



**Redbridge
Education
Partnership**

Realising Everyone's Potential

FINANCE POLICY

Date approved by the Partnership Board 6th November 2025

Date of review Autumn 2026

Redbridge Education Partnership

Finance Policy

Introduction

This purpose of this policy is to set out the overall management of the Partnership's budget. It outlines the internal financial controls that are in place to ensure that the Partnership's resources are managed responsibly by setting out arrangements for the following:

- Sources of income
- Governance
- Financial Planning
- Budget Monitoring
- Financial Controls
- Maintaining good quality records for income, and expenditure
- Reporting Requirements
- Audit Arrangements
- Risk Managements

1. Sources of income

1.1 The partnership will source its main income from subscription fees paid by its member schools. The charge to each full member school within the partnership will be determined by the number of pupils on roll as per the latest DFE submissions for the annual census. The per pupil charge for 2026-27 will be £8.

1.2 All school within the London Borough of Redbridge will be invited to join the Redbridge Education Partnership (REP) annually, in the latter part of the Spring term. All schools that agree to join will be invoiced and subscription contributions will be obtained as per the arrangements set out above.

1.3 Associate member schools will be charged a fixed fee of £1125 for 2026-27.

1.4 Other sources of income may be generated by charging member and non- member schools for attendance at events run by REP, as agreed by the Partnership Board.

1.5 Any variance to this arrangement will be subject to Full Board approval.

2. Governance

2.1 The Partnership Board is responsible for the strategic direction of the charity and holds the ultimate responsibility for ensuring that the budget is well managed within the legal framework and requirements of the charity. It will ensure that Best Value principles are

applied when making decisions about expenditure, and will monitor the budget at each Board meeting.

2.2 Day to day duties will be delegated to individual employees, specifically the Finance Officer and the Operational Lead. The Operational Lead will line manage the Finance Officer and will monitor and approve ongoing spending as per the decisions taken at Full Board meetings. Any spend approval made by the Operational Lead will not exceed £5,000, as Full Board approval will be required for such amounts. Decisions relating to this will be noted in minutes of Board meetings.

2.3 The Independent Chair of the Partnership Board and the Vice Chair will be required to approve the monthly invoice for the Operational Lead.

2.4 Other designated employees will have responsibility for approving the monthly invoices for their team members as agreed by the full Board. See below.

2 Financial Planning

2.5 The budget will be prepared by the Finance Officer in consultation with, and under the direction of the he Operations Lead, having due regard to the priorities in the Charity's Development Plan as agreed by the Full Board.

2.6 The Board will approve the annual budget by the 1st May.

2.7 At each meeting of the Board, the Operations Lead shall submit a report detailing income and expenditure to date compared with the approved budget, together with details of significant variances, and a projection of expected expenditure to the year end.

2.8 At the end of the financial year, the Operations Director shall submit a report to the Board, detailing the annual income and expenditure compared with approved budget, together with explanations of significant variances. The Operational Lead will also offer recommendations for the new financial year

2.9 The approved budget will run from April 1st to 31st March.

2.10 This finance policy is subject to review each year.

3 Budget Monitoring

3.5 The Operational Lead shall meet with the Finance Officer regularly to oversee the budget in relation to income and expenditure, ensuring that all spending is within the approved budget. Where this is not the case, questions will be raised and explanations will be noted and recorded. The Finance Officer will action decisions made at this meeting.

3.6 The Operational Lead shall send out the Financial Report to all Trustees, the Independent Chair of the Board and other Board members in advance of each Board meeting.

3.7 At the meeting, the Operational Lead will provide additional information regarding any variances to the approved budget and update the board in relation to any virement.

3.8 The Board shall monitor the budget at each Partnership Board meeting, asking questions as necessary and agreeing any actions to be taken as follow up or ahead of the next meeting.

4 Day to Day Financial Management and Controls

Virement Limits

5.1

The Operations Lead is permitted to authorise virements between budget headings up to a maximum of £5,000. Virements in excess of this amount are to be referred to the Board.

Where these virement powers are exercised, the details of the budgets affected will be recorded in writing and authorised by the Chair, so that they can be reported at the next meeting of the Board.

Expenditure Limits

5.2

The Operations Lead is able to authorise expenditure on day-to-day items and services up to a limit of £5,000 on any one item. Authorisations in excess of this amount shall be referred to the Board.

Bad Debts/ Disposal of Equipment

5.3

All bad debt, write offs, and all disposals of equipment shall be in accordance with the following:

Disposals

- i) The Operations Lead shall be authorised to dispose of surplus, damaged or scrap stock, materials or equipment on the best possible terms, where the estimated realisable value of the materials does not exceed £500. Where the estimated realisable value exceeds £500 the approval of the Board shall be obtained.
- ii) If the estimated realisable value of the materials is in excess of £50 but does not exceed £500, the proposed disposal shall be advertised in Repmail and members will be invited to submit a contribution for the items.

- iii) If the estimated realisable value of the materials is in excess of £500, bids shall be invited from at least two sources external to the Charity. Members are not precluded from also submitting bids.
- iv) Records of disposals shall be kept, together with details of bids.

