The Ambleside Centre
March 2026

Finance Policy

Introduction:

The Head of Centre and governing body recognise their responsibility for the financial management of the Ambleside Centre. The aim of this policy is to ensure that financial probity and best value are central to all financial transactions of the Centre.

Scope:

The following areas are covered by the Finance Policy, and are detailed in the Appendices attached.

Appendix A	Financial procedures and guidance
Appendix B	Insurance Policy
Appendix C	Charging Policy
Appendix D	Lettings Policy
Appendix E	Asset Management

Responsibilities:

- The governing body have overall responsibility for the finances of the Centre.

- Day-to-day responsibility is held by the Head of Centre and Administration Leader.

- Individual transactions are carried out by members of the Administration Team and occasionally by other members of staff.

- The Admin & Finance Leader is responsible for ensuring that other members of staff are appropriately trained in the Centre's financial procedures to carry out their tasks.

Implementation and Monitoring:

- Members of the governing body's Finance and Staffing Committee will implement and monitor this policy by following the Centre's agreed finance procedures

Finance Policy
Appendix A – Financial processes and procedures

1. **Documentation**
2. **Budget Planning**
3. **Financial reporting**
4. **Budget Over/under spends**
5. **Imprest procedures**
6. **Ordering and Invoicing**
7. **Petty cash**
8. **Voluntary contributions to the School Fund**
9. **Receipts paid to main school budget**
10. **Deposit Account**

1. Documentation

The following documents are reviewed and agreed each year by the Finance and Staffing Committee:

- Terms of Reference
- Register of Certifying Officers
- Annual Action Plan

2. Budget Planning

The timetable below gives recommended/required dates by the local authority for setting and monitoring the budget. This timetable is adhered to wherever possible and issues considered as appropriate by the Finance and Staffing Committee/ WBC.

Autumn Term	Monthly Wise reports General forecast information September Budget Monitoring Report required by LA for the end of October	Complete LA September Budget Monitoring Report required by LA for the end of October. In order to complete this form the school's financial system (including the DfES's Consistent Financial Report – CFR) should be reconciled to the LA's Wise system. Take time to look carefully at the current year budget to build up a good picture of the expected carry forward Focus on expected spending and forecasted pupil numbers – Recalculate AWPU's & any other grants that are based on pupil nos. after Autumn pupil nos. returns are made. This is a good time to benchmark against the CFR website, picking up any anomalies in the balance of the school's budget. Review of Pastures and additional sessions income and expenditure. Review of rooms and training hall expenditure to be undertaken in Autumn term each year. Any fee changes to be agreed, to be implemented in April. Check whether virements need to be submitted to avoid underspend.
January	Census return to be completed. December Budget Monitoring Report required by LA for the end of Jan/early Feb The LA issues an Indicative Budget & gives an indication of expected pay rises for teaching and support staff and inflation.	Complete LA December Budget Monitoring Report required by LA for the end of January/early February. Again reconciling the school's financial systems (including CFR) to the LA's WISE system. Accurate calculations can be made of funds available in the current year, giving more accurate expected carry forward. Ensure Head &/or relevant Gov body committee are informed of any projected year end position. By end of month general spending should now slow down/have stopped to allow for year end procedures. Ensure Head &/or relevant Gov. body committee are informed of any projected year end position.

February	The LA issues the actual budget. EY Budget is usually issued at the end of March	The outturn for the current year should be becoming clearer week by week as final bills come in and staff costs are monitored. This should continue to be monitored through April and May to ensure that a correct year position is reflected in the school computer system and the LA reports – this is very important in order for the school to provide a fully reconciled CFR Report easily at the end of the Summer Term. Ensure Head &/or relevant Gov. body committee are informed of any projected year end position.
March	LA requires budget plan to be agreed, signed and submitted.	The LA requires the budget plan to be submitted in May, but the future budget has become the working budget and spending will have started. The relevant Gov. body committee must formally agree budget Plans & recorded in full Governing body meeting minutes before submitting to LA. N.B. If using FMS6 - do not enter Budget onto FMS6 until budget appears on a monthly WISE report
May	LA agrees the current budget LA agrees the previous year end position LA requires a fully reconciled Final CFR report for year ended in previous March by end of Summer Term	Any additional/clawback relating to the carry forward can be worked in to the budget, relevant Gov. body committee to be informed of any significant variance to projected carry forward.
June/July	LA agrees the current budget LA agrees the previous year end position LA requires a fully reconciled Final CFR report for year ended in previous March by end of Summer Term	Any additional/clawback relating to the carry forward can be worked in to the budget, relevant Gov. body committee to be informed of any significant variance to projected carry forward.

