

SCARCROFT PRIMARY SCHOOL GOVERNING BODY

FINANCIAL DELEGATION POLICY

Rationale:

The Governing Body has statutory responsibility for the oversight of the financial management of the School and delegates the day to day responsibility for the budget to the Headteacher. The Governors' Finance Committee seeks to provide clear guidance for the Headteacher, to assist in ensuring the most effective day-to-day management of the school.

Aims:

The Headteacher shall have delegated power to undertake all functions delegated to the Governing Body under the Education Reform Act 1988 pursuant to the LMS Scheme, within the following guidelines.

Guidelines:

Under this delegation the Headteacher will be responsible for:

1. Ensuring effective and efficient management of resources.
2. Operating and setting up, where necessary, effective systems for the day-to-day management of the finances of the School.
3. Managing the School's bank account.
4. Managing expenditure of the budget without approval from the Finance Committee, up to a maximum of £3000 in a single transaction.

(Virement of funds between budget headings must be approved by the Finance Committee.)

5. Consulting the Finance Committee on expenditure in excess of £3000.
6. Arranging tender procedures as and when required by the Finance Committee, or as proposed by the Headteacher.

(Three quotes will normally be obtained for orders between £3000 and £5000 and the Finance Committee will decide which company to use. Tenders will be obtained for orders in excess of £5000. Tenders will be submitted by a fixed date, envelopes will be clearly marked 'tenders for the specific item', and tenders will be opened in the presence of nominated Finance Committee members and the Headteacher. The lowest tender will normally be the one selected, but Best Value is an important consideration.)

7. Ensuring that staff follow approved procedures for ordering, receiving, checking and paying for goods/services.

(Written pre-numbered orders must be used. All orders will be signed/countersigned by the Headteacher. The Office Manager has delegated responsibility for expenses up to £1000 for regular office and curriculum consumables. All official orders must be recorded on the school's accounting system. Individuals must not use official orders to obtain goods and services for their private use. Payment of orders will normally only be made on receipt of invoices and after goods have been checked, and the invoice coded and

certified for payment.)

8. Ensuring, with the exception of orders placed with the Yorkshire Purchasing Organisation, that prices are compared before placing an order for an individual item/service costing more than £1000.

9. Ensuring that all budget and financial monitoring information is correctly entered into the computer system.

10. Overseeing the reconciliation of the School financial records with monthly bank statements.

11. Overseeing the preparation of monthly monitoring reports for the Finance Committee.

(Copies of the reports will regularly be sent to members of the Finance Committee for each month.)

12. Maintaining an inventory of furniture and equipment in accordance with the Local Authorities' de minimis requirements.

(The inventory will list items of furniture and equipment and will be updated when additional items are obtained. The inventory will be checked annually by a member of the SLT.)

13. Administering the School Fund according to recommended financial procedures.

(The School fund will be monitored on a regular basis by the Headteacher, and an annual independent examination will be arranged by an independent accountant. The accounts will be submitted to the Finance Committee annually.)

14. Overseeing the collection and banking of dinner money in accordance with LA instructions.

15. Ensuring that accurate records are kept for cash received.

(Cash received for items such as uniforms, trips, swimming and photographs will be securely stored and banked promptly. Cash held in School will be kept to a minimum. All cash must be banked in the week it is received, except in exceptional circumstances. No petty cash will be kept.)

16. The Headteacher, in consultation with the Bursar, is authorised to transfer funds between 'current', 'investment' and central fund accounts, as agreed annually by the Finance Committee. Such transactions will be monitored at the Committee's termly meetings, will reflect the current cash-flow position and will not allow the current account to be overdrawn.

17. Overseeing the use of the procurement cards, including ensuring that:

- a) the LA Policy and procedures are followed,
- b) a maximum spending limit of £3,000 is applied per month,
- c) monthly bank statements are shared with the Finance Committee.