



**Foxton Primary School**

**Finance Policy:  
Measures During Covid 19 and School Closure**

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Date:	May 2020
Reviewed by:	David Chilton
Next Review date:	May 2021
Signed:	

This addition to the full Finance Policy has been written to set out in writing the changes which will be implemented to the day to day operation of Finance systems due to the Covid 19 lockdown and school closure.

### **Meetings and Governance:**

Due to the need for social distancing, video meetings will take place via Microsoft Teams. This will be the case for all meetings with Governors and also for smaller monitoring meetings between the headteacher and the Finance Officer. Microsoft Teams allows screens to be 'shared' so the relevant parties can discuss the finer details of Finance systems in real time.

### **Authorisation of Invoices and Purchase Orders:**

- Invoices and purchase orders will be generated in Bromcom (the day to day cloud based finance system) by the Finance Officer, who will attach all relevant documents to the order or invoice in Bromcom for viewing by the headteacher (or in her absence, the senior teacher).
- The Finance Officer will then send a message to the headteacher (or senior teacher) asking him/her to authorise the relevant orders or invoices via Bromcom.
- Once authorised, the headteacher (or senior teacher) will notify the Finance officer that this has been done.
- The Finance Officer will then be able to create a Bacs run in Bromcom which can then be uploaded to Barclays.net and a screenshot of this will be sent to the headteacher (or senior teacher) along with a copy of the bacs report so the figures can be verified.
- This can then be authorised in the usual way. (The headteacher (or senior teacher) having the final authorisation of any bank payments).