

GUIDANCE TO SCHOOLS - RETENTION OF FINANCIAL RECORDS

1.0 INTRODUCTION

- 1.1** This guidance relates to the requirements for the retention of financial records and any related supporting documents. It does not cover the retention of other records relating to, for example, educational or personnel issues.
- 1.2** Customs and Excise has relaxed the requirements for the retention of financial records. Prime documents eg: invoices, receipts are only being required to be retained for four years plus the current year. Summary accounting records are required for six years plus the current year but these are contained within the central accounting system.
- 1.3** The Authority's requirements for retention of records generally do not exceed those required for VAT or any other statutory purposes.
- 1.4** The guidance below provides information on the requirements for the retention of records for the purposes of the Authority. However, schools need to be aware that any external funding source may stipulate further requirements in addition to those outlined below.

2.0 RETENTION OF RECORDS

- 2.1** The following documents and records must be retained by schools for four years plus the current financial year:

Governance Issues

- Terms of Reference for Finance Committee and Staffing Committee
- Minutes of Governing Body, Finance Committee and Staffing Committee (including any supporting documents; in particular, financial reports presented to meeting).

Note: Although these records are only required for four years plus current year for financial purposes it is recommended that all minutes are retained on a permanent basis to substantiate any decisions taken by the Governing Body or its committees.

- Register of Pecuniary Interest
- Internal Financial Regulations

Budget Planning, Budgetary Control and Monitoring

- Approved Budget Plans (and supporting planning documents)
- Budget Monitoring Reports for Governors

- Supply Teacher monitoring records
- School Development Plans
- Details of fund allocations by LEA; in particular
 - School Budget Share (including early years allocations if applicable)
 - Standards Fund (where applicable)
 - Contingencies
- Oracle computer printouts
- School census returns
- Budget anticipation approval (if appropriate)

Expenditure Records

- Copy orders
- Records relating to quotes/tenders (including all tenders submitted)
Note: these should be retained for at least four years after the completion of the works or provision of the service.

Income Records

- Bank paying-in books
- Receipt books (including unused and copies of used or cancelled receipts)
- Copy bills
- School meals income records including till receipts, meals registers, details of free/paid meals served, summaries of cash collected
- Other income records
 - income collected for school trips
 - private telephone calls
 - public telephone box income
 - lettings records

Policy Documents

- Lettings policy including scale of charges
- Disposal of Assets policy

- Debt Recovery/write-off policy

Other Records

- Petty cash/Imprest including
 - records of expenditure
 - imprest reclaims
 - postage book
 - bank statements
- Unofficial School Funds including final accounts and all supporting documents including income and expenditure records, invoices, receipts and income collection records
- Stock Records (**Note: these need to be a permanent record which may be maintained either manually or electronically but whatever the method should contain a clear audit trail.**)

ADDITIONAL REQUIREMENTS (BANK ACCOUNT SCHOOLS)

3.0

In addition to the requirements specified for all schools, bank account schools must retain the following for four years plus the current year:

3.1

- Bank paying-in books
- Cash book
- Paid invoices
- Authorised signatory list
- Bank statements
- Bank reconciliation records
- Treasury management policy (if applicable)
- Cheque stock record
- Cancelled cheques