

**SECTION 1 – APPENDIX B**

**SCHEDULE OF FINANCIAL DELEGATION**

The school is aware of the Local Authority’s ‘Scheme for Financing Schools’ and ‘Financial Regulations’, as set out in Part II and Part III of the LA ‘Financial Handbook for Schools’ respectively. The LA Scheme and Financial Regulations are adopted by the Governing Body and covered in governor induction training.

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Financial Management</b>				
Ensure the school’s continuing compliance with the Department of Children Schools and Families (DCSF) Schools Financial Value Standard (SFVS)			✓	Finance Officer
To review the school’s self-assessment against the DCSF SFVS on an annual basis and the action plan drawn up to address issues identified, as required.		✓		
Review the school’s continuing compliance with the DCSF SFVS	✓			
To review the school’s Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body bi-annually.		✓	✓	Finance Officer
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, write-offs, asset disposal, etc)	✓			
To review the governor induction pack to ensure that the information is still relevant and up to date.	✓			

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Area of Responsibility	Level of Responsibility			
	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Financial Management</b>				
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 and Personnel Committee / Governing Body.			✓	
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.		✓		
<b>School improvement Plan – financial implications</b>				
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 draft school improvement plan, review and monitor it.		✓		
Approve an ongoing improvement plan and take stock of the progress of the plan on an 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 school's improvement plan) and estimates of the level of future resources.			✓	Finance Officer / FSS
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.	✓			

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	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Annual Budget Plan and Best Value Statement</b>				
Undertake benchmarking exercises on an annual basis for review by the Resources and Personnel 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 and best value statement, based on the agreed objectives of the school as set out in the improvement plan, MTFP and key issues paper for consideration by governors			✓	Finance Officer / FSS
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 and Personnel Committee to ensure value for money has been established and ensure its submission to the Authority by 31 May each year.	✓		✓	
<b>Annual Timetable for Budget Management</b>				
Prepare a timetable with key dates for annual budget management.			✓	
Ensure that meetings are timetabled taking into consideration financial deadlines		✓		

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Area of Responsibility	Level of Responsibility			
	Governing Body	Resource & Personnel Committee	Head teacher *	Other Staff Member
<b>Budget Monitoring and Control</b>				
Approve virements between budget headings. Movements above this value to be referred to the Resources and Personnel Committee before being undertaken.		£1,000 - £10,000	< £1,000	
Approve virements of money between budget headings. Virements in excess of this amount to be approved by the Governing Body.		£10,000		
Approve virements between budget headings in excess of the delegation to the Resources and Personnel Committee.	Above £10,000			
Advise the Resources and Personnel 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 and Personnel Committee or Governing Body.			✓	Finance Officer / FSS
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 and Personnel Committee and Governing Body and the production of a register of staff responsible for managing budgets.			✓	Finance Officer / FSS
Monitor and control expenditure against the budget during the financial year.		✓		
Review the budget monitoring reports and the projected out-turn position.	Annually	✓		
The control and monitoring of delegated budgets.				Finance Officer / Deputy Head teacher
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors.			✓	

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Area of Responsibility	Level of Responsibility			
	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<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 Authority</b>				
The preparation of the year-end accounts and other returns required by the Local Authority for consideration by the Head teacher.				Finance Officer/ FSS
In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the Local Authority.	Chair		✓	
Ensure that an annual return or audit certificate is submitted to the Chief Internal Auditor for every private, voluntary or trading account controlled by the Governing Body (excluding any accounts specifically set up to hold the DCSF capital allocations for VA schools).		✓	✓	Finance Officer
<b>Audit and Inspection Reports</b>				
Produce a formal response to the Internal Audit report and an action plan showing how the recommendations will be implemented.			✓	
Consider the recommendations set out in Internal Audit report and the action plan proposed by the Head teacher for implementing these.	✓			
Ensure that the recommendations agreed by the school have been 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.)			✓	

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	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Retention and Disposal of Accounting Records</b>				
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.				Finance Officer
The maintenance of full financial records for all accounts.				Finance Officer
<b>Computer Systems and the Data Protection Act 1998</b>				
Ensure that the school complies with the requirements of the Data Protection Act 1998.			✓	Deputy Head teacher / Middle Leaders
Ensure that the school's Data Protection registration is renewed annually	✓			Finance Officer
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.			✓	Deputy Head teacher / HFL ICT Services
<b>Financial Systems</b>				
Undertake an annual review of the controls within the school's financial systems to support the signing of the Statement of Internal Control (SIC).			✓	
To consider the annual SIC for approval by the Governing Body, taking into consideration the school's self-assessment of the controls within its financial systems and other members of its financial management.		✓		
Approval of the annual SIC for submission to the Local Authority based on the recommendations made by the Resources and Personnel Committee.	✓			
<b>Banking Arrangements</b>				
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect that this may have on the way the annual budget is advanced to the school.		✓		
Authorise payments and be the sole signatory of cheques.			£0 - £2,000	

