

Kings Langley School



Schedule of Financial Delegation Policy

REVIEW DATE: November 2017

SCHEDULE OF FINANCIAL DELEGATION POLICY

The school is aware of the Academies Financial Handbook published and updated by the Education Funding Agency (EFA).

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
Financial Management				
Ensure the school's continuing compliance with the EFA.			✓	Finance Manager
To review the school's self-assessment against the Academies Financial Handbook on an annual basis, addressing issues identified as required.		✓		
Review the school's continuing compliance with the Academies Financial Handbook.	✓			
To review the School's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body biennially.		✓		Finance Manager
Approval of the School's Financial Procedures Manual.	✓			
Approval of the School's financial policies, in line with the Academies Financial Handbook.	✓			
To review the governor induction pack to ensure that the information is still relevant and up to date.		✓		

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	Governing Body	Resources Committee	Headteacher	Other Staff Member
Financial Management				
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 are brought to the attention of the Resources Committee / Governing Body.			✓	Finance Manager
To consider all relevant financial updates and inform the Governing Body of any issues affecting the school's financial administration.			✓	Finance Manager
School Improvement Plan (SIP) – financial implications				
Prepare a detailed SIP setting out the aims of the school in line with the approved budget.			✓	Finance Manager
Secure the implementation of the SIP with the collective support of the School staff.			✓	
Consider the draft SIP, review and monitor it.		✓		
Approve an ongoing SIP and take stock of the progress of the plan on a termly basis.	✓			
Financial Planning				
Prepare a three-year medium term budget (MTFP) on the basis of the cost of current policies, the proposals for change (drawn from the SIP) and estimates of the level of future resources.			✓	Finance Manager
Consider the School's MTFP in the light of the SIP 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.	✓			

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	Governing Body	Resources Committee	Headteacher	Other Staff Member
Annual Budget Plan and Value for Money Responsibility				
Undertake benchmarking exercises on an annual basis for review by the Resources Committee.			✓	Finance Manager
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, based on the agreed objectives of the School as set out in the SIP, MTFP and key issues paper for consideration by Governors			✓	Finance Manager
Consider the draft School budget and key issues and the proposal of the balanced budget for the year for the approval of the Governing Body.		✓		
Approve the School's annual budget.	✓			
Ensure at a School level that financial efficiencies and value for money is obtained at every opportunity.		✓	✓	Finance Manager
Annual Timetable for Budget Management				
Prepare a timetable with key dates for annual budget management.			✓	
Ensure that meetings are timetabled taking into consideration financial deadlines.		✓		

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
Budget Monitoring and Control				
Approve additional expenditure/income within the budget. Movements above this value to be referred to the Resources Committee before being undertaken.			< £4,999	
Approve additional expenditure/income within the budget. Movements above this value to be approved by the Governing Body.		£5,000 - £19,999		
Approve additional expenditure/income within the budget in excess of the delegation to the Resources Committee.	> £20,000			
Advise the Resources Committee and Governing Body of all significant budget movements undertaken where not otherwise approved in advance by the Resources Committee or Governing Body.			✓	
Review all budget movements undertaken, 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 Resources Committee and Governing Body and the production of a register of staff responsible for managing budgets.			✓	
Monitor and control expenditure against the budget during the financial year.		✓		
Review the budget monitoring reports and the projected out-turn position.	Quarterly	✓		
The control and monitoring of delegated budgets.				Depart. Budget Holders
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors.			✓	

Area of Responsibility	Level of Responsibility			
	Governing Body	Resources Committee	Headteacher	Other Staff Member
Budget Monitoring and Control				
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 EFA for consideration by the Headteacher.				Finance Manager
In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the EFA.	✓		✓	
Ensure that the annual report and accounts is submitted to the EFA on behalf of the Academy Trust.		✓	✓	
Audit and Inspection Reports				
Produce a formal response to the Responsible Officer termly reports and the annual audit report if required.			✓	Finance Manager
Consider the recommendations set out in Responsible Officer report and the action plan proposed by the Headteacher for implementing these.		✓		
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.)			✓	Finance Manager

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	Governing Body	Resources Committee	Headteacher	Other Staff Member
Retention and Disposal of Accounting Records				
The retention, secure storage and disposal of accounting records in accordance with both legal and EFA requirements.				Finance Manager
The maintenance of full financial records for all accounts.				Finance Manager
Computer Systems and the Data Protection Act 1998				
Ensure that the school complies with the requirements of the Data Protection Act 1998.			✓	Network Manager
Ensure that the school's Data Protection registration is renewed annually.				Data Manager
The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.			✓	Network Manager
Financial Systems – Internal School Controls only				
Undertake an annual review of the controls within the School's financial systems to support the signing of the Statement of Internal Control (SIC).			✓	Finance Manager
To consider the annual SIC for approval by the Governing Body, taking into consideration the School's self-assessment of the controls within its financial systems and other members of its financial management.		✓		
Banking Arrangements				
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Academies Financial Handbook.		✓		
Authorise payments and be the sole signatory of cheques.			£0 - £2,000	

