



Finance Policy

2025-26

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1 Introduction

This Finance Policy applies to all Academies within the Diocese of Ely Multi Academy Trust. The purpose of this policy and associated procedures is to ensure that the Diocese of Ely Multi Academy Trust (“the Trust”) maintains and develops good and effective systems of financial control. This ensures that all our schools act properly and do not endanger their own funding nor that of other DEMAT schools. It is also essential these systems and processes operate properly to meet the requirements of the Trust’s Funding Agreement with the Department for Education (DfE) and our responsibility to the wider Diocese.

This policy is supported by and consistent with the following documents:

- DFE – Academy Trust Handbook
- Trust Articles of Association
- Funding Agreements
- Diocese of Ely MAT – Trust-wide Governance Schemata
- Diocese of Ely MAT – Scheme of Delegated Authorities (Central and Academies)
- Finance system user guides

The Trusts Financial control is primarily driven by the DFE Academy Trust Handbook as well as accounting in line with FRS102 and charities SORP.

The policy will be approved by the Board of Directors and will be reviewed annually by the Finance & Estates committee to report back to the Board that it is still relevant and up to date.

2 Organisational Control Structure

The Trust’s organisational structure is set out in two documents as follows:

1. Trust Wide Governance Scheme, available on request

This document sets out the relationship between the Trust committees and LGBs.

2. Scheme of Delegation, available on request.

This document sets out the approval processes for key DEMAT level decisions.

3 Risk Management

This will be reported and managed using risk registers. There is a two-tiered approach to the maintaining of risk registers within the Multi Academy Trust (MAT) both at academy and at a central wider organisational level.

Level 1

Each academy will hold their own academy specific risk register. This should be maintained by the Headteacher and include financial risks as discussed with the school Finance Assistant.

It is the responsibility of the Local Governing Body to review, monitor and approve their academy risk registers on a termly basis ensuring RAG ratings are accurate and mitigating controls are appropriate and operating effectively.

Level 2

A MAT wide risk register will be held. This will not include the academy specific risks unless they will

have a direct impact on the ongoing operations of the MAT.

The risk registers are live documents, and will be updated as any new risk arises and will be reviewed at least termly.

4 Critical Incident Plan

A Critical Incident Management Plan needs to be in place both at academy level and for the MAT Central Team

5 Review and Feedback of Financial Control

The MAT has two mechanisms of reviewing and feeding back findings on financial control to the Directors.

5.1 External Audit

This will be via the External Audit process which takes place during the Autumn Term. This process is to validate that the statutory accounts present a true and fair view of the Trusts financial position for the previous academic year. This may be enhanced by further provision as the Trust Board agrees.

5.2 Internal Audit

The Trustees have agreed to buy in the services of an internal audit services specialist to ensure that financial transactions have been properly processed ad that controls are operating as set out in the Trust's policies and procedures. A report of the findings from each visit will be provided to DEMAT and the Audit and Risk Committee for review. Reports that highlight concerns will be discussed with the Director of Finance and an action plan created with a follow up on the plans within 6 months.

A summary report will be prepared for the Finance & Estates Committee and the audit and Risk Committee.

6 Accounting System

The Trust currently uses an externally provided Finance system in all academies. All financial transactions of the Trust must be recorded on this system. The Trust also uses Budget planning software which is required for the preparation of all budgets and forecasts.

6.1 System Access

Entry to each system is password restricted. Finance system passwords are changed every 90 days (enforced by system) and annually for the budget planning system.

Access to component parts of the system are restricted to staff granted 'System Administrator' rights. The Director of Finance approves the roles holding System Administrator rights in the finance and budget setting systems. Current roles with approved administrator access are Director of Finance, Assistant Financial Controller and one Associate Finance Lead.

6.2 Back-up procedures

The Finance system and Budget planning system shall be cloud based and externally backed up.

6.3 Segregation of duties and transaction processing

All transactions input to Finance system must be authorised in accordance with the procedures specified in this policy. Key to the control within the MAT is to ensure that the systems and processes are set up in such a way to ensure that any single transaction that ultimately leads to

payment requires at least two people to enable it to be actioned.