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	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Banking Arrangements</b>				
The signing of cheques for more than £2,000 and reimbursements to the Headteacher. <i>NB the school should always ensure that the cheque signatory has no connection to the cheque payee.</i>			Head teacher	Deputy Head teacher plus Middle Leaders
The signing of cheques for less than £2,000 and reimbursements to the Headteacher (where the school has more than two authorised signatories).				Deputy Head teacher plus Middle Leaders
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher or Deputy Headteacher.				Finance Officer/ FSS
Approve the bank reconciliation on a monthly basis.			✓	
<b>Petty Cash – N/A, Batchwood School no longer holds Petty Cash</b>				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £1000, and the periodic check of completeness of financial records.	N/A	N/A	N/A	N/A
The maintenance of accounting records, the security and regular reconciliation of petty cash.	N/A	N/A	N/A	N/A
<b>Personnel and Payroll</b>				
Review the staff structure of the school.			✓	
To review the financial implications of changes to staffing numbers and grades, and approve those with a compound annual effect over £10,000.		✓		
The maintenance of an authorised signatory list for employment contracts and pay documents.			✓	Finance Officer

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	Governing Body	Resource & Personnel Committee	Head teacher *	Other Staff Member
<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).				Finance Officer
Periodically reconcile gross pay with contracts and other authorised documents ( <i>Serco produce a nominal roll report on a termly basis</i> ).			✓	Finance Officer
Determine employee status for all individuals working on behalf of the school, using the local authority questionnaire where further clarification is required.			✓	Finance Officer
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).			✓	Deputy Head teacher plus Middle Leaders >£2,000
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.)		✓		Deputy Head teacher plus Middle Leaders <£100
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.	✓	✓	✓	
Appoint Contracting Officer and Contracts Manager for the contracts taken out.	✓			
Maintain a Contracts Register in accordance with LA guidance.	✓		✓	Finance Officer



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<b>Purchasing – provision of goods and services</b>				
Act as Contract Manager and monitor contracts on an on-going basis.				Finance Officer
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 £5,000 and up to a value of £10,000.			✓	
Ensure the Local Authority approval is gained for all capital works in excess of £15,000.	✓			
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £10,000 and £100,000,		✓ £10,000 to £100,000		
Ensure that a minimum of 4 tenders are obtained for purchases and contracts valued between £100,000 and EU limits. Contracts over £100,000 to be countersigned by the Local Authority.	✓ £100,000 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.	✓			

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<b>Leasing</b>				
Seek approval for any proposed leases, other than operating leases, from the Local Authority's Finance Director, so that capital controls imposed by Government can be taken into consideration.			✓	
The maintenance of a register of all leases held by the school (if not included in the school's Contract Register).				Finance Officer
<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).				Finance Officer
The authority for the signing of official orders for the purchase of goods and services up to the value of £5,000, other than by the Headteacher.				Deputy Head teacher/ Finance Officer, < £5,000
Control the placing of orders for the purchase of all goods and services, up to a value of £5,000. A member of the Governing Body must countersign orders above that amount.			✓ Between £0 - and £5,000	
Approve orders for all goods and services (taking into consideration HCC Contract Regulations and other purchasing guidance provided by the Local Authority).	Between £100,000 and EU limits	Between £10,000 and £100,000		
Approve capital projects above £15,000.		✓		
The confirmation of the receipt of goods and services.				Front office Admin team including Receptionist, Health & Safety Manager
The preparation of cheques for payment of services.				Finance Officer/ Administration Assistant

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<b>VAT</b>				
To monitor the regulations on VAT, ensuring compliance by the school.				Finance Officer / FSS
To complete and submit the reimbursement claim for VAT on a [quarterly] basis.				Finance Officer / FSS
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 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.				Finance Officer / Receptionist
The preparation of receipts for banking.				Finance Officer / Receptionist
The physical banking of monies.				Finance Officer / Receptionist

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	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<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 and Personnel Committee.			✓ < £100	
Approve and write off bad debts accruing to the school over £100 and up to a value of £500; items above £500 must be referred to the LA Finance Director for approval.		✓ Between £101 and £500		
Ensure the security of monies held on site.			✓	
<b>Security of Assets, Stocks and Other Property</b>				
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.	✓			
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory.			✓	
The security of physical assets.				Deputy Head teacher/ Site Manager
The notification of any changes in physical assets to the inventory coordinator.				Site Manager
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.	✓			
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				Finance Officer/ Health & Safety Manager

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	Governing Body	Resources & Personnel Committee	Head teacher *	Other Staff Member
<b>Security of Assets, Stocks and Other Property</b>				
Prepare a policy for the disposal of surplus stock and equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of [£1,000].			✓	
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.	✓			
Authorise items for disposal above a residual value of [£1,000].	✓			
Maintain a register of key holders.			✓	
<b>Insurance</b>				
Initiate adequate insurance cover for the school, and maintain a register of policies taken out.			✓	
Undertake an assessment of risk management for insurance purposes at the school.		✓		