



**Batchwood School**  
make every day count

# Schedule of Financial Delegation

*Kerry Pollard*

Kerry Pollard

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**Signed – Governor**

.....  
**Print Name**

**Date:** November 2017

**Review:** November 2018

## 1. Organisation of Responsibility & Accountability

The Governing Body is responsible for ensuring that the administration of the school's finances is carried out efficiently and effectively. It is also the responsibility of the governing body to ensure that the school's financial resources are used in the most effective way and, in particular, to ensure that the needs of the education policy of the school are being met fully. It is the responsibility of the Resources Committee to monitor and review the financial position of the school on a regular basis in conjunction with the Headteacher and to provide reports to the full governing body on a regular basis. If the Resources Committee has concerns over any aspect of the school's financial position, this must be reported to the full governing body for open discussion.

The Headteacher is charged with the day-to-day operation of the school's finances in conjunction with the School Manager and it is the Headteacher's responsibility to ensure that the school's financial policy is adhered to at all times. The Headteacher is permitted to delegate various authorities as defined in this document. If any member of staff has any concerns over the financial procedures adopted in the school, they should consult the Headteacher or the Resources Committee as appropriate who, in turn, will decide whether or not the matter requires to be referred to the full governing body.

Whilst the day-to-day running of the school's finances is managed by the Headteacher and the School Manager, any items of capital expenditure or repairs over £10,000 must be referred to the Resources Committee for sanction and any major expenditure over £50,000 must be referred to the full governing body for sanction. Authority limits on capital spending will be observed.

Pecuniary Interests - A register of business interests for governors and staff has been established and any governors or staff having links with any firms from which the school may wish to buy goods or services must register such links. They must also declare any family relationships within the school.

### The Governing Body's Responsibilities

- To approve an ongoing development plan and to take stock of the progress of the plan on an annual basis.
- To approve the school's 3 year medium term financial plan and to review this document in the light of any significant factors that come to the attention of the governing body.
- The approval of the school's annual budget and its submission to the Local Authority by the date specified each year.
- The review of the budget monitoring reports and projected outturn position on a termly basis.
- The approval of any financial returns required by the Local Authority.
- The consideration of the responsible officer report and action plan for implementation of the recommendations proposed by the Headteacher. The review of the implementation of the recommendations by the school.
- The approval of orders for all goods and services above **£50,000**.
- The approval of the charging policy for income.
- Approval and periodic review of the policy for security arrangements at the school
- Approval of the policy for disposal of surplus stock and equipment and sale of property, other than land and buildings.
- Authorisation of items for disposal above a value above **£2000**.
- Ensure maintenance of a register of the Pecuniary Interests of Governors and Staff.

Subject to any statutory limitation, the Governing Body can delegate their powers and duties to committees or the Headteacher. Where this is done ultimate responsibility remains with the Governing Body as a whole.

The Governing Body delegates to the Resources Committee

- Consideration financial implications of the draft plan for school improvement and review and monitoring of the plan.
- Consideration of the school's three year medium term budget plan in light of the development plan and the level of future resources.
- The consideration of the draft school budget and key issues and proposal of the balanced budget for the year for the approval of the Governing Body.
- The monitoring and control of expenditure against the budget during the Financial Year.
- The setting of a charging policy for consideration by the Governing Body.
- Authorisation of items for disposal above a value between **£2000** and **£5000**.
- The approval of orders for all goods and services over **£10,000-£50,000**.
- To undertake an assessment of risk management for insurance purposes at the school.
- The authority to open any bank account and to approve or vary signatories thereto.
- The authority to approve Headteacher's expenses over **£100** per term.

The Resources Committee will report to the full Governing Body by distribution of minutes, written reports where appropriate, and regular reports at Governors' meetings.

### **The Headteacher's Role is**

#### **Budget Management**

- The preparation of the school's development plan in consultation with the School Manager and Resources committee for consideration by the Governing Body
- To secure the implementation of the development plan with the collective support of the school staff.

