsible for the overall control of all systems, with the Vice Principal covering for absence.

Access rights are determined, monitored and reviewed regularly by the Business Manager and IT Manager.

Access to software is restricted according to the level of access required for an individual to carry out their job to an expected level. Access rights are reviewed regularly by the System Manager and protected via passwords.

All laptops and memory sticks are encrypted.

Computers are not left easily accessible by unauthorised users.

Computer screens are locked (by password/locking the workstation) if left unattended.

Any software installed onto the Colleges network is protected through a virus guard so that any files received from outside sources can be virus checked before being opened.

Cloud Technology

Where cloud technology is used to store personal or confidential data the College ensures that the supplier adheres to the Data Protection Act.

Back Up

Back up is carried out automatically twice a day and the backed up data is stored remotely in two separate locations. It is the IT Managers duty to make sure that back up procedures have worked.

Transmission of Data

The transmission of personal or confidential data must always be over secure channels and the College ensures that any methods used, including email, do not lead to breaches of the Data Protection Act.

Computer Printouts

Each month, details of expenditure as recorded on the County Council's Accounting System relating to the College's budget are downloaded and printed. These printouts are stored in a lockable cabinet as they contain personal information relating to staff employed at the College.

SECTION 11 - PERSONNEL/PAYROLL

Regulations

The College is aware that there are a number of areas where Inland Revenue regulations affect or determine the way payments are made. In particular, these relate to individuals who are self-employed and where individuals/companies are subject to Construction Industry Tax Scheme.

Controls are in place to ensure appointments are cleared through the Disclosure and Barring Service (DBS). Also, controls are in place to ensure that additional checks are made where required for a staff member's eligibility to work in the UK and their suitability to work with children.

Payroll

No employee can certify payroll expenditure from which he or she might personally benefit.

The Chair of Governors signs any amendments to the Principal's contract.

Links with SIMS FMS

Contract information held within SIMS.net Personnel feeds through to SIMS FMS providing salary and on-cost projections. The HR Manager ensures that SIMS.net Personnel is kept up to date with any contract changes and also with salary, Superannuation and National Insurance changes.

Pay Policy

The College has a separate Pay Policy which is reviewed annually by the Principal and Business Committee.

Whistleblowing Policy

The College has a separate Whistleblowing Policy, the implementation of which is reviewed and communicated to staff regularly. Further information can be found on the following sites:

[Guidance and Code of practice for employers](#)
[Whistleblowing for employees](#)
[SCC Whistleblowing Policy](#)

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SECTION 12 - UNOFFICIAL/VOLUNTARY FUNDS

Unofficial funds are monies that do not belong to Somerset County Council but for which employees of SCC are accountable during the course of their employment. The funds arise from contributions or donations other than from the Local Authority (LA). Consequently it does not hold any official monies of the LA

All staff involved with Unofficial College Funds must ensure that their actions comply with The Financial Management Scheme (Section 2.8). It is the responsibility of the Governing Body and Principal to provide an overview of the Unofficial Fund and ensure the day-to-day administration and operation of the Fund is carried out with as much care and diligence as the College's delegated budget (Official Funds).

Purpose of the Unofficial Fund

The purpose of an Unofficial College Fund is to hold the proceeds of fund raising events and donations made by individuals or organisations and spend them for the benefit of the pupils.

The Unofficial Funds comprise:

- General donations i.e. funds donated for the general benefit of the College
- Specific donations i.e. funds donated with contingent terms
- Fund raising activities
- Charity collections
- Book Club income
- College trips

The Unofficial Funds are spent on:

- College Trips
- Resources and experiences to improve outcomes for students

Management of the Unofficial Fund

The funds are controlled by the Principal by reason of his or her employment by the LA (in the case of Community and Controlled Colleges). This in turn is delegated to the Business Manager.

The Principal ensures that governors are informed that the College holds unofficial funds and are aware of their purpose.

The Business Manager ensures that proper accounts are maintained of all receipts and payments concerning unofficial funds.

The Principal delegates the operation of unofficial funds to the Business Manager. Individual budget holders are responsible for the expenditure on individual accounts. The same principles and rules are applied to the unofficial account as to the official account.

Separation of Funds

This fund is kept completely separate from the Official Fund. It has independent records and has its own bank account accruing interest. The two funds are never involved in the same transaction/activity. (It is recognised that some transactions can go through either official or unofficial funds, but the income and related expenditure always go through the same fund.)

Accounting Procedures and Records

The Unofficial Funds are managed with as much care and diligence as the College's delegated budget (Official Funds) and therefore accounting procedures must adhere to other sections in this Finance Policy, Section 4 – Purchasing and Section 5 – Income. Proper accounts are kept of receipts and payments relating to unofficial funds.

(i) Income

As soon as money is received, it is sent to the finance office for recording and for banking at the earliest opportunity. Receipts are issued using a numbered system. Where money is being collected in instalments from pupils, a collection record card is maintained for each pupil. However, there is little cash handling as the College uses the parent pay on line payment system.

