

Lancastrian Infant School



POLICY FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY

POLICY REGARDING THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES

The Governing Body of Lancastrian Infant School is responsible for the financial management of the school to ensure the best possible education for its pupils.

Many governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body and properly recorded.

The policy takes into account:

- i) The West Sussex Scheme for Financing Schools
- ii) Schools' Financial Regulations
- iii) Schools' Financial Procedures
- iv) School's Standing Orders on Procurement and Contracts

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

The full governing body will review this policy annually.

Signed: Dated:
Chair of Governors

**TERMS OF REFERENCE FOR THE DELEGATION
OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY**

Each governing body is responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the headteacher, and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although we suggest that the governing body consider delegating as many responsibilities as practicable to the headteacher. The headteacher may then delegate to other staff as appropriate.

In this template, guidance is given as to what may be an appropriate level of delegation for a 210 place primary school and a secondary school of 1200 places. A shaded box indicates that delegation is not permitted because of national or WSCC regulations or would not be best practice. Where committees exist, the name of the committee to which the function is delegated should be specified either in the column heading(s) or in the Comments column. You are invited to add comments where you wish to clarify your decision.

Activities are listed in alphabetical order and not according to level of importance.

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Accounting					
1. Adhering to accounting policies and guidelines issued by the County Treasurer			✓		
2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information.				✓	

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Assets					
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.				✓	Buildings – Head/Caretaker/Bursar Furniture – Caretaker Equipment – staff responsible for own Stores (chemical) – caretaker/cleaner in charge. Cash - Bursar
4. Maintaining an inventory of all movable items of equipment and security marking such items.				✓	Under the direction of the bursar
5. Checking annually the inventory to verify the location and condition of each item of equipment.				✓	Bursar
6. Authorising the disposal of unusable or obsolete equipment included on the inventory.		✓			Resources committee
7. Maintaining a record of all property borrowed by staff.			✓		
Audit					
8. Availability of records and documents for inspection by the County Treasurer's Management Audit Section.				✓	Bursar/HT
9. Implementing recommendations arising from an audit inspection.			✓		
10. Receiving the report from an audit inspection and the response to the Action Plan.		✓			Resources Committee

11.	Adopting and promoting a Confidential Reporting Policy.	✓				
12.	Maintaining a register of pecuniary and business interests for governors.	✓				
13.	Maintaining a register of pecuniary and business interests for staff.				✓	Bursar
	Activity	Gov. Body	Committee(s)	Head	Staff	Comments
14.	Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales.				✓	Bursar
15.	Maintaining a record of all cash holdings in the school.				✓	Bursar
16.	Signing of all cheques drawn & the online authorisation of all BACS payments.			✓	✓	HT and bursar
	Budget					
17.	Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the school self evaluation form (SEF) and the Asset Management and Premises Development plans.			✓		
18.	Approving the final budget.		✓			Resources committee
19.	Notifying the approved budget to the LA by the agreed timescale (31 May).				✓	Bursar
20.	Monitoring income and expenditure and ensuring corrective action taken where necessary.			✓	✓	Monthly Finance meetings and report to Resources committee termly.
21.	Approving transfer between budget headings (virements) within agreed limits.			✓ £1000		Limits for Headteacher to be agreed. All virements must be reported to the next meeting.

Governor Expenses					
22.	Establishing procedures for governors to claim expenses		✓		Resources committee
Income (including lettings)					
23.	Approving a lettings policy and fees		✓		Resources committee

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
24. Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				✓	
25. Notifying Chief Internal Auditor where there is suspicion of money laundering activity. (Detailed in the Authority's Anti-Money Laundering Policy)	✓	✓	✓	✓	All parties are aware of anti-money laundering policy and have a duty to report
26. Writing off debts		✓			
Information and Communication Systems					
27. Controlling systems, security and privacy of data				✓	HT/Bursar
28. Registering under Data Protection				✓	Bursar
Insurance					
29. Reviewing insurance cover in the light of a risk assessment			✓	✓	HT/Bursar
Investments					
30. Setting aside funds in Accumulating Fund		✓			Resources Committee

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
Orders and Paying for Goods, Works and Services					For WSSfS 'purchases' second level authorisation is not required from 1 st September 2017 unless your purchase breaks the threshold set by the governors under " Orders and Paying for Goods, Works and Services ". Where a school prefers to retain the second level authorisation process for all levels of purchase, a request to reset this default will need to be sent to schools.services@westsussex.gov.uk by the head teacher.
31. Ensuring that all contracts and agreements conform with the Standing Orders			✓	✓	HT/Bursar
32. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £100,000			✓		
33. Accepting tenders and authorising contracts for goods, works and services between £100,000 and EU threshold		✓			Resources Committee
34. Receipting and custody of all tenders				✓	Bursar
35. Authorising staff to open tenders (for contracts with a value below £100,000)			✓		
36. Not making payments unless goods have been received to the correct price, quantity and quality standard				✓	Bursar

Activity	Gov. Body	Committee(s)	Head	Staff	Comments
37. Paying the correct person and the correct amount supported by an invoice			✓		This is the responsibility of the cheque signatory or BACS authoriser (See 16)
38. Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period				✓	Bursar
39. Approving applications for Business/Credit Cards		✓			Resources Committee
Salaries, Wages and Pensions					
40. Notifying the County Treasurer of any matters affecting payments to employees				✓	Bursar
41. Certifying pay documents and other time records			✓		
42. Approving salary policy and annually reviewing Headteacher's salary		✓			Resources and Pay committees
Taxation					
43. Complying with VAT and CIT regulations				✓	Bursa
Voluntary Funds					
44. Administering of voluntary funds				✓	Bursar
45. Appointing an independent Examiner / Auditor		✓			Resources committee
46. Receiving audited annual accounts		✓			Resources committee