#### **Financial Planning – Medium Term Financial Plan**

- The preparation of a three year medium term budget on the basis of the cost of current policies, the proposals for change drawn from the school's development plan and an estimation of the level of future resources.

#### **Annual Budget Plan**

- The preparation of the draft school annual budget, on the basis of the agreed objectives of the school set out in the development plan and key issues paper for consideration by the Resources Committee.

#### **Budget Monitoring & Control**

- The monitoring and control of expenditure against the budget during the Financial Year, including the preparation and approval of the half termly reports for the Resources Committee and Governing Body and the production of a register of staff responsible for managing budgets.

#### **Annual Timetable for Budget Management**

- The preparation of a timetable with key dates for annual budget management.

#### **Financial Reporting to the LA**

- The preparation and approval in conjunction with the Chair of Governors of all year-end accounts and any financial returns required by the Local Authority.

### **Audit & Inspection Reports**

- The production of a response to the responsible officer report and action plan for the implementation of recommendations.

### **Retention & disposal of Accounting Records**

- The maintenance of complete financial accounts and full supporting financial records for all accounts.

### **Computer Systems & the Data Protection Act 1998**

- Ensure that the school complies with the requirements of the Data Protection Act 1998.
- The setting up and maintenance of access profiles for system users and the production and security of back up disks and files by the Network Manager.

### **Banking Arrangements**

- The sole signatory of cheques to an upper limit of £2,000.
- The approval of bank reconciliations on a monthly basis.
- The approval of arrangements for banking of monies.

### **Petty Cash**

- The agreement of an appropriate level of the amount of petty cash to be held and the periodic check of the completeness of funds held.

### **Human Resources & Payroll**

- The periodic reconciliation of gross pay with contracts and other authorised documents.
- The determination of employee status for all school staff.

### **Purchasing – Provision of Goods & Services**

- The monitoring of purchasing regulations to ensure compliance by the school.
- The obtaining of a minimum of 1 verbal quote for purchases and contracts valued up to £5,000.
- The obtaining of a minimum of 2 written quotes for purchases and contracts valued between £5,000 and £10,000. (Some categories may be subject to referral to the Governors for approval, e.g. contracts for more than one period such as leases, or of a particular type, e.g. premises related).
- The obtaining of a minimum of 3 written quotes for purchases and contracts valued between £10,000 and £50,000.
- Ensuring that a minimum of 3 tenders are obtained for purchases and contracts valued between £50,000 and EU limits.
- The maintenance of a list of contacts for guidance and advice.

### **Orders for Goods & Services & Payment of Accounts**

- The purchase of all goods and services including the placing of orders to a value of £10,000 (above that amount to be countersigned by a member of the Resources Committee – excluding staff members).
- The authorisation of payment and sole signing of cheques up to £2,000.
- Authorisation of employee related expenses, e.g. employees' overtime, special allowances, travel expenses, etc.

## Income

- The setting of suitable controls for the recording and collecting of monies due and movement and banking of monies (for all accounts under the control of the school).
- The authority to write off bad debts up to £250.
- The security of monies held on site.

## Security of Stocks & Other Property

- The production and implementation of a policy for security arrangements at the school (including procedures for call-out and key replacements).
- The physical security of the school's assets and the arrangements for the maintenance and periodic inspection of an up-to-date inventory.
- The preparation of a policy for the disposal of surplus stock and equipment and property other than land and buildings and the authorisation of items for disposal up to a maximum value of **£2000. Values between £2,000 and £5,000 require Resources Committee approval and those more than £5,000 require Governing Body Approval.**
- To maintain a register of key holders.

## Insurance

To initiate adequate insurance cover and to maintain a register of policies taken out by school. See separate Insurance Policy for full details.