This is primarily controlled through system profiles and segregation of duties. The basic principal is a Finance assistant/ school office staff role inputting the transaction and a budget holder role (Head Teacher or Head of Function) authorising the transaction for payment.

The segregation is primarily controlled through system defined roles (see appendix A), with an Academy Office Administrator and Budget Holder role at each location. The central support team have access to the academy based roles, primarily around master data, payments and bank reconciliations.

Due to the size of the central team, members require universal access to the system, to ensure the ability to continue to operate and cover key staff absences; this universal access only applies the accounting software and does not extend to the ability to make any payments via the bank software in isolation.

7 Budgetary Controls

Three-year income & expenditure budgets (medium-term plans) are compiled by each academy on an annual basis (see Appendix B); this includes individual academy budgets as well as the MAT central budget to cover central support costs, set up budgets and a consolidated MAT budget.

Academy Budgets are to be prepared in the first instance by the Headteacher in each academy, supported by the school Finance Assistant.

These will be subject to review by the CEO, Director of Finance and Finance Manager.

The budgetary planning process will incorporate the following elements:

- Forecasts of likely number of pupils to estimate the DFE grant, or other factors determining other grants e.g. EYFS funding, Pupil Premium, SEN funding for example.
- Review of other income sources available to the Trust and its academies
- Review of past performance against budgets to promote an understanding of the Trust and Academy cost base.
- Review of staffing structures
- Identification of potential efficiency savings
- Use of revenue reserves and capital reserves
- Review of expenditure headings, in conjunction with development plans and expected variations in cost e.g., pay increases and increments.

Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income must be explored and expenditure headings will need to be reviewed for areas where efficiencies can be made. Budgets and plans may need to be revised until the income and expenditure balance.

The aim is to achieve an in-year budget that maintains our reserves in line with our Reserves Policy. An

in-year deficit budget can only be submitted for approval in exceptional circumstances and providing the deficit is covered by sufficient brought-forward accumulated surplus revenue reserves.

Central support team budgets will be prepared by the Heads of Function with the support of the Central Finance Team.

All budgets should include a detailed commentary, will be reviewed in the first instance by the Finance Manager, the Director of Finance and CEO.

These budgets will then be submitted to the Finance & Estates Committee in the first instance followed by review and approval by the Trust Board in accordance with Appendix B

Academies will be advised of the outcome by the Director of Finance or the Finance Manager.

Budgets will be a working document which may need to be revised during the year as circumstances change. Budgets will be reviewed for updating in the second half of the Autumn Term and the first half Spring Term.

8 Income & Expenditure within Current Budget

Budget holders are only authorised to approve expenditure within agreed budgets. For any expenditure, outside of this central team approval must be sought, via the permission to spend process.

The finance IT system controls that govern expenditure over budget will give a warning rather than block on posting an entry.

The reason for this is that the budget and actual expenditure are likely to be on different profiles; hence this control is manual and relies upon:

- The Head Teacher with the Finance assistant reviewing expenditure before submitting purchase orders and non-order invoices for authorisation.
- Tight review of the Management Accounts to identify overspends YTD and what the projection is for year end.

9 Purchase to Payment for the Supply of Goods and Services

9.1 Procurement Policy

The Trust is required to achieve the best value for money from all its purchases. This means getting goods at the correct quality, quantity and time at the best price possible. A large proportion of purchases will be paid for with public funds and there is a need to maintain the integrity of these funds by following the general principles of:

- Probity – it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the Trust
- Accountability – the Trust is publicly accountable for its expenditure and the conduct of its affairs
- Fairness – that all those dealt with by the Trust are dealt with on a fair and equitable basis.

DEMAT has a procurement policy which defines the process required for the purchase of all goods and services dependent on the value being procured (see Appendix D). This ranges from requiring a full tender process through being able to use new or established suppliers without the need for quotations if they are considered reputable.

It is particularly important that any conflicts of interests are managed with the utmost probity, with declarations made to the relevant people, and such instances are brought to the attention of the Director of Finance and the Head of Governance.

