

Section	Reason For Change	Original Text				2026 Amended Text Changes are in Bold .			
Throughout	Job Title Change	Service Director – Finance, Infrastructure & Improvement				Director for Finance & Investment (Section 151 Officer)			
1.6	Change of document name	The Governing Body decision planner, published by the LA, will enable each school covered by the Scheme to decide which decisions are to be delegated.				The Governing Body Scheme of Delegation , published by the LA, will enable each school covered by the Scheme to decide which decisions are to be delegated.			
1.6	Additional wording	The first formal budget plan of each financial year must be approved by the Governing Body, or by a committee of the Governing Body.				The first formal budget plan of each financial year must be approved and minuted by the Governing Body, or by a committee of the Governing Body.			
2.1.1	Additional paragraph	[new paragraph]				All schools must have a finance policy in place that is reviewed and approved annually by the FGB (or delegated committee). The School Finance team issue a sample Finance Policy via the School Portal.			
2.1.6	Schools responsible for their own debt	Where debts remain uncollected after a period of 6 months the Director for Finance & Investment (Section 151 Officer) may decide to write these off. Schools will be notified of such write offs, which will be debited to their financial accounts, and should refer these to the governing body for information.				[paragraph removed]			
2.3	New sentence added	All schools are required to provide a reforecast of the current year budget by the 30 th November in a similar format to that required in the submission of the annual budget plan.				All schools are required to provide a reforecast of the current year budget by the 30 th November in a similar format to that required in the submission of the annual budget plan. Reforecast plans must include actual spend to date including imported salaries.			
2.10	Updated LA Financial Regulations	Estimated Total Contract Value	Minimum Procurement Requirements	Advertising	Contract Signatory	Estimated Total Contract Value	Minimum Procurement Requirements	Advertising	Contract Signatory
		Up to £5,000	Written quotations to be sought if		As per school	Up to £10,000	Written quotations to be		As per school

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			deemed necessary by Governing Body		finance policy		sought if deemed necessary by Governing Body		finance policy
		£5,001 to £10,000	Written quotations must be sought from more than one supplier		As per school finance policy	£10,000 to £25,000	Three written quotations must be sought	Request quotes and local advert as appropriate	As per school finance policy
		£10,000 to £25,000	Three written quotations must be sought	Request quotes and local advert as appropriate	As per school finance policy	£25,001 to Procurement Act 2023 Threshold	A tender process must be engaged	Central Digital Platform/Find a Tender	Contract must be signed by Head Teacher after receiving approval of Governing Body.
		£25,001 to PCR 2015 Threshold	A tender process must be engaged	Find a Tender	Contract must be signed by Head Teacher after receiving approval of Governing Body.				
		Above PCR 2015 Threshold	PCR 2015 procurement rules must be complied with	Find a Tender	Contract must be signed by Head Teacher after receiving approval of Governing Body.	Above Procurement Act 2023 Threshold	Procurement Act 2023 rules must be complied with	Central Digital Platform/Find a Tender	Contract must be signed by Head Teacher after receiving approval of Governing Body.
		Above £1 million	As Above	Find a Tender	Contract must be signed by Head Teacher after receiving	Above £1 million	As Above	Central Digital Platform/Find a Tender	Contract must be signed by Head Teacher after receiving approval of Governing Body.

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					approval of Governing Body.	
2.14	Legislation Update	Is the proposed project large enough to require cover under the Construction, Design and Management Regulations 1994?				Is the proposed project large enough to require cover under the Construction, Design and Management Regulations 2015 ?
2.17	New sentence added	[new paragraph]				If the headteacher is related to other members of staff, payments made to them should be authorised by someone independent of the family relationship.
3.2	Removal of Biller Direct service	Where schools are billed for services from the LA through Biller Direct, payment should be made in accordance with Annex D. Where schools are billed for services from the LA through an alternative method, payment should be made within one month. C&F Finance may deduct charges from instalments where payment remains outstanding.				Where schools are billed for services from the LA, payment should be made in accordance with Annex D. C&F Finance may deduct charges from instalments where payment remains outstanding.
3.7	Updated Wording	After the first year of operating a local bank account a school may choose to open a current and deposit account with any of the banks or building societies listed in Annex D.				A school may choose to open a current and deposit account with any of the banks or building societies listed in Annex D.
3.7	All schools currently bank with approved provider	Other financial institutions may be used with the written approval of the Service Director - Finance & Investment. However, where such an account is subsequently closed any new account must be with a bank or building society on the approved list or be approved by the Service Director – Finance & Investment.				[paragraph removed]