## Supervise Contractors

To supervise the contractors for Grounds Maintenance, Cleaners and Buildings Maintenance to ensure the receipt of best value for money and compliance with the legislation. In practice many of the procedures delegated to the Headteacher will largely be carried out on a day-to-day basis not only by the Headteacher but also by the School Manager, as indicated below:

## School Manager

- Produces full termly report on the budget for the Governors' Resources Committee.
- Provides for retention, secure storage and disposal of accounting records in accordance with both the legal requirements.
- Meets monthly with the Headteacher to provide updated budget position.
- Prepares the year-end accounts and other returns required by the Local Authority for consideration by the Headteacher.
- Maintains accounting records and assures the security and regular reconciliation of petty cash.
- Assures the filing and storage of pay records.
- Maintains a register for all leases.
- Monitors the regulations on VAT to ensure compliance by the school.
- Completes and submits the reimbursement claim for VAT on a quarterly basis.
- Oversees the control and collection of all income.
- Maintains complete financial accounts and full supporting finance records for all accounts.
- Controls and reconciles the school's bank accounts.
- Raises orders, prepares cheques and makes payment.
- Gives updates on the state of this budget to budget holders every month.
- Prepares receipts for banking.

## Network Manager

- Sets and maintains access profiles for system users.
- Produces and keeps in a secure place back up discs of the computer system.

## Site Manager with Responsibility for the Care of Buildings & Equipment

- Assures the physical security of assets and maintenance of inventory records.
- Inspects the inventory on an annual basis.

## Budget Holders

- Control and monitor budgets delegated to them.
- Confirm receipt of goods and services and authorise payment.

## 2. Budgets

The budget is set in line with the aims and objectives approved by the governors and the medium-term development plan. When approved, the budget is profiled according to estimated spending patterns or historical information.

### The School Budget

The school budget is prepared by the Headteacher, in consultation with the Resources Committee, for submission to the Governing Body, according to the following timetable:

Completion and return of the Annual Schools' Census	January
Preparation of detailed estimates of options for meeting new development plan targets	Jan / March
Notification by the Local Authority of the budget share	February/March
Checking the budget share to ensure the funding formula has been applied correctly to the school	April
Balancing the budget	April
The annual budget is approved by the Governing Body	May
The approved budget return is returned to the LA	May

### School Budgets

As soon as possible after the establishment of the school budget, the Headteacher will inform budget holders of the departmental budgets for the following year.

The Headteacher will delegate responsibility for School budgets to budget holders. These budget holders obtain approval from the Headteacher for all orders.

The School Manager will inform the departmental budget holders of their balance each month. The Headteacher will be informed if there is any concern over the trend of expenditure in an individual budget. Only the Headteacher may sign orders. No order will be processed if the departmental budget does not contain funds to cover the order. At the end of the year, underspends and overspends will not be carried forward.

### ***Criteria for budget allocation to departments***

Departmental budgets will be allocated according to the following criteria:

- A basic allocation will be calculated according to the number of pupil periods taught and the nature of the subject
- An allocation of a further factor for consumables will be calculated as considered appropriate.
- An allocation will be made to assist departments in carrying out the departmental aims in the plan for school improvement. Bids from Heads of Department will be matched against the money available in the school budget and the allocation decided by the Headteacher.

A list of the budget holders is held within the Finance Department.

### **3. The Allocation of Staff Development Resources**

The allocation of resources to Staff Development will be made according to priorities which have been established by:

- (a) The Plan for School Improvement.
- (b) The departmental and Year Group development plans.
- (c) Targets resulting from the Performance Management process.
- (d) Whole-school, departmental or individual needs which become apparent outside the planning and appraisal processes.

The content of the five annual Staff Development days will be determined by whole-school projects which involve all or most of the staff. Resources will be decided by the Leadership Team.

Colleagues who wish to follow Staff Development courses relating to their teaching or departmental activities or to their pastoral activities should discuss their wishes with the Headteacher. These Staff Development requirements should figure in the development plan, although contingency resources will be available for Staff Development activities for which the need arises in the course of the year.

It is a responsibility of Headteacher to foster the professional development of the members of their team.

Staff Development which has to do with personal career development should be discussed with the Headteacher.

The Staff Development needs of the administrative staff will be co-ordinated by the School Manager.

