



FINANCIAL DELEGATION SCHEDULE APP 1b (APPENDIX TO FINANCE HANDBOOK)

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SLT Responsible	Business Manager
Signature of Chair	
Signature of Headteacher	

FEARNHILL SCHOOL - SCHEDULE OF FINANCIAL DELEGATION

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	Finance Committee	Headteacher	Other Staff Member
Financial Management				
Ensure the school's continuing compliance with the Department of Education (DfE) Schools Financial Value Standard (SFVS)	✓		✓	Business Manager
To review the school's self-assessment against the SFVS on an annual basis and the action plan drawn up to address issues identified, as required.		✓		
To review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body biennially or when there is a change of key staff		✓		Business Manager
Approval of the school's Financial Procedures Manual.	✓			
Approval of the school's financial policies (Schedule of Financial Delegation, Scheme for Financing Schools, Financial Regulations, charging, refunds, debt recovery, asset disposal, etc)	✓			
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 are brought to the attention of the Finance Committee / Governing Body.			✓	
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.		✓		

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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.		✓		
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 budget (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.			✓	
Consider the school's MTFP in the light of the development 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.	✓			
Area of Responsibility	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Annual Budget Plan				
Undertake benchmarking exercises on an annual basis for review by the Finance Committee.		✓		
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 improvement plan, MTFP and key issues paper for consideration by governors			✓	
Consider 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 for the approval of the Governing Body.				
Approve the school's annual budget.	✓			
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.		✓		
Budget Monitoring and Control				
Approve virements between budget headings. Movements above this value to be referred to the Finance Committee before being undertaken.			10,000	
Approve virements of money between budget headings. Virements in excess of this amount to be approved by the Governing Body.		£10,000 - £30,000		
Approve virements between budget headings in excess of the delegation to the Finance Committee.	£30,000			
Advise the Finance Committee and Governing Body of all budget movements (e.g. virements, allocation of additional funding, etc) undertaken where not otherwise approved in advance by the Finance Committee or 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 Finance Committee and Governing Body and the production of a register of staff responsible for managing budgets.		✓	✓	
Review the budget monitoring reports and the projected out-turn position.	Summer term & Autumn term	✓		
The control and monitoring of delegated budgets.				Budget Holders
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 and extended school activities, hirings, etc) to ensure that the allocations are spent in accordance with the specified terms and within the allocation set in the budget.		✓		
	Level of Responsibility			
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
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.				Business Manager
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 completed 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 Reports				
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.	✓			
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.				Business Manager
The maintenance of full financial records for all accounts.				Business Manager

Computer Systems, GDPR and the Data Protection Act 1998				
Ensure that the school complies with the requirements of GDPR and the Data Protection Act 1998.			✓	IT Coordinator
Ensure that the school's Data Protection registration is renewed annually with the Information Commissioners Office	✓			
The setting up and maintenance of access profiles for system users and the production and security of back-ups e.g. cloud based			✓	IT Coordinator
Level of Responsibility				
Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
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.		✓		
Authorise payments and be the sole signatory of cheques/bacs payments			✓ £0 - £2,000	
The authorization of bacs payments and signing of cheques for more than £2,000 and reimbursements to the Headteacher. <i>NB the school should always ensure that the cheque signatory has no connection to the cheque payee.</i>			Headteacher plus Deputy Head and Business Manager	
The authorization of bacs payments and signing of cheques for less than £2,000 and reimbursements to the Headteacher (where the school has more than two authorised signatories) .			✓	Deputy Head Business Manager
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher or Deputy Headteacher.				Business Manager
Approve the bank reconciliation on a monthly basis.			✓	Business Manager
School Fund - Authorise payments and be the sole signatory of cheques/bacs payments – any value			✓	Deputy Head Business Manager

Petty Cash				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently £300, and the periodic check of completeness of financial records.			✓	
The maintenance of accounting records, the security and regular reconciliation of petty cash.				Finance Assistant
	Level of Responsibility			
	Governing Body	Finance Committee	Headteacher	Other Staff Member
Personnel and Payroll				
Review the staff structure of the school annually			✓ (Personnel Committee)	
The maintenance of an authorised signatory list for employment contracts and pay documents.				Business Manager
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).				Business Manager
Periodically reconcile gross pay with contracts and other authorised documents (<i>Serco produce a nominal roll report which should be verified on a termly basis</i>).			✓	Business Manager
IR35 - Determine employee status for all individuals working on behalf of the school, using the HMRC check employment status for tax and completing the associated actions relating to the HMRC test outcome.			✓	Finance Assistant
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, 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.)		✓ £1,000 per claim in a financial year		
Implement the school pay policy and appointment procedures for all staff employed through the school.			✓	

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Purchasing – provision of goods and services				
Set 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.	✓ (Chair)		✓	
Appoint Contracting Officer and Contracts Manager for all contracts taken out.	✓			
Maintain a Contracts Register in accordance with Local Authority guidance, ensuring compliance with IR35 regulations for new & existing vendors using the HMRC check employment status for tax and completing the associated actions relating to the HMRC test outcome.	✓		✓	Business Manager
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 £1,000 at least 1 quote preferably confirmed in writing, £1,000 £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			
Ensure that all contracts are signed in accordance with the LA Contract	✓			

Regulations. (Over £100,000 countersigned by CSF Strategic Commissioning Team, over £500,000 countersigned by the County Secretary.)				
Maintain a Contacts Register for all contracts and significant purchases over £10,000.			✓	
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.	✓			
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).				Business Manager

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Orders for Goods and Services and Payment of Accounts				
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).				Finance Assistant
The authority for the signing of official orders for the purchase of goods and services up to the value of £5,000, other than by the Headteacher.				Business Manager £5,000
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 £0 and £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 £100,000 and EU limits	Between £10,000 and £100,000		
Approve capital projects above £2,000.	✓			
The confirmation of the receipt of goods and services.				Business Manager
The preparation of cheques for payment of services.				Business Manager
The use of BACs for payments has dual authentication levels set up and payments are made in accordance with those authentication levels.			✓	Business Manager
VAT				
To monitor the regulations on VAT, ensuring compliance by the school.				Business Manager
To complete and submit the reimbursement claim for VAT on a monthly basis.				Business Manager
The signing of the VAT reimbursement claims.			✓	

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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.			✓	
Consider the proposed charges for the various areas of school income for approval by the Governing Body annually.		✓		
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 and banking of monies for all accounts under the control of the school.			✓	
The control and collection of all income.				Business Manager
The preparation of receipts for banking.				Finance Assistant
The physical banking of monies.				Finance Assistant
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 Finance Committee.			✓ £500	
Approve and write off bad debts accruing to the school over £500 and up to a value of £500; items above £500 must be referred to the LA Finance Director for approval.		✓ Between £0 and £500		
Ensure the security of monies held on site.			✓	

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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/asset register.	✓ £1,000			
Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory/asset register.			✓	
The security of physical assets.				Inventory Coordinator
The notification of any changes in physical assets to the inventory coordinator.				IT Manager
To determine a value above which discrepancies in the inventory should be reported to the Governing Body.	✓ £1,000			
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				Business 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 [£ AMOUNT].			✓ £1,000	
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 £1,000	✓ £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.		✓		
Consider the implementation of a risk register (recommended)		✓		

Revised: November 2023 (to include change payment authorization arrangements for School fund)