

# BARNS GREEN PRIMARY SCHOOL

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

### OUR SCHOOL VISION

We will help our pupils **Learn**  
We will **Inspire them,**  
We will allow them to **Flourish and**  
We will help them **Excel**

These are the building blocks for a successful **LIFE**.

*We are a child-centred school. Every decision we make is in the child's interest.*

We encourage pupils to become confident learners.

We are all members of a Learning Family and we speak and listen to each other honestly.

We listen especially carefully to our pupils.

We recognise the value of individuality.

We make sure every child can achieve excellence.

We celebrate everyone's success and learn from our mistakes.

Ours is a safe, caring and happy school.

2014

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The Governing Body of Barns Green Primary 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

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### 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.

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

Activity	Gov. Body	Committee(s)	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.				✓	Bursar
<b>Assets</b>					
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.			✓		The Headteacher then delegates responsibility to the Caretaker & Bursar
4. Maintaining an inventory of all movable items of equipment and security marking such items.				✓	Bursar <i>Junior Librarian software will be used to track library book in the future</i>
5. Checking annually the inventory to verify the location and condition of each item of equipment.		✓			This is delegated to the Head who then delegates responsibility to

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					other staff. F&P Committee will carry out 'spot checks' on an annual basis. These will be reported to the Committee and minuted.
6.	Authorising the disposal of unusable or obsolete equipment included on the inventory.		✓		Finance & Premises
7.	Maintaining a record of all property borrowed by staff, including the credit card.			✓	Office Admin  Signing out book to be created linked to an asset list.
<b>Audit</b>					
8.	Availability of records and documents for inspection by the County Treasurer's Management Audit Section.			✓	Bursar
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.	✓			

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12.	Maintaining a register of pecuniary and business interests for governors.	✓				Clerk
13.	Maintaining a register of pecuniary and business interests for staff.				✓	Bursar
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.			✓	✓	Head, Bursar, 2 x Senior Teachers  Every cheque will require 2 signatures
<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 and the Asset Management and Premises Development plans.		✓			Finance & Premises
18.	Approving the final budget.	✓				
19.	Notifying the approved budget to the LA by the agreed timescale (31 May).				✓	Bursar

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20.	Monitoring income and expenditure and ensuring corrective action taken where necessary.			✓		Virements are monitored by the Finance & Premises Committee
21.	Approving transfer between budget headings (virements) within agreed limits.		✓	✓		Head Teacher Limit = £2000. This limit to be reviewed annually
<b>Governor Expenses</b>						
22.	Establishing procedures for governors to claim expenses		✓			
<b>Income (including lettings)</b>						
23.	Approving a lettings policy and fees	✓				Finance & Premises Committee set the policy which the FGB are required to adopt.

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24.	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				✓	Bursar
25.	Notifying Chief Internal Auditor where there is suspicion of money laundering activity. (Detailed in the Authority's Anti-Money Laundering Policy)				✓	All Staff
26.	Writing off debts	✓		✓		Debts of £100 or above must be written off by the FGB and the decision minuted.  Debts of £99.99 or less can be written off by the Headteacher but this decision must be reported to the FGB.
<b>Information and Communication Systems</b>						
27.	Controlling systems, security and privacy of data				✓	Head to delegate to Bursar the maintenance of a keyholder list and list of which members of staff have access to which folder on the server.
28.	Registering under Data Protection				✓	Bursar. Hard copy

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					to be kept in the Policy file in the School Office.
<b>Insurance</b>					
29.	Reviewing insurance cover in the light of a risk assessment		✓		Clerk to minute the review.
<b>Investments</b>					
30.	Setting aside funds in Accumulating Fund		✓ Finance & Premises		
<b>Orders and Paying for Goods, Works and Services</b>					
31.	Ensuring that all contracts and agreements conform with the Standing Orders			✓	Bursar
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			✓	Bursar
35.	Authorising staff to open tenders			✓	Head, Bursar and one Senior Teacher must be present when tenders are opened.

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36.	Not making payments unless goods have been received to the correct price, quantity and quality standard				✓	Bursar. The Bursar will make a judgement call based on support from the individual who placed the order.
37.	Signing of all cheques drawn & the online authorisation of all BACs payments.			✓	✓	Business Manager/ Headteacher/ Deputy Headteacher
38.	Paying the correct person and the correct amount supported by an invoice.				✓	This is the responsibility of the cheque signatory or BACS authoriser.  Bursar
39.	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period (7 years)				✓	Bursar
40.	Approving applications for Business/Credit Cards		✓			Finance & Premises
<b>Salaries, Wages and Pensions</b>						
41.	Notifying the County Treasurer of any matters affecting payments to employees				✓	Bursar
42.	Certifying pay documents and other time records			✓		Bursar to authorise Headteacher
43.	Approving salary policy and annually reviewing Headteacher's salary	✓				Delegated to the Pay Committee

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### Taxation

44.	Complying with VAT and CIT regulations				✓	Bursar
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### Voluntary Funds

45.	Administering of voluntary funds				✓	Bursar
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46.	Appointing an independent Examiner / Auditor		✓ Finance & Premises			
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47.	Receiving audited annual accounts		✓ Finance & Premises			
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