In allocating resources for Staff Development the following issues must be taken into consideration:

- the equitable distribution of resources
- the priorities established by the school and department plans
- the pattern of teacher absence and its effect upon teaching
- whether similar courses have been followed recently by members of staff
- the possibilities of cascading
- the expertise available within the school.

### **4. Internal Financial Control**

#### **The Resources Committee**

The committee will be given free access to all financial information in the school. It will meet at least twice a term.

#### **The Headteacher**

The Headteacher will report to the Resources Committee on the school's financial position at each of the committee meetings. A report will be made to each Governors meeting as part of the Headteacher's verbal report.

### **The School Manager**

The School Manager will meet with the Headteacher once a week to discuss the school's finances and other matters. The School Manager will prepare the monthly budget statements set against the budget profile for the year. These will be discussed with the Headteacher.

### **Other budget holders**

The School Manager will check the budget position of each budget holder each month and inform the budget holder. The budget holder may obtain this information at other times on request. If there appears to be a danger of an overspend, the budget holder and the Headteacher will be informed.

## **5. Security**

When cash is held at the school, the **Headteacher** will

- Identify senior staff who hold keys to the safe or the secure area.
- At present, keys are held by the School Manager.

The **School Manager** will

- Keep monies locked in a secure place.
- Keep petty cash monies separate from income collected.
- Keep the petty cash total below **£500**. This is the maximum amount to be held at any one time and only the School Manager should have access to it.
- Be aware of the insurance limits for cash holdings and money in transit to the bank.
- Bank income regularly and not allow cash holdings to accumulate.
- Prepare the banking weekly.

## **6. Computer Systems**

The Governing Body and the Headteacher are registered together under the Data Protection Act 1998 (registration number Z5133569)

The computer systems used for the financial budgeting and accounting are FPS.net and RM Finance respectively.

RM Finance is an accrual accounting system. Each night of the week a backup is taken and saved offsite.

The School Manager is permitted to use the FPS.net and RM Finance and software. Access is by password

## **7. Purchasing**

To ensure that the school obtains the best value for money from any purchases, two quotations must be obtained in writing for any expenditure between £5,000 and £10,000, and 3 quotations for expenditure between £10,000 and £50,000 when procured via the school purchasing procedure. Orders must only be placed in connection with school business. Only official order forms should be used. Signatories of orders must check that there are sufficient funds in the budget allocation and that the correct procedure has been followed regarding selection of a supplier (quotes, tenders etc.) When orders are placed, this is recorded as a commitment and reported against the appropriate budget. Persons authorising payments are to be responsible for checking that goods/services have been properly received, prices are correct etc. (and that the invoice has not already been paid). All invoices are to be endorsed with the transaction or cheque number, have the remittance attached and be correctly filed. Photocopied invoices should not be paid without checking to ensure that there is no duplication payment.



### ***Separation of Duties***

The four key stages to be followed in the ordering and payment process are:

- i placing (Budget Holders) and authorisation (Headteacher) of an order
- ii receipt of goods or services and confirmation thereof (School Manager, Office staff, Budget holder)
- iii verification of invoice and certification for payment (Budget holder)
- iv authorisation of payment (Head) e.g. signing cheques (Head plus one Designated Assistant Head for cheques over **£2,000**, Head for cheques under **£2,000**).

## **8. Personnel (Finance) Standard**

All Staff salaries are to be paid by the outsourced provider , SERCO.

Each month, the School Manager will review the Payroll Report to check for accuracy of staff paid and the level of wages. The School Manager will inform the headteacher of any significant discrepancies.

At regular intervals, and at least termly, there should be a comparison between the School's staff records and the payroll Nominal Role to ensure they are in agreement.

Contracts for new appointments and terminations, and all expenses claims, must be checked and authorised by the Headteacher.

## **9. The Security of Stocks & Other Property**

The Headteacher should arrange for inventories to be checked at least once per year against physical items with any discrepancy on a particular item over **£2000** being reported to the Resources Committee

School property taken off site: Anyone taking school property (such as computers or musical instruments) off site, with permission, must sign a declaration accepting responsibility for the item.