The trust must pay no more than 'cost' for goods or services provided to it by connected parties, including directors, governors or members. All such transactions should be declared in line with DFE guidance.

9.2 Tenders and Quotation Procedure

In securing best value for money (VFM) it is essential to have robust and transparent policy and procedures around the procurement process.

In line with this the Trust Board have established the limits within Appendix D, to ensure that appropriate controls are in place by specifying the use of reputable suppliers at a competitive price.

To ensure transparency for any quotations received, all documentation including covering emails etc. should be reviewed and signed off by the Headteacher. For items above the Headteacher delegation limit the documents should be submitted to the Director of Finance and or the CEO for approval in line with the Trust Scheme of Delegation. Additionally, a summary of the reasoning behind each choice should be detailed and attached to the relevant quotations. This pack should be available for audit review purposes. When considering VFM it is deemed that it is not just about the price but also about the delivery of the right service to the Trust.

In addition, the process at Appendix D must be followed for all purchases

9.3 Authorisation of Expenditure

All controllable expenditure should go through a purchase order (PO) process, via the web-based workflow authorisation for approval by the appropriate budget holder.

IT and Buildings and grounds work require a non-system approval.

- All IT spend must be approved by the Head of IT before an order is raised.
- All buildings and grounds spend must be approved by the Head of Facilities before an order is raised.

Once the goods or service have been received the GRN should be entered against the relevant Purchase Order.

Invoices received should be reconciled to the GRN before entering onto the system.

9.4 Non-Order Invoices

If the expenditure is not controllable a purchase order is not required as set out in Appendix D, Procurement Exceptions.

In all other circumstances purchase orders must be raised and authorised in the finance system **before** orders are placed with suppliers.

9.5 Payment Authorisation

All payments made will involve a minimum of two people in the transaction, one to instigate the payment and another to authorise.

For all payments, the control is deemed to be at the front end of the process, via the raising and proper authorisation of the purchase order along with the subsequent goods receipting or invoice authorisation to confirm that the goods/services have been delivered to a satisfactory standard.

For all non-order invoices, these will go through an additional review process to understand the nature of the spend is in line with the expectations in this category. These invoices will have to be authorised via a web-based workflow authorisation process, so will not be available to pay unless properly authorised.

All transactions which appear to be of a contentious or novel nature must be referred to the Director of Finance and/or the CEO and managed in line with DFE guidance. A definition of such expenditure is that which might attract public attention. Examples of what could be contentious or novel would include a bonus or ex-gratia payments for staff, contributions to charities and payments to family or friends of staff members.

All of the above will be pulled in a weekly supplier payment run by the central finance team and authorised in line with the procedures in place.

The payment authorisation and transmission is controlled via user profile access restrictions to the BAC's process.

9.6 Petty Cash

DEMAT operates a no cash policy. Petty Cash of any amount should not be held by any academy. If an academy requires this facility, it should contact The central finance team for discussion on the matter. Approval will only be given in very exceptional circumstances.

9.7 Expenses

Please refer to separate Staff Expenses Policy issued Autumn 2025

9.8 Credit Cards

There is a corporate credit card located at each academy within the Trust with a monthly limit of up to £3,000. Some central Heads of Department also have cards where deemed appropriate.. Each request for a card is assessed on an individual basis and will be approved by the Director of Finance or the Assistant Financial Controller. The card limit will be set as part of this process A card will only be issued to a permanent member of staff who has successfully completed their probationary period of employment.

The primary method of payment remains invoicing and credit cards are only to be used in instances where the goods cannot be obtained via the usual procurement method and must not be used to bypass the PO process.

Instances where credit card use is allowed are:

- Catering for Wrap Around Care
- Emergency purchases e.g. H&S issue in the schools
- Supplier will only accept credit card payment and there is no alternative

- One off or exceptional expenditure where it is not practical to purchase the items via the official procurement route

If it is found that a card has been used for personal expenditure, this will be dealt with under the DEMAT staff disciplinary procedure.

