



Scheme of Financial Delegation

Sinai Jewish Primary School

2016

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1.0	Revision in response to guidance issued	January 2016	Brian Jones

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 the 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 statutory obligations and through the Head teacher 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 the key finance staff of the school.
- Review and ratify the school's working budget.
- Consider the school improvement plan.
- Ratify the Terms of Reference for each of its sub-committees.
- Review the letting charges, to ensure they cover all the costs incurred by the school.

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 Head teacher.

INDIVIDUAL COMMITTEES AND WORKING PARTIES

The delegated responsibilities of the Finance, Premises, Staffing, ICT, Admissions, Curriculum, JS Committees, and any designated working parties are determined in the Governing Body Organisational Arrangement 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 Head teacher 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 £5,000 being approved by the Finance Committee or in excess of £35,000 by 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 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 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 Head teacher 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 of the LBE Schools' Finance Manual.

The following matrix defines some of these responsibilities: -

TASK	FREQUENCY	RESPONSIBILITY	LIMITS OF AUTHORISATION (LOA) AND REPORTING REQUIREMENTS (RR)
Preparation of initial budget plans	Annually	Head teacher School Business Manager	LOA – Absolute RR – Absolute
Preparation of final budget for approval	Annually	Head teacher Finance Committee	LOA – Absolute RR – Absolute
Approval of final budget / forecasts	Annually	Governing Body	LOA – Absolute RR – Absolute
Authorisation of budget forecasts	Annually	Head teacher School Business Manager	LOA – Absolute RR – To be ratified by Finance Committee
Delegation of budgets to budget holders	Annually	Head teacher	LOA – Absolute RR – Absolute
Preparation of Budget Holders Guidelines	Annually	Head teacher School Business Manager	LOA – Absolute RR – Absolute
Monitoring of individual budgets	Monthly	Budget holder Senior finance officer School Business Manager Head teacher	LOA – Absolute RR – Absolute
Monitoring the budget	Monthly	Head Teacher School Business Manager Senior finance officer	LOA – Absolute RR – Reports to be distributed each month to Finance Committee for review
Monitoring of monthly payroll reports	Monthly	School Business Manager Senior finance officer	LOA – Absolute RR – To be monitored by Head teacher
Maintenance of financial records	Weekly	Senior finance officer School Business Manager	LOA - Absolute
Authorisation of cheque book signatories	Annually	Chair of Governors Head Teacher	LOA – Absolute RR – Advise Governing Body if number of signatories required unavailable for long periods of absence, change in personnel and arrange suitable replacement
Maintenance of register of business, pecuniary and personal interests	Annually	Clerk to Governors	LOA – Absolute RR – If register if interest not completed advise individual(s) they are unable to attend Governing Body and Committee meetings
Preparation of private school funds accounts	Annually	School Business Manager Senior finance officer	LOA – Absolute RR – Absolute
Preparation of statement of financial aims and objectives	Annually	Finance Governor	LOA – Absolute RR – To be ratified by Finance Committee
Adoption of school's financial system	Annually	Finance Committee	LOA – Absolute RR – To be ratified by Finance Committee
Establishment of guidelines for delegated responsibility	Annually	Finance Governor	LOA – Absolute RR – To be ratified by Finance Committee
Authorisation of individual day to day expenditure (non contractual)	Daily as necessary	Budget holder School Business Manager Head teacher	LOA – Up to £5,000 School Business Manager and Head teacher. Over £5,000 Finance Cte RR – Absolute