### **Inventories**

The school will keep a central record of all single items over **£500**. Each department will review and verify the inventory for their area on an annual basis.

#### **The Writing off and Disposal of Inventory Items Policy**

- Before writing off or disposing of an item on an inventory, the School Manager must be consulted in order to establish the item's book value.
- Items should be disposed of in the most cost-effective way.
- If an item is transferred to a member of staff, the transfer must be based on the market value of the item.
- Any disposal or writing off must be authorised by the Headteacher if below £500, by the Resources Committee if over £500, and by the Governing Body if more than £5000.
- When an item is written off or disposed of, the inventory must be endorsed accordingly.

## **10. Income & Lettings Policy**

### **Income**

Where invoices are required they should be issued promptly. Transfers of money between staff should be signed for. Receipts, tickets and other records of income should be securely retained. Cash and cheques should be locked away to safeguard against loss or theft. Collections should in their entirety be paid promptly into the appropriate bank account. Income collections should not be used for the encashment of personal cheques or for other payments. The School should reconcile the sums collected to the sums deposited at the bank. Bank paying-in slips must show clearly the split of cash and cheques. Cheques should be identifiable by reference to the receipt numbers and names of the

drawers and cash by reference to receipt numbers. A record must be kept of any debts written off and this record must be referred to the Resources Committee.

## Lettings Policy

**Aim:** To make the School's grounds and buildings available to the community and to raise funds.

### Guidelines

The use of the School premises is under the control of the Governing Body which delegates responsibility for lettings to the Headteacher. School functions should take priority over hirings and these should be allowed only if they do not conflict with the duty to provide education for the children registered at the School. The Governing Body has a duty to ensure that, in making the School premises available, there is no contravention of government legislation concerning, for example, race relations, sex discrimination, licensing, gaming, Sunday trading, Theatres and Cinematography Acts. The right is reserved to refuse lettings if considered necessary on grounds of the safety of the premises or its occupants or to avoid unreasonable expenditure on premises-related costs. Lettings will not be allowed for activities with a higher than normal risk of injury, damage or loss.

The School's facilities must be safeguarded by ensuring that the Site Manager, or other authorised person, is at hand and on call during lettings.

Charges made for lettings should reflect:

- the caretaker's 'call out' payment
- administration
- heating and lighting costs
- cleaning costs
- depreciation and wear and tear.

When hirers wish to supplement the School's equipment with their own, (for example, stage lighting or sound systems), then

- appropriate technical advice should be sought that such additions are compatible with the School's systems
- safe working practices should be agreed
- any additional costs arising from technical advice or operation of the systems should be passed on to the hirer.

A returnable deposit against possible damage will be charged when a letting is arranged. Hirers must take out public liability insurance through the School, unless the hirer represents an organisation which already has sufficient public liability cover of its own, where proof of such insurance should be submitted.

The Governing Body will act according to the Representation of the People Act, 1983, under the terms of which a candidate has a statutory right, subject to certain conditions, to use a room (free of charge) at reasonable times outside the hours when the School is used for educational purpose. The right extends only to the use of rooms for public meetings in connection with the candidate's election campaign. On giving reasonable notice the candidate cannot be refused the use of a room or hall unless there is a previous booking on the dates in question for all suitable accommodation on the premises.

## 11. Banking Arrangements

- Cheques under **£2,000** may be signed by the Headteacher alone. Cheques over **£2,000** must be signed by the Headteacher and the Assistant Headteacher. There are two authorised signatories.
- Supporting vouchers are to be made available to cheque signatories.
- Any expenditure up to **£10,000** must be referred to the Resources Committee.

