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Holywell Primary School

Schedule of Financial Delegation

Status:	Statutory
Approval Body:	Governing Body
Review Frequency:	Annually
Last Review:	September 2019
Next Review:	Autumn 2020



Definition of Roles

Governing body – Group of volunteers who formulate policies and direct affairs in partnership with the management team of the school.

Headteacher – Person in charge of setting the strategic direction and for the daily running of the school: Coert van Straaten

Deputy Headteacher – Deputises for the Headteacher: Laurie O’Brien

Deputy Headteacher – Deputises for the Headteacher: Toyin Keshiro

Office Manager – Administrative role with the purpose of ensuring the smooth running of the school office: Ellen Norton-Child

Senior Leadership Team – Senior leaders in the school who help set the strategic direction of the school in cooperation with the Headteacher:
Deputy Headteachers, Lisa Bancroft, Abi McLaughlin, Guyla Szajko, Sarah Alexander, Anna Hampton, Michal Keller.

Bursar – Person responsible for running the financial affairs of the school: Monique Jowers

Administration Assistant – Provides admin support for the school: Amanda Bolton, Maureen Enright

School Secretary - Provides admin support for the school: Amanda Bolton, Maureen Enright

IT Coordinator – Person with responsibility for the management of IT in school: Laura Rogers

Phase Leader – Person with responsibility for the leading and managing a phase or key stage: Guyla Szajko, Michal Keller, Abi McLaughlin, Lisa Bancroft.

INCO – Person with responsibility of managing inclusion within the school: Toyin Keshiro

School Office Staff – See office manager, bursar, and administrative assistants

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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	Headteacher	Other Staff Member
Financial Management			
Ensure the school's continuing compliance with the Department of Education (DfE) Schools Financial Value Standard (SFVS)		✓	Office Manager/ Bursar
To review the school's self-assessment against the DfE SFVS on an annual basis and the action plan drawn up to address issues identified, as required.	✓		
To review and approve the school's financial procedures and all corresponding financial policies.	✓		Office Manager/ Administration Assistant/Bursar
To review the governor induction pack to ensure that the information is still relevant and up to date.	✓		
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 and any issues affecting the school's financial administration are brought to the attention of the Governing Body.		✓	Bursar
To consider all relevant financial updates and any issues affecting the school's financial administration.	✓		
School Improvement Plan – financial implications			
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.	✓		

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	Governing Body	Headteacher	Other Staff Member
Approve an ongoing improvement plan and take stock of the progress of the plan on a termly basis.	✓		
Financial Planning			
Prepare a three-year Medium Term Finance Plan (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.		✓	Bursar
Consider the school's MTFP in the light of the school improvement 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, as brought to light by the Headteacher.	✓		
Annual Budget Plan and Best Value Statement			
Undertake benchmarking exercises on an annual basis for review by the Governing Body.		✓	Bursar
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.		✓	Bursar
Consider for approval 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.	✓		
Approve the school's annual budget.	✓		
Annual Timetable for Budget Management			
Prepare a timetable with key dates for annual budget management.		✓	
Consider for approval the annual budget management timetable	✓		
Ensure that meetings are timetabled taking into consideration financial deadlines.	✓		
Budget Monitoring and Control			
Approve virements (transferring of items from one financial account to another) between budget headings.	>£5,000	<£5,000	

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Advise the Governing Body of all budget movements (e.g. virements, allocation of additional funding, etc) undertaken where not otherwise approved in advance by the 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 Governing Body and the production of a register of staff responsible for managing budgets.		✓	Bursar
Review the budget monitoring reports and the projected out-turn position.	✓		
The control and monitoring of delegated budgets.			Senior Leadership Team
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors.		✓	
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.			Bursar
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 DfE capital allocations for VA schools).	✓	✓	
Audit and Inspection Report			
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.	✓		