Cash withdrawals using the card are prohibited

The Trust reserves the right recover unauthorised charges or transactions without supporting receipts from the individual cardholder. Access to credit card accounts may be temporarily paused to validate transactions where expenditure forms or receipts are unavailable.

All cardholders must comply with the conditions of use issued with the card. If cardholder circumstances change or the conditions of use are not adhered to, the Trust reserves the right to withdraw the card.

All cards must be immediately be returned/destroyed on the cessation of employment with DEMAT.

9.8.1 Procedure for Purchasing and Payment of items using the Credit Card

Part 1 of the Credit Card Expenditure Form (CCEF)(see Appendix E) must be completed by the card holder providing the necessary information about the purchase, the reason for the purchase and evidence that the best price has been achieved.

Authorisation

Part 2 of the CCEF must be completed by the budget holder responsible for the account code to which the purchase is to be charged. This ensures that the budget holder can maintain control of purchases charged to their codes and must be completed **PRIOR** to the purchase being made.

Purchase

The process used for purchases using the card is the same as for any other purchase – the card is simply the payment method. All supporting receipts/VAT invoices and other documentation must be attached to the form.

Completion

Following the purchase, the completed CCEF and supporting receipts/invoices must be sent to the Central Finance Team as soon as possible for processing. All documents should be retained in school to be matched against the entries on the card statement each month.

9.9 VAT

The Central Finance Team will submit one VAT claim on behalf of all academies within DEMAT.

10 Bad Debts & Write Off Policy

The procedures for recovery of any debts and for subsequent write-offs will follow this guidance.

Wherever possible, income due will be collected in before or at the time the relevant service/sale/dinner is provided. If this is not the case, then an invoice will be raised on Finance system immediately.

Income from lettings will be collected in accordance with the Lettings Policy in place. (see 13.3)

All debts will be recorded and non-payment will be followed up by issuing reminders at the following intervals:

- 1st reminder 1 week from date due
- 2nd reminder 3 weeks from date due
- 3rd reminder 5 weeks from date due

The 3rd and final reminder will be sent by Recorded Delivery and will identify appropriate legal action if the account is not settled within 14 days. Where the debt is still outstanding after 7 weeks, the Director of Finance together with the Head Teacher or Head of Function will determine if legal action is appropriate.

The above is in addition to telephone calls and consideration of withdrawal of access to facilities/items of sale.

Any Bad debt write -off's will be authorised in line with the limits set out in the Trust Scheme of Delegation

11 Cashflow Management

Cashflow monitoring should be maintained centrally and updated monthly, alongside the monthly bank reconciliation process.

12. Additional Balance Sheet Controls and Reconciliations

The following key accounts will be reconciled monthly by DEMAT Finance Team

- a) Bank Reconciliations
- b) Payroll Control Accounts
- c) VAT Control Accounts
- d) Creditors – inc. Accruals
- e) Debtors – inc. Prepayments

13 Income

The main sources of income for the Trust are the grants from the DfE. The receipt of these sums is monitored directly by the Central Finance Team.

Grant funding is received from other sources such as the Local Authority for purposes such as Educational Needs funding.

The academy may also have other sources of income such as:

- Student trips, uniforms, academy dinners
- Before and after academy clubs
- Income from lettings
- Local charities

13.1 Academy Trips/Dinner money

Trips must be costed during the planning process of the trip. The designated teacher appointed for each trip is responsible for ensuring the payments from the children have been collected (through BromCom or similar) and is responsible for chasing any outstanding amounts. A termly report should be made to the Head Teacher of the financial outcome of all trips with explanations for surpluses and deficits.

If a trip does not run and/or it makes a surplus, refunds may be made by BACS to parents (no payments will be made by cheque or cash)

Debts should not be incurred in respect of dinner money. School meals will not be unreasonably withheld from a child if dinner monies remain outstanding for more than 2 weeks, but the school retains the right to provide a basic sandwich lunch instead of a hot dinner until the debt is cleared.