All cash income is paid into the bank in full and is withdrawn as a cash cheque when it is required, no matter how short the time between banking the cash and drawing the cheque.

(ii) Authorised Expenditure

Any money paid out is by cheque.

All cheques are signed by a minimum of two out of eight authorised signatories. Blank cheques are never signed or issued.

Wherever possible, an invoice or a signed receipt covers all payments. If no receipt has been obtained, a payment voucher, authorised by the Business Manager covers all reimbursements of payments made. However, this is extremely unusual and receipts should be obtained for all payments where possible.

Copies of paid invoices are retained for all purchases to ensure that the records are comprehensive.

All payment vouchers are numbered, dated and filed.

(iii) Reconciliations

Regular reconciliations of the bank statements to the accounting records are completed monthly and independently checked by the Business Manager. Evidence of these checks is made in writing.

Auditing of Accounts

The Governing Body appoints an auditor who is independent of the College and is not involved or related to anyone involved in the running of the funds. (It is not normally necessary for the auditor to be a registered auditor or qualified accountant.)

The accounts are audited at the end of each academic year (i.e. 31st August).

Auditors are entitled to seek and to obtain any information and explanations required from members of the staff concerned with the operation of the fund and all records are made available to them.

If a cost is incurred in obtaining the audit, this is met from the fund.

The Business Manager ensures that the accounts are prepared annually, audited and presents the audited accounts, the auditor's certificate, the audit checklist and a written report on the accounts to the Governing Body as early as possible in the Autumn Term.

The LA requires all Colleges to complete an Unofficial Funds Audit Checklist and an Annual Audit Certificate for their Unofficial College Fund (or a nil return if they do not have one). **Once accepted by the Governing Body, the Business Manager ensures that a signed copy of the Year-End Statement of Accounts, showing details of income and expenditure, for all Unofficial Funds is sent to the LA along with the Annual Audit certificate and the Unofficial Funds Audit Checklist.**

Insurance

The Governing body ensures that the fund is covered by insurance including fidelity guarantee insurance.

Charity Commission Registration

- Colleges' unofficial funds would normally be required to register as charities with the Charity Commission if they are established for exclusively charitable purposes and if their total income exceeds £5,000 per annum.
- Becoming a charity will allow the fund to be eligible for various tax reliefs and may also help in obtaining grants from other charities which can make grants only for charitable purposes.
- Where the College fund has charitable status, the Governors will normally be the trustees of the charity.

(See Charity Commission Website <http://www.charity-commission.gov.uk>)

The College Funds are not currently registered as a charity

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SECTION 13 – CHARGING FOR COLLEGE ACTIVITIES

The 1996 Education Act requires all Colleges to have a policy on charging and remissions for College activities. No charges can be made unless the governing body of the College has drawn up a Charging and Remissions Policy. The policy must be made available to parents and must be kept under regular review.

(A Model Charging and Remissions policy is available on Somerset [IPOSTID-2-1836](#): This model has been used as a basis for the College's own policy, and was completed / amended to suit the College's own individual arrangements.)

The following guidance has been taken into account in the College's Charging and Remissions Policy

Guidance on Charging

In general, all education provided during College hours is free, though music tuition can be an exception to this (see below).

(i) Residential College Visits

Colleges cannot charge if 50% or more of the time spent on the activity is in College hours or if the activity is part of the national curriculum. If a charge is made the cost must not exceed the actual cost; ie the College must not make a profit. However, Colleges may charge for the cost of board and lodgings during overnight College trips. The charge must not be more than the accommodation actually costs and parents who are in receipt of certain benefits are not required to pay. (See *remission of fees below.*)

(ii) Music Tuition

Charges can be made when the tuition is not an essential part of:

- the National Curriculum
- a public examination syllabus
- first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme

(iii) Examinations

No charge can be made for entering pupils for public examinations that are on the National Curriculum.

However, an examination entry fee may be charged to parents if:

- the pupil wasn't prepared for the examination at the College
- the examination isn't on the National Curriculum, but the College arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority (LA) originally paid or agreed to pay the entry fee

Colleges can also charge for:

- re-sits for public examinations where no further preparation has been provided by the College
- costs of non-prescribed examinations where no further preparation has been provided by the College

(iv) Breakages And Replacements

Colleges can charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

(v) Extra-Curricular Activities And College Clubs

College can charge for extra-curricular activities and College clubs. The charge cannot exceed the actual cost of the provision.

Voluntary Contributions

Colleges can ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during College hours
- College equipment and
- College funds generally

In the example of an activity, if it cannot be funded without voluntary contributions, the College must make this clear to the parents at the outset. The contribution is voluntary and pupils of parents who can't, or don't want to, contribute must not be excluded from the activity. If insufficient voluntary contributions are raised then the activity can be cancelled.

Remission of Charges

When a College informs parents about a College visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190 (Financial Year 2013/14)).
- Guaranteed State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

Further information on charging for College activities can be found on the DfE website -

<https://www.gov.uk/government/publications/charging-for-College-activities>

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REGISTER OF BUSINESS INTERESTS

The Governing Body of College has agreed that the governors and staff involved in financial decision making should “declare any links they have with companies or organisations from which the College may wish to buy goods or services. It is important for anyone involved in spending money to demonstrate that they do not benefit personally from decisions that they make”.