Authorisation of virements between budget headings	As necessary	Up to £5,000 Head Teacher Between £5,000 to £35,000 Finance Committee Over £35,000 Governing Body	LOA – Absolute RR – Accounts produced in management accounts format and virements approved by Head teacher. Management accounts reviewed by Finance Committee
Preparation of budget reports to Governors	Monthly	Head teacher School Business Manager	LOA – Absolute RR – To be ratified by Finance Committee termly
Preparation of budget monitoring reports for LEA (CFR)	Quarterly	Head teacher School Business Manager	LOA – Absolute RR – Ratified by Head teacher and Chair of Governors
Completion of monthly vat returns	Monthly	Senior finance officer Head teacher School Business Manager	LOA – Absolute RR – Reviewed by Head teacher
Preparation and authorisation of projected year end balances	Annually	Head teacher School Business Manager	LOA – Absolute RR – Report to be distributed to Finance Committee
Ordering of goods and services	As necessary	Senior finance officer Head teacher School Business Manager	RR – Budget holders as per individual delegated authority. Ensure items fall within budget prior to ordering.
Authorisation of orders – if budgeted (non-contractual)	As necessary	Up to £5,000 School Business Manager and Head teacher. Over 5000 Finance Cte	LOA - Absolute
Authorisation of orders – if not budgeted	As necessary	Up to £5,000 School Business Manager and Head teacher, up to a cumulative total of £5,000 until approved by the Governing Body. Over £5,000 Finance Cte	LOA - Absolute
Commitment of orders on school's system	As necessary	Senior finance officer	LOA – Absolute RR - Absolute
Confirmation of delivery of goods	As necessary	Caretaker	LOA - Absolute RR – Reject delivery if goods not those ordered
Checking of invoices for accuracy and VAT	As necessary	Senior finance officer	LOA – Absolute RR – Reject invoice if amount does not agree to purchase invoice
Certifies invoice for payment	As necessary	Head teacher School Business Manager	LOA – Absolute RR - Absolute
Entry of invoices on school's system	As necessary	Senior finance officer	LOA – Absolute RR - Absolute
Cheque, standing order, direct debit authorisation signatory	As necessary	Any two of authorised bank signatories (in accordance with bank mandate) and over £2,000 1 'A' signatory and 1 'B' signatory	LOA – Absolute RR – Absolute
Planning and implementation of major projects, including capital schemes	As necessary	Head Teacher Chair of Governors	LOA – Absolute RR – To be ratified by Finance and Premises Committees
Administration of petty cash account	Monthly	Senior finance officer	LOA – Absolute RR – Absolute
Authorisation of petty cash reimbursements to staff	Monthly	Head teacher School Business Manager	LOA – Up to £100 cash. Over £100 reimbursement

			by cheque RR – Absolute
Monitoring of petty cash account reconciliation	Monthly	School Business Manager	LOA – Absolute RR – School Business Manager to investigate any discrepancies. If discrepancy repeated in any two accounting periods in same year refer to Head Teacher
Maintenance of educational visits records	Annually	School Business Manager	LOA – Absolute RR – Absolute

Arranging educational visits	As necessary	Educational visits coordinator School Business Manager Head teacher	LOA – Absolute RR – Ensure sufficient funds available and notify Head Teacher if unable to make up short fall
Preparation of school journey income and expenditure statement	Annually	School Business Manager	LOA – Absolute RR – Residential trip to be signed off by Head teacher
Maintenance of school meals registers (SMR) and free school meals records (FSMR)	Daily	SMR: Admissions Officer FSMR: School Business Manager	LOA – Absolute RR - Absolute
Preparation of schools meals income	Daily	School Business Manager	LOA – Absolute RR - Absolute
Preparation and recording of other school income and banking	Daily	Senior finance officer School Business Manager	LOA – Absolute RR - Absolute
Preparation of private funds records	Monthly	Senior finance officer School Business Manager	LOA – Absolute RR - Absolute
Signatories on private funds accounts	As necessary	Any two of authorised bank signatories (in accordance with bank mandate) and over £2,000 1 'A' signatory and 1 'B' signatory	LOA – Absolute RR – Absolute
Audit of private school funds accounts	Annually	School Business Manager Head teacher	LOA – Absolute RR – Absolute
Approval of private school funds accounts	Annually	Finance Committee	LOA – Absolute RR – Finance Committee
Authorisation of agency / supply staff timesheets	Ad-hoc	Senior Leadership Team Head teacher	LOA – Absolute RR - Absolute
Authorisation of agency / supply staff invoices	Ad-hoc	Senior Leadership Team Head teacher	LOA – Absolute RR - Absolute
Authorisation of Vide pay forms for Newly Employed Staff	Ad-hoc	School Business Manager Head teacher Chair of Governors	LOA – Absolute RR - Absolute
Authorisation of Vide pay forms for changes in circumstances	Ad-hoc	School Business Manager Head teacher Chair of Governors	LOA – Absolute RR - Absolute
Appointment of staff	Ad-hoc	School Business Manager Head teacher Chair of Governors	LOA – Absolute RR - Absolute
Maintenance of inventory records	As necessary	Caretaker School Business Manager	LOA – Absolute RR – Notify School Business Manager immediately once item found to be missing
Disposal of inventory items	Ad-hoc	School Business Manager Head teacher	LOA – Absolute RR - Absolute
Annual inventory check	Annually	School Business Manager Caretaker	LOA – Absolute RR - Absolute
Backup of computerised records	Daily	Automatic, IT department	LOA – Absolute RR - Absolute
Write-off debts	Annually	School Business Manager Head teacher	LOA – Up to £5,000 Finance committee. Over £5,000 Governing Body

			RR - To be ratified by Finance Committee
Bank reconciliations	Monthly	Senior finance officer School Business Manager	LOA – Absolute RR – Absolute