



Hazelwood Schools

Scheme of Financial Delegation

Reviewed and Adopted: April 2017

Reviewed by: HT/Resources Committee

Next Review: April 2018

This is an Annual Policy



Hazelwood

CONTENTS:

SCHEME OF DELEGATION

PAGES: 2 – 8

APPENDICES:

**APPENDIX A : BUDGET HOLDERS
GUIDELINES:**

PAGE: 9

THE FULL GOVERNING BODY:

The governing body has a statutory responsibility for the oversight of the financial management of our Schools. It is also collectively responsible for the overall direction of the Schools and its strategic management. This involves determining the guiding principles within which the schools operates.

The governing body has a responsibility for setting educational and financial priorities and for ensuring the budget is managed effectively.

It is also responsible for ensuring the Schools meets all its statutory obligations and, through the Headteacher complies with the LA's Financial Regulations and Contract Procedure Rules and ensuring policies and procedures are adhered to.

The whole governing body will on an annual basis:-

- Complete and update a Register of Business Interest for each of its members, and any member of staff involved in the management and operation of the budget. An update will be given to the full Governing Body.
- Review & ratify the school's working budget, for the current financial year and the following two years. The three-year expenditure plans must be linked to the priorities in the School Development Plan. It is important that the plan for the first year is as accurate as possible as it will be the basis for the budget monitoring and control
- Ensure that the working budgets are reviewed on a quarterly basis. This has been delegated to the Resources Committee.
- Ratify the "Terms of Reference" for each of its committees and completes the "Governing Body Responsibilities Delegation of Functions" document at the beginning of every academic year.
- Review the lettings charges, to ensure they cover all the costs incurred by the schools. This is delegated to the Resources Committee.
- Ensure the Schools complies with the requirements of its internal Audit Checklist.
- Oversee the FIPC (Forest Independent Primary Collegiate) financial responsibilities. The Budget must be ratified by the Full Governing Body, once it has been agreed by the Management Board. Meanwhile other financial duties are delegated to the FIPC Finance Sub-committee of the Resources Committee.
- Completes a Statement of Internal Control as required.

The Governing Body delegates a number of its financial responsibilities to the Resources Committee and the Headteacher as and when agreed.

The delegated responsibilities of the Resources Committee, other standing committees and any designated working parties, are determined in the Governing Body Responsibilities, Delegation Of Functions Document. This is reviewed on an annual basis.

THE HEADTEACHER

The delegated responsibilities of the Headteacher are determined in the Governing Body Responsibilities, Delegation of Functions Document.

FINANCE ISSUES

- Formulation of initial proposals and recommendations for the School's financial plan and the allocation of resources, including the level and use of any Contingency Fund or balances, in the light of both the indicative budget and actual delegated budget each year.
- The Headteacher has Day-to-day control of the financial management and administration of the Schools, in accordance with the financial plan and priorities agreed by the Governing Body.
- Authority to incur and to authorise expenditure, in accordance with the financial plan and priorities of the Governing Body, subject to the approval of any changes or any virement between budget headings in excess of £10,000 being approved by the Resources Committee (amounts between £10,000 and £20,000) or the Governing Body.(amounts over £20,000).
- Provision of formal reports, information and professional advice to the Resources Committee, concerning expenditure on all budget headings and on the general financial situation affecting the Schools on a regular basis at least once each school term and maintenance of regular contact with the Chair of the Resources Committee particularly over any matter of significance or potential controversy.

PREMISES ISSUES

- Formulation of initial proposals and recommendations for the use and development of the School's premises and grounds.
- Day-to-day responsibility for the care and control of the Schools premises and grounds, in accordance with the policies and priorities of the Governing Body.
- Authority to arrange minor items of repair and maintenance, where these are of an emergency nature or are up to a value of £10,000 in accordance with the overall plan and priorities of the Governing Body, providing that such expenditure can be met from the agreed budget for repairs and maintenance.
- Publication of the Governing Body's policy for the control and use of the premises and oversight of the arrangements made for lettings.
- Provision of formal reports, information, and professional advice to the Committee concerning the development or maintenance of the premises and grounds, on a regular basis at least once each school term, and maintenance of regular contact with the Chair of the Committee, particularly over any matter of significance or potential controversy.