The Governing Body has defined a “business interest” as:
 (i) a situation where the person concerned, their family (immediate and other relatives) or close friends have a connection with a potential supplier, or where there is a business connection, i.e. common directorships /partnerships.
 (ii) in relation to Pay and Performance, an interest in the pay or appraisal of someone working at the College in cases where the governor or staff member is also paid to work at the College.

Nil returns are required.

| Name | Name of company or organisation | Nature of business or interest | Date entered in register |
|------|---------------------------------|--------------------------------|--------------------------|
| | | | |

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RETENTION OF RECORDS

Documentation, files and records are retained to act as a record and support for actions taken and to assist future reviews of policy. They are also retained to satisfy the requirements of Internal Audit, External Audit, HM Revenue and Customs and the Inland Revenue. This section identifies the minimum period of time that records should be retained to satisfy all these requirements.

Financial Regulations require the retention of certain records for specified periods. If in doubt, a minimum of six years should be applied. Specific regulations are as follows.

| | |
|---|--|
| COMPUTER TABULATIONS | 6 years plus current year |
| SIMS DATA | 6 years plus current year |
| COPY ORDERS | 6 years plus current year |
| DELIVERY NOTES, CREDITOR INVOICES, CREDIT AND DEBIT NOTES | 6 years plus current year |
| RECEIPT BOOKS | 6 years plus current year |
| PETTY CASH BOOK | 6 years plus current year |
| BANK STATEMENT, CHEQUE BOOK STUBS (including analysed cheques) | 6 years plus current year |
| CASH RECORDS AND TILL ROLLS | 6 years plus current year |
| DEBTOR ACCOUNTS | 6 years plus current year (providing debt has been collected) |
| INVENTORY RECORDS | 6 years plus current year |
| TIMESHEETS | 6 years plus current year |
| EMPLOYEES' RECORDS, PERSONNEL ACCIDENT REPORT | 7 years following cessation of contract |
| TENDERS (schedule of limited/opened) | 6 years plus current year after settlement of final account |
| TENDERS (schedule of price approvals, other correspondence) | 6 years plus current year after settlement of final account |
| CONTRACT DOCUMENTATION, FINAL ACCOUNTS AND SUPPORT EVIDENCE | 6 years plus current year after settlement of final account |
| OTHER SITE DOCUMENTS eg DIARIES | 6 years plus current year (providing sufficient documentation is held confirming exact dates of work etc.) |

DIVISION OF DUTIES CHART (Example)

| | Principal | VP | Business Manager | Finance Manager | Finance Assistant | Budget Holder |
|---|-----------|----|------------------|-----------------|-------------------|---------------|
| A. ORDERING | | | | | | |
| Complete requisition form | | | | | | x |
| Authorise requisition form (budget holders) | | | | | | x |
| Process order on College Accounting System | | | | | x | |
| Authorise order on College Accounting System | | | | | x | |
| Sign paper copy of order | | | X over £500 | X under £500 | | |
| Check delivery note to goods received | | | | | | x |
| Check delivery note to order | | | | | x | x |
| | | | | | | |
| B. INVOICE PAYMENTS | | | | | | |
| Check invoice to delivery note/order (where applicable) | | | | | x | x |
| Sign invoice to authorise payment | | | x | x | x | x |
| Process invoice on College Accounting System | | | | | x | |
| Authorise invoice on College Accounting System | | | | x | x | |
| Authorise invoice batch header (including checking against invoices attached) | x | x | x | | | |
| Print Cheques | | | | | x | |
| Check payments on tab | x | x | x | | | |
| | | | | | | |
| C. PROCUREMENT CARD | | | | | | x |
| Cardholders and recording transactions | | | | | | |
| Checking of transaction log | | | | x | x | |
| Approval of payment of invoice | x | x | x | | | |
| Process payment of invoice on College Accounting System | | | | | x | |
| | | | | | | |