3. Financial reporting

- **Termly reports to governors** For finance meeting in October and in February, the admin leader/head teacher will prepare an up to date report showing the expenditure against the budget on each relevant line. This will also point out and explain any things of particular note and give an overall indication of the expected outturn for the year. Short verbal reports are given by Admin Leader or Head at all other meetings, unless otherwise requested by Governors. In addition, the governors are free to check up on any detail or ensure

that the reports shown to them actually reflect the real situation (though this is not to be at a level that may interfere with the smooth running of the school.)

- **Reports to Head Teacher** The admin leader works in daily close contact with the head of centre regarding all financial matters. Informal budget monitoring reporting takes place at least monthly, when the monthly Imprest returns are filed. The admin leader reports the current financial status to the head of centre prior to the termly relevant Gov. body committee meeting.
- **Ad-hoc reports and questions** As and when requested a budget status report is given to each budget holder (e.g. Meadows, Pastures, Resources) showing the budget allowed, the amount spent so far and amount remaining. The Head Teacher has principle responsibility for all aspects of the Ambleside Centre budget. Delegation of budget responsibility to other budget holders should be agreed with the governing body.

In addition to a regular report, the governors and staff are free to check up on any detail or ensure that the reports shown to them actually reflect the real situation (though this is not to be at a level that may interfere with the smooth running of the school.)

4. Budget over/underspends

The admin leader/head teacher has a clear responsibility to flag up any concerns as to the state of the budget, unauthorised/excessive spending etc as soon as they are noticed to the Head &/or the Governing body.

Virement Policy – If agreed by the Governing body budgets, on under/overspend budget codes, can be vired using WBC virements form. Virements must be authorised by the Head before being sent to WBC for processing.

Year end C/F – end of year under/overspends on the total budget require confirmation from WBC. It cannot automatically be assumed that an overall underspend showing on the school's financial records will be carried forward to next year - it must be confirmed by WBC. An overall overspend at year end must be brought to the attention of the Head &/or the Governing Body as soon as it is predicted. If an unplanned deficit occurs, the governing body must notify the LA immediately and agree a plan to eliminate the deficit with them. Such a year-end position requires delicate negotiation between the School's Management and the LA.

The school may only borrow money with the consent of the Secretary of State

5. Imprest procedures

At least once a month an Imprest claim is to be submitted to WBC to inform them of monthly local spending and to get them to reimburse the bank account.

A claim is made on FMS6, and the details recorded in an excel spreadsheet – using the proforma provided by WBC Education Finance. This allows a total to be put against each "***ledger code***" used by WBC so that they can monitor spending / income against the budget set for each of these codes. The amount of VAT paid is also included as the Centre has to pay VAT but may claim it back on all Centre purchases. There is also a reconciliation section to check the claim against the most recent bank statement.

The claim is a vital and central part of Centre finance procedures and it can only go smoothly if all information is correct on FMS6. It is also a complex procedure requiring figures to be input from various sources. If the claim does not balance, contact WBC Education Finance for help in the first instance or contact Capita if it is an FMS6 issue.

The completed claim is printed out and given to the Head of Centre to be checked and signed as authorised for Centre records. The completed spreadsheet is also to be emailed to the Head of Centre's account, for him/her to complete the "date emailed" cell and forward to WBC. This allows the audit trail to be complete for WBC.

Once WBC has processed the claim, the total amount claimed will be transferred by BACS to the Centre account and a notification sent. This must be entered on the FMS6 bank account record.

