

ARNSIDE NATIONAL CHURCH of ENGLAND SCHOOL

POLICY FOR FINANCIAL DELEGATION 2021-2022

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 *H Chaffey*
(Chair of the Governors)

Date 12 October 2021

**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 *H Chaffey*
(Chair of the Governors)

Date 12 October 2021