

C27: SCHEDULE of FINANCIAL DELEGATION

Last reviewed: September 2009

Next Review: September 2010

Approved by Governors

Date: 30 September 2009

1.1 Organisation of Responsibility and 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 Finance & Facilities Committee to monitor and review the financial position of the school on a regular basis in conjunction with the Head Teacher and to provide reports to the full governing body on a regular basis. If the Finance & Facilities 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 Head Teacher is charged with the day-to-day operation of the school's finances in conjunction with the School Manager and it is the Head Teacher's responsibility to ensure that the school's financial policy is adhered to at all times. The Head Teacher 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 Head Teacher or Finance & Facilities Committee as appropriate who, in turn, will decide whether or not the matter requires to be referred to the full governing body.

A register of business interests for governors and staff has been established and any governors or staff having links with any local firms from which the school may wish to buy goods or services must register such links.

1.2 Role of the Governing Body

The Governing Body recognises their three main roles as follows

- to be strategic, including ensuring that the school has clear aims and values, to raise standards of achievement and to ensure that the school's resources are directed by the school development plan (SDP).
- to act as a critical friend, including identifying where the school is and is not achieving and supporting and challenging proposals of the school
- to be accountable, including the promotion of standards and educational achievement and the school's overall performance.

Governors act with integrity, objectivity and honesty and in the best interests of the school and are prepared to explain their decisions and actions, if required.

1.3 Financial Management Standard in Schools (FMSiS)

The DCSF has introduced the FMSiS for all schools to demonstrate that the school has sound financial management.

The Headteacher leads on the maintenance of evidence to support compliance and she is supported by the School Manager. The School has implemented systems and records to ensure that it meets the FMSiS and the members of the Governing Body review the school's continuing compliance on an annual basis.

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 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	Finance Committee	Headteacher	Other Staff Member
Financial Management				
Ensure the school's continuing compliance with the Department of Children Schools and Families (DCSF) Financial Management Standard in Schools (FMSiS)			✓	School Manager
To review the school's self-assessment against the DCSF FMSiS 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 FMSiS		✓		
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.		✓		

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Financial Management				
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 Finance Committee / Governing Body.			✓	
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.		✓		
School Development Plan – financial implications				
Prepare a fully costed development plan setting out the aims of the school.			✓	
Secure the implementation of the development plan with the collective support of the school staff.			✓	
Consider the draft school development plan, review and monitor it.		✓		
Approve an ongoing development plan and take stock of the progress of the plan on an annual basis.	✓			
Financial Planning				
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 development plan) and estimates of the level of future resources.			✓	
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.	✓			

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Annual Budget Plan and Best Value Statement				
Undertake benchmarking exercises on an annual basis for review by the Finance 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 development plan, MTFP and key issues paper for consideration by governors			✓	
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 Finance Committee to ensure value for money has been established and ensure its submission to the Authority by 31 May each year.	✓			
Annual Timetable for Budget Management				
Prepare a timetable with key dates for annual budget management.			✓	
Ensure that meetings are timetabled taking into consideration financial deadlines.			✓	

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Budget Monitoring and Control				
Approve virements between budget headings. Movements above this value to be referred to the Finance Committee before being undertaken.			< £5000	
Approve virements of money between budget headings. Virements in excess of this amount to be approved by the Governing Body.		£5000 - £10000		
Approve virements between budget headings in excess of the delegation to the Finance Committee.	> £10000			
Advise the Finance 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 Finance Committee or 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 Finance 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.	Quarterly	✓		
The control and monitoring of delegated budgets.			✓	Departmental Budget Holders
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors.			✓	

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Budget Monitoring and Control				
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.		✓		
Financial Reporting to the Authority				
The preparation of the year-end accounts and other returns required by the Local Authority 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 Local Authority.	Chair		✓	
Ensure that an annual return is submitted to the Chief Internal Auditor for every private, voluntary or trading account controlled by the Governing Body .	✓		✓	
Audit and Inspection Reports				
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 Headteacher for implementing these.	✓			
Ensure that the recommendations agreed by the school have been implemented.	✓	✓	✓	
Retention and Disposal of Accounting Records				
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.)			✓	

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Retention and Disposal of Accounting Records				
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.				School Manager
The maintenance of full financial records for all accounts.				School Manager
Computer Systems and the Data Protection Act 1998				
Ensure that the school complies with the requirements of the Data Protection Act 1998.			✓	IT Systems Manager
Ensure that the school's Data Protection registration is renewed annually	✓			
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.			✓	IT Systems Manager
Financial Systems				
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 Finance Committee.	✓			
Banking Arrangements				
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	

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Banking Arrangements				
The signing of cheques for more than £2,000 . <i>NB the school should always ensure that the cheque signatory has no connection to the cheque payee.</i>			Headteacher plus one named individual	Deputy or named Assistant Heads
The signing of cheques for less than £2,000 and reimbursements to the Headteacher (where the school has more that two authorised signatories).			Headteacher alone or	Two of Deputy and Assistant Heads
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher				Finance Officer
Approve the bank reconciliation on a monthly basis.			✓	
Petty Cash				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £300 (General a/c and £100 Fund a/c) and the periodic check of completeness of financial records.			✓	School Manager
The maintenance of accounting records, the security and regular reconciliation of petty cash.				Finance Officer
Personnel and Payroll				
Review the staff structure of the school termly			✓ (Personnel Committee)	
To review the financial implications of changes to staffing numbers and grades, and approve those with a compound annual effect over £30000		✓		
The maintenance of an authorised signatory list for employment contracts and pay documents.				School Manager

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Personnel and Payroll				
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).				School /Personnel Manager
Periodically reconcile gross pay with contracts and other authorised documents (<i>Serco produce a nominal roll report on a termly basis</i>).			✓	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
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.		✓ > £100 per claim		
Implement the school pay policy and appointment procedures for all staff employed through the school.			✓	
Purchasing – provision of goods and services				
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, delegated to the Head.	✓		(✓)	
Appoint Contracting Officer and Contracts Manager for the contracts taken out.	✓			
Maintain a Contracts Register in accordance with LA guidance.	✓			Finance Officer

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Purchasing – provision of goods and services				
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'), with info from Head	✓		(✓)	
Ensure that a minimum of Two written quotes are obtained for purchases and contracts valued at over £2000 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,		✓		
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.	✓			
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.	✓			School Manager

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Leasing				
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
Orders for Goods and Services and Payment of Accounts				
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	>£10000	£5000-£10000	£500-£5000	School Manager <£500
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 £10000.	✓			
The confirmation of the receipt of goods and services.				Budget Holder
The preparation of cheques for payment of services.				Finance Officer

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
VAT				
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.				Finance Officer
The signing of the VAT reimbursement claims.			✓	
Income				
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
The preparation of receipts for banking.				Finance Officer/Assistant
The physical banking of monies.				Finance Officer/Assistant

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Income				
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 Finance Committee.			✓ < £300	
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 £300 and £500		
Ensure the security of monies held on site.			✓	
Security of Assets, Stocks and Other Property				
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.	✓ £100			
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory.			✓	
The security of physical assets, particularly IT Equipment, and the recording of changes in physical assets				IT Techs/ All Staff
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.	✓ £1000			
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				School Manager

Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Security of Assets, Stocks and Other Property				
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 £500	>£5000	<£5000	✓ <£500	
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 £500.	✓	£500-£2000	<£500	
Maintain a register of key holders.			✓	
Insurance				
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.		✓		