DELEGATION OF RESPONSIBILITIES FOR SCHOOL STAFF

The Headteacher has overall responsibility for the internal organisation, management and control of the Schools. She may delegate responsibilities to members of staff throughout the Schools. We base our processes and procedures on the “*LA’s Schools’ Finance Manual.*”

The following matrix defines these responsibilities: -

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Preparation of initial budget plans.	Headteacher, Schools’ Manager & Bursar.	Annually.	
Preparation of final budget for approval.	Headteacher, Schools’ Manager & Resources Committee	Annually.	
Approval of final budget.	Full Governing Body.	Annually.	
Preparation of Budget Holders Guidelines. (See Appendix A)	Headteacher, Schools’ Manager & Resources Committee	Annually.	
Delegation of Budgets and the Guidelines to Budget holders.	Headteacher and Schools’ Manager.	Annually.	Various.
Monitoring of individual budgets.	Budget Holder & Headteacher.	Monthly.	
Monitoring of budget.	Headteacher, Schools’ Manager, Bursar & Resources Committee	Weekly /Monthly /Termly.	
Monitoring of Monthly Payroll reports.	Headteacher, Schools’ Manager & Bursar.	Monthly.	
Authorisation of day-to-day expenditure.	Headteacher / Deputy / Assistant Headteachers / Schools’ Manager	Daily.	Headteacher up to £10,000, Over 10,000 after referral to the Resources Committee. Over £20,000 after referral to full Governing Body.
Authorisation of virements between budget headings.	Headteacher	Ad-hoc.	Headteacher up to £10,000, Over 10,000 after referral to the Resources Committee. Over £20,000 after referral to full Governing Body

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Preparation of budget reports to Governors.	Headteacher, Schools' Manager & Bursar	Quarterly.	
Preparation of budget monitoring reports for LA.	Headteacher, Schools' Manager & Bursar.	Monthly.	
Completion of Monthly VAT returns to the LA.	Headteacher, Schools' Manager & Bursar	Monthly.	
Preparation & Authorisation of projected year end balances to the LA.	Headteacher, Schools' Manager, Bursar & Resources Committee	Annually.	
Ordering of goods & services	Headteacher, Deputy Headteacher, Assistant Headteachers, Schools' Manager & Budget Holders.	Ad-hoc.	As per individual delegated authority.
Authorisation of Orders in accordance with the "LA Contract Procedure Rules." Note: 2 written quotes need to be obtained for orders over £5,000.	Headteacher and Deputy Headteacher.	Ad-hoc.	Headteacher up to £10,000, Over 10,000 after referral to the Resources Committee. Over £20,000 after referral to full Governing Body
Use of Credit Card (only for internet purchases) Note: All purchases are subject to the Schools authorisation procedures Monitoring and Reconciliation of Parentpay	Schools' Manager Resources Officer to undertake the monitoring. Schools' Manager and Bursar to undertake reconciliation. Admin Officer with responsibility for Parentpay to undertake monitoring and reconciliation of Parentpay. Bursar to check reconciliation. Both to be signed and dated.	Ad-hoc	Overall limit per month - £2,000
Commitment of orders onto RM Finance.	Schools' Manager and Bursar.	Weekly	

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Confirmation of delivery of goods.	Admin Officers.	Ad-hoc.	
Checking of invoices for accuracy & VAT.	Schools' Manager and Bursar.	Ad-hoc.	
Certification of invoice for payment.	Deputy Headteacher, Assistant Headteachers or the Schools Manager Note – the person certifying the invoice should be different to the person who authorised it.	Ad-hoc.	
Cheque, Direct Debit or Standing Order authorisation signatory	Any two of: - Headteacher, Deputy Headteacher, Assistant Headteachers or Schools' Manager.	Ad-hoc.	
Planning & implementation of major works, including Capital Schemes.	Governing Body, Headteacher & Schools' Manager.	Ad-hoc.	
Authorisation of Petty Cash reimbursements to Staff.	Currently there is no imprest system. Headteacher, Deputy Headteacher, Assistant Headteachers and Schools' Manager can authorise reimbursement of expenditure to staff.	Ad-hoc	Reimbursements to staff not to exceed £50
Maintenance of educational Visit records.	Schools' Manager to liaise with Assistant Headteacher with responsibility for Educational visits.	Per Visit.	
Preparation of School Journey Income & Expenditure statement.	Headteacher, Assistant Headteacher and Schools' Manager	Per Visit.	
Maintenance of Free school meals records.	Admin officers.	Ad-hoc.	
Recording other school income.	Admin Officers, Schools' Manager & Bursar.	Ad-hoc.	

