

ARNSIDE NATIONAL CHURCH of ENGLAND SCHOOL

POLICY FOR FINANCIAL DELEGATION 2019-2020

The purpose of this document is to indicate the areas of responsibility held and delegated by the Governing Board. The overall aim is to establish a clear, efficient and effective system of financial management and to clarify the roles and responsibilities involved.

ITEM A Preparation of school management plan and budget	
Responsibility of: Undertaken: Accountable to:	The Staffing and Finance Committee Headteacher The Governing Board
ITEM B Decisions on how to spend the resources (the detailed items purchased)	
Responsibility of: Undertaken: Accountable to:	<ul style="list-style-type: none"> • The Headteacher (up to £1,000) • Headteacher plus either Chair of GB or Chair of Finance Cttee (£1,001-£2,500) • The Finance Committee (up to £5,000 & approved by Headteacher/Chair of Governors or Finance) • GB (above £5,000-approved by Headteacher/Chair of Governors or Finance) Headteacher The Governing board
ITEM C Decisions to transfer resources between budget headings (after the spending plan for the year has been approved)	
Responsibility of: Undertaken: Accountable to:	The Staffing and Finance Committee Headteacher The Governing board
ITEM D Advising the EFA of significant financial decisions to be considered by the Governing Board	
Responsibility of: Undertaken: Accountable to:	The Staffing and Finance Committee Headteacher The Governing Board
ITEM E Staffing issues e.g. Appointment, Dismissal, Disciplinary and Grievance aspects	
Responsibility of: Undertaken: Accountable to:	The relevant committee The Headteacher in collaboration with the relevant committee The Governing Board
ITEM F Incurring expenditure (e.g. placing orders)	
Responsibility of: Undertaken: Accountable to:	The Headteacher, teaching staff Admin Officer The Governing Board/Headteacher

ITEM G Checking goods and services received (quantity, quality, price)	
Responsibility of:	Admin Officer
Undertaken:	Admin Officer
Accountable to:	Headteacher
ITEM H Certifying payments (goods, services, employees)	
Responsibility of:	Headteacher
Undertaken:	Admin Officer
Accountable to:	The Governing board
ITEM I Preparing / certifying prime documents and claims relating to the appointment, dismissal and payment of employees	
Responsibility of:	The Staffing and Finance Committee
Undertaken:	The Headteacher (as reflected in agreed Pay Policy)
Accountable to:	The Governing board
ITEM K Signatories for cheques/Transfer Authorities	
Responsibility of:	School
Undertaken:	The Staffing and Finance Committee.
Accountable to:	Headteacher, Chair of Finance, Finance Officer, Chair of Governors The Governing board
ITEM L School Fund/Petty Cash	
Responsibility of:	The Staffing and Finance Committee.
Undertaken:	Headteacher, Finance Officer, Teachers and Chair of Governors
Accountable to:	The Governing board
ITEM M Monitoring of spending	
Responsibility of:	The Staffing and Finance Committee
Undertaken:	The Staffing and Finance Committee, Headteacher, Finance Officer
Accountable to:	The Governing board
ITEM N Reconciliation of school financial records to LA information	
Responsibility of:	The Staffing and Finance Committee
Undertaken:	Finance Officer, Admin Officer
Accountable to:	The Governing board
ITEM O Calculation of those charges within the Governing Board's discretion (lettings, etc.)	
Responsibility of:	The Headteacher
Undertaken:	Admin Officer
Accountable to:	Premises Committee
ITEM P Collecting and banking of cash	
Responsibility of:	The Headteacher
Undertaken:	Admin Officer
Accountable to:	The Staffing and Finance Committee

ITEM Q Custody of cash	
Responsibility of:	The Headteacher
Undertaken:	Admin Officer
Accountable to:	The Staffing and Finance Committee
ITEM R Custody and security of buildings and equipment (including inventories and physical verification)	
Responsibility of:	The Headteacher
Undertaken:	The Cleaner plus Headteacher /Admin Officer
Accountable to:	The Premises Committee
ITEM S Security and non-disclosure of confidential data (computer and paper based)	
Responsibility of:	The Headteacher
Undertaken:	Admin Officer/ Staff
Accountable to:	The Governing Board
ITEM T Administering and controlling stocks and stores	
Responsibility of:	The Headteacher
Undertaken:	Admin Officer/Staff/Cleaner
Accountable to:	The Staffing and Finance Committee
ITEM U Arranging insurances (those which fall upon the school budget)	
Responsibility of:	The Premises Committee
Undertaken:	The Headteacher/Admin Officer
Accountable to:	The Governing Board
ITEM V Approval and distribution extent of this document	
Responsibility of:	The Chair of the Staffing and Finance Committee
Undertaken:	Admin Officer
Accountable to:	The Governing Board

It should normally be the case that, in addition to all Governors, a copy be given to each person named in the document and that there be a copy available, in the care of the Headteacher, so that other members of staff who wish to view it may do so.

Authorised *S Kershaw*
(Chair of the Governors)

Date 24/09/2019

**The contents of this document should be subject to an annual review by the Governors.
The review should be evidenced in meeting minutes and the 'delegation policy' signed and dated.**

SCHOOL FUND ACCOUNTS

Governors' Responsibilities

- To Appoint - An Auditor and Treasurer
- To Approve - List of authorised signatories

School Fund Treasurer's Responsibilities

- Keep proper accounts with regularity and probity
- Present annual report to the Governors
- Make books available to the Governing Board at any time
- Distribute Report as approved by the Governors.
- Maintain the security of the Account, Cheque and Paying-in Books.

Governors appoint Mrs Alison Evans as School Fund Treasurer

School Fund Auditor's Responsibilities

On appointment by the Governors, audit the school fund accounts and present the findings to the School Fund Treasurer.

The Governors appoint Ian Thompson Saint & Co as School Fund Auditor

GENERAL

Governors' Responsibilities

To Approve

- List of keyholders
- Any Management Audit reports

To Ensure

- That a properly constituted Committee and formal reporting structure is defined and carried out

Authorised
(Chair of the Governors)

S Kershaw

Date 24/09/2019