

Financial Management Approval and Planning Process for Off-Site Excursions		
Excursion plan and Financial Viability statement	<ul style="list-style-type: none"> • Construct excursion outline plan • Write brief financial viability statement 	<ul style="list-style-type: none"> • Excursion plan submitted for Head of Establishment approval • Financial Viability statement submitted to Head of Establishment for approval
Excursion Finance Plan	<ul style="list-style-type: none"> • Party Leader and Excursion team prepare outline Costings / Finance Plan • Excursion Team member designated to liaise with the School Finance Administration person 	<ul style="list-style-type: none"> • Outline Costings / Finance plan submitted for Head of Establishment approval
Detailed Excursion Finance Management Plan	<p><u>Plan to detail:</u></p> <ul style="list-style-type: none"> • Accounting process and balance spreadsheets • Banking arrangements in the School fund • Payment arrangements pre departure • Payment arrangements on the excursion: <ul style="list-style-type: none"> • Cash • Cash security • Travel cards • Travellers cheques • Money management: 	<ul style="list-style-type: none"> • Plan submitted for Head of Establishment for final approval and copy to be held by Head of Establishment • Establishment administrator to be involved and process as appropriate from School Fund Account to Oracle Payment system • Money forms, access and availability discussed with Banking Institution and Travel Company

	<ul style="list-style-type: none"> • Staff responsibilities • Security arrangements • Young person's pocket-money amounts • Young person's pocket-money payment arrangements <ul style="list-style-type: none"> • Cash management plan to reflect the threat level, security and finance arrangements appropriate to the country and region. Consideration to be given to the major world area divisions: <ul style="list-style-type: none"> • Europe • USA • 3rd World • Currency Exchange • Insurance cover • Contingency funds and access to arrangements • Fund raising strategy 	<ul style="list-style-type: none"> • Head of Establishment to discuss in particular 3rd World currency conversion and payment arrangements with relevant agencies • Head of Establishment to discuss where appropriate with the Local Authority insurance officer. • Head of Establishment to provide as appropriate contingency finance support arrangements • Head of Establishment to agree it follows the Establishment's fund raising and charitable giving and funds raising policy
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<p>Operational Finance arrangements on the excursion</p>	<p><u>Plan to be implemented as per agreement:</u></p> <ul style="list-style-type: none"> • Support documentation to be carried • Staff to implement cash management plan to reflect the threat level, security and finance arrangements appropriate to the country and region <ul style="list-style-type: none"> ■ Europe ■ USA ■ 3rd World ■ Currency Exchange ■ Security ■ Contingency funds and access • Staff to implement money management as per: <ul style="list-style-type: none"> • Allocated duties and responsibilities • Agreed security arrangements • Agreed currency exchange procedures • Agreed payment regimes • Allocated young person's pocket-money security duties and responsibilities. • Allocated young person's pocket-money payment arrangements • Contingency funds arrangements 	<ul style="list-style-type: none"> • Head of Establishment and base contact hold copies of the full plan and the implementation protocols • Head of Establishment and base contact aware of agreed contingency finance support arrangements
<p>Post Excursion Accounting</p>	<ul style="list-style-type: none"> • Income and expenditure balance sheet prepared for audit • Surplus monies agreement. 	<ul style="list-style-type: none"> • Balance sheet submitted to Head of Establishment and School Administrator for scrutiny and signing off • Balance sheet available for audit by Aberdeenshire Scrutiny and Audit Team and an FOI request • Head of Establishment