



Keystone Academy Trust

Income Policy

Income – Finance Policy

The major sources of income for each academy within Keystone Academy Trust are the grants from the DfE, Local Authority, other schools, parents and from any sponsors that the academy may have. The receipt of these sums is monitored by the KAT Finance Team who have the responsibility for ensuring that all grants due to the academy are collected and that any terms within the funding agreements are adhered to.

Aside of the main grants, the academies may also obtain income from:

- Pupils, mainly school trips, lunches, voluntary contributions to activities
- The public, mainly for sports hire and the use of accommodation
- Grants from charitable trusts and other providers
- Investment income and bank interest
- Secondment income
- Grants associated with the employment of apprentices/trainees
- Income generated by from training and school improvement
- Income generated from the nursery and wraparound provisions.

1. Trips

A lead teacher and administrator must be appointed for each trip to take responsibility for the collection of sums due and monies spent. The lead teacher in conjunction with administrator must produce a budget for the trip to help to calculate how much parents will be requested for a donation towards the trip. Trips **MUST** be on a break-even basis or with a small surplus basis. The impact of families who are unable to pay must be considered and alternative funds (like pupil premium) must be used. If the trip is not break-even then it should be changed to an alternative. In addition, insurance and the payment processing fee must be included in the costings.

In conjunction with the Administration Team the lead teacher must prepare a record of each student intending to go on the trip and the amount due for that pupil. For the majority of local trips, the lead teacher can delegate responsibility for managing these records to the individual pupil's class teacher. A copy of the record must be provided to the Administration Team.

Pupils should make payments electronically to limit cash within the school.

With residential trips the on-line payment system should be set up to allow the payments to be staggered or paid all at once.

2. Lunches

Income for school lunches arrives from two sources. Key Stage One receive full funding from DfE using a calculation based on the school census. Two payments are received for each academic year. Both of these are in July of each year. Key Stage Two payments are made up of parental payments or free school meals payments where eligible.

All monies arising from the on-line ordering system are received directly into the KAT bank account via a third party payment company. Where parents are unable to use the internet or are required to pay for lunches using cash, this must be paid immediately into the KAT bank account and recorded as lunch income.

All staff taking lunches must pay and book in advance.

3. Site Lettings – Public and Businesses

The Academy with their Site Manager are responsible for maintaining records of booking of the facilities and for ensuring that the Central Finance Team are informed of lettings to ensure that sums due from each organisation are invoiced and paid. Sales invoices can be raised in advance or in arrears. Organisations using the facilities should be instructed to forward all payments to the Central Finance Team and this should be banked into the KAT bank account.

Details of organisations will be established on a sales ledger account by the Central Finance Team and a sales invoice produced from the accounting system. Details of payments made and outstanding accounts should be monitored by the Academy and reported to the Chief Financial Officer regularly to ensure that outstanding debts are actively chased in a reasonable timescale until payments are received. The bad debt policy should be used for chasing debts.

If applicable, an organisation can be stopped from using the facilities if there is an issue with non-payment.

No debts can be written off without the express approval of the Board of Trustees. DfE prior approval is also required if debts to be written off exceed the value defined in the annual funding letter and Academies Handbook.

4. Non-DfE Grants/Donations

Where non-DfE grants or donations are provided to the academy, it is essential that the academy adheres to the requirements of the donation and that the funds are used for the purposes intended.

5. Investment Income and Bank Interest

Please refer to the Investment Finance Policy.

6. Secondment Income

Where staff are being seconded or are undertaking consultancy work Central Finance must be informed as soon as possible to ensure appropriate and timely billing occurs. It should be noted that there can be VAT implications to such work.

7. Grant Income

The Senior Leadership Team in each Academy will ensure adherence to the terms and conditions of any grants or awards received.

8. Training and School Improvement Income (where applicable)

All related income must be fully costed out to ensure an at least breakeven basis. The Central Finance Team must be informed of any necessary billing as soon as possible to ensure appropriate and timely billing.

9. Nursery and Wraparound Care Income

Income is received either directly from LCC for eligible families (nursery funding), or from parents through electronic payment, workplace vouchers or government vouchers. On occasion it may be necessary to receive cash or cheques but this is not encouraged.

All places in Nurseries and Wraparound Care must be prepaid before the place is used. An invoice with the pre-booked places will be raised and must be paid in a timely manner.

For any parents/carer who do not pay their dues then the school's bad debt policy will be followed to pursue payment. It may also be necessary to cancel the child's place to prevent further debt from being incurred.