No debts should be written off without approval from the Central Finance Team. (See Item 10)

13.2 Before and After Academy Clubs

The leader of the academy club is responsible for ensuring the payments for attendance at the club are invoiced and payment collected (through Bromcom or similar) and is responsible for collecting any outstanding amounts. This may be in conjunction with the Central Finance Team

No debts should be written off without approval from the Central Finance Team. (See Item 10)

13.3 Lettings

Letting and hire will be conducted in line with the Lettings Policy for each academy with a scale of charges, which should be reviewed annually.

The school finance administrator is responsible for maintaining records for each booking and identifying the sums due from each organization. A sales invoice will be produced from PS Financials, payments received being reviewed on a monthly basis as outstanding debts chased as necessary.

No debts should be written off without approval from the Central Finance Team. (See Item 10)

13.4 Cash Received

Cash should only be accepted as an exception where the parent or hirer has no alternative to paying by cash. Parents and hirers should be encouraged to use other payment methods, such as BromCom for parents and direct debits into the school account for hirers.

In the exceptional instance where cash is received receipts should be issued where no other formal documentation is in place. Money collected should be held securely in the safe and banked as soon as possible.

Monies collected must be banked in their entirety in the academy bank account. Reconciliations must take place and evidence available of sums collected and banked and sums posted to PS Financials.

13.5 Bank Account

Academies are not authorised to open bank accounts. The opening of bank accounts must be agreed by the Director of Finance who will set out the arrangements covering the operation of the account such as the BACS limits, and access to the accounts. Signatories to open new accounts and for daily operations will be in line with the Scheme of Delegation.

14 Monitoring and Review

14.1 Management Report

Monthly reports (as stipulated in the Month End Closing Schedule) should be prepared by the Finance Assistant and reviewed and signed by Headteacher.

The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated and action taken as necessary.

The Management Accounts will include explanations for any variances (over/underspend) against budgets shown exceeding £1,000 in value or 5% of the budget line, details of proposed virements and budget revisions and details of additional spending or cost-cutting measures. It should also comment on any variance on actual outturn to budget outturn and the likely impact on year-end.

DEMAT will download the Academy reports monthly. Areas causing concern will be conveyed to the academy via email for a detailed response. Where academies are in an adverse position to their allocated budget the Head teacher is required to work with the Finance assistant to put in place measures to recover the positions and share the plans with the Director of Finance and Finance Manager.

If the academy continues to be in an adverse position to budget, the situation will be escalated to the CEO for consideration.

14.2 Bank Reconciliations

Month-end Bank Reconciliations will be completed centrally and reviewed by the Assistant Financial Controller on a monthly basis and by Director of Finance quarterly.

14.3 Aged Creditors/Debtors

A monthly check of aged debtors/creditors will be undertaken, with entries showing more than 90 days followed up.

14.4 Payroll Reconciliation/Journal

Payroll reconciliations will be completed monthly by the academy Finance Assistant and reviewed monthly by the Assistant Financial Controller and quarterly by the Director of Finance.

15 Fixed Asset Register

15.1 Devolved Formula Capital Expenditure

The Head of Facilities must be notified of any requests or items that are considered eligible for DFC. Head of Facilities will determine if the request is an appropriate use of DFC.

15.2 Revenue Expenditure

All expenditure (for £1,000 or more) should be reviewed by the Finance Assistant on a quarterly basis to assess whether there are items that could be capitalised.

Items highlighted in the above process, should be sent to DEMAT, for inclusion within the Fixed Asset Register.

15.3 Fixed Assets

Assets costing £1,000 or more are capitalised as tangible assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the

government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life.

The related grants are credited to the Restricted Fixed Asset Fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the Restricted Fixed Asset Fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Trust's Depreciation Policy.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Land and Buildings	2%
Fixtures and Fittings	20%
ICT Equipment capitalised on/before 31.08.25	33%
ICT Equipment purchased on/after 01.09.25	20%-33%
Swimming Pools	5%

Assets are not depreciated in the year of purchase.

15.4 Assets in the course of construction

Assets in the course of construction are capitalised and included in the Balance Sheet at cost. Depreciation on these assets is not charged until they are brought into use.

15.5 Impairment

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognized as impairments. Impairment losses are recognised in the Statement of Financial Activities.