The amounts are also charged against the Centre's central budget and show up on the monthly ***WISE*** print. The ledger code amounts shown on the ***WISE*** print must be reconciled with the claim sent - discrepancies can & do arise due to input errors, both on completion of the return by the Admin Leader & the input of the claim into the WBC system. All central payments by WBC (including Salaries) must also be reconciled against Centre paperwork on receipt of each month's ***WISE*** print.

See Sections F11.01 to Section F13.08 of the Detailed Provisions accompanying Wokingham Borough Council's Scheme for Financing Schools

The terms of the Centre's Best Value policy will be taken into account when purchases are made.

6. Ordering and invoicing

Raising orders

- Before any purchase is made an order will have been raised.

- Budget holders will be responsible for making the first request for the purchase of items or services from their own budgets. This will be done by means of an Internal Order Form and sent to the Administration Area.

- Orders are to be authorised by the budget holder. Paper copies of official orders will be kept in number order in an outstanding order file in the Administration Area.

  Budget holders are able to authorise expenditure for day-to-day items and services up to an agreed amount (see Appendix – Register of Certifying Officers) on any one item (excluding utilities). A sequence of orders all within the limit to cover a larger order or orders is not permitted. Authorisations between £5,000.01 and £7,500 are to be referred to the Finance & Staffing Committee. Authorisations over £7,500 are to be referred to the Governing Body. In exceptional circumstances e.g. emergency repairs the Head Teacher may authorise expenditure above £5,000 but must inform the Finance & Staffing Committee at the earliest opportunity.

- In instances of proposed orders/purchases being in excess of £5,000 three written quotations will be attached where possible to the subsequent purchase order, together with details on how and why the successful quotation was chosen. Approval of contracts over £50,000 will only be made after following the WBC tendering procedure. The Centre will follow Wokingham Borough Council's procedures for tendering.

- Where appropriate the Admin and Finance Leader will contact Wokingham Borough Council to make adequate checks before an order is placed to ensure:

  - that the conditions of the Construction Industry Scheme are complied with:

    - proof that the contractor is registered under the CIS either as a CIS4, CIS5 or CIS6
    - proof that a CIS4 contractor has a CIS4 registration card which states the company name, National Insurance number, the holder's name, photograph and certificate/card number
    - proof that CIS5 and CIS6 contractors hold a construction tax certificate or subcontractor's certificate which has been issued by the Inland Revenue. The certificate should have the same details as a CIS4 and should be checked for validity.
    - all CIS4 invoices should be sent to Exchequer Services at the LA for payment and all CIS5/6 invoices should be sent to Education Finance at the LA for payment
    - that the contractors employed for buildings work, maintenance and repairs etc. have valid public liability insurance cover minimum value £5,000,000
    - Where invoices are sent to the LA for payment either because of the requirements of the Construction Industry Scheme or because of the large amount involved the Administration Leader will ensure that these central payments are reconciled against FMS.

Checking orders

- On delivery, all orders will be checked by the Administration Team against both the delivery note and original order. After any discrepancies, and action taken, have been noted on the delivery note this will be signed and dated by the Administration Team.

- Goods will not be allowed to leave the Administration Area until the above procedure has been completed.

Payment of Invoices

Reference should be made to the VAT manual on Wokingham Borough Council's website under Schools Finance.

- Payments for work carried out by individuals must be processed through the correct salary channels and must not be made against an invoice.

- The Admin & Finance Leader will process invoices on a regular basis, where possible within 30 days of the date of the invoice (unless a query has been raised) taking into account the Late Payments of Commercial Debts (Interest) Act 1998.

- On receipt of invoices, the Admin & Finance Leader will, after checking them against the original order and delivery note, enter them on FMS. They will run a BACS payment or raise a cheque against the Centre's Imprest Account. Please note that BACS payments have a financial limit of £5,000, any invoice above that amount will need to be paid by cheque.

- The Centre has two authorised signatories for cheques and requisition slips and both of these are required.

- Copy invoices are not to be paid until exhaustive checks have been made to confirm that payment has not previously been made. References back to the original order are to be made in every case.

