

INVICTUS

Education Trust

FINANCIAL MANAGEMENT POLICY AND PROCEDURES

Approved by Board of Trustees
14th September 2022

To be reviewed by Board of Trustees
July 2023

Procedures Audited by Crowe LLP	August 2020
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Associated Documentation	Academy Trust Handbook 2022

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ABBREVIATIONS

DFE	Department for Education
ESFA	Education Skills and Funding Agency
NGA	National Governors Association
AFH	Academy Trust Handbook
MAT	Multi Academy Trust
CEO	Chief Executive Officer
CFO	Chief Finance Officer
DCEO	Deputy Chief Executive Officer
PA	Personal Assistant
GAG	General Annual Grant
ICT	Information Computer Technology
HR	Human Resources
BACS	Bank Automated Clearing System
BFRO	Budget Forecast Revenue Outturn
BFR3Y	3 Year Budget Forecast Return
SORP	Statement of Recommended Practice
CIF	Condition Improvement Fund
HQ	Invictus Head Quarters
SEN	Special Education Needs
NNDR	National Non Domestic Rates
SCA	Schools Condition Allocation
DFC	Devolved Formula Allocation
PDS	Property Data Survey
AMP	Asset Management Programme
ICFP	Integrated Curriculum and Financial Planning
PSF	PS Financial
DBS	Disclosure and Barring Service
IR35	Inland Revenue 35
AVC	Additional Voluntary Contributions
HMRC	Her Majesty's Revenue and Custom
Efolder	Electronic Folder
PAN	Published Admission Number
VFM	Value for Money
EU	European Union
CDM	Construction Design and Management
VAT	Value Added Tax
RPA	Risk Protection Arrangement
TES	Times Educational Supplement
PIMS	People Information Management System
GRN	Goods Received Note
NtL	Notice to Improve

INVICTUS

Education Trust

The detailed Procedures can be found on the Trust's Shared Area.

You will be able to access these if you are an Invictus Education Employee.

The Procedures are regularly updated and there is an Appendix at the last page of the document which outlines the recent changes.

Link below

<T:\Staff Resources\Staff\Policies\POLICIES\Financial Management Policy and Procedures\INV financial policy and procedures FINAL.pdf>

If there are any issues with access please email us and we will get back to you.

The Invictus Trust Finance Team

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15 September 2022