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Banking Arrangements				
The signing of cheques for more than £2,000 and reimbursements to the Headteacher (where the School only has one other authorised signatory). <i>NB the School should always ensure that the cheque signatory has no connection to the cheque payee.</i>			Headteacher plus either WIN,JEN	
The signing of cheques for less than £2,000 and reimbursements to the Headteacher (where the School has more than two authorised signatories).				WIN,JEN
BACS payments are made online and there is an approval process in place. (Principal Deputy Head will take the place of the Headteacher if he/she is absent)			Headteacher plus either WIN/JEN/PCK	
The control and reconciliation of the School's bank accounts for consideration by the school's Headteacher or Principal/Deputy Headteacher.				Senior Finance Officer
Approve the bank reconciliation on a monthly basis.			✓	
Petty Cash				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £1,000, and the periodic check of completeness of financial records.			✓	Finance Manager
The maintenance of accounting records, the security and regular reconciliation of petty cash.				Senior Finance Officer
Personnel and Payroll				
Review the staff structure of the school annually.			✓	(Personnel Committee)
To review the financial implications of changes to staffing numbers and grades, and approve those with a compound annual effect over £10,000.		✓		
The maintenance of an authorised signatory list for employment contracts and pay documents.				Finance Manager

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Personnel and Payroll				
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).			✓	School Manager
Periodically reconcile gross pay with contracts and other authorised documents (<i>Serco produce a nominal roll report on a monthly basis</i>).			✓	Finance Manager
Determine employee status for all individuals working on behalf of the School, using the local authority questionnaire where further clarification is required.			✓	Finance Manager/Senior Finance Officer
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel exps, etc).			✓	Ruth Jennings (travel)
Approve all payments made to the Headteacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (refer also to the banking arrangements section above.)	0 - £249 approved by Chair	✓ > £250 per claim		
Implement the School pay policy and appointment procedures for all staff employed through the school.			✓	
Purchasing – provision of goods and services				
Set house rules for a purchasing policy, monitor and review the rules in accordance with the Academies Financial Handbook.		✓		
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 Academies Financial Handbook.				Fin./Prem. Manager

Area of Responsibility	Level of Responsibility			
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Purchasing – provision of goods and services				
Act as Contract Manager and monitor contracts on an on-going basis.				Finance Manager
Review contracts on an on-going basis (and as part of ensuring the School continues to achieve 'best value')		✓		
Ensure that a minimum of two written quotes are obtained for purchases and contracts valued at over £5,000 and up to a value of £10,000.			✓	
Ensure that a minimum of 3 quotes are obtained for purchases and contracts valued between £10,001 and £99,999.		✓ £10,000 to £99,000		
Ensure that an invitation to tender is obtained for purchases and contracts valued over £100,000.			✓	
Ensure that EU regulations are applied for all revenue contracts over the EU threshold (school identifies contracts potential agreements and will engage HBS to handle the letting of such contacts)	✓			
Maintain a list of contacts for guidance and advice.			✓	
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.			✓	Finance Manager Premises Manager

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Leasing				
Seek approval for any proposed leases, other than operating leases, from the EFA, so that capital controls imposed by Government can be taken into consideration.			✓	
The maintenance of a register of all leases held by the school.				Finance Manager
Orders for Goods and Services and Payment of Accounts				
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).				Finance Manager
The authority for the signing of official orders for the purchase of goods and services up to the value of £1,000, other than by the Headteacher				Finance Manager All LA/SL's
Orders above £1,000 and less than £5,000 are approved by the Headteacher and verified by the Finance Manager			✓	Finance Manager
Control the placing of orders for the purchase of all goods and services, up to a value of £10,000. A member of the Governing Body must countersign orders above that amount.			✓ Between £1,000 and £10,000	
Approve orders for all goods and services (taking into consideration Contract Regulations and other purchasing guidance provided by the EFA).	Over £100,000	Between £10,000 and £100,000		
Approve capital projects above £10,000.		✓		
The confirmation of the receipt of goods and services.				Finance Staff
The preparation of cheques/BACS for payment of services.				Finance Staff

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VAT				
To monitor the regulations on VAT, ensuring compliance by the School.		✓		Finance Manager
To complete and submit the reimbursement claim for VAT on a quarterly basis.				Senior Finance Officer
The signing of the VAT reimbursement claims.				Finance Manager/Senior Finance Officer
Income				
Set a charging policy for consideration by the Governing Body.		✓		
Approve the charging policy.	✓			
Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis.			✓	Finance Manager
Consider the proposed charges for the various areas of school income for approval by the Governing Body annually.		✓		Finance Manager
Approve 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 of banking of monies for all accounts under the control of the school.			✓	Finance Manager
The control and collection of all income.				Senior Finance Officer
The preparation of receipts for banking.				Senior Finance Officer
The physical banking of monies.				Senior Finance Officer

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Income				
Approve procedures for chasing outstanding income due to the School (debt recovery policy).		✓		
Write off bad debts. Amounts in excess of this limit to be approved by the Resources Committee.			✓ < £249	
Approve and write off bad debts accruing to the school over and up to a value of £45,000		✓		
Ensure the security of monies held on site.			✓	Finance Manager
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)			✓	School /Premises Manager
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.		✓		
Ensure the physical security of the School's assets, and maintain and periodically inspect an up-to-date inventory.			✓	
The security of physical assets.				Finance Manager
The notification of any changes in physical assets to the inventory coordinator.				Finance Manager
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.		✓		
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				Finance Manager

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Security of Assets, Stocks and Other Property				
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 £999.			✓	
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land and buildings.	✓			
Authorise items for disposal above a residual value of £1,000.	✓			
Maintain a register of key holders.			✓	
Insurance				
Initiate adequate insurance cover for the School, and maintain a register of policies taken out.			✓	
Undertake an assessment of risk management for insurance purposes at the School.		✓		
Staff Loans				
Loans or advances to staff members.			✓	