- Under no circumstances are payments to be made against statements.

- Copies of paid invoices attached to copy orders and delivery notes should be kept in the Imprest file in numerical cheque order under monthly headings for information purposes. Such copies are to be clearly marked as paid, together with cheque details. Copies of centrally paid invoices attached to copy orders, delivery slips and requisition slips should be kept in the completed orders file. Both files are held in the Administration Area.

- Copies of orders which have been partly invoiced will be held in the admin area until all lines have been invoiced.

- All statements from suppliers should be reconciled against payments and queries satisfactorily resolved.

- Paper copies of cancelled orders (marked accordingly) should be kept in the completed orders file (held in the Administration Area).

- Where available, cancelled cheques should be marked as such, torn in half and attached to the relevant stub in the cheque book. If the cancelled cheque is not available then "Cancelled" must be written on the relevant stub in the cheque book.

7. Petty Cash Procedure

Claims

- The purchase of goods by staff, direct with a supplier is not encouraged. However, occasions do arise in cases of small purchases by staff. Claims for reimbursement must be made using a specific Petty Cash Claim form.

- Petty Cash claims forms are found in the Administration Area and must be completed by the claimant and authorised with the receipt of purchase attached. VAT receipts should be obtained whenever possible.

- Payments for large amounts of cash should not be encouraged. A recommended maximum is £10.00, over which sum a payment by BACS will be made.

- Paid claim forms must be filed for record purposes.

Holdings

- Petty cash is controlled and held securely by the Finance Assistant/Admin & Finance Leader. The maximum sum which can be held is governed by the insurance policy and the demands of the Centre.

- All petty cash movements should be recorded for future reference, generally by month. It is recommended that when cash is issued, the recipient initials beside the respective entry as evidence of receipt.

Reconciliation

- At the end of each month the individual claims are input into FMS6 by the Finance Assistant/Admin & Finance Leader against the respective budget code. After input the balance shown on the system should agree with that in the petty cash record for the month and cash held. The cash should be counted and balanced to the register at least monthly.

Reimbursement

As the balance of the cash reduces it can be topped up by issuing a Centre cheque, payable to Cash, which can then be collected at the local branch of the Centre's bank

8. Voluntary Contributions to the School Fund

Any donations given to the School Trust Fund (for non-curriculum activities, eg parties, shows, etc) will not generally be individually receipted.
Where a contribution is asked of all members of either Nursery, a child name listing will be held to document receipt of monies. However contributions can be made anonymously if preferred.

Any purchases made for small items of under £10, will not be receipted (book bags, access cards, etc).

A receipt will be given only if requested by the person making the donation.

A record will be kept of all items purchased through the School Trust Fund. Where possible parents will be asked to agree to the collection of Gift Aid.

Monies will be totalled by the Finance Assistant, checked by the Admin & Finance Leader and banked monthly wherever possible.

The Centre asks all parents in Meadows for an annual voluntary contribution of £30.00 to cover the following costs –annual visit from a farm, annual visit from other company (eg Zoolab, theatre), annual hatchery and the contribution towards the Christmas fair.
This does not cover the visit from the School Photographer, for sun cream or for any additional fund raising activities, eg sponsored events.

The School Trust Fund is audited annually.

9. Receipts paid into main school budget (either directly or via Childsplay)

Receipts will be given for all cash receipts (fees, etc). Receipts for fees will be issued either directly from Childsplay or via small receipt book.

Monies will be totalled by the Finance Assistant, checked by the Admin & Finance Leader and banked weekly wherever possible.

10. Deposit account

A Deposit account is held separately to Imprest and School Trust Fund. Monies held in the Deposit account are reconciled monthly by the Finance Assistant. Excess monies in this account are then transferred either to Imprest account or returned to parents if an excess deposit is held. All cash holding and signatory limits will be as determined by insurance limits and register of certifying officers.
The Deposit account is reconciled each month and paperwork sent to School Finance. Monies over and above the deposit held is transferred via cheque to Imprest as fees.

Finance Policy
Appendix B - Insurance

Insurance cover is to be reviewed annually in February with renewal due 1st April.

