

REPORT OF GOVERNOR'S VISIT TO LAKESIDE SCHOOL

Governor's name: Di Chamberlain

Person(s) visited: Deirdre Blower, Business Manager

Date of visit: 8 February 2018

Length of visit: 1300 - 1430 hrs

Governors' area of interest: Finance

Purpose of visit: **MONITORING OF TRIP, DINNER MONEY AND SUNDRY INCOME SYSTEM, PER LAKESIDE SCHEDULE OF GOVERNORS' INTERNAL CONTROL CHECKS**

Summary of experiences:

Monthly Budget Monitoring Report:

January report showing very little variance to picture at last FGB with outlook on track and in the black going forwards.

Monies into school:

With the exception of payments made for sales of honey, all monies in come through the Admin Office. Payments for jars of honey may come through Mel first and then go through the office. DBI introduced a new form for recording cash and cheque receipts. Weekly sheet produced showing each item. When staff purchase rolls from kitchen, kitchen staff record staff name and amount on their own sheet and then transfer monies in batches to admin office so admin weekly sheet shows just the overall amount transferred but individual payments can be traced from the kitchen records. Cash is transferred into petty cash and balanced with writing a cheque to HCC (this means staff do not have to go to bank to cash cheques for petty cash). Especially helpful since Chandlers Ford branch now closed. Petty Cash limit has been extended to allow for up to £500 float. To limit amount of cash being paid from petty cash, DBI buys gift cards using her Purchasing Card: Costa Coffee for student socializing skills and rewards, Tesco cards for food on camping trips etc. Amount left on card from one visit is carried over to the next visit. Receipts only issued for amounts over £15 unless specifically requested. Dinner money receipts constantly changing as families dip in and out of Free School Meals (currently about 2/3rds on FSM).

Monies Out:

All outgoings filed with receipts in separate file.

Reconciliation:

Gill or Linda weekly check cash tin balances with what is entered on SAP. Separate ledger kept with income and expenditure details and is balanced to SAP, with any imbalance being investigated. Differences usually due to something being missed or transposition of figures. DBI reconciles and signs off records in this ledger every half-term.

SFVS:

DBL and DC went through form, making changes where necessary.

ACTIONS:

1. DBI produce final copy of SFVS for DC to check and take to FGB for agreement
2. Aim to recruit a governor with financial skills (need second finance governor now Di Bellamy resigned)

Next meeting: 5 April 2018 – Monitoring Outreach Income

Di Chamberlain
10 February 2018