

## BURGH BY SANDS PRIMARY SCHOOL

### POLICY FOR FINANCIAL DELEGATION

The purpose of this document is to indicate the areas of responsibility held & delegated by the Governing Board. The overall aim is to establish a clear, efficient, & effective system of financial management & to clarify the roles & responsibilities involved.

The Headteacher has overall executive responsibility for the day-to-day financial management of the school. The Governing Board (or Finance Committee if applicable) has a Terms of Reference which defines the extent of its delegated authority. The Governing Board is aware of the Cumbria LA Scheme for Financing Schools which is adopted by the Governing Board & covered in governor induction training.

It should normally be the case that, in addition to all Governors, a copy be given to each person named in the document & that there be a copy available, in the care of the Headteacher, so that other members of staff who wish to view it may do so. The contents of this document should be subject to an annual review by the Governing Board. The review should be evidenced in meeting minutes & the 'delegation policy' signed & dated. Accordingly, the Governing Board have made the following decisions with regard to the delegation of powers & responsibilities:

Area of Responsibility	Level of Responsibility			
	Governing Board	Finance Committee	Headteacher	Other Staff Member
<b>Financial Management</b>				
Ensure the school has written financial procedures that sets out how specific tasks are completed.			✓	
Approve the school's financial procedures manual annually or when there is a change of key staff.		✓		
Ensure the school's compliance with the Department of Education (DfE) Schools Financial Value Standard (SFVS).	✓		✓	
To review the school's SFVS self-assessment & action plan drawn up to address issues identified, as required.		✓		
Approve the school's whistleblowing, anti-fraud & corruption policies & pay policies. Ensure review by the Governing Board on an annual basis	✓			
Maintain a register of business interests for all governors & relevant staff; ensure it is maintained, up to date & published on the school's website.				S Glendinning
Ensure that financial updates are brought to the attention of the Finance Committee / Governing Board on a regular & timely basis (at least 6 times per year for financial monitoring reports).			✓	
To consider all relevant financial updates & advise the Governing Board of any issues affecting the school's financial administration.		✓		
<b>Annual Budget Plan</b>				
Prepare the school's draft annual budget based on agreed objectives of the school as set out in the improvement plan for consideration by governors.			✓	Liza Shepherd - ALS School Finance
Consider the draft school budget; links to the school's costed SIP; key issues; & the proposal of the balanced budget for the year for the approval of the Governing Board.		✓		
Approve the school's annual budget & the deficit recovery plan. (if applicable)	✓			
Undertake benchmarking exercises annually with reference to the SFVS dashboard data for review by the Finance Committee.			✓	
Consider the benchmarking work undertaken by the school & propose changes, as required, to ensure that the school budget achieves value for money.	✓	✓		

<b>Budget Monitoring &amp; Control</b>				
Approve virements between budget headings. Movements above this value to be referred to the Finance Committee before being undertaken.			Up to 25K	
Approve virements between budget headings. Virements in excess of this amount to be approved by the Governing Board.		25K – 50K		
Approve virements between budget headings in excess of the delegation to the Finance Committee.	50K & above			
Monitor & control expenditure against the budget during the financial year, including preparation & approval of reports for the Finance Committee & Governing Board.			✓	
Reconciliation of school financial records to LA information.				
<b>Orders for Goods &amp; Services</b>				
The authority for the signing of official orders for the purchase of goods & services other than by the Headteacher. (Note named individual for ordering, receipting & approval of invoice for payment should not all be the same. Should be at least 2 people to provide adequate segregation as fraud prevention measure).				
Control the placing of orders for the purchase of all goods & services, up to a value of £20k. For amounts above £20k prior agreement of Governing Board must be obtained & a member of the Governing Board must countersign orders above that amount.			✓ Between 2K & 20K	
Approve orders for all goods & services (taking into consideration <a href="#">CCC Contract Regulations</a> & other purchasing guidance provided by the LA).	Over 50K	Between 20K & 50K		
Checking goods & services received for quality, quantity, & price.				
<b>Payment for Goods &amp; Services</b>				
Certifying payments for goods & services.			✓	
Maintain a list of named school payment cardholders.				
Cardholder responsible for reviewing & recording transactions & VAT in the RBS Smart Data Online System (non-chequebook schools only).				
Review & sign-off monthly payment card reports produced by the SDOL system (non-chequebook schools only).			✓	
The use of BACs for payments has dual authentication levels set up & payments are made in accordance with those authentication levels (chequebook schools only).			✓	
<b>Income</b>				
Draw up proposed charges for the various areas of school income on an annual basis; including lettings, music tuition & school meals.			✓	
Approve annual review of charges for areas of school income; formally record in GB minutes.	✓			
The control & collection of cash.				
The preparation of receipts for banking.				
Ensure the security of monies held on site.			✓	
The write-off of debts after all steps & efforts have been made to recover the debt	✓			
<b>School Fund Account</b>				
Appoint an auditor & treasurer to the School Fund Account.	N/A – No school fund account held			
Ensure an annual return or audit certificate is completed for every private, voluntary, or trading account controlled by the Governing Board.		✓ (both apply)	✓ (both apply)	
The preparation of cheques for payment of goods & services.				