Write Offs

- i) The Operations Lead shall be authorised to write off any debt owing to the Partnership up to a value of £50 for any one item, provided that s/he is satisfied that proper steps have been taken to mitigate the loss and prevent a recurrence. Any debt in excess of this shall be written off by approval of the Board.
- ii) Records of write offs shall be kept.

5.4 Budget Holders

At the commencement of each year, the Board shall decide the budget areas and who will be responsible for each area (or sub area) of the budget and shall notify to that member the amount of the budget for that year. Currently, no individual budget holders have been nominated.

5.5 Budget Holders Records

Budget holders shall maintain adequate records to enable them to monitor their expenditure. Before purchasing items, Budget Holders must gain approval from the Operational Lead and the chair as necessary. Receipts must be obtained and passed to the Finance Officer for all purchases, who will update the finance records accordingly.

5.6 Maintenance of Financial Systems

1.The Operational Lead will oversee the work of the Finance Officer and monitor financial reports on a monthly basis, including undertaking approval of bank reconciliation.

2.The Finance Officer shall maintain the financial systems on behalf of the Partnership. This will include maintaining records of income and expenditure, filing all receipts and invoices, as well as updating the relevant spreadsheets.

5.7 Reports to Board

At each meeting the Operations Lead will update the Board on expenditure and income on each budget area to date, highlighting any variances and providing explanations.

5.8 Expenditure

Budget holders may only authorise orders in respect of their own budget areas and orders may not be placed in excess of the remaining budget without approval from the Operational Lead.

5.9 Invoices

1)Invoices for School Development Reviews and other areas previously approved by the Board will be paid by the member school and reimbursed by the Finance Officer upon receipt of a school invoice as well as the original invoice, once it has been approved by the Operational Lead.

2)The Finance Officer will also produce invoices for attendees at events organised by the Partnership and follow up outstanding payments.

3)At the end of each month Invoices submitted by employees will be sent to two Senior Leaders before being approved for payment. The Operational Lead will then instruct the Finance Officer to process the payment.

These arrangement for such invoice submission were agreed by the Board as follows:

Chair -	Vice Chair and the Operational Lead
Operational Lead -	Chair and Vice Chair
CPD Lead -	Chair and Operational Lead
CPD Facilitator-	Chair and CPD Lead
ECF Lead -	Chair and Operational Lead
ECF Admin -	Chair and ECF Lead
SEND Lead -	Chair and Operational Lead
Admin Assistant -	Chair and Operational Lead
Finance Officer -	Chair and Operational Lead
Website/IT -	Chair and Operational Lead

6 Inventories

Inventories will be maintained. The Finance Officer will update inventories immediately upon receipt of goods. Inventories will be checked annually and certified accordingly by the Operations Director and the Chair.

7 Insurance

The extent of the insurances for the Partnership will be considered on an annual basis by the Board prior to budget setting in the Spring term.

8 Banking

8.1 At the end of each month, the Finance Officer will reconcile the bank account to the computerised accounting records. The Operations Director will certify the bank reconciliation as correct and sign the bank statement.

8.2The Operational Lead will report any payments on the REP Bank Card to the board at each meeting.

8.3 The Operational Lead will provide a bank report at each board meeting.

9 Security

9.1 All equipment such as laptops shall be securely stored when not in use.

9.2 Items entered on the inventory shall be visibly security marked with the Partnership's name and postcode.

9.3 Members may borrow items for educational purposes only and must complete the register on borrowing or return. The Finance Officer holds this.

10 Electronic Transactions

10.1 Electronic payments are used as it is a convenient and efficient way of managing transactions.

10.2 The Finance Officer is responsible for ensuring that where payments are made by electronic methods: -

- i) The payment has been approved by the Chair and/or the Operations Director as appropriate.
- ii) Additionally for invoices submitted by employees, payment must be approved by the relevant Senior Leader – see Invoices section 5.8, sub section 3.
- iii) The electronic payment schedules and summaries are retained in accordance with retention periods for financial records and filed appropriately.
- iv) The Bank Mandate should clearly stipulate who has the power to authorise on-line payments. Currently, the Operations Director authorises all bank payments

11 Reporting Requirements

11.1 Each month, the Finance Officer shall provide the Operational Lead with the following for approval:

- Bank reconciliation
- Bank Statement
- Budget report to date
- Details of any variances

11.2 The Operational Lead will provide the same to the Board at each meeting.

11.3 Each year the Operational Lead will provide an audit report to the Board and members.

11.4 Each year the Finance Officer and the Operational Lead will submit the accounts to Charities Commission for filing, so that they are available as public record.

12 Audit Arrangements

12.1 The Finance Officer shall arrange for an Audit of accounts to be undertaken by an appropriately qualified professional as approved by the Board.

12.2 The report will be shared with the Board, along with any recommendations.

12.3 The Board will monitor progress against the recommendations, which will be actioned by the Finance Officer or the Operational Lead as appropriate.

13 Risk Management

All monies received by the Partnership are from public funds and can be at risk of fraud. Therefore, the Board of Trustees has ensured that no one person has full responsibility for managing the funds. All income and expenditure is monitored in order at different stages by the Finance Officer, the Operational Lead and or the Independent Chair, and ultimately ,by the Board of Trustees.