- All cheques drawn on the accounts(s) are crossed "account payee only" to avoid the possibility of improper negotiation of the cheques.
- Only manuscript signatures should be used and cheques should not be pre-signed.
- The school should retain cheque books securely when not in use.
- The school does not have an overdraft facility and will not be overdrawn on its bank account
- The school should obtain bank statements at least monthly and these should be reconciled with their accounting records. Discrepancies should be investigated. All bank reconciliations should be certified by the person performing the reconciliation. They should also be reviewed and countersigned by someone who understands the reconciliation process.
- Individuals should not use their private bank accounts for any payment or receipt related to the school's budget.
- All surplus funds will be retained as a credit balance in the bank account where it attracts a competitive rate of interest.

## **12. Petty Cash**

Petty cash is under the control of the School Manager. The School Manager will:

- keep the petty cash in a secure place
- keep petty cash monies separate from income collected
- keep the petty cash total below **£500**.

No payment above **£50** for any one transaction will be made from petty cash. No personal cheques will be cashed. The Headteacher will arrange an independent audit of petty cash at regular intervals.

## **13. Voluntary Funds Standards**

Batchwood School does not currently run a Voluntary Fund but guidelines are shown below which will govern this. All monies received are to be recorded. All monies are to be passed to the School Manager to be banked at the earliest opportunity. An Income and Expenditure Statement should be produced on a regular basis (at least annually) to analyse receipts and how money has been spent. This analysis should include a reconciliation with the opening and closing balances on the school Private Bank account. Where money is donated to the School for specific purposes, then it must only be used for the purpose specified, except where it is not practicable, possible, or legal, in which case the position should be referred to the Resources Committee for a decision. Money donated to the School (including voluntary contribution) must not be used to fund general overruns or overdraft positions on the main School account.

The same financial controls over authorisations and disbursements of funds apply to the Private account as to the School's General account.

The School will appoint a School Manager who is responsible for the proper accounting and management of all voluntary funds. The School Manager will report at least annually to the Governing Body. The account will be subject to regular audit by the school's appointed auditors/responsible officer.

**SCHEDULE OF FINANCIAL DELEGATION**

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member

**SCHEDULE OF FINANCIAL DELEGATION**

Ensure the school's continuing compliance with the DfE's Financial Value Standards (SFVS)		✓	✓	School Manager
To review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body biennially.		✓		School Manager
Approval of the school's Financial Procedures Manual.	✓			
Approval of the school's financial policies (Schedule of Delegation, Scheme for Financing Schools, Financial Regulations, charging, refunds, debt recovery, asset disposal, etc)	✓			
To review the governor induction pack to ensure that the information is still relevant and up to date.		✓		
Ensure that there is an induction pack for new governors, tailored to reflect the individual structure of the school.	✓			
Ensure that all relevant financial updates are brought to the attention of the Resources Committee / Governing Body.			✓	
Prepare a fully costed improvement plan setting out the aims of the school.			✓	
Secure the implementation of the improvement plan with the collective support of the school staff.			✓	
Consider the financial implications of the draft plan for school improvement, review and monitor it.		✓		
Approve an ongoing improvement plan and take stock of the progress of the plan on a bi-annual basis.	✓			
<b>Financial Planning</b>				
Prepare a three-year medium term budget (MTFP) on the basis of the cost of current policies, the proposals for change (drawn from the plan for school improvement) and estimates of the level of future resources.			✓	School Manager
Consider the school's MTFP in the light of the development plan and the level of future resources		✓		
Approve the school's MTFP and review this document in the light of any significant factors that come to the attention of the Governing Body.	✓			

