

Highgate primary School
Scheme of Financial Delegation
September 2022

SBL School Business Leader
OFM Office and Finance manager
SFM School Facilities Manager
SLT Senior Leadership Team

| | Level of Responsibility | | | | Additional information |
|---|-------------------------|---------------------|--------------|--------------------|------------------------|
| Area of Responsibility | Governing Body | Resources Committee | Head Teacher | Other Staff Member | |
| Financial Management | | | | | |
| Ensure the school's continuing compliance with the Department for Education (DFE) School Finance Value Standard (SFVS) | | | ✓ | | |
| 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. | | ✓ | | | |
| Review the school's continuing compliance with the DFE SFVS | | ✓ | | | |
| To review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body annually. | | ✓ | | | |
| Approval of the school's financial policies (Schedule of Delegation, Scheme for Financing Schools, Financial Regulations, charging, refunds, debt recovery, asset disposal, etc.) | | ✓ | | | |
| To review the governor induction procedures to ensure that the information is still relevant and up to date. | | ✓ | | | |
| Ensure that there is an induction procedures 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. | | | ✓ | SBL | |
| To consider all relevant financial updates and advice the Governing Body of any issues affecting the school's financial administration. | | ✓ | | | |
| School Development Plan – financial implications | | | | | |
| Prepare a fully costed improvement plan setting out the aims of the school. | | | ✓ | SBL | |

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| Secure the implementation of the improvement plan with the collective support of the school staff. | | | ✓ | SLT | |
| Consider the school improvement plan, review and monitor it on an ongoing 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. | | | ✓ | SBL | Summer Term 1 st Meeting with annual budget. |
| 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. | ✓ | ✓ | | | |
| Annual Budget Plan and Best Value Statement | | | | | |
| Undertake benchmarking exercises on an annual basis for review by the Finance Committee. | | | ✓ | SBL | |
| 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 | | | ✓ | SBL | Summer 1 meeting |
| 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. | | | ✓ | | Summer 2 meeting |
| 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 Resources Committee before being undertaken. | | | < £5k | | Any expected variations to original plan should be reported to Resources Committee. |

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| Approve virements of money between budget headings. Virements in excess of this amount to be approved by the Governing Body. | | >£5k | | | If circumstances arise that the accumulated total of the variation equals or exceeds £25k the Chair of Resources Committee is delegated to consider all correspondence from Headteacher and give approval. Chair of Resources Committee to report highlights to Full Governing Body. |
| Approve virements between budget headings in excess of the delegation to the Resources Committee. | | | | | |
| Advise the Resources 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 Resources Committee or Governing Body. | | | ✓ | | |
| Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound. Resources Committee should report to GB | ✓ | ✓ | | | |
| Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Committee and Governing Body and the production of a register of staff responsible for managing budgets. | | ✓ | ✓ | SBL | Quarter-end. |
| Monitor and control expenditure against the budget during the financial year. | | | ✓ | | Monthly |
| Review the budget monitoring reports and the projected out-turn position. | | ✓ Half Termly | | | |
| The control and monitoring of delegated budgets. | | | | Budget Holders | Monthly |
| Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors. | | | ✓ | SBL | Monthly |
| Monitor earmarked funds, trading activities and large school operations, (e.g. catering, sports facilities, extended school activities, hiring, etc) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget. | | ✓ | | | Quarter-end. |
| Financial Reporting to the Authority | | | | | |
| The preparation of the year-end accounts and other returns required by the Local Authority for consideration by the Head Teacher. | | | | SBL | April deadline |
| In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the Local Authority. | ✓ | | ✓ | | |

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| 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 | Chair | ✓ | ✓ | SBL | |
| Audit and Inspection Reports | | | | | |
| Produce a formal response to the Internal Audit report and an action plan showing how the recommendations will be implemented. | | ✓ | ✓ | SBL | |
| Consider the recommendations set out in Internal Audit report and the action plan proposed by the Head Teacher for implementing these. | ✓ | | | SBL | |
| Ensure that the recommendations agreed by the school have been implemented. | | ✓ | ✓ | SBL | |
| 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.) | | | ✓ | SBL/OFM | |
| The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements. | | | | SBL/OFM | |
| The maintenance of full financial records for all accounts. | | | | SBL/OFM | |
| Computer Systems and the Data Protection Act 1998 | | | | | |
| Ensure that the school complies with the requirements of the Data Protection Act 1998. | | | ✓ | SBL/ICT | |
| Ensure that the school's Data Protection registration is renewed annually | ✓ | | ✓ | SBL | |
| The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files. | | | ✓ | SBL/ICT Consultants | Considered as part of the Disaster Recovery Plan |
| 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. | | ✓ | | | |
| The signing of cheques of any amount except reimbursements to the Head Teacher | | | | ✓ | Designated two members of SLT |