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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.)		✓	
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.			Office Manager/ Bursar
The maintenance of full financial records for all accounts.			Office Manager/ Bursar
Computer Systems and the Data Protection Act 2018			
Ensure that the school complies with the requirements of the Data Protection Act 2018. (DPO role contracted to external agency)	✓	✓	Office Manager/IT Coordinator
Ensure that the school's Data Protection registration is renewed annually.		✓	Office Manager/ Bursar
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.		✓	IT Coordinator
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.		✓	Office Manager
Authorise payments and be the signatory of cheques.		£0 - £2,000 Headteacher	> £2,000 Headteacher plus Deputy Heads
The signing of cheques and reimbursements to the Headteacher will require two authorised signatories. (Refer also to the Personnel and Payroll section below.)			Deputy Heads
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher or Deputy Headteacher.			Bursar
Approve the bank reconciliation on a monthly basis.		✓	

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Petty Cash			
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £x, and the periodic check of completeness of financial records.)	Not applicable – school does not hold petty cash	
The maintenance of accounting records, the security and regular reconciliation of petty cash.)		
)		
Personnel and Payroll			
Review the staff structure of the school as required.		✓	
Consider for approval any staff structure changes	✓		
The maintenance of an authorised signatory list for employment contracts and pay documents. To be stored securely in the Headteacher’s office.			Office Manager
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).			Office Manager
Periodically reconcile gross pay with contracts and other authorised documents (<i>Serco produce a nominal roll report on a termly basis</i>).		✓	Bursar/Office Manager
Determine employee status for all individuals working on behalf of the school, using the Local Authority questionnaire where further clarification is required.		✓	Office 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, e.g. travel expenses. (Refer also to the Banking Arrangements section above.)	Chair or Deputy Chair		
Implement the school pay policy and appointment procedures for all staff employed through the school.		✓	
Approve all pay decisions.	Pay Committee		
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.		✓	
Appoint Contracting Officer and Contracts Manager for the contracts taken out.		✓	
Maintain a Contracts Register in accordance with LA guidance.		✓	Bursar

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Review contracts on an on-going basis (and as part of ensuring the school continues to achieve 'best value')	✓	✓	
Ensure that written quotes are obtained for purchases and contracts in accordance with the minimum requirements set out in the Local Authority Contract Regulations. (The school can opt to be more stringent than the LA.) (Less than £5,000 at least 1 quote preferably confirmed in writing, £5,000 to £10,000 at least 2 written quotes and £10,000 to £50,000 at least 3 written quotes.)		✓	
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £50,000 and £100,000,	✓ £50,000 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, to be stored securely in the Headteacher's office.		✓	
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.		✓	Site Manager
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), to be stored securely in the Headteacher's office.			Office Manager
Orders for Goods and Services and Payment of Accounts			
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).			Office Manager
The authority for the signing of official orders for the purchase of goods and services up to the value of £2,500, other than by the Headteacher.			< £2,500 Deputy Head

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Control the placing of orders for the purchase of all goods and services, up to a value of £10,000. Orders above that amount must be countersigned by the Chair or Deputy Chair of Governors.		✓ Up to £10,000	
Approve orders for all goods and services (taking into consideration HCC Contract Regulations and other purchasing guidance provided by the Local Authority).	Between £10,000 and EU limits		
Approve capital projects.	✓		
The confirmation of the receipt of goods and services.			Administration Assistant
The preparation of cheques for payment of services.			Bursar
VAT			
To monitor the regulations on VAT, ensuring compliance by the school.			Bursar
To complete and submit the reimbursement claim for VAT on a monthly basis.			Bursar
The signing of the VAT reimbursement claims.		✓	
Income			
Set a 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 for approval 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 and banking of monies for all accounts under the control of the school.		✓	
The control and collection of all income.			Administration Assistant/Office Manager
The preparation of receipts for banking.			Administration Assistant
The physical banking of monies.			Bursar
Approve procedures for chasing outstanding income due to the school (debt recovery policy).	✓		

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Write off bad debts accruing to the school; items above £500 must be referred to the LA Finance Director for approval.	✓ Between £100 and £500	✓ < £100	
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.			School Office Staff
The notification of any changes in physical assets to the inventory coordinator.			School Office Staff
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.	✓ £500		
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.			Office Manager
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.		✓ £100 -£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		
Maintain a register of key holders.		✓	
Insurance			
Initiate adequate insurance cover for the school, and maintain a register of policies taken out.		✓	Office Manager
Undertake an assessment of risk management for insurance purposes at the school.		✓	