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3.7	Streamline guidance	A school is required to complete a bank mandate form in respect of every bank account opened. These forms can be obtained from and should be returned to C&F Finance. They cover the following information:- • name of the school; • name of the bank where the account is held; • address of the branch of the bank; • name of the account; • number of the account; • bank sort code number; • names of signatories to the account, the limits of their authority and specimen signatures.	A school is required to complete a bank mandate form in respect of every bank account opened. These forms can be obtained from and should be returned to C&F Finance.
4.8	To include deficit balances	When a school closes, any balance (whether surplus or deficit) reverts to the LA; it cannot be directly transferred as a balance to any other school, even where the school is a successor to the closing school, except that a surplus transfers to an academy where a school converts to academy status under section 4(1) (a) of the Academies Act 2010.	When a school closes, any balance (whether surplus or deficit) reverts to the LA; it cannot be directly transferred as a balance to any other school, even where the school is a successor to the closing school, except that a surplus (or deficit) transfers to an academy where a school converts to academy status under section 4(1) (a) of the Academies Act 2010.
7.1	Changes to internal systems	The school will be reimbursed for VAT incurred, net of VAT collected on income, as part of the next available cash instalment.	The school will be reimbursed for VAT incurred, net of VAT collected on income monthly.
8.4	Wording Update	The details of services to be provided will be set out in the annual Services to Schools brochure which should be published by 31 January each year.	The details of services to be provided will be set out in the annual Services to Schools quotes & website which should be available by 31 January each year.
Annex B 1.1	Regulation Update	Where the estimated cost is expected to be £25,000 or more the PCR 2015 procurement rules must be followed.	Where the estimated cost is expected to be £25,000 or more the Procurement Act 2023 rules must be followed.

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Annex B 1.2	Regulation Update	Contracts should be advertised on Find a Tender based on the requirements set out in Section 2.10.	Contracts should be advertised on Central Digital Platform / Find a Tender based on the requirements set out in Section 2.10.			
Annex C	Change of process	The completed form should be returned to Corporate Procurement (corporate.procurement@nottsc.gov.uk), who will process the application on behalf of the Service Director - Finance, Infrastructure & Improvement, and consult with Legal Services.	The completed form should be returned to School Finance (cyp.finance@nottsc.gov.uk) who will process the application on behalf of the Service Director – Finance & Investment , and consult with Legal Services & corporate Procurement			
Annex C Section 5	Local Government Reorganisation	Proposed Provider:	Proposed Provider:			
		Contract Value:	Contract Value:			
		Proposed Contract Start Date:	Proposed Contract Start Date:			
		Proposed Contract End Date / Duration:	Proposed Contract End Date / Duration:			
			Has LGR (Local government reorganisation) been considered when making this request, please add comments:			
Annex D 1.3.1	Update wording	Two signatories are required on all cheques, these must be school employees.	Two signatories are required on all cheques/ BACS payments , these must be school employees.			
Annex D 1.3.2	Update wording	Wherever possible, signatories to cheques should not also be involved in the processes of ordering or receiving goods and services, or in certifying invoices for payments.	Wherever possible, signatories to cheques/ BACS payments should not also be involved in the processes of ordering or receiving goods and services, or in certifying invoices for payments.			
Annex D 1.3.3	Update Wording	All cheques over £5,000 in value require the personal signature of the Headteacher or their nominated delegate.	All cheques/ BACS payments over £5,000 in value require the personal signature of the Headteacher or their nominated delegate.			

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Annex D 2.1.2	Changes to internal systems	Charges for NCC Services for Schools will be via the Biller Direct system.	Charges for NCC Services for Schools will be via the Biller Direct system or invoices emailed to schools and payments taken via direct debit.
Annex D 2.1.3	Changes to internal systems	The balance of the budget share will be distributed on the following basis:- • 4% on 1 April (or the next banking day after the 1st April if this falls on a weekend or bank holiday); • 8% each month on a date 3 working days prior to that of the LA's monthly payroll for schools, to those schools paying emoluments from local bank accounts; or 8% each month net of payroll costs during the week that payroll costs are posted into the accounts, to those schools having their payroll administered by the Service Director – Finance & Investment.	The balance of the budget share will be distributed on the following basis:- • 4% on 1 April (or the next banking day after the 1st April if this falls on a weekend or bank holiday); • 8% each month on a date 3 working days prior to that of the LA's monthly payroll for schools, to those schools paying emoluments from local bank accounts; or 8% each month net of payroll costs during the week that payroll costs are posted into the accounts, to those schools having their payroll administered by the Service Director – Finance & Investment. Or The balance of the budget share will be distributed on the following basis:- • 12 monthly payments on a date 3 working days prior to that of the LA's monthly payroll for schools, to those schools paying emoluments from local bank accounts; 12 payments net of payroll costs during the week that payroll costs are posted into the accounts, to those schools having their payroll administered by the Service Director – Finance & Investment.
Annex D 2.2.2	Changes to internal systems	Where a school has a licensed deficit, to ensure that the school is not disadvantaged in terms of cashflow, the amount of the deficit agreed with School Finance, will be advanced to the school during the course of the financial	Where a school has a licensed deficit, to ensure that the school is not disadvantaged in terms of cashflow, the amount of the deficit agreed with School Finance, will be advanced