| | Principal | VP | Business Manager | Finance Manager | Finance Assistant | Budget Holder |
|--|-----------|----|------------------|-----------------|-------------------|---------------|
| D. PETTY CASH | | | | | | |
| Sign cheques (2 signatures) | x | x | x | | | |
| Issue cash (which should be signed for) | | | | x | x | |
| Reimburse staff with cash or cheque | | | | x | x | |
| Sign receipts/vouchers to authorise | | | | | | x |
| Record expenditure in manual records | | | | | x | |
| Record expenditure on College Accounting System and produce reimbursement claim | | | | x | | |
| Sign reimbursement claim (including checking against the supporting receipts/vouchers) | | | x | x | x | |
| Balance petty cash | | | | x | | |
| Check petty cash balance form (including counting any cash in hand) | | | x | x | | |
| E. INCOME | | | | | | |
| Raise invoices/request's income and keep records of all income due | | | | x | x | |
| Collect income, count and record manually | | | | | x | |
| Issue receipts | | | | | x | |
| Record on College Accounting System | | | | x | | |
| Complete paying-in book | | | | | x | |
| Bank income | | | | | x | |
| Spot check income received against records of income due | | | x | x | | |
| Check income collected to amount banked and amount on County Accounting System. | | | x | x | | |
| F. BUDGET MANAGEMENT | | | | | | |
| Undertake reconciliation process | | | | x | x | |
| Detailed checks of staff payments | | | x | x | | |
| Allocate income if required (budget virement) | | | x | x | | |
| Complete Form 10 or Local Payments Forms | | | | x | | |
| Sign and Check Form 10 or Local Payments Forms | | | x | | | |
| Complete Form 11 if applicable | | | | x | | |
| Sign County Accounting System Tabs/Balancing figure | | | x | | | |
| Production of financial reports | | | x | x | | |
| Review monthly reports | | | x | | | |
| Complete any budget movements required | | | x | | | |
| - authorise } virement | | | | | | |
| - action } | | | | | | |

| | Principa l | VP | Business Manager | Finance Manager | HR Manager | HR Assistant |
|--|-----------------------|-----------|-----------------------------|----------------------------|-----------------------|-------------------------|
| G. PERSONNEL/PAYROLL | | | | | X | X |
| Complete payroll forms for contract changes, supply, etc. | | | | | | |
| Authorise payroll forms – Chair of Governors to authorise Principal’s | X | X | X | | | |
| Update SIMS.net Personnel for contract changes | | | | | X | X |
| Check staff variances on College Accounting System | | | X | X | | |
| Check staff payments on County Council Accounting System tabs | | | | X | | |
| Monitor staff budgets | | | X | | | |

LETTINGS POLICY

This sets out the arrangements for the use of the College premises by groups, individuals or organisations.

It should be read in conjunction with the LA's advice and guidance on Lettings and Lettings Insurance. Refer to websites for information on extended Colleges via SLP or DfE. (See links under Insurance Section.)

All hirers of the College premises will be made aware of the hire costs, terms and conditions, including insurance requirements, **before** the hire and the agreement is signed (see [Appendix 4.2](#) and [Appendix 4.3](#)). Fees should be charged in advance where possible.

Hire charges, where set, will be reviewed annually by the Business Committee. The charges will cover any costs incurred, ie heat and lighting, caretaker and insurance. Current charges are as follows:

- Caretaker costs are based on the current rates issued by Somerset County Council's HR Admin and Payroll Section based on the number of rooms hired.
- An element for heating and lighting is added based on advice from Somerset County Council's Energy Management Team.
- Public Liability insurance (to cover the hirer's liabilities) is added to the hire charge at the current rate of 12% (issued by Somerset County Council's Insurance Section).

Charges to children and youth groups may be subsidised if funds are available for this purpose. This is to be agreed on individual circumstances by the Principal and Governors.

NB: In VA Colleges the Governors are entitled to any income over and above costs incurred (Financial Management Scheme 5.2.1).

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**SOMERSET COUNTY COUNCIL
LETTINGS OF COUNTY COUNCIL PREMISES
HIRERS' LIABILITY INSURANCE**



The County Council requires that any individual or organisation hiring Somerset County Council Colleges and other premises on a casual basis has insurance for their own legal liability to third parties arising from their use of the premises.

Subject to the Exclusions below the County Council is able to offer Hirers' Liability insurance to any Hirer that cannot provide evidence of other insurance.

This insurance indemnifies the Hirer against their legal liability to pay damages or compensation arising out of or from:

- a) personal injury to any person (other than personal injury to an employee of the Hirer arising out of or in the course of employment by the Hirer);
- b) damage to the premises (including contents therein) hired from the County Council;
- c) damage to any other property not belonging to or in the custody of the Hirer or any person in the Hirer's service;

occurring during the period of the hire and arising out of the activities of the Hirer for which the premises were hired.

This insurance is subject to a limit of indemnity of £5,000,000 and the Hirer will be required to pay the first £100 of each claim.

It is a requirement of the insurance that the Hirer must take all reasonable precautions to prevent accident, loss, damage or injury.

The premium for the insurance is added to the hiring charge. The insurance is also available to hirers where the County Council makes no charge, although it is expected that outside organisations eligible for free use of premises will normally make their own insurance arrangements. If insurance is required in the absence of a hiring charge the County Council will calculate a premium equivalent to that payable on a chargeable letting for a similar period of hire.

The County Council does not offer insurance for other risks associated with hire of premises, such as loss of money or tickets or cancellation of events due to adverse weather.

This document is a summary of cover. Full details of the insurance are available from the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY. Email: insurance@somerset.gov.uk

Exclusions

These insurance arrangements are not available to commercial organisations such as exhibition promoters or professional entertainment companies, as we expect those types of hirer to have their own insurance.

The insurance will not apply to the extent that the Hirer is indemnified under any other policy of insurance.

