

19. Contracts for Building and Civil Engineering Works

Preamble

Contracts for building and civil engineering works at schools may involve substantial payments on account spread over a long period, followed by a final settlement on the basis of a detailed final account agreed by both contractor and school. These Financial Regulations are designed to ensure that the Governing Body makes proper arrangements for the control and/or authorisation of interim payments, variation orders and detailed accounts relating to the final contract payment. Advice should be obtained from the Corporate Facilities and Property Business Management before undertaking any building and civil engineering works.

See also:

Keeping Your Balance - Payroll page 16 – Tax page 18

Regulations

- 19.1. Contracts for building and civil engineering works at schools shall be awarded in accordance with the procedure for contracts and tenders laid down in Standing Orders as to Contract for Schools with Delegated Budgets section of this document.
- 19.2. As given in Financial Regulation 9.2, Schools must follow the approval procedure for self-financed building, engineering and grounds improvements projects before undertaking any works. No work can be undertaken until written approval has been received from the Service Manager Property Procurement (Environment & Economy Directorate)
- 19.3. The Governing Body shall ensure that proper arrangements¹ are made for checking and authorising interim payments and detailed final accounts in support of the final settlement, before payment is made to the contractor.
- 19.4. The Governing Body shall ensure that proper arrangements are made for authorising every extra or variation on a contract for building or civil engineering work.

¹ Accounting arrangements for capital expenditure differ from those relating to revenue expenditure, see specific CIS notes and Construction Industry Scheme within the Tax and VAT Manual.