General

The school's general insurance is delegated to the school to organise.

A quotation and list from WBC insurers and other insurances available is received from WBC each February, for the next budget year. The school decides which policies and at what levels it requires cover, advising WBC accordingly.

Items to consider:-

Cash holdings, Governors Personal Accident, Pupil liability, Off-site visits, Playground equipment, Motor cover for school vehicles, hirers & lettings, school assets (see asset management policy).

The school does have the option to arrange its own insurance cover, however it must advise WBC of its wish not to participate and give details of alternative cover taken.

Details of all insurance policies held by the school are kept in the Admin Office / Reception

The school should immediately notify its insurers of all new risks, property and equipment which require insurance or any other alteration affecting existing cover.

All losses/accidents/incidents should be reported to the Admin/Finance Leader who will then, if appropriate, immediately notify WBC/insurance company and also the police if necessary, obtaining a crime reference number for use on the insurance claim. Action to be taken immediately to prevent further loss/accident.

Claims under an insurance policy are to be authorised by the Head Teacher prior to submission to WBC/insurance company.

A record should be maintained of all losses and insurance monies received and the Governing Body informed.

The insurance policy number should be kept in school – it is often required by work experience students etc.

Staff Supply Insurance

Staff supply insurance is a specialist insurance available to schools to protect them from high supply costs in respect of sickness and compassionate absences.

WBC offers this insurance cover as does several other organisations.

The school will need to make a decision regarding whether to take out such insurance and the company to use based on:- cost, level of cover, deferment period.

Reimbursement claims to be completed by the Admin/Finance Leader and authorised by the Head Teacher.

WBC receipts are credited directly to the Supply Reimbursement Income code.

The Health and Safety department of WBC must be informed of any incident in school leading to the absence of staff.

Lettings Insurance

If the school lets out any or part of its premises to external hirers it must ensure that the hirer has Public Liability insurance.

School Property taken Off-site

Any insurance must WBC Insurance arrangements cover the use of school property when off the premises provided that:-

a) adequate steps have been taken to secure the property
b) property taken off site should be accompanied at all times

c) property stolen from unattended vehicles is not covered unless secured in the locked boot of a car
d) property stolen from a home address is covered, provided that proof of loss can be given i.e. crime number

Other insurance
Employers' Liability (for staff and volunteers), Public Liability, Governors' Liability and Buildings insurance are mandatory and must arranged in line with recommendations by Wokingham Borough Council.

Staff who drive during their working day MUST have business insurance. This does not apply to travelling to and from work.

Finance Policy
Appendix C - Ambleside Centre Charging Policy

All funded sessions follow the Early Years Foundation Stage Framework and are at no cost to the parents.

Funded sessions are available in both nurseries, as described on page 16.

Some parents may be eligible for an additional 15 hours (making 30 hours per week term time only, or max 23 hours per week stretched across 48 weeks) of government funded education per week.

Sessions, over and above the 15 or 30 hours, may be purchased by parents. Please refer to application forms and rules of application.

Parents/carers may occasionally be asked for a contribution towards certain events e.g. visiting theatre company, activity day. No child will be prevented from participation due to non-payment. However certain events may have to be cancelled if sufficient parents do not contribute.

Deposits are charged and held for all families using paid for sessions in both nurseries. This deposit is approximately equivalent to four weeks fees, and will be refunded to parents once the child leaves, subject to there being no outstanding session charges.

The Finance and Staffing Committee are responsible for setting charges, which are reviewed annually, with any changes occurring in April.

Allocation of Funded sessions:

Meadows

Universal funding for 3 and 4 year olds-

- 15 hours funding to be accessed across a minimum of three days a week.

Working family 30 hours funding-

- Can be accessed either:
  Up to 30 hours each week term time only or up to 23 hours each week 48 weeks a year.

- All sessions in Meadows during school holiday periods are chargeable to parents, unless they have contracted to take a stretched offer.

Both 15 hours and 30 hours funding must be available to parents and carers without a cost incurred, therefore:

- No top up or additional charge is made for any funded session
- Charges are made for meals- parents/carers can opt out of these charges and provide meals instead.