15.6 Leased Assets

Rentals under operating leases are charged on a straight line basis over the lease term

15.7 Asset Registers held by each academy

For items that are not on the centrally held Fixed Asset Register, each academy should hold an inventory detailing the asset, such information should be included as:

- Asset description
- Serial number (if applicable)
- Date of acquisition
- Asset cost
- Location

The purpose of this register is to ensure:

- The safe custody of assets
- Independent checks can take place
- To enable planning for replacement
- To support insurance claims in the event of fire, theft, vandalism or other disasters

- To assist with the security and disposal of assets

Inventories should be kept up to date and reviewed (at least annually), there should also be an annual count by an independent person.

15.8 Loan of Assets

Items of property, except staff and student laptops or tablets, must not be removed from the academy or Trust premises without the authority of the Headteacher. A record of the loan must be recorded and the record noted when returned.

15.9 Disposals and Redundant Equipment

If any equipment, furniture or other assets are surplus to requirements can be disposed of by sale or disposal. The disposal should be authorised in line with the limits set out in the Trust Scheme of Delegation.

IT equipment must not be disposed of locally. All IT equipment must be returned to the central IT team for removal of all data. Data will be retained or deleted in accordance with the Trust data retention policy.

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the Trust obtained value for money in any sale or scrapping of equipment

The proceeds from any asset sales are expected to be reinvested in other academy activities.

16 Insurance

All academies will take membership of the DFE's Risk Protection Arrangement (RPA) Scheme.

Other insurances must be procured on a best value basis, such as staff sickness/maternity insurance, engineering equipment (boilers etc.).

The Trust or academies will not give any indemnity to a third party.

The Trust and academies should immediately advise the insurers of any accident, loss which may give rise to an insurance claim.

17 Fraud

DEMAT requires all staff to act honestly, transparently and with integrity at all times and to safeguard the public resources for which they are responsible. The Trust will not accept any level of fraud or corruption, any cases will be investigated and dealt with appropriately. The Trust is committed to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk. For further information see Whistleblowing Policy.

18 Gifts & Hospitality

DEMAT requires all staff to be fully committed to the prevention of bribery.

Offers of hospitality should only be accepted if there is a genuine need to represent DEMAT. Examples of when it may be proper to accept hospitality (always depending upon the particular circumstances) are listed below.

- Attendance at conferences, events and demonstrations of equipment organised by outside bodies where there is a business requirement.
- Attendance at events or functions where there is a demonstrable need for DEMAT to be

represented to either give or receive information or to participate as part of DEMAT's corporate image.

- Working lunches where this is appropriate and effective way of conducting business and the refreshments provided are on a reasonable level.

Gifts should only be accepted in the cases below:

- Gifts of a promotional character e.g. calendars, diaries and other similar articles
- Gifts on the conclusion of any courtesy visit to an outside organization of a sort normally given by that organisation
- Small gifts, which are defined as being up to £25 in value.

More substantial gifts or donations to DEMAT should not be accepted unless the matter has been referred to the Central Team. Gifts that are accepted must be recorded.

19 Expenditure on Hospitality

Expenditure on hospitality from public funds is only incurred in the provision of education. Hospitality is generally only provided in the workplace and usually restricted to tea/coffee, biscuits, soft drinks or sandwiches. No alcohol can be purchased for any reason using public funding. Modest hospitality is occasionally provided outside the workplace.

20 Accounting policies for Statutory Accounts Purposes

The Accounting policies are in line with the current Academies Accounts Direction, they have been updated to reflect specific reference and treatment by the Diocese of Ely Multi Academy Trust and they will form part of the body of the statutory accounts.

20.1 Basis of preparation

The financial statements of the Academy Trust, which is a public benefit entity under FRS 102, will be prepared under the historical cost conventions in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2017 to 2018 issued by DFE, The Charities Act 2011 and the Companies Act 2006.

