

Bishop Tufnell CE (Aided) Infant & Junior School

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

**Approved by the Governing Body on**

December 2017

**Review Date**

Autumn Term 2018

## **POLICY REGARDING THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES**

The Governing Body of Bishop Tufnell CE (Aided) Infant and Junior 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: J Naylor  
Chair of Governors

Dated: December 2017

## 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	Head	Staff	Comments
<b>Accounting</b>				
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	Head	Staff	Comments
<b>Assets</b>				
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.			√	
4. Maintaining an inventory of all movable items of equipment and security marking such items.			√	
5. Checking annually the inventory to verify the location and condition of each item of equipment.			√	
6. Authorising the disposal of unusable or obsolete equipment included on the inventory.	√			
7. Maintaining a record of all property borrowed by staff.			√	
<b>Audit</b>				
8. Availability of records and documents for inspection by the County Treasurer's Management Audit Section.			√	
9. Implementing recommendations arising from an audit inspection.		√		
10. Receiving the report from an audit inspection and the response to the Action Plan.	√			
11. Adopting and promoting a Confidential Reporting Policy.	√			

Activity	Gov. Body	Head	Staff	Comments
12. Maintaining a register of pecuniary and business interests for governors.	√			
13. Maintaining a register of pecuniary and business interests for staff.			√	
14. Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales.			√	
15. Maintaining a record of all cash holdings in the school.			√	
16. Signing of all cheques drawn & the online authorisation of all BACS payments.		√		
<b>Budget</b>				
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.	√			
19. Notifying the approved budget to the LEA by the agreed timescale (31 May).			√	
20. Monitoring income and expenditure and ensuring corrective action taken where necessary.		√		Monitored on at least a monthly basis and reported to Committee at least once per term

Activity	Gov. Body	Head	Staff	Comments
21. Approving transfer between budget headings (virements) within agreed limits.		√ Nurs/Prim £1,000 Secondary £10,000		Limits for headteacher to be agreed. All virements must be reported to the next meeting
<b>Governor Expenses</b>				
22. Establishing procedures for governors to claim expenses	√			
<b>Income (including lettings)</b>				
23. Approving a lettings policy and fees	√			
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)			√	
26. Writing off debts	√			
<b>Information and Communication Systems</b>				
27. Controlling systems, security and privacy of data			√	
28. Registering under Data Protection legislation			√	
<b>Insurance</b>				
29. Reviewing insurance cover in the light of a risk assessment		√		

Activity	Gov. Body	Head	Staff	Comments
<b>Investments</b>				
30. Setting aside funds in Accumulating Fund	√			
<b>Orders and Paying for Goods, Works and Services</b>				
31. Ensuring that all contracts and agreements conform with the Standing Orders		√		
32. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £75,000		√		
33. Accepting tenders and authorising contracts for goods, works and services between £75,000 and £150,000 in value	√			
34. Receipting and custody of all tenders		√		
35. Authorising staff to open tenders		√		
36. Not making payments unless goods have been received to the correct price, quantity and quality standard			√	
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			√	
39. Approving applications for Business/Credit Cards	√			

Activity	Gov. Body	Head	Staff	Comments
<b>Salaries, Wages and Pensions</b>				
40. Notifying the County Treasurer of any matters affecting payments to employees			√	
41. Certifying pay documents and other time records		√		
42. Approving salary policy and annually reviewing Headteacher's salary	√			
<b>Taxation</b>				
43. Complying with VAT and CIT regulations			√	
<b>Voluntary Funds</b>				
44. Administering of voluntary funds			√	
45. Appointing an independent Examiner / Auditor	√			
46. Receiving audited annual accounts	√			