Approve a list of authorised signatories against the School Fund Account(s) list appended to this document.	✓			
<b>Banking Arrangements</b>				
Open bank accounts & approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools & any effect that this may have on the way the annual budget is advanced to the school.		✓		
The signing of cheques/payments for more than £X & reimbursements to the Headteacher. (NB the school should always ensure that the cheque signatory has no connection to the cheque payee.)			HT	
The signing of cheques/payments for less than £2,000 & reimbursements to the Headteacher (where the school has more than two authorised signatories).				
The control & reconciliation of the school's bank accounts for consideration by the school's Headteacher.				
Approve the bank reconciliation monthly.			✓	
<b>Petty Cash</b>				
Agree, with the Governing Board, an appropriate amount of petty cash to be held, currently £X, & the periodic check of completeness of financial records.	✓ (both apply)		✓ (both apply)	
The maintenance of accounting records, the security & regular reconciliation of petty cash.				
<b>Staffing &amp; Payroll</b>				
Review the staff structure of the school [FREQUENCY, e.g. biennially].			✓	
Periodically reconcile gross pay with contracts & other authorised documents.			✓	
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).			✓	
Preparing/certifying prime documents & claims relating to the appointment, dismissal & payment of employees.				
Review monthly payroll report & certify payments.			✓	
Approve all payments made to the Headteacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school & / or personal expenses incurred, e.g. travel expenses. (Refer also to the banking arrangements section above.)		✓ Up to £1000		
<b>Procurement of Contracts</b>				
Ensure that quotes are obtained for purchases & contracts in accordance with the minimum requirements set out in the CCC Contract Regulations – see details below:			✓	
Ensure that at least one oral quotation is obtained (confirmed in writing where the quotation exceeds £500) for contracts valued up to £2,000.				
Ensure that at least 2 written quotations are obtained for contracts valued between £2,001 - £50,000.		✓		
Ensure that at least 3 written quotations are obtained for contracts valued between £50,001 - £100,000.	✓			
Ensure open advertisement of contract appropriate to the relevant market for contracts exceeding £100,000 but below relevant public contracts regulations threshold.	✓			
Ensure that public procurement regulations are applied for all contracts over the public contract's regulations threshold.	✓			
Maintain a register of all contracts & significant purchases including all operating leases.			✓	

<b>Financial Reporting to the Authority</b>				
The preparation of the year-end accounts & other returns required by the Local Authority for consideration by the Headteacher.				Liza Shepherd – ALS Schools Finance
In conjunction with the Chair of Governors, the Governing Board approve all year-end accounts & any financial returns required by the Local Authority.	✓ (both apply)		✓(both apply)	
Advising the S151 Officer of significant financial decisions to be considered by the Governing Board, any suspected fraud, or theft & any financial irregularities.			✓	
<b>Internal Audit Reports</b>				
Produce a formal response to any Internal Audit reports & an action plan showing how the recommendations will be implemented, by whom & by when.			✓	
Ensure that the recommendations agreed by the school have been implemented.	✓	✓		
<b>Security of Assets</b>				
Ensure the physical security of the school's assets & maintain & periodically inspect an up-to-date inventory/asset register.			✓	
Administering & controlling inventories & stores.				Sarah Robson
Authorise items for disposal above a residual value of £1000	✓ above £1000		✓ Below £1000	
Maintain a list of keyholders.				Sarah Robson
<b>Insurance</b>				
Arranging insurance cover for the school.			✓	Anna Graveson
Undertake an assessment of risk management for insurance purposes at the school.		✓		
<b>Security &amp; non-disclosure of Confidential data</b>				
Ensure that the school complies with the requirements of GDPR & the Data Protection Act 1998.			✓	
Ensure that the school's Data Protection registration is renewed annually with the Information Commissioners Office.	✓			
The setting up & maintenance of access profiles for system users & the production & security of back-ups e.g. cloud based.			✓	
<b>Retention of Accounting Records</b>				
The retention, secure storage, & disposal of accounting records in accordance with both legal & Local Authority requirements.				
The maintenance of full financial records for all accounts.				

**Authorised D. Hallet** (Chair of Governors)

**Date 19.9.24**

The authorised signatories for the School Fund Account are:

Name	Post	Signature
<b>Sarah Robson</b>	<b>Head Teacher</b>	
<b>Anna Graveson</b>	<b>Office Manager</b>	