Appendix A
System Defined Roles

Role 1 – Academy Office Administrator	
Assigned to	Academy Office staff
Software Accessed	Purchasing module of Iris financials academy specific
Role Profile	<p>They are able to do all of the main day to day operational activities including the following:</p> <ul style="list-style-type: none"> a) Raise Purchase Orders b) Process Goods Receipt Notes c) Enter employee expenses- (entered onto payroll system EPM)

Role 2 – Academy's Budget Holder Access	
Assigned to	Headteacher/Executive Head
Software Accessed	Purchasing module of Iris financials academy specific
Role Profile	<p>This access is limited to their specified academy activity, it allows the following:</p> <ul style="list-style-type: none"> a) Authorisation of Purchase Orders and Non Order Invoices

Appendix A
System Defined Roles (cont.)

Role 3 – DEMAT Finance Assistant Access	
Assigned to	DEMAT Central Finance Administrator
Software Accessed	‘Accounting’ system -Iris Financials
Role Profile	<p>They are able to do all of the main day to day operational activities for all academies, including the following:</p> <ul style="list-style-type: none"> a) Create Customer and Supplier Master records b) Raise Purchase Orders c) Input invoices d) Enter Credit Card expenditure e) Raise Sales Ledger invoices f) Enter Income g) Generate and post payment runs h) Upload payment runs to the BACs software ready for authorisation i) Run Reports and queries j) Generate and post journals

Role 4 – DEMAT Central Support Team Budget Holder (Group 1)	
Assigned to	CEO and Heads of Functions
Software Accessed	‘Purchasing module of Iris financials academy specific
Role Profile	<p>The access of these individuals is similar to the academy Budget Holder in that their access is limited to the web portal and only allows the following:</p> <ul style="list-style-type: none"> a) Authorisation of Order and Non-Order Invoices b) Running a limited number of reports and queries

Appendix A
System Defined Roles (cont.)

Role 5 - Central Support Team Budget Holder (Group 2)	
Assigned to	Director of Finance, Hub Finance Manager, and Assistant Financial controller
Software Accessed	'Accounting' system - Iris Financials
Role Profile	<p>These individuals have access to perform both the Central Support Team Administrator role and the Group 1 Central Support Team Budget Holder access, as well as having the ability to set up and amend the following</p> <ul style="list-style-type: none"> a) Chart of accounts and all associated master records b) All Purchase orders c) All Documents d) Authorise payments on the BACs software

Appendix B
Budgetary Cycle

	Owner	Timeframes
Initial annual Budget prepared by academies including staffing spreadsheets	Headteacher	March
Staffing	Headteacher	March
First Review by MAT Finance Officer	DEMAT Finance	May
Review by Director of Finance and CEO	DEMAT Finance	May
Recommended budgets put forward to Finance Committee	DEMAT Finance	May -June
Review and Approval by Finance Committee	F&E	May -June
Review & Approval by Board of Directors	DEMAT Board	June-July
Submission of Budgets to DfE	DEMAT Finance	August
Budget Upload to the Finance System	DEMAT Finance	August
Monthly Management Accounts reviewed	DEMAT Finance	Monthly
First budget reforecast process ("RF1")	DEMAT Finance	Jan/Feb

Appendix C

See DEMAT Scheme of Delegated Authority

Appendix D

Procurement Matrix

Applicable to each location and based on 'Whole of Life' cost

Procurement Value	Process
Up to £5,000	No written quotation required but use of a Reputable Supplier ^t is required
Between £5,001 - £25,000	<p>A minimum of 3 quotations will be obtained or a compliant framework agreement</p> <p>An assessment matrix should be completed to detail the decision-making process for selection to demonstrate the most advantageous price</p>
Between £25,001 - £75,000	A minimum of 3 quotations or a compliant framework/direct award agreements agreed with the Director of Finance
Over £75,001	<p>Full tender process</p> <p>Compliant framework/direct award agreeemnt</p>
Over £214,904 (inc. VAT) Supplies & Services*	<p>Full tender process that is compliant with Procurement Contract Regulations 2015 (PCR 2015) or the Procurement Act 2023 effective from 24th February 2025</p> <p>Tender details to be published here:</p> <p style="text-align: center;">https://www.gov.uk/find-tender</p>
Over £663,540 (inc. VAT) Light Touch Regime	
Over £5,372,609 (inc. VAT) Works*	
Procurement Waiver ->£5,000	<p>If it is not feasible to obtain 3 quotations due to non-response, specialism of the item being procured a procurement waiver form must be completed.</p> <p>Only in exceptional circumstances will a waiver be considered for urgency or procurement because of a legal or H&S need.</p>