### SCHEDULE OF FINANCIAL DELEGATION

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
<b>Annual Budget Plan and Best Value Statement</b>				
Undertake benchmarking exercises on an annual basis for review by the Resources Committee.			✓	
Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school budget achieves value for money.		✓		
Prepare the school's draft annual budget based on the agreed objectives of the school as set out in the improvement plan, MTFP and key issues paper for consideration by governors			✓	✓ School Manager
Consider the draft school budget and key issues (links to the school improvement plan and MTFP) and the proposal of the balanced budget for the year for the approval of the Governing Body.		✓		
Approve the school's annual budget	✓			
Review the guidance for the signing of the annual best value statement and ensure that appropriate steps have been taken by the school to obtain best value		✓	✓	
Approve the Best Value Statement based on the work undertaken by the School and Resources Committee to ensure value for money has been established and ensure its submission to the Authority by 31 <sup>st</sup> May each year.				
<b>Annual Timetable for Budget Management</b>				
Prepare a timetable with key dates for annual budget management.			✓	✓ School manager
Ensure that meetings are timetabled taking into consideration financial deadlines.		✓		
<b>Budget Monitoring and Control</b>				
Approve virements between budget headings. Movements above this value to be referred to the Resources committee before being undertaken			<£5000K	
Approve virements of money between budget headings. Virements in excess of this amount to be approved by the Governing Body		£5K - £10K		
Approve virements between budget headings in excess of the delegation to the Resources Committee	>£10K			

### SCHEDULE OF FINANCIAL DELEGATION

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
Advise the Resources Committee and Governing Body of all budget movements (e.g. virements, allocation of additional funding etc) undertaken where not otherwise approved in advance by the Resources Committee and Governing Body			✓	
Review all budget movements undertaken (including virements) ensuring that the reasoning for the movements is sound.	✓	✓		
Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Resources Committee and Governing Body and the production of a register of staff responsible for managing budgets.			✓	
Monitor and control expenditure against the budget during the financial year.		✓		
Review the budget monitoring reports and the projected out-turn position.	Termly	✓		
The control and monitoring of delegated budgets				
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors			✓	
<b>Budget Monitoring and Control</b>				
Monitor earmarked funds, trading activities and large school operations, (e.g. catering, sports facilities, extended school activities, hirings, etc) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.		✓		
<b>Financial Reporting to the Local Authority</b>				
The preparation of the year-end accounts and other returns required EFA for consideration by the Headteacher.				School Manager
In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the EFA.	Chair		✓	
<b>Audit and Inspection Reports</b>				
Produce a formal response to the annual Audit report and an action plan showing how the recommendations will be implemented.			✓	
Consider the recommendations set out in Audit report and the action plan proposed by the Headteacher for implementing these.	✓			
Ensure that the recommendations agreed by the school have been	✓	✓	✓	

**SCHEDULE OF FINANCIAL DELEGATION**

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
implemented.				
<b>Retention and Disposal of Accounting Records</b>				
Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Financial Systems section below.)			✓	School Manager
<b>Retention and Disposal of Accounting Records</b>				
The retention, secure storage and disposal of accounting records in accordance with both legal requirements.				School Manager
The maintenance of full financial records for all accounts.				School Manager
<b>Computer Systems and the Data Protection Act 1998</b>				
Ensure that the school complies with the requirements of the Data Protection Act 1998.			✓	Network Manager
Ensure that the school's Data Protection registration is renewed annually	✓			School Manager
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.			✓	Network Manager
<b>Banking Arrangements</b>				
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Financial Handbook.		✓		
Authorise payments and be the sole signatory of cheques.			£0 - £2,000	
The signing of cheques for more than £2,000 and reimbursements to the Headteacher (			Headteacher plus one of other authorized signatories	
The signing of cheques for less than £2,000 and reimbursements to the Headteacher (where the school has more than two authorised signatories).			✓	
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher or Deputy Headteacher.				School Manager
Approve the bank reconciliation on a monthly basis.			✓	

### SCHEDULE OF FINANCIAL DELEGATION

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
<b>Petty Cash</b>				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £500, and the periodic check of completeness of financial records.			✓	
The maintenance of accounting records, the security and regular reconciliation of petty cash.				School Manager
<b>Personnel and Payroll</b>				
Review the staff structure of the school annually.			✓	
To review the financial implications of changes to staffing numbers and grades, and approve those with a compound annual effect over £100,000.		✓		
The maintenance of an authorised signatory list for employment contracts and pay documents.				School Manager
<b>Personnel and Payroll</b>				
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).				School Manager
Periodically reconcile gross pay with contracts and other authorised documents.			✓	School Manager
Determine employee status for all individuals working on behalf of the school, using the local authority questionnaire where further clarification is required.			✓	School Manager
Check and review all payroll entries				School Manager
Approve the monthly payroll			✓	
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).			✓	
Approve all payments made to the Headteacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (refer also to the banking arrangements section above.)		✓ > £100 per term		