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Preparation of school income for banking.	Admin Officers.	Weekly	
Preparation of Private School Fund Income and Expenditure	Schools' Manager and Bursar.	Monthly.	
Signatories on Private Fund Account.	Headteacher, Deputy Headteacher, Assistant Headteachers or Schools' Manager	Ad-hoc.	
Audit of Private School Fund Account.	Count On - as determined by the Governors.	Annually.	
Approval of Private School Fund Account.	Resources Committee.	Annually.	
Authorisation of Agency/Supply staff Timesheets.	Headteacher, Deputy Headteacher, Assistant Headteachers or Schools' Manager and Admin Officer with responsibility for Supply cover	Ad-hoc.	
Authorisation of Agency/Supply staff invoices.	Headteacher, Deputy Headteacher, Assistant Headteachers or Schools' Manager	Ad-hoc.	
Authorisation of Videpay forms for Newly Employed Staff.	Headteacher & Chair of Governors	Ad-hoc.	
Authorisation of Videpay forms for changes in staff circumstances.	Headteacher & Chair of Governors.	Ad-hoc.	
Appointment of Staff.	Headteacher & The Governing Body.	Ad-hoc.	Appointments for posts with TLR2cii allowance and above always involve the governors

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Maintenance of Inventory records.	Schools' Manager, Site Manager & IT Technician. IT Technician maintains inventory. Schools' Manager to carry out annual check.	Ad-hoc.	
Disposal of inventory items	Headteacher, Schools' Manager	Ad-hoc	Up to £250 Sales Value. Above this only after referral to the Chairs of Resources Committee or to Chair of Governors.
Annual Inventory Check.	Schools' Manager /Site Manager, ICT Technician	Annually.	Any item of discrepancy over £2,000 replacement value needs to be referred to the Resources Committee.
Debt Write Off in accordance with LA Finance Manual Procedures and School Meal Debt Policy	Headteacher and Governing Body	Ad-hoc	Up to £500 - Governing Body Over £500 – need LA approval
Back up of Computerised records.	RM & Cash Accounts by Bursar Scholarpack (pupil management information system)	Weekly Daily Off site	
Review of how Funds from the LA are drawn upon.	Headteacher, Schools' Manager and Resources Committee.	Annually	
Completion of Audit Checklist	Schools' Manager and Bursar and Resources Committee	Annually	
Completion –Guide to the Statement of Internal Control	Headteacher, Schools' Manager, Chair of Governor's and Resources Committee.	Annually	

ACTION	RESPONSIBILITY	FREQUENCY	Limits of Authorisation
Completion of Finance Schools Annual Risk Assessment	Schools' Manager to complete. Headteacher and Resources Committee to discuss. Governing Body to ratify.	Annually	
Completion of Schools Financial Value Standard (SFVS)	Schools' Manager to complete. Headteacher and Resources Committee to discuss. Governing Body to ratify.	Annually	

In the Headteacher's absence, authority is delegated to the Deputy Head.

Appendix A

GUIDELINES FOR BUDGET HOLDERS.

- **Budget Holders are responsible for monitoring their own budgets.**
- **Overspends on budgets are not permitted unless prior authorisation of the Headteacher is obtained.**
- **When ordering goods, the principles of "Best Value" must be applied.**
- **All orders MUST be accompanied with an official school order form.**
- **All orders must be authorised by the Headteacher before being placed.**
- **Goods must not be sent for "on approval" unless previously agreed with the Headteacher.**
- **Discrepancies in goods received must be notified to the Schools' Manager as soon as possible.**
- **If possible, budgets should be spent by the Spring Half Term. Unspent budgets are not carried over into the next financial year.**
- **Remember it is your responsibility to monitor your budget throughout the year.**
- **Up to date budget reports can be requested from the Schools' Manager as and when required.**