*Supplies and Services threshold – Contact DEMAT if you are considering this option

*Works (major capital projects) – Contact DEMAT if you are considering this option

^tDefinition of a Reputable Supplier - This area is left deliberately open to enable the academy to achieve the best VFM that it can whilst operating in an appropriate manner when selecting a supplier for goods & services.

Procurement – Exceptions

The following exceptions apply to the procurement process:

Supply/Service	Basis for Exception
Agency	Where there is no alternative supplier for a suitably qualified member of staff
Broadband	Purchases as a part of a compliant agreement to supply services
Catering	<ul style="list-style-type: none">• Purchases as a part of a compliant agreement to supply services• Food supplies for 'in-house' catering schools• Wrap Around Care food• Milk
Educational Visits	Where there is no alternative provider for a similar educational visit
Licence/Subscription Renewal	Annual renewal as part of a compliant multiyear agreement Renewal outside multiyear agreement subject to revaluation at max 3 yearly interval
National Non Domestic Rates	Local authority linked to school location – no alternative supplier
Operating Leases	Rental invoices as part of an approved operating lease agreement
Phones & Mobiles	Purchases as a part of a compliant agreement to supply services
Property – Grounds & Management	Annual renewal as part of a compliant multiyear agreement
Reprographics	Copy charges and costs linked to approved operating lease agreement
Utilities	<ul style="list-style-type: none">• Costs as part of a compliant agreement to supply energy• Water – supply based on location and no alternative is available• Biomass/Woodchip• Confidential waste• Hygiene & Refuse

Most importantly any related or connected parties /relationships must be fully disclosed only selected if in accordance with the Academy Trust Handbook, any associated member of staff/LGB should not be part of the decision of selecting the supplier or provide them with information that may give the supplier an unfair advantage.

A reputable supplier can range from a Sole Trader to a Registered Company; an understanding of the supplier's status and legitimacy should be checked with Companies House where possible, and references obtained where possible.

The academy should ensure it has sight of the relevant paperwork to confirm that the supplier has the proper qualifications and insurances to perform the task required and trade membership where applicable (i.e. Gas, electrical, windows).

Appendix E
Credit Card Expenditure Form



Appendix 6: Credit Card Expenditure Form

Part 1 – Transaction Details (to be completed by purchaser/credit card holder)			
*Purchases must be authorised before completing the transaction with the supplier			
School/Location:			
Card holder name:			
Supplier:			
Item to be purchased:			
Net Cost:			
VAT:			
Total Cost:			
Supplier VAT Registration Number*	*VAT can only be reclaimed with a valid VAT registration number		
Signed:			
Date:			
Part 2 – Authorisation (completed by Budget Holder)			
Nominal Code:		Cost Centre:	
Expenditure authorised by Name:			
Signed:			

Please send the completed expenditure approval and supplier invoice to
creditcards@demat.org.uk

Version Control

Version	Paragraph	Update	Owner	Date
V1.0	All	Reference to ESFA updated to DfE	HW	Oct 25
V1.0	15.3	Depreciation rates ICT assets purchased on/after 01.09.25 to between 20%-33% [from all assets 33%]	HW	Oct 25
V1.0	All	Head of Finance changed to Director of Finance	HW	Oct 25
V1.0	9.7	Staff, Governor & Director expenses – refer to new policy issued Autumn 25 by Director of People	HW	Oct 25
V1.0	9.8	Credit Card updates to control wording	HW	Oct 25
V1.0	Appendix D	Procurement exceptions – to include License/Subscriptions, NNDR & Property works	HW	Oct 25
V1.0	5.2	Internal Audit – wording updated to reflect purchase of external internal audit specialist services	HW	Oct 25