Template for Scheme of Delegation

**SCHEME OF FINANCIAL DELEGATION FOR**

**….…….…**

**SCHOOL**

**THE FULL GOVERNING BODY:**

The governing body has a statutory responsibility for the oversight of the financial management of the school. It is also collectively responsible for the overall direction of the school and its strategic management. This involves determining the guiding principles within which the school 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 school 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.
* Review & ratify the school’s working budget, unless this function has been delegated to a sub-committee.
* Consider the School Improvement Plan.
* Ratify the Terms of Reference for each of its committees or complete the Governing Body Organisational Arrangement Document.
* Review the lettings charges, to ensure they cover all the costs incurred by the school, unless this function had been delegated to a sub-committee

In order to ensure that adequate systems of financial controls are in place and that it receives the information it needs to carry out its role. The governing body delegates a number of its financial authority to its Committees and the Headteacher.

**INDIVIDUAL COMMITTEES AND WORKING PARTIES**

The delegated responsibilities of the: Resources Committee, Curriculum Committee and any other committees or designated working parties are determined in the Governing Body Organisational Arrangement Document. These responsibilities may be detailed in separate Terms of Reference for individual committees if desired.

**THE HEADTEACHER**

The delegated responsibilities of the Headteacher are determined in the Governing Body Organisational Arrangement Document.

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**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 funds/balances and the school’s delegated budget each year.
* The Headteacher has day-to-day control of the financial management and administration of the School, 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£………being approved by the Finance Committee or the Governing Body.
* Provision of formal reports, information and professional advice to the Committee, concerning expenditure on all budget headings and on the general financial situation affecting the School 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.

**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 School 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 £…….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.
* Authority to purchase items of furniture and equipment or associated services up to a value of £…….. In accordance with the overall plan and priorities of the Governing Body, providing that such expenditure can be met from the agreed budget for such purposes.
* 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.
* Provide Budget Holders with written guidelines on their roles and responsibilities for budget management.

**DELEGATION OF RESPONSIBILITIES FOR SCHOOL STAFF**

The Headteacher has overall responsibility for the internal organisation, management and control of the school. She/he may delegate responsibilities to members of staff throughout the school. The School follows the processes and financial procedures detailed in the LBE Schools’ Finance Manual.

**Scheme of Financial Delegation - Model**

A Scheme of Financial Delegation should be agreed by the Governing Body, or Resources Committee if delegated to them, on an annual basis and this should be referenced in the Governing Body minutes.

There is no definitive format for the scheme, but the document should detail the various financial processes in the school, the segregation of duties and financial authorisation limits.

A matrix template, as shown below, can be a useful reference document which should reflect the processes and arrangements in place for individual schools, as this will vary due to size and type of school. This format is easy to review and update but schools should use a formal which best suits their requirements.