The insurance excludes any claim for personal injury or damage arising out of the use of the premises for:

- a) meetings organised by political parties;
- b) professional entertainment purposes;
- c) commercial or business functions which involve bringing into the premises equipment which operates by means of the application of heat;
- d) martial arts activities;
- e) any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant.

Claims

All claims under these insurance arrangements must be made to the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY.

Preliminary information should be telephoned to the Insurance Department on 01823 359862, when advice on further action will be given.

HIRE OF EDUCATIONAL ESTABLISHMENTS

CONDITIONS OF HIRE –

**REGULATIONS FOR THE LETTING OF PREMISES
AT FROME COMMUNITY COLLEGE**

General

These regulations apply to the letting of all premises forming part of and maintained by the Governing Body of Frome Community College. Where use of Frome Community College premises is required by Act of Parliament these regulations apply only to the extent that they are not inconsistent with the provision of the Act concerned.

Definitions

The College: Frome Community College

The Governing Body: The Governing Body of Frome Community College

Premises: The premises hired for the function as described on the letting form

Pitches: Rugby, cricket or football pitches

Grass Area: Areas other than marked pitches

Function: Purpose for which the premises have been hired as stated on letting form

The Hirer: The person letting the premises. When an individual signs on behalf of an organisation they shall be jointly and severally responsible with the organisation for the hire charge and any other associated costs incurred by the College as a result of a breach of these regulations.

The Letting Form: The form provided for the letting of premises at the College

Procedure

- 1 All prospective hirers must complete the lettings form. Failure to do so will result in the letting not being approved and access to the premises being denied
- 2 The hirer must personally sign the lettings form and not assign or sublet the premises
- 3 In signing the lettings form the hirer confirms they have read the regulations, agreed to abide by them and accept responsibility for the use of the premises and the conduct of those attending at the premises

Applications for letting of premises

- 4 The lettings form must be received at least 21 days before the proposed date of use.
- 5 Where the proposed date falls within the school holidays, the lettings form must be received at least 21 days before the end of term
- 6 Lettings forms for the use of playing fields and pitches must be received at least 21 days before the proposed date of use
- 7 Applications will only be accepted for a maximum period of one year, between the first day of September of one year and the last day of August of the following year
- 8 When giving details of the length of time the premises are required the hirer must allow for any preparatory and cleaning up time. The hirer can only use the premises during the time stated on the lettings form

Risk Assessments

- 9 The hirer must carry out any necessary risk assessments for the purposes for which the premises are let and confirm they have done so on the lettings form

Payment

- 10 For regular lettings – invoices will be sent from the finance office each half term
- 11 The College may at any time request a 10% non-returnable deposit 14 days before the proposed date of use
- 12 For any application made for the hire of the premises within 14 days of the hire date, the College may request the hire charge is paid in full before the booking is accepted
- 13 All payments must be made payable to Frome Community College and paid within 30 days of receipt of invoice. If payment is not received the College may cancel further bookings made by the individual organisation

Insurance

14 The County Council requires that any individual or organisation hiring Frome College on a casual basis has insurance for their own legal liability to third parties arising from their use of the premises. It is the responsibility of the hirer to effect all insurance required to cover their liabilities and to obtain public liability insurance cover of £5 million. The hirer must produce evidence of insurance to the College before the letting commences and before approval of the letting can be given. A copy of the relevant insurance certificate will be retained on file

Subject to the Exclusions below the County Council is able to offer Hirers' Liability insurance to any Hirer that cannot provide evidence of other insurance. Where insurance is arranged through the College, the hirer will be charged 12% of the lettings charge to cover the cost of insurance.

This insurance indemnifies the Hirer against their legal liability to pay damages or compensation arising out of or from:

- d) personal injury to any person (other than personal injury to an employee of the Hirer arising out of or in the course of employment by the Hirer);
- e) damage to the premises (including contents therein) hired from the County Council;
- f) damage to any other property not belonging to or in the custody of the Hirer or any person in the Hirer's service;

occurring during the period of the hire and arising out of the activities of the Hirer for which the premises were hired.

This insurance is subject to a limit of indemnity of £5,000,000 and the Hirer will be required to pay the first £100 of each claim.

It is a requirement of the insurance that the Hirer must take all reasonable precautions to prevent accident, loss, damage or injury.

The premium for the insurance is added to the hiring charge. The insurance is also available to hirers where the County Council makes no charge, although it is expected that outside organisations eligible for free use of premises will normally make their own insurance arrangements. If insurance is required in the absence of a hiring charge the County Council will calculate a premium equivalent to that payable on a chargeable letting for a similar period of hire.

The County Council does not offer insurance for other risks associated with hire of premises, such as loss of money or tickets or cancellation of events due to adverse weather.

This document is a summary of cover. Full details of the insurance are available from the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY. Email: insurance@somerset.gov.uk

Exclusions

These insurance arrangements are not available to commercial organisations such as exhibition promoters or professional entertainment companies, as we expect those types of hirer to have their own insurance.

The insurance will not apply to the extent that the Hirer is indemnified under any other policy of insurance.

