

SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Name of SCHOOL Financial Year.....2014/15.....

Introduction

The Standard is a requirement for local authority maintained schools. Governing Bodies have formal responsibility for the financial management of their schools, and so the Standard is primarily aimed at governors.

What do schools need to do?

- The Standard consists of 23 questions which governing bodies should formally discuss annually with the head teacher and senior staff.
- The questions which form the standard are in sections A to D. Each question requires an answer of Yes, In Part, or No.
 - If the answer is Yes, the comments column can be used to indicate the main evidence on which the governing body based its answer.
 - If the answer is No or In Part, the column should contain a very brief summary of the position and proposed remedial action.
- In Section E, governors should summarise remedial actions and the timetable for reporting back. Governors should ensure that each action has a specified deadline and an agreed owner.
- The governing body may delegate the consideration of the questions to the Finance or other relevant committee, but a detailed report should be provided to the full governing body and the chair of governors must sign the completed form.
- The school must send a copy of the approved Standard to their local authority's finance department and retain the signed version in the school for audit purposes.

There is no prescription of the level of evidence that the governing body should require. The important thing is that governors are confident about their responses.

Timetable and Submission

- All maintained schools must complete the Standard in 2012/13 and annually thereafter.
- **Barnet schools must submit their completed and approved form by 31 January 2015.**
- Completed forms to – Schools Accountancy Section, Bldg 4 North London Business Park, Oakleigh Road South London N11 1NP email schools.accountancy@barnet.gov.uk

QUESTIONS	ANSWER (Yes/In Part/No)	COMMENTS, EVIDENCE AND PROPOSED ACTIONS
A: The Governing Body and School Staff		
1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money?		
2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?		
3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field?		
4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?		
5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?		
6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave?		
7. Does the school review its staffing structure regularly?		

B: Setting the Budget			
8.	Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment?		
9.	Does the school make a forward projection of budget, including both revenue and capital funds, for at least three years, using the best available information?		
10.	Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?		
11.	Is end year outturn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?		
C: Value for Money			
12.	Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?		
13.	Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?		
14.	Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year?		
15.	Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement?		

16. Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?		
17. Can the school give examples of where it has improved the use of resources during the past year?		
D: Protecting Public Money		
18. Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?		
19. Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers (please note any instance of fraud or theft detected in the last 12 months)?		
20. Are all staff aware of the school's whistleblowing policy and to whom they should report concerns?		
21. Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the annual Consistent Financial Reporting return?		
22. Does the school have adequate arrangements for audit of voluntary funds?		
23. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?		

OUTCOME OF SELF-ASSESSMENT

E: Summary of agreed remedial action and timetable for reporting back:

Chair of Governors (print name).....(signature).....

Date of Governing Body meeting:.....