

Financial Regulations for Essex Primary Headteachers' Association

In accordance with the Financial Regulations for Essex Schools, the Executive Committee of EPHA hereby recognises the need to lay down formally a policy for the overall management of the Association's budget and the day to day management of the financial affairs.

The general conditions that follow are subject to annual review and consideration at the AGM

Aims.

- To provide a secure financial base in order to allow the Association to work in a pro-active manner.
- To create a system where all primary-phase schools in Essex financially support the work of EPHA.
- To ensure that all claimants complete the correct claim form and that monies are paid within 4 working weeks.
- To financially support the running of conferences and training for Headteachers and Deputy Headteachers.
- To financially support the Colleague Supporter programme.
- To financially support the administration of EPHA business.
- To financially support the maintenance of the EPHA website.

Financial Matters.

Funding

EPHA will be funded by a contribution from all primary-phase schools and academies in Essex, top-sliced from the DSG. The contribution for the 2020/21 financial year will be £320, as agreed at the AGM on 7 October 2020.

Payments and claims

EPHA will pay expenses if any Headteacher serves on a committee to represent Primary Headteachers for EPHA.

- Claims must be requested on the correct form (a copy can be found on the EPHA website)
- Supply cover will be paid to the school for the number of sessions which the headteacher is working for EPHA (details can be found on the claim form)
- Mileage at 45p per mile, car parking and transport costs will be paid to the headteacher personally
- Food costs will be paid if necessary to a maximum of £10
- Other costs such as phone calls, stamps etc must be entered under the other expenses section on the claim form.

- Receipts must be attached to the claim form for car parking, food, other expenses etc.
- (If in post) the EPHA Executive Director will submit a regular claim and all items must be listed.
- The EPHA Professional Officer will submit a regular claim and all items must be listed.
- The Executive Director and Professional Officer claims are the only claims which will be paid not using the EPHA claim form as it is recognised that the form is not appropriate for the variety of their work.
- When any of the possible 4 signatories are making a claim their signature should, if possible, not be one of the ones on their cheque.
- The EPHA Professional Officer will keep all claim forms and once payment has been made these will be stamped to show:
 1. Who prepared the cheque
 2. Who the 2 signatories were
 3. The cheque number
 4. The cheque amount
 5. The date
 6. Whether the invoice is attached or not

Financial Limits

The EPHA Chair and/or Vice-Chair has the delegated power to approve expenditure of up to £5,000, with the exception of the payment for conference venues and some speakers, which may exceed this amount. Expenditure over £5,000 needs to be approved by the EPHA Executive committee (which may be via email).

Bank arrangements

- The EPHA bank account is currently held with Lloyds and each cheque issued has to be signed by 2 of the possible 4 signatories.
- Two separate bank accounts will be maintained:
 - The current account
 - A second current account used for income and expenditure related to conferences
- The EPHA County Treasurer is the only person with the mandate to transfer monies. In his or her prolonged absence one of the remaining signatories will be elected by the County Executive to undertake this responsibility.

Auditing

The EPHA Treasurer will ensure that the county current accounts are audited and the audited accounts will be presented to the EPHA AGM.

These financial regulations were proposed and ADOPTED at the Annual General Meeting on 7 October 2020.