- There are many variations of booking patterns available to parents including a number of 15/30 hours' non-payment options

Pastures

Working family 30 hours funding- Available from term after child turns 9 months.

- Can be accessed either:
  Up to 30 hours each week term time only or up to 23 hours each week 48 weeks a year.

- All sessions in Pastures during school holiday periods are chargeable to parents, unless they have contracted to take a stretched offer.
- Hours are taken in 5 hours block- therefore a 23 hour stretched offer involves a payment of two hours weekly.

30 hours funding must be available to parents and carers without a cost incurred, therefore:

- No top up or additional charge is made for any funded session.
- Charges are made for meals/snacks- parents/carers can opt out of these charges and provide meals/snacks instead.

- There are many variations of booking patterns available to parents/carers: 30 hours' non-payment option can currently be accessed (when a term time only option is chosen with an opt out of snacks/meals)
  3 x full 10-hour days
  2 full days and two half days

Finance Policy
Appendix D – Lettings Policy- professional hire/usage.

The Ambleside Centre is multi-functional with specific areas being designated for:

1 Use by children and practitioners during the day
2 Permanent and "hot desking" office use
3 Training
4 Public access
5 Community or commercial use

The governing body reserves the right to agree or refuse any letting.

Priority will be given to:

1 Activities related directly to, or for the benefit of children, families and staff teams working permanently at the centre.
2 Activities related directly to, or for the benefit of young children and families, led by members of Wokingham Borough Council Childrens' Services, local higher education and adult education establishments and local charities.
3 Activities related directly to, or for the benefit of the training of adults.
4 Activities related directly to, or for the benefit of children and families led by commercial parties.
5 Any other activity deemed suitable for the premises.

All users from outside Wokingham Borough Council must carry sufficient insurance (currently £5m public liability and £10,000 property liability excluding fire which should be £5m). Hirers must produce evidence of such insurance prior to the event or alternatively 10.5% will be added to the invoice to be included within the schools public liability cover. Political meetings, professional entertainment promotions and commercial ventures are excluded from this cover.

External hirers should pay all charges two weeks prior to the letting date. Internal hirers will be invoiced monthly in arrears.

This policy, procedure and charges are reviewed annually. Terms and Conditions will be agreed by the hirer annually following each review.

Procedure:

- Initial enquiries are made to the admin team in person, by telephone or by email.
- Provisional bookings may be made in person, by telephone or by email.
- Admin will determine, and clarify if necessary, whether the letting is a payable external booking, a free internal children's centre booking, or an internal chargeable booking.

External users

- External users should be sent (email or post) details of the Terms and Conditions and a booking form. An invoice detailing all charges will be sent and must be paid no later than two weeks in advance of the date of event.
- External users should return their payment, the Letting agreement form (completed and signed appropriately) and details of their third party liability insurance.

Internal users

- Internal users must complete and return the booking form electronically or in writing to confirm the request.
- Internal users should clarify number of attendees, and room layout requirements 2 days prior to the event.
- Internal users will be invoiced monthly after the letting date.

Children's Centre/Neighbourhood users

- Internal users must complete and return the booking form electronically or in writing to confirm the request.
- If the room is not required, it must be cancelled in writing to enable the room to be released for use by others. Failure to notify could result in future free requests being reconsidered.

Appendix A

Charging Policy for Hire of rooms at the Ambleside Centre.

Activities offered by Ambleside Centre employed staff	Nil
Family meetings held by Children's Centre and Neighbourhood offices	Nil
Training courses run by Children's Centre and Neighbourhood offices	Rate A
Activities offered by WBC staff	Rate A
Activities offered by non profit making organisations to families, children and practitioners who work with them	Rate A
Activities offered by private individuals/commercial businesses	Rate B

Charges are to be found on the booking form

Thank you for choosing the Ambleside Centre for your event.