The insurance excludes any claim for personal injury or damage arising out of the use of the premises for:

- f) meetings organised by political parties;
- g) professional entertainment purposes;
- h) commercial or business functions which involve bringing into the premises equipment which operates by means of the application of heat;
- i) martial arts activities;
- j) any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant.

Claims

All claims under these insurance arrangements must be made to the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY.

Preliminary information should be telephoned to the Insurance Department on 01823 359862, when advice on further action will be given.

Charges

- 14 The Governing Body will annually review the lettings charges
- 15 Charges will be made at the rates determined by the Governing Body and shall be liable to change without notice to the hirer
- 16 In the event of an incorrect charge being quoted, the Governing Body reserves the right to charge the correct rate
- 17 The Governing Body reserves the right to vary or waive the requirements of the regulations on charges

Approval/Refusal of Lettings

- 18 All lettings (including any variation in the terms of the lettings) shall not be approved or charge confirmed until approval or confirmation is given in writing/email by the lettings administrator
- 19 The Governing Body reserves the right to refuse any application, or at any time, any agreement for hire made in consequence of any application. The College is not obliged to give a reason of such refusal or termination. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct
- 20 The premises must not be used without a current written/email lettings approval. Any person who uses all or part of the premises or the College without authorisation will be charged at the appropriate rate and may be refused permission to use the premises or College in the future

Cancellation

- 21 The hirer shall give a minimum of 14 days written/email notice of a cancellation to the lettings administrator
- 22 Where a cancellation is made at any time within 14 days of the hire date the full charge will become due and payable by the hirer

Special Conditions

- 23 The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of letting to protect the College or employees. The special conditions will be notified in writing to hirers before giving written approval and before any deposit is paid
- 24 Special conditions may include any requirement considered by or on behalf of the Governing Body to be desirable, including exclusion of animals or equipment or the effecting of insurance
- 25 Where facilities are booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for ex gratia refunds of a proportionate part of the letting charge, providing that no refund shall be given for facilities not included in the letting charge

Legal Requirements

- 26 The hirer shall ensure that any activities for children under 8 comply with the Children Act (revised) 2004 and that only fit persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks also apply where children and young people under 19 years of age and vulnerable adults are taking part in activities. The Governing Body retain the right to request written confirmation that the hirer and associate persons hold a current DBS check where appropriate. The hirer must provide a copy of the DBS check and child protection policy relating to their function on request
- 27 The hirer must comply with the College's Health and Safety Policy
- 28 The hirer must comply with the legal requirements concerning the consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Governing Body. The hirer must ensure that nothing is done on or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries and be responsible for observance of the requirements of the relevant legislation
- 29 If a licence in respect of any activity in the premises is required, the hirer must ensure they hold the relevant licence(s)
- 30 Where a licensed bar is used during a function the hirer must ensure that the correct licence is obtained and approved by the relevant authority. The conditions attaching to any licence relating to a function must be observed
- 31 The hirer must comply with any legislation in force at the time of the letting. The hirer shall comply with section 12 of the Children and Young Persons Act 1933. This is to say where any play of entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or any other persons being admitted to the premises or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted whilst entering and leaving the premises and to take all reasonable precautions of the safety of the children
- 32 The hirer will to the best of their endeavours ensure the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the lettings
- 33 The hirer is specifically forbidden to use or to allow the use of the premises of any part of the College for any illegal or immoral purposes and shall not carry on any activities so as to cause a nuisance or annoyance for other users of the premises or neighbouring or adjoining premises
- 34 A no smoking policy applies at all times in all parts of the college including car parks and fields/pitches. The hirer must ensure that all users of the premises comply with this policy
- 35 No persons under the age of 21 is entitled to hire the premises

Electrical Appliance Safety

- 36 The hirer should ensure that any electrical appliances brought by them onto the premises shall be safe and in good working order. The hirer must hold a current PAT certificate and provide a copy of the certificate with the letting
- 37 Any electrical appliances used by the hirer are to be used in a safe manner in accordance with the Electricity at Work Regulations 1989

Health and Safety

- 38 The hirer must ensure they know the position of the fire extinguishers and emergency exits in the premises, or the nearest available fire extinguisher and emergency exits
- 39 Before the start of the letting the hirer must check the following items:
 - All fire exits and see that are unlocked and all escape routes are free of obstruction
 - The fire doors are not wedged open
 - Exit signs are illuminated
 - That no obvious fire hazards are present
- 40 All means of exit from the premises must be kept free of obstruction. Fire safety appliances must not be removed or tampered with in any way
- 41 The emergency lighting supply and illuminated exit signs must not be tampered with in any way
- 42 The hirer must brief those attending the function with fire/emergency evacuation procedures at the start of each function

Outbreak of Fire

- 43 The Fire Brigade must be called to any outbreak of fire, however small. Details of any outbreak must be given to the caretaker on duty as soon as possible
- 44 No telephone is available at the premises outside normal office hours. Hirers must have access to a mobile phone
- 45 The hirer is responsible for the safety of those persons attending the function and will ensure that in the event of a fire of emergency the procedures set out below are applied

