



All Saints Inter-Church Academy

Financial Scheme of Delegation

The Governing Body has agreed this Financial Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for the Governors' approval or decision, and matters delegated to committees and individuals. The Scheme of Delegation includes the financial limits and signatories applicable to such matters as placing orders and contracts, and issuing cheques.

This is a key document which forms the basis for all financial controls in the School and was approved at the Full Governing Body meeting in their Autumn term meeting of 2022. .

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1. Powers and Duties Reserved for the Governing Body

The Governing Body shall be responsible for:

General

- 1.1 Approval of a written scheme of delegation of its financial powers and duties to its Resources Committee, the Headteacher and other staff. The scheme must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the School. The Scheme of Delegation should be operated in conjunction with the Financial Regulations of the school.

Budgets/Budgetary Control

- 1.2 Formally approving the annual School budget at least one month prior to the start of each financial year.
- 1.3 Considering budgetary control reports from the Finance Committee at every meeting, with relevant explanations and documentation where required.
- 1.4 Authorisation of all virements in excess of **£1,000** between budget headings. Details of all virements approved and authorised by the Finance Committee are to be formally notified to the Governing Body.

Purchasing

- 1.5 Maintenance of a Register of Business Interests for all Governors and those School staff with financial responsibilities.
- 1.6 Authorisation of the advertising of tenders above **£100,000**, and authorising the award of such tenders.
- 1.7 Tenders other than the most financially favourable, or late tenders, can only be accepted by the Governing Body who shall minute the reasons for their decisions.

Income

- 1.8 Authorisation of the write off of debts not collectable (The Secretary of States prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

Security of Assets

- 1.9 Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements unusable or obsolete with an original purchase value in excess of **£30,000**.

Accounts and Audit

- 1.10 Appointment of external auditors.
- 1.11 Reviewing the draft financial statements prior to audit and approval of the audited financial statements prior to submission to the Secretary of State by 31st December.
- 1.12 Receiving the reports of the external auditor.
- 1.13 Receiving the reports of the Responsible Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities.
- 1.14 Informing the DFE if it suspects an irregularity affecting resources.

2. **Powers and duties Delegated to the Resources Committee**

The Resources Committee shall be responsible for:

General

- 2.1 Exercising the powers and duties of the Governing Body in respect of the financial administration of the School, except for those items specifically reserved for the Governing Body and those delegated to the Headteacher and other staff.
- 2.2 Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.

Budgets/Budgetary Control

- 2.3 Reviewing the annual School budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Body.
- 2.4 Considering budgetary control reports on the School's financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Governing Body.
- 2.5 Reviewing the virement of sums between budget heads, subject to a limit of **£1,000**, as approved and authorised by the Headteacher and School Business Manager which are to be formally notified to the Resource Committee who shall minute the notification.
- 2.6 Reporting to the Governing Body all significant financial matters and any actual or potential overspending.

Purchasing

- 2.7 Authorising the award of orders and contracts over **£1,000 and up to £100,000**.

Insurances

- 2.8 Ensuring that arrangements for insurance cover are in place and adequate.

Security of Assets

- 2.9 Ensuring that there are annual independent checks of assets and the asset register.
- 2.10 Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of up to **£30,000** and reporting such authorisation to the Governing Body.

Personnel

- 2.11 Authorising permanent changes to the School's establishment.

Accounts and Audit

- 2.12 Reviewing the draft financial statements and highlighting any significant issues to the Governing Body, prior to submission to the Secretary of State by 31st December.
- 2.13 Reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and control. These reports must also be reported to the Governing Body.

3. **Financial Powers and Duties Delegated to the Headteacher**

The Headteacher has delegated powers and functions in respect of internal organisation, management and control of the School, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum.

The Headteacher shall be responsible for:

Budgetary Control

- 3.1 Reviewing income and expenditure reports and highlight actual or potential overspending to the Resources Committee.
- 3.2 Approving virements between budget headings of **up to £1,000** and reporting such approval to the Resources Committee.

Financial Management

- 3.3 Ensuring the arrangements for collection of income, ordering of goods and services payments and security of assets are in accordance with the Financial Regulations.