Wokingham Borough Council users only

Terms and Conditions (to be agreed annually by all hirers)

1 Smoking is not permitted on any part of the site.
2 During the evening and Saturdays, the hirer is responsible for the access to the building of participants in their event.
3 The hirer is responsible for the safe use of resources agreed on the booking form and for ensuring that no other equipment is used.
4 With the exception of Point 15 below only electrical equipment owned and PAT tested by The Ambleside centre may be used. The hirer should not bring their own electrical equipment.
5 It is the responsibility of the hirer to ensure that, if required, an Entertainment Licence is held to cover all activities.
6 The hirer must notify Reception of the expected attendance numbers and required room layout at least, two days prior to the event. Failure to do so may result in the room not being set out in a suitable format.
7 Car parking on the Ambleside site is permitted for the hirer only between 8.00 am and 4.00 pm. Participants should park in the nearby public car park.
8 The premises will be left in a clean and tidy condition.
9 Cancellations must be in writing. Any cancellations made less than 2 weeks before the event will be charged in full.
10 The hirer will be invoiced within 1 month of the event.
11 Payment must be made within 1 month of receipt of invoice.
12 The hirer shall make him/herself aware of emergency evacuation procedures and implement them if necessary.
13 A centre telephone may be used to dial emergency services if necessary, but may not be used in any other circumstances.
14 First aid equipment is located in Reception, in the Family Room and the conservatory. Should it be necessary to use it, a note of items used must be left at Reception. In the event of an accident an Accident Form will be completed and left on the Reception desk. Forms are to be found alongside the First Aid boxes.
15 Trainers may bring their own laptops and USB sticks but these must be fully virus checked. Whilst every effort will be made to ensure trainers IT needs are met, we cannot guarantee success on all occasions for all software and hardware requirements.

I accept the above Terms and Conditions for any hire of the Ambleside Centre which I undertake.

Signed: _____

Department: _____ Date: _____

Letting Policy (External users)
Terms and Conditions

1 Smoking is not permitted on any part of the site.
2 During the evening and Saturdays, the hirer is responsible for the access to the building of participants in their event.
3 The hirer is responsible for the safe use of resources agreed on the booking form and for ensuring that no other equipment is used.
4 With the exception of Point 16 below only electrical equipment owned and PAT tested by The Ambleside centre may be used. The hirer should not bring their own electrical equipment.
5 It is the responsibility of the hirer to ensure that, if required, an Entertainment Licence is held to cover all activities.
6 The hirer must notify Reception of the expected attendance numbers and required room layout, two days prior to the event. Failure to do so may result in the room not being set out in a suitable format.
7 Car parking on the Ambleside site is permitted for the hirer only between 8.00 am and 4.00 pm. Participants should park in the nearby public car park.
8 The premises will be left in a clean and tidy condition.
9 Cancellations must be in writing. Any cancellations made less than 2 weeks before the event will be charged in full.
10 The hirer will be invoiced 2 weeks prior to the event.
11 Payment must be made by return and in advance of the event.
12 The hirer shall make him/herself aware of emergency evacuation procedures and implement them if necessary.
13 A centre telephone may be used to dial emergency services if necessary, but may not be used in any other circumstances.
14 All users agree to effect Third Party/Public Liability insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under statute or common law, for damage to property, which shall include the hired premises, or personal injury to or death of any person, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:

Accidental bodily injury or disease, including death to third parties and in respect of damage to their property – limit of indemnity not less than £5 million
Accidental damage howsoever caused, including by fire, to the premises on hire – limit of indemnity not less than £5 million.

15 First aid equipment is located in Reception, the Family Room and in the conservatory. Should it be necessary to use it, a note of items used must be left at Reception. In the event of an accident an Accident Form will be completed and left on the Reception desk. Forms are to be found alongside the First Aid boxes.

16 Trainers may bring their own laptops and USB sticks but these must be fully virus checked. Whilst every effort will be made to ensure trainers IT needs are met, we cannot guarantee success on all occasions for all software and hardware requirements.

17 VAT will be added to all external lettings if appropriate.

I accept the above Terms and Conditions for any hire of the Ambleside Centre which I undertake.