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| The signing of cheques for any amount and reimbursements to the Headteacher. | | | | ✓ | Designated two members of SLT (not HT) |
| The control and reconciliation of the school's bank accounts for consideration by the school's Head Teacher or Deputy Head Teacher. | | | | SBL | |
| Approve the bank reconciliation on a monthly basis. | | | ✓ | | |
| Review the staff structure of the school annually. | | | ✓ | | Resources Committee |
| To review the financial implications of changes to staffing numbers and grades, and approve those with a compound annual effect over£25,000. | | ✓ | | | |
| The maintenance of an authorised signatory list for employment contracts and pay documents. | | | | OFM | |
| The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months). | | | | SBL | |
| On a monthly basis reconcile salaries actual vs budget and periodically reconcile gross pay with contracts. | | | ✓ | SBL | |
| Determine employee status for all individuals working on behalf of the school, using the local authority questionnaire where further clarification is required. | | | ✓ | OFM/SBL | |
| Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc | | | ✓ | SBL | |
| Approve all payments made to the Head Teacher 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.) | | Chair of Resources Committee | | | |
| Implement the school pay policy and appointment procedures for all staff employed through the school. | | | ✓ | SBL | |
| 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. | | | ✓ | SFM/SBL | |

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| Act as 'Chief Officer' for the letting of contracts. | | | ✓ | SFM/SBL | |
| Appoint Contracting Officer and Contracts Manager for the contracts taken out. | | | ✓ | SFM/SBL | |
| Maintain a Contracts Register in accordance with LA guidance. | | | ✓ | SFM/SBL | |
| Act as Contract Manager and monitor contracts and SLAs on an on-going basis. | | | ✓ | SFM/SBL | |
| Review contracts and SLAs on an on-going basis (and as part of ensuring the school continues to achieve 'best value'). Produce a report annual for review by Resources Committee. | | ✓ | ✓ | SFM/SBL | |
| Ensure that a minimum of 3 written quotes are obtained for purchases and contracts valued at over £2,500 and up to a value of £25,000. | | | ✓ | SFM/SBL | |
| Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £25,000 and £100,000, | | £25,000 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. | ✓ | | | | |
| Maintain a list of contacts for guidance and advice. | | | ✓ | SFM/OFM/SBL | |
| Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation. | | ✓ | | SFM/OFM/SBL | |
| 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). | | | | OFM/SBL | |
| Orders for Goods and Services and Payment of Accounts | | | | | |
| The maintenance of an authorised signatory list for orders (subject to the limitations agreed). | | | | OFM | |

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| Control the placing of orders for the purchase of all goods and services, More than a value of £10,000. A member of the Governing Body must countersign orders above that amount. | | | UP to £10,000 | | |
| Approve orders for all goods and services (taking into consideration LBH 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 £25,000 Needs to be decided. | ✓ | | | | |
| The confirmation of the receipt of goods and services. | | | | SFM/OFM/SBL | |
| The preparation of cheques/BACS payments for services. | | | | OFM | |
| VAT | | | | | |
| To monitor the regulations on VAT, ensuring compliance by the school. | | | | OFM/SBL | |
| To complete and submit the reimbursement claim for VAT on a Monthly basis. | | | | OFM/SBL | |
| The signing of the VAT reimbursement claims. | | | ✓ | | |
| Income | | | | | |
| Set a charging policy for consideration by the Governing Body. | | ✓ | | SBL | |
| 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. | | | ✓ | SBL | |
| 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 of banking of monies for all accounts under the control of the school. | | | ✓ | SBL | |
| The control and collection of all income. | | | | OFM /SBL | |

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| The preparation of receipts for banking. | | | | OFM | |
| The physical banking of monies. | | | | OFM | |
| 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. | | | ✓ < £100 | | |
| Approve and write off bad debts accruing to the school over £100 and up to a value of £500; items above £500 must be referred to the Resources Committee for approval. | | ✓ Between £100 and £500 | | | |
| Ensure the security of monies held on site. | | | ✓ | OFM/SBL | |
| Produce and implement a policy for security arrangements at the school (including procedures for call-out and key replacements) | | | ✓ | SFM/SBL | |
| Approve and periodically review the procedures for security arrangements at the school. | | ✓ | ✓ | SFM/SBL | |
| To determine a value above which assets should be recorded on the school's inventory. | | ✓ £100 | | SFM/SBL | |
| Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory. | | | ✓ | SFM/SBL | |
| The security of physical assets. | | | | SFM/SBL | |
| The recording of any changes in physical assets in the Asset Register. | | | | SFM/SBL | |
| 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. | | | | SFM | |
| Prepare procedures 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 £1000. | | | ✓ | SFM/SBL | |
| Approve the procedures 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. | | ✓ | | | |
| Maintain a register of key holders. | | | ✓ | SFM/SBL | |

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| Insurance | | | | | |
| Initiate adequate insurance cover for the school, and maintain a register of policies taken out. | | | ✓ | SBL | |
| Undertake an assessment of risk management for insurance purposes at the school. | | ✓ | | SFM/SBL | |