Purchasing

- 3.4 Authorising orders and contracts **up to £1,000** in conjunction with the School Business Manager.
- 3.5 Ensuring that all contracts and agreements conform to the Financial Regulations.

Payroll and Personnel

- 3.6 Approving new staff appointments within the authorised establishment.
- 3.7 Certifying the payment of salaries each month, in conjunction with the School Business Manager.

Security of Assets

- 3.8 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.

Accounts and Audit

- 3.9 The operation of financial processes within the School, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- 3.10 Ensuring that full, accurate and up to date records are maintained in order to provide financial statistical information.
- 3.11 Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer.

4. Financial Powers and Duties Delegated to the School Business Manager

The School Business Manager shall be responsible for:

Budgets/Budgetary Control

- 4.1 Preparing an annual draft budget plan for consideration by the Resources Committee and Governing Body before the start of the relevant financial year.
- 4.2 Monthly monitoring of expenditure and income against the approved budget and submitting reports on the school's financial position to every meeting of the Resources Committee. Any actual or potential overspending shall be reported to the Resources Committee.

Purchasing

- 4.3 Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- 4.4 Retention of quotes obtained for goods, works and services.
- 4.5 Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

- 4.6 Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Payroll and Personnel

- 4.7 Notifying the payroll provider for any matters affecting payments to employees.
- 4.8 Ensuring that the monthly payroll is checked and certifying it for payment in conjunction with the Headteacher.

Income

- 4.9 Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

Banking Arrangements

- 4.10 Maintaining proper records of account and reviewing monthly bank reconciliations.

Insurance

- 4.11 Notifying the Resources Committee on any eventuality that could affect the School's insurance arrangements.

Security of Assets

- 4.12 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

Information and Communication Systems

- 4.13 Maintaining the standards of control for such systems in operation within the School to include the use of properly licensed software and for the security and privacy of data in accordance with the Data Protection Act.

Reserves Level

- 4.14 Ensuring that a minimum reserve of £100,000 be held in the school's account.

5. Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Regulations.

The following responsibilities are delegated to other staff in addition to the Headteacher and School Business manager:

Budget/Budgetary Control

- 5.1 Curriculum leaders appointed as Budget Holders are responsible for checking statements of expenditure against their delegated budget and for reporting any errors or irregularities to the School Business Manager. Any actual or potential overspending shall also be reported to the School Business Manager.

Purchasing

- 5.2 Curriculum leaders must sign order forms confirming they are within the scope and remaining balance of their budget. All orders must be authorised by the Headteacher.
- 5.3 The following members of staff, in addition to the Headteacher and School Business Manager, are authorised to open tenders in the presence of another authorised person:
- Deputy Headteacher.
- 5.4 The following members of staff are authorised to receive and check goods:
- Admin Assistant
 - Caretaker

- Teaching Assistants

Payroll

5.5 The Deputy Headteacher can authorise time records and sign off the payroll.

Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services	Up to £1,000	Headteacher, SBM	Preferred supplies list if possible
	£1,000-£10,000	Governors	Minimum 3 quotes
	£10,000-£100,000	Governors	Formal tendering (OJEU regulations if appropriate)
	Over £100,000	Governors	Formal tendering (OJEU regulations if appropriate)
Signatories for cheques, payment authorisations and bank transfers	Any	Two signatories from Headteacher and Deputy Headteacher/Assistant Headteacher	
Signatories for DFE Matters	Any	One signature from Headteacher or Deputy Headteacher	
Virement of Budget between budget heads	Up to £1,000	Head with SBM and reporting to Finance Committee	
	Over £1,000 to £30,000	Finance Committee / Full Governing Body	
	Over £30,000	Full Governing Body	
Disposal of Assets	Up to £1,000	Headteacher	
	£1,000 to £30,000	Resources Committee / Full Governing Body	
	£30,000 +	Full Governing Body	
Write off of bad debts and losses	All amounts	Governing Body	
	Over 1% of annual income or £45,000 individually and to follow all other procedures details in Academies Financial Handbook 2014	EFA	
Purchase or sale of any freehold property	Any	EFA / Diocese approval required	

Delegated Duty	Value	Delegated Authority	Method
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	EFA / Diocese approval required	
Raising invoices to collect income	All amounts	School Business Manager checked by Headteacher	