Fire and Emergency Procedures

- 48 Any person discovering a fire should raise the alarm using the nearest call point. The alarm is indicated by the continuous sounding of electronic sirens and in some areas such as the Merlin Auditorium – strobe lights. Evacuation zones are limited to individual blocks, only those areas where alarms are sounding are to evacuate

If the alarm is raised within the premises the following procedures will apply:

- All staff and visitors must leave the building immediately using the nearest fire exit door. The last person is to close the doors behind them if possible
- Do not stop to collect belongings
- Do not use the lift
- Follow the exit signs and make your way to ECOS (Amphitheatre next to the Merlin Theatre)
- A member of staff or, if not present the hirer to telephone 999 and notify the emergency services
- The hirer should contact the caretaker on call immediately
- Nobody to re-enter the building until authorised to do so by the fire authority

Condition of Premises

- 49 Whilst the Governing Body gives no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, all reasonable efforts will be made to see that the premises are in reasonable condition

Damage loss of accident

- 50 The College shall not be liable for loss due to break down of machinery, failure or supply of electricity of gas, leakage of water, fire, government restriction or act of God that may cause the premises to close or the hire to be interrupted or cancelled
- 51 The College shall not accept any responsibility for the loss of or damage to any car or other vehicle which is brought or left on the College

Supervision

- 52 The hirer must ensure that at least one responsible adult (and where appropriate sufficient responsible adults) is present and able to supervise at all times during the letting
- 53 The hirer accepts responsibility for being in charge of the premises at all times when members of the public are present
- 54 The hirer is responsible for ensuring that all the regulations governing the letting agreement are met including those relating to management of the premises and supervision of all present

- 55 The hirer shall at all times maintain good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the premises
- 56 The hirer is responsible for ensuring that no one shall trespass on any part of the College not covered by the letting agreement. Should any trespasser activate the security system the hirer shall pay any charge levied on the College
- 57 All instructions given to the hirer about parking a vehicle must be observed
- 58 Parking is prohibited on pathways and grass areas of the College
- 59 The car parks provide ample spaces. Hirers must ensure that all associated users are aware that the car park is available and should be used
- 60 No cars are to be driven on to any sports area. Failure to comply with this regulation will result in an immediate warning
- 61 The hirer must ensure that cycles are not ridden on footpaths or on grassed areas around the College
- 62 Admissions to dances, concerts or similar events must be ticket only. The hirer must keep a written record of the number of persons admitted to the premises and leaving the premises so that the number of people present in the building at any time can be established. The written record shall be made available for inspection by all appropriate bodies including the police, any authorised officer of the fire brigade, the licensing authority and the Governing Body
- 63 If the premises are let for the purposes of a private party, admission shall be by invitation only
- 64 The hirer must provide sufficient adult supervision in order to maintain good order both inside and outside the premises
- 65 The hirer must provide suitable security on the door to ensure control of entry and good conduct of the event
- 66 Anyone providing music must ensure the volume is kept to a reasonable level and must not cause any interference with any other activities in the College or inconvenience for local residents
- 67 The hirer is responsible for notifying the police authorities and local residents of any function which may cause inconvenience or temporary disruption, for example, unsociable hours or increased traffic
- 68 The hirer is specifically forbidden to use, or allow the use of the premises, for any illegal or immoral purposes and shall not carry on any such activity so as to cause a nuisance or annoyance to other users of the premises or local residents

Explosive and Flammable Substances

- 69 The hirer shall ensure that:
 - Flammable substances are not brought onto or used in any part of the premises
 - No internal decorations of a combustible nature eg polystyrene, cotton, shall be used
 - No smoke machines, lasers, strobes, real flames, firearms, special effect equipment, pyrotechnics or lighted candles (save for small candles on a birthday cake) shall be used, without prior discussion with the IT Department and permission from the Business Manager

The Equipment and Accommodation

- 70 The hirer must clear away all rubbish and leave the premises in the condition in which they were found
- 71 In the event of any damage or defects caused to the premises or equipment in the premises, the hirer must notify the Business Manager in writing
- 72 If there is another hirer letting the premises immediately afterwards, that hirer should also be informed of the damage and defect
- 73 The hirer shall make good or pay for all damage (including accidental damage) to the premises, fixtures, fittings, specialist equipment or content and any loss of content
- 74 Any desks, furniture or equipment in the premises must not be interfered with without the prior approval of the caretaking team, lettings administrator or Business Manager
- 75 Standing on seats, furniture, windowsills etc is not permitted. Fittings, fixtures or decorations of any kind are not permitted, other than purely temporary arrangements that require not nails, screws or other fixed devices that would damage or disfigure part of the premises
- 76 Chalk, resin or polishing materials may not be used on floors
- 77 The lighting arrangements and sound systems of the premises must not be supplemented or altered, without prior discussion and permission from the IT department.
- 78 If the hirer wishes to install specialist equipment, the hirer must give 14 days written notice to the lettings administrator and receive written confirmation from the College

