

Torfield And Saxon Mount Academy Tru

Torfield School School



Croft Road
Hastings
East Sussex, TN34 3JT

Tel: 01424 428228

Email: office@torfield.e-sussex.sch.uk

Saxon Mount



Edinburgh Road
St Leonards-On-Sea
East Sussex, TN38 8HH

Tel: 01424 426303

Email: office@saxon.e-sussex.sch.uk

Executive Headteacher/CEO: Mr R. Preece, MA Ed
www.torfield-saxonmount.com

TORFIELD & SAXON MOUNT ACADEMY TRUST

Financial management Policy - Tendering and Procurement

Signed

Date

Richard Preece
Accounting Officer/Executive Headteacher

Last reviewed March 23

Next review March 25

Aim

To provide a clear framework for staff and directors to understand and operate the defined strategies and controls in the tendering and procurement processes for all goods, works and services, to ensure compliance with statutory procurement regulations, the academy funding agreements, the TaSMAT financial policies and to encompass the ethos of best value and best practice.

Key points

The directors and governors of the TaSMAT are committed to implementing and maintaining the highest standards of integrity and transparency in all aspects of the tendering and procurement processes. All aspects will be compliant with the current version of the Academies Financial Handbook (AFH) and will ensure that all staff involved with implementing, operating and managing the processes adhere to the procedures, guidelines and rules as detailed in the AFH, this policy and the appropriate section of the Risk register applicable to tendering and purchasing.

The whole-life cost of any service, contract or equipment purchase will determine the level of tendering process required, including the cost over the whole period of a contract and disposal costs of items.

If circumstances arise when it is not practical or viable due to urgency of purchase required, to obtain the determined number of quotes, these will be agreed by the Executive Headteacher and the reason for this recorded on the procurement paperwork. Such items in excess of £2000 will be reported to the next meeting of the board of directors as part of the contract monitoring report.

Tendering

A competitive tendering exercise will be undertaken for all works and services to be purchased when:

- The anticipated value of the contract is in excess of £2000 or the Principle Finance Officer and/or Accounting officer determine that there is significant risk of substantial variance in options and price at a lower limit.
- The service, work or items to be purchased are available from a number of suppliers so better value can be obtained by exploring a wider range of options.
- UK wide **procurement** e-notification service regulation compliance is required for major works, service and equipment purchase above the limits applicable at the time of sourcing. (previously OJEU regulations and limits)
- This policy works in conjunction with the Scheme of financial delegation of duties, as adopted annually by the board of directors.

Tendering processes

All suppliers and contractors invited to quote will be required to quote against the same criteria and opportunity given to revise any quotes not deemed to be like for like with other competitors.

For works, services and equipment purchases valued between £2000 and £5000 a minimum of 2 quotations will be sought and obtained where possible.

For works, services and equipment purchases valued between £5000 and £25,000 a minimum of 3 quotations will be sought and at least 2 obtained.

For works, services and equipment purchases valued in excess of £25,000 a minimum of 3 quotations will be sought and at least 3 obtained.

Quotations for all works, services and equipment purchases valued above £25,000 will be received by the Principle Finance Officer (PFO), stored securely and opened in the presence of at least one other person – usually the Executive Headteacher, Site Manager or assistant Director of Finance and Resources, but may also be the Headteacher. All quotations received will be recorded, the recommended successful quotation noted and if not the most financially favourable, reasons for recommended success criteria detailed. Tenders other than the most financially favourable to the trust, or late tenders, can only be accepted by the board, which shall record the reasons for its decision. In exceptional circumstances and where it is not possible to wait for the next board meeting, the contract may be awarded with the agreement of the Executive Headteacher and Chair of the Board and then reported to the next meeting of the board. All decisions subject to competitive tender will be reported to the next meeting of the board, following purchase/acceptance of quotation.

All contracts entered into by the Academy Trust will be signed by the Executive Headteacher or the PFO.

Procurement

All items of expenditure will be subject to prior approval by the Executive Headteacher, Headteacher, or Principle Finance Officer (PFO).

All items of expenditure will be checked against available budget and if in excess of the agreed budget figure, will require prior approval by the Executive Headteacher.

All authorised items of expenditure and purchases will be recorded on the financial management system either as a Purchase order, staff expense voucher or Credit card purchase. Internal controls, authorisations and approvals are both within and external to the electronic FMS and are as follows:

All requisitions for staff expenses, purchases, credit card purchases and petty cash must be authorised by the PFO, Executive Headteacher or Headteacher. (**External process**)

All purchase orders will be authorised electronically by the PFO (**FMS process**). Authorisation includes verification of requisition being signed appropriately and for the value of the PO.

All staff expense and credit card vouchers are authorised by the PFO (**External process**). Verification as above.

All expenses/purchases in respect of the Executive Headteacher will be authorised by the PFO or Headteacher. (**External and FMS process**).

All staff payments in excess of £5.00 will be made by BACS transfer.

All invoices and staff expenses to be paid will be authorised by the Executive Headteacher and PFO prior to final payment. (**External processes**)

BACS/Cheque runs will be authorised by the Executive Headteacher prior to payment run.

Bacs payments will, as often as possible involve 3 separate people from the Finance team, but always at least 2 to maintain acceptable internal control both in error detection and splitting of duties as follows:

- Person 1 to produce BACS run file for authorisation
- Person 2 to import Bacs file into Bankline

- Person 3 (Usually PFO or Assistant Director of Finance and Resources) to authorise the BACS file in Bankline, checking that the FMS file exported and Bankline file imported match.

Cheques will be signed in accordance with the current bank mandate including the requirement for 2 signatures, one of which must be the Executive Headteacher or the PFO, plus any one other from the authorised group.

This policy will be subject to the agreed 2 year review cycle but may be updated to reflect any changes in circumstances or requirements as determined by the Executive Headteacher or PFO, within this time. Any significant or material changes to content will be reported to the board of directors at the next meeting following change.