I attach a copy of a relevant and up to date insurance certificate.
I attach a copy of a relevant Entertainment Licence.

Signed: _____

Organisation: _____ Date: _____

Finance Policy
Appendix E – Asset Management/Inventory Policy

The aim of this policy is to provide a system that manages and protects the Centre's assets, enabling identification and establishment of ownership of equipment, identifying missing items following burglary or other theft and supporting claims when items are destroyed by fire.

Inventory

An Inventory of equipment is maintained with details of the date of acquisition, description (including make and model number information), serial number, location and a unique identification number.

A value of £100 has been set, above which an item must be included in the Inventory. In addition, all electrical/electronic items over the value of £50 should be included
The Centre decides on the policy for determining the appropriate value by considering the following factors: Minimum practical value, desirability and portability of items and whether
the item is likely to attract thieves and reviews this policy annually.

(See separate section for items brought in by staff from home and used in the Centre).

The Inventory is maintained by the Admin & Finance Leader as items are acquired.

The Inventory Spreadsheet, shows each item with its unique identification number. The spreadsheet is backed up as part of regular IT backups, and an up-to-date paper copy is kept in the Centre office, a secure location. A backup copy of the spreadsheet is kept off-site together with a backup paper copy.

Asset Identification

When possible assets included in the Inventory are visibly marked with a permanent identification number that is included on the item's record in the Inventory. (This is not always possible on small items such as cameras)

Monitoring of Inventory

Once a year the Inventory should be checked by a governor on the Finance Committee**.** This person carries out a random check of items from the Inventory with particular attention to those items attractive to potential thieves such as digital cameras, laptops etc. The governor should confirm that these items are still in the Centre. A hard copy of the Inventory should be signed as correct and stored safely. When the Inventory has been satisfactorily checked, this fact is recorded in the Governors' Minutes.

Disposals of Inventory Items

The Centre takes steps to ensure that, wherever possible, value is realised from the disposal of larger items.
In particular, equipment that is disposed of, that has been recorded within the Inventory, must be authorised by the Head Teacher, or a member of the Senior Leadership Team, and witnessed by a second member of staff. This is a necessary control against the inappropriate or unauthorised disposal of equipment and protects against misappropriation of stock.

If any item on the Inventory is felt to be irreparable, unsafe or surplus to requirement, the Head Teacher or member of the Senior Leadership Team is to be notified. The item is to be checked and may then be withdrawn and disposed of. Each such disposal must be noted in the Inventory, dated and signed.

If any item over £500 is to be disposed of, a governor is also to be involved and is to countersign the Inventory. A report of all these disposals is to be given to the Finance Committee every term.

Any item that is not on the Inventory may be disposed of at the discretion of the Head Teacher.

Any computers that are to be disposed of must first be securely cleared of data, programs and operating system software.

Off-Site Register

When laptops and other items recorded in the Inventory are taken off site an entry is made in the Off-Site Register which is held in Reception. The item must be signed back in on return.

Laptops

Laptops which have been designated as being used by and available to a particular member of staff are covered by the following procedure:

When a member of staff is allocated a laptop for use during their employment by the Centre, they sign the schedule confirming receipt of the laptop and their understanding of the requirements for safe custody and insurance cover requirements. On termination of their employment, the Centre's exit policy includes returning laptop computers and/or other equipment that has been provided to them and having this fact recorded on the attached schedule. The schedule is retained in the Centre office

Other laptops and equipment recorded in the Inventory

Staff must have permission to temporarily remove Inventory items from the premises. This must be obtained from the Head Teacher or Admin Leader.

Any Inventory item that is taken from the Centre e.g. to use at home, must be signed out and in again in the "off-site" register. For all items this is kept in the Centre office.

Items brought in from Home

From time to time staff may bring in equipment from home. If these items are to remain in the Centre they must be added to the Inventory, but noted as not belonging to the Centre. The item should be labelled but not security marked. A label should also be attached giving the name of the owner. Any such item can then be removed from the Centre by the owner without the Head Teacher's consent, but the removal must be noted on the Inventory. All items brought in from home must be PAT tested before being used in the Centre.