**SHS Financial Regulations – Temporary amendments in response to the Covid 19 lockdown**

During this time of remote working and social distancing, some temporary changes to the regulations are necessary to allow operational business to continue.

For the period of this or any future lockdowns whilst we are remote working, the following amendments shall be in effect:

**Raising\authorising orders**

* Orders will be raised by request as usual, however if urgent, and a blue form can’t be submitted, then requests can be completed by filing in an order form online which will be sent via email to finance@shenfield.essex.sch.uk to be considered.
* The Business Manager will attend site in co-ordination with the Finance Team to authorise either the forms or printed emails. If for any reason the Business Manager can’t attend site, then orders can be emailed for digital authorisation and signatures obtained later.
* If higher levels of authorisation for larger amounts are required then these can be obtained via email in the first instance, and paperwork signed retrospectively when possible.

**Approval of invoices**

* Finance will email invoices to budget holders request approval by email.
* Invoices and the email authorisations can be printed and stapled together
* Approved invoices can then be entered on the system
* If additional authorisations are needed for higher amounts, these too can be sought via email and signatures obtained at a later date as backup.

**Payments and Authorisations**

* BACS run will be put together every 3 weeks
* Authorisation will be made by a minimum of 1 authorised signatory but preferably 2 if possible. Business Manager will attend site to act as 1 signatory and\or for BACS checks\verification
* Bacs to be phoned and emailed through to Capita

All other processes, procedures and controls within the regulations will continue as usual however if approval\authorisation for anything can’t be done in person, then email confirmation will be accepted and any signatures can be obtained retrospectively as and when possible.

If the Business Manager is not available to fulfil any authorisation for which they are named as responsible person, then the Headteacher or any member of the Senior Leadership Team can authorise. The Business Manager can review and second the authorisation as soon as they are able in order to maintain compliance with the Regulations.