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| **ACTION** | **RESPONSIBILITY** | **FREQUENCY** | **Limits of Authorisation** |
| Preparation of initial budget plans. | Headteacher & School Business Manager (SBM) | Annually |  |
| Preparation of final budget for approval. | Headteacher, SBM & Resources Committee. | Annually |  |
| Approval of final budget. | Full Governing Body. | Annually |  |
| Delegation of Budgets to Budget holders. | Headteacher & SBM | Annually | Various. |
| Preparation of Budget Holders Guidelines. | Headteacher, SBM & Resources Committee. | Annually |  |
| Monitoring of individual budgets incl Dept Budgets linked to School Improvement. | Headteacher, Subject leader/Budget Holder/ Site Manager | Monthly |  |
| Reporting on individual budgets to appropriate governing committee | Headteacher & SBM | Termly |  |
| Monitoring of budget. | SBM  Headteacher  Governing Body. | Daily  Monthly  Termly. |  |
| Monitoring of monthly Payroll reports. | SBM/ Bursar | Monthly |  |
| Authorisation of monthly Payroll reports | Headteacher | Monthly |  |
| Authorisation of day-to-day expenditure. | Headteacher/SBM. | Daily | Example Figs for large Prim Schl  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 | Example Figs for large Prim Schl  Headteacher up to £10,000,  Over 10,000 after referral to the Resources Committee.  Over £20,000 after referral to full Governing Body |
| Preparation of budget reports to Governors. | Headteacher/ SBM/ Bursar | Quarterly |  |
| Preparation of budget monitoring reports for LA. | Headteacher/ SBM/ Bursar | Quarterly |  |
| Completion of Monthly VAT returns. | SBM & Bursar | Monthly |  |
| Authorisation of the Monthly returns to the LA | Headteacher | Monthly |  |
| Preparation & Authorisation of projected year end balances | Headteacher/ SBM /Bursar/ Resources Cmte | Annually |  |
| Ordering of goods & services | SBM/ Finance Officer/ Senior Administrator | 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 £25,000 | Headteacher. This can be delegated to Deputy Headteacher if necessary | 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 |
| Commitment of orders onto the School’ Finance system. | SBM/ Bursar/ Senior Administrator | Weekly |  |
| Confirmation of receipt of goods. | Senior Admin/ Finance Officer/ Site Manager | Ad-hoc |  |
| Checking of invoices for accuracy & VAT. | SBM/ Bursar | Ad-hoc. |  |
| Certification of Invoice for payment | Deputy Headteacher, Asst Headteachers or SBM. NB 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 Headteacher(s) or SBM | Ad-hoc. |  |
| Use of Purchase Card (in line with school’s authorisation procedures) | SBM/ Finance Officer | Ad-hoc | Overall monthly limit £… |
| Preparation of BACs payments | SBM/ Finance Officer | Weekly |  |
| Authorisation of BACs payments | Headteacher, DHT, AHTs | Weekly |  |
| Planning & implementation of major works, including Capital Schemes. | Governing Body/ Headteacher/ SBM | Ad-hoc. |  |
| Authorisation of Petty Cash/ Cheque/ BACs reimbursements to staff | Headteacher/ DHT/ AHTs/ SMB | Ad-hoc | Up to £… cash. Over £…. reimbursement by cheque. Reimbursements not to exceed £… unless agreed by HT in advance |
| Monitoring of Petty Cash reconciliation – where school still uses cash. | SBM/ Finance Officer | Weekly |  |
| Maintenance and reconciliation of Parent Pay accounts | SBM/ Finance Officer/ Senior Administrator | Weekly |  |
| Maintenance of financial information in relation to educational visits. | SMB/ Finance Officer with support from DHT/AHTs | Weekly |  |
| Preparation of School Journey Income & Expenditure statement. | SBM/ Finance Officer | Annually per visit |  |
| Maintenance of school meals registers. | Finance Officer | Daily |  |
| Maintenance of Free School Meals (FSM) records | Finance Officer | Ad-hoc |  |
| Recording other school income | SBM/ Bursar/ Finance Officer | Ad-hoc |  |
| Preparation of school income for banking | Finance Officer/ Admin Officer | Weekly |  |
| Preparation of Private School Fund records | Finance Officer | Weekly |  |
| Signatories on Private Fund Account | Any two of: -  Headteacher, DHT, AHTs or SBM | Ad-hoc |  |
| Audit of Private School Fund Account | As determined by the Governors | Annually |  |
| Approval of Private School Fund Account | Full Governing Body or Resources Committee. | Annually |  |
| Authorisation of Agency/Supply staff Timesheets | SBM/ Finance Officer | Ad-hoc |  |
| Authorisation of Agency/Supply staff invoices. | Headteacher or designated member of the Senior Management team. | Ad-hoc |  |
| Authorisation of Videpay forms for Newly Employed Staff | Headteacher, SBM & Chair of Governors | Ad-hoc |  |
| Authorisation of Videpay forms for changes in staff circumstances. | Headteacher, SBM & Chair of Governors | Ad-hoc |  |
| Appointment of Staff | Headteacher & the Governing Body. | Ad-hoc | Appointments above a certain grade/level will require governor’s involvement |
| Maintenance of Inventory records. | Finance Officer/ Site Manager | Ad-hoc |  |
| Disposal of inventory items | Headteacher/ SBM | Ad-hoc | Up to £…. Above this after referral to the Governors |
| Annual Inventory Check | SBM/ Site Manager | Annually |  |
| Debt Write Off in accordance with LA Finance Manual & school debt policies | Headteacher/ Governing Body | Ad-hoc | Up to £500 Governing Body  Over £500 – LA Approval |
| Back-up of Computerised records. | School Finance System and Management Information System – schl to add details | Weekly  Daily off site |  |
| Completion of Audit Checklist | SBM/ Bursar/ Resources Committee | Annually |  |

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**In the Head teacher’s absence, authority is delegated to the Deputy Head.**