- 79 Specialist rooms and equipment, including gymnastic equipment, public address systems, stage lighting and pianos are not included in the letting agreement unless specifically mentioned in the letting form and approval in advance given by the lettings administrator
- 80 Before the lettings administrator give approval of the use of any specialist rooms and equipment, the hirer must give details of the names and qualifications of the person or persons using the rooms and equipment. If the approval is given, the hirer is responsible for the proper use of the specialist equipment
- 81 The College does not provide first aid facilities for the hirer, or guarantee access to a telephone for calling assistance during lettings. Hirers must make their own arrangements in this respect
- 82 The Governing Body does not undertake to provide suitable chairs or seats for use by the hirer
- 83 Any furniture provided by the hirer must be removed immediately after the end of the letting

Vacation of the Premises

- 84 The hirer shall ensure the premises are vacated by all people attending the function within the time specified within the letting form. The hirer shall ensure that any articles taken to the premises are removed at the end of the function. If the articles are not removed the Governing Body reserves the right to charge the hirer for each day, or part of a day, until the articles are removed. Failure to remove articles at the end of the function, in the event causing significant disruption to the College will be charged a sum to reflect the inconvenience to the school

Catering Facilities

- 85 A separate charge shall be made to use the school catering facilities in addition to charges for the letting of the premises. The following special conditions must be observed:
 - A member of the Colleges' contracted catering staff must be present whilst the catering facilities are being used. The requirements of that member of staff must be obeyed unless specific permission for sole use of the kitchens has been given by the Business Manager within the letting agreements. The hirer is responsible for the proper use of the facilities if approval is given. Any application to use these facilities must specify the name and qualifications of the person(s) using the equipment
 - There must be not smoking in any kitchen by any person handling food or catering equipment
 - College tea cloths must not be used
 - The kitchen and equipment must be left as clean as it is found
 - College crockery and cutlery must not be used except by special permission of the Business Manager
 - Tables must be covered before use and washed after use
 - Any other special conditions that may be specified by the Governing Body

Grounds and Playing Fields

- 86 The following regulations governing grounds and playing fields are to be read together with the relevant provisions on dual use
- 87 The Governing Body do not give any guarantees to the standard of any of the playing fields nor of the maintenance or improvement of this standard during the season. The hirer shall be deemed to be aware of the state of any of the playing fields upon submitting the application and the application will be deemed to be for the particular playing fields as seen
- 88 The Business Manager shall decide whether any of the playing fields is fit for use and their decision shall be final

Compliance with Regulations

- 89 If the hirer fails to comply with any of these regulations whether intentionally or not, such failure may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or fees for letting
- 90 If facilities prove not to be available during the letting, the Governing Body will consider applications for refunds or a proportionate part of the letting charge, No refunds will be given for facilities not included in the letting charge
- 91 The Governing Body's decision as to any refund will be final

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APPLICATION FOR HIRE



I Lettings Application Form

Note to applicant

Please carefully read the regulations for the letting of premises at the College before completing this form. The regulations can be found at www.fromecollege.org/community/hospitality-and-hire

**PLEASE USE BLOCK CAPITALS AND BLACK INK –
THIS WILL ASSIST US WHEN PHOTOCOPYING YOUR APPLICATION**

| Name of organisation | | | | | |
|-----------------------------------|-----------------|-----------------|------------------|----------------|----|
| Name of applicant | | | | | |
| Applicant's address | | | | | |
| | Post code | | | | |
| email address | | | | | |
| Daytime telephone | Home telephone | | Mobile telephone | | |
| Accommodation/facilities required | Purpose of hire | Day(s) required | Dates required | Time required* | |
| | | | | From | To |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Please specify any special resources/requirements. Please note they may be subject to availability.

Do you wish the letting to continue through the school holidays? Yes No

** Times should allow for any preliminary preparation and clearing away*

Continued overleaf...

Insurance

Public Liability Insurance of £5m is a requirement of Somerset County Council for all users of the Council’s facilities.

- We have our own Public Liability Insurance of £5m and have attached a copy of our certificate to this application.
- We require Public Liability Insurance to be arranged by the College and understand it will incur an additional 12% fee.

Signature of applicant: Date:

In signing this form I agree to take FULL responsibility for ensuring the College remains secure during the letting. On behalf of the organisation I personally agree to be responsible for the fees charged in respect of this letting and I agree to abide by the regulations stated in the College Lettings Regulations, the contents of which I have read and understood.

I confirm the necessary risk assessments have been completed.

I confirm that I am over the age of 21.

Please return this form and, if applicable, your certificate of insurance to:
External Lettings Coordinator
Frome College
Bath Road
Frome
BA11 2HQ

Lettings office hours 10 am – 2 pm, term time only.

- t. 01373 469006
- f. 01373 469078
- e. FCC.Lettings@fromecollege.org

**IF YOU NEED TO SPEAK TO THE LETTINGS TEAM OUTSIDE SCHOOL HOURS
PLEASE PHONE 07880 042842**

ALL ROOMS TO BE LEFT AS FOUND PLEASE