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		year in line with scheduled tranche payments i.e. 4% on 1 st April (or the next banking day after the 1 st April if this falls on a weekend or bank holiday) and 8% mid-month thereafter.	to the school during the course of the financial year in line with scheduled tranche payments. [sentence removed]
Annex D 3.3.7	Updated Policy	Cards should not normally be used for the withdrawal of cash from ATM machines or from any cash-back facilities offered. However, in exceptional or emergency circumstances, cash may be withdrawn with the prior approval of the Headteacher, in which case a receipt should be obtained for reconciliation with the bank or credit card statement.	Cards should not normally be used for the withdrawal of cash from ATM machines or from any cash-back facilities offered. However, in exceptional or emergency circumstances, cash may be withdrawn with the prior approval of the Headteacher, in which case a receipt should be obtained for reconciliation with the bank or credit card statement. Please note that the cash withdrawal facility has been disabled on Lloyds Charge Cards
Annex D 4.1.7	Frequency change	Someone independent of the BACS authorisation process should carry out termly checks to identify all changes to supplier bank account details to ensure these have been made for genuine reasons.	Someone independent of the BACS authorisation process should carry out monthly checks to identify all changes to supplier bank account details to ensure these have been made for genuine reasons.
Annex D 5	Changes to internal systems	BILLER DIRECT CHARGES	CHARGES FROM THE LA
Annex D 5.1	Changes to internal systems	Payment options for biller direct charges	Payment options for charges from the LA
Annex D 5.1.1	Changes to internal systems	Schools are encouraged to pay for any charges made through the Biller Direct system by direct debit. Schools that have opted not to pay by direct debit will be invoiced for charges made through Biller Direct.	Schools are encouraged to pay for any LA charges by direct debit. Schools that have opted not to pay by direct debit will be invoiced for charges from the LA .
Annex D 5.1.2	Changes to internal systems	Irrespective of the payment method chosen, schools have from the day that a charge was created on Biller Direct until midday on the 'due date' of the charge to raise any queries or dispute a charge. After this period direct debits will be	Irrespective of the payment method chosen, schools have from the day that a charge was created until the due date shown on the invoice to raise any queries or dispute a

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		processed to the total value of the 'Open Bills' less any disputed amounts.	charge. After this period direct debits will be processed to the total value of the invoices due that month .
Annex D 5.2	Changes to internal systems	Protocol for disputed biller direct charges	Protocol for disputed LA charges
Annex D 5.2.1	Changes to internal systems	In the event that any charges being made through Biller Direct are queried or disputed, to ensure that both the school and service provider are treated fairly and equally, an agreed protocol has been established for the resolution of any disputes.	In the event that any charges being made by the LA are queried or disputed, to ensure that both the school and service provider are treated fairly and equally, an agreed protocol has been established for the resolution of any disputes.
Annex D 5.2.2	Changes to internal systems	Where a school disputes or queries any charges on Biller Direct, these must be raised with the Income & Credit Control section on Biller Direct before midday on the 'due date' of the charge, giving a brief outline of the nature of the dispute.	Where a school disputes or queries any charges from the LA , these must be raised with the Service Provider before the due date of the charge, giving a brief outline of the nature of the dispute.
Annex D 5.2.3	Changes to internal systems	The disputed item(s) will then be identified in Biller Direct as in dispute. Schools will still be expected to pay the remaining charges that are not in dispute on the due date.	The disputed item(s) will then be identified as in dispute. Schools will still be expected to pay the remaining charges that are not in dispute on the due date.
Annex D 5.2.12	Changes to internal systems	Income & Credit control will monitor any disputed items on Biller Direct on a monthly basis. Where a disputed item has passed the 'expiry' date to be resolved (as outlined above in points 5.2.5 and 5.2.10) then they will be referred to the disputes panel for consideration at their next scheduled meeting.	Income & Credit control will monitor any disputed items. Where a disputed item has passed the 'expiry' date to be resolved (as outlined above in points 5.2.5 and 5.2.10) then they will be referred to the disputes panel for consideration at their next scheduled meeting.
Annex D 5.2.14	Changes to internal systems	Although Income & Credit control will maintain overall responsibility for monitoring disputed items on Biller Direct and co-ordinating disputes to be referred to the panel, they will remain independent of the negotiating process between the school, service provider and if applicable the disputes panel.	Although Income & Credit control will maintain overall responsibility for monitoring disputed items and co-ordinating disputes to be referred to the panel, they will remain independent of the negotiating process between the school, service provider and if applicable the disputes panel.

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Annex D 5.2.16	Protocol in place	Any outstanding disputes relating to charges predating the protocol will be dealt with through these arrangements following the implementation of the Protocol.	[paragraph removed]
Annex F	Updated list of schools covered by scheme	The list of LA maintained schools has been updated to include recent name changes, mergers and to remove schools that are no longer LA maintained.	