



REACH SCHOOL

Scheme of Delegations

Date of Issue: September 2022
Date of Review: September 2023

Purpose

This policy is in place to ensure that there is a clear policy statement that identifies financial procedures and the financial management structure operating in Reach School.

The Role of the Governing Body

The Governing Body is the body ultimately responsible for the overall financial affairs of Reach School. It exercises this responsibility by establishing clear levels of delegation to the Head Teacher. The Head Teacher may, in turn, authorise delegation to other members of staff to ensure sufficient clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's financial affairs.

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of Annual Budget
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Development Plan
- Authorisation of Statement of Internal Control
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay policy for the school
- Authorisation of Terms of Reference for all committees
- Approval of Best Value Statement
- Authorisation of non budgeted expenditure and virements subject to the limits in Section 2
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to the school on all financial matters

The Role of the Head Teacher

The Head Teacher will be the appointed Accounting Officer for the school.

The Head Teacher has responsibility for the overall supervision of the day-to-day running of the financial affairs of the school.

The Head Teacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions, ensuring adequate separation of duties in both manual tasks and financial systems.

The Head Teacher should monitor the financial position of the school on a regular (not less than monthly) basis.

The Head Teacher is responsible for the preparation and presentation to the Governing Body of reports on the school's finances in accordance with a pre-determined timetable as well as on an ad hoc basis as necessary.

The Head Teacher is responsible for initiating consultations with the Chair of Governors on any significant and exceptional financial circumstances or any financial matter that is causing concern. He/she should also report to the Chair of Governors:

- Any failure in any material respect of any member of the school staff to comply with these procedures.
- Any circumstances which could adversely affect the schools finances.
- Any matter of serious concern in relation to the schools finances.

The Head Teacher can amend the agreed budget by virement between any budget heading up to the limits set out in Section 2.

The Head Teacher can authorise the purchase of individual items up to the limits indicated in Section 2.

The Head Teacher will maintain an inventory record in accordance with the current Financial Regulations. The Head Teacher has authority to write off and dispose of assets; all events to be reported to the Governing Body at the next meeting.

The Role of the Deputy Head

The Deputy Head will have the authority of the Head Teacher to continue the day to day running of the school's financial affairs when the Head Teacher is unable to do so. At any other time the Deputy Head may authorise payments as per Section 2.

The Deputy Head will also undertake such other duties or responsibilities relating to financial matters as may be required of them by the Head Teacher. In exceptional circumstances or in an emergency situation additional authority may be obtained from the Chair of Governors.

The Role of the Business Manager

1. Responsibility for monitoring all day-to-day records of the school and reconciling them as appropriate.
2. Responsibility for the regular preparation, from the school's accounting system, of reports that will show the position of the school's finances as may be required by the Head Teacher and the Governors.

3. Responsibility for ensuring on a day-to-day basis that the financial procedures as set out in this document and following guidance issued by the Government, are followed by all who may be involved in any way in the school's finances.
4. Responsibility for reporting to the Head Teacher any failure in any material respect of any member of the school staff to comply with these procedures, any circumstances which could adversely affect the schools finances, any matter of serious concern in relation to the schools finances.
5. Responsibility for the management of staff appointed to undertake duties involving any aspect of the schools finances.
6. Authority to vire within Budget Headings as per limits set out in Section 2, such virements to be reported monthly to the Head and included on the regular virement reports to the Finance Committee.
7. Authorise orders not exceeding the limits set out in Section 2.
8. Duties commensurate with current job description.

Section 2

	Full Governing Body	Chair of Governors and Head Teacher	Head Teacher
Approval of Annual Budget and 3 Year Plan	✓		
Virements and budget revisions over £25,000 with prior approval of Governing Body.	✓	✓	✓
Virements up to £25,000 to be subsequently reported to the Governing Body		✓	✓
Virements and Budget revisions up to £10,000 to be subsequently reported to Governing Body			✓
Virements and budget revisions up to £5,000			✓
Authorise cumulative expenditure up to £25k Subject to financial regulations.		✓	✓
Authorise expenditure on single items over £25k with prior approval of Governing Body.	✓	✓	✓
Authorise expenditure on single orders between and £10,000 and £25,000.		✓	✓
Authorise expenditure on single orders up to £10,000.			✓
Authorise expenditure up to £5,000			✓
Invest funds to maximise interest earned and balance risk and report to each Governing Body meeting.	✓	✓	✓
Appointment and salary of all permanent staff		✓	✓
Appointment and salary of temporary and supply staff.			✓
Appointment and salary of Head Teacher	✓		

Authorisation of Revenue, Leasing and Capital Contracts

All revenue and leasing contracts should be tendered and authorised as per the **Standing Orders for Contracts Entered Into By School Governing Bodies** as detailed in the regulations listed above.

At all times the principles of best value will apply.