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Implement the school pay policy and appointment procedures for all staff employed through the school.			✓	
<b>Purchasing – provision of goods and services</b>				
Set house rules for a purchasing policy, monitor and review the rules in accordance with local authority guidelines.	✓			
Monitor purchasing regulations to ensure compliance by the school.			✓	
Act as ‘Chief Officer’ for the letting of contracts - see separate school purchasing procedures	✓			
Appoint Contracting Officer and Contracts Manager for the contracts taken out - see separate school purchasing procedures	✓			
Maintain a Contracts Register	✓		(✓)	School Manager
<b>Purchasing – provision of goods and services</b>				
Act as Contract Manager and monitor contracts on an on-going basis.				School Manager
Review contracts on an on-going basis (and as part of ensuring the school continues to achieve ‘best value’)	✓		(✓)	
Ensure that a minimum of 2 written quotes are obtained for purchases and contracts valued at over £5000 and up to a value of £10,000.		✓		
Ensure that a minimum of 3 quotes are obtained for purchases and contracts valued between £10,000 and £50,000.		✓ Over £10K approved by Resources		
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £50,000 and EU limits. Contracts over £100,000 to be countersigned by the Local Authority.	✓ £50,000 to EU threshold			
Ensure that EU regulations are applied for all contracts over the EU threshold.	✓ With HBS			
Maintain a list of contacts for guidance and advice.			✓	
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.	✓			
<b>Leasing</b>				
The maintenance of a register of all leases held by the school (if not included in the school’s Contract Register).				School Manager

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<b>Orders for Goods and Services and Payment of Accounts</b>				
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).				School Manager
Control the placing of orders for the purchase of all goods and services, up to a value of £10,000. A member of the Governing Body must countersign orders above that amount.			✓ Or SLT between 0 and £10,000	
Approve orders for all goods and services	Between £100,000 and EU limits	Between £15,000 and £100,000		
Approve capital projects above £50,000.	✓			
The confirmation of the receipt of goods and services.				Requestor
The preparation of cheques for payment of services.				School Manager
The authority for the approval of invoices for payment of goods and services where no purchase order has been raised	Between £100,000 and EU limits	Between £15,000 and £100,000	✓ or Senior Leadership Team up to £10,000	
<b>VAT</b>				
To monitor the regulations on VAT, ensuring compliance by the school.				School Manager
To complete and submit the reimbursement claim for VAT on a monthly basis.				School Manager
The signing of the VAT reimbursement claims.			✓	
<b>Income</b>				
Set a charging policy for consideration by the Governing Body.		✓		
Approve the charging policy.	✓			
Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis.			✓	
Consider the proposed charges for the various areas of school income for		✓		

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approval by the Governing Body annually.				
Approve the annual review of charges for the various areas of school income (the approval to be formally recorded in the Governing Body Minutes).	✓			
Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of the school.			✓	
The control and collection of all income.				School Manager
The preparation of receipts for banking.				School Manager
The physical banking of monies.				Admin Staff
<b>Income</b>				
Approve procedures for chasing outstanding income due to the school (debt recovery policy).	✓			
Write off bad debts. Amounts in excess of this limit to be approved by the Resources Committee.			✓ < £100	
Approve and write off bad debts accruing to the school over £500		✓ £100 - 500		
Ensure the security of monies held on site.			✓	
<b>Security of Assets, Stocks and Other Property</b>				
Capitalization of assets over the £2000 limit			✓	
Produce and implement a policy for security arrangements at the school (including procedures for call-out and key replacements)			✓	
Approve and periodically review the policy for security arrangements at the school.	✓			
To determine a value above which assets should be recorded on the school's inventory (£500).	✓			
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory.			✓	
The security of physical assets.				Site Manager
The notification of any changes in physical assets to the inventory co-ordinator.				Site Manager