



OSWALD ROAD PRIMARY SCHOOL

SCHEME OF FINANCIAL DELEGATION September 2019-August 2020

The Headteacher will ensure that all procedures comply with the financial regulations of Manchester City Council. The term Head teacher defines the ultimate responsibility. It will be appropriate for this to be delegated to other colleagues.

A. Setting the Annual Budget

In accordance with Manchester's scheme of local management of schools, the school budget will be approved by the Resources Committee and the Full Governing Body, no later than 30th June in the financial year to which it relates.

The Headteacher will be responsible for providing adequate financial information and forecasts to enable the Resources Committee of the Governing Body to approve a budget plan for recommendation to the Governing Body.

B. Budgetary Control

The Head teacher will have responsibility for:

- Ensuring appropriate accounting records are maintained within the school, based on the principle of commitment accounting;
- Providing regular financial reports to the Resources Committee giving information about spending against the approved budget;
- Virement of resources between cost centres, provided that such virement shall not exceed limits, which will be reviewed annually;
- Profiling expenditure and income;
- The Head teacher may delegate budgets to curriculum or other managers.

Limits that apply are:

1. The Headteacher may vire between cost centres to a maximum of £5,000.
2. The Headteacher may increase or decrease the net budget for the year to a maximum of £5,000. (At no time must any adjustment lead to expenditure exceeding the total funds available).
3. In the case of additional funding, the Headteacher may increase income and expenditure estimates to match the funding available.
4. The Chair of Resources and or Chair of Governors may increase or decrease income and expenditure estimates up to a maximum value of £10,000.
5. Any changes to the agreed budget made in accordance with the above provisions and limits must be approved by the Governing Body.

C. General Purchasing

1. The limit for the purchase of individual items which can be authorised by the Headteacher is £5,000. Any purchase over £2,000 requires 3 quotes unless it falls within the exclusions of the Manchester City Council School financial regulations.
2. The limit for the purchase of individual items which can be authorised by the Chair of Governors is £10,000. Items over £5,000 must be reported to the Resources Committee.
3. Purchases over £10,000 must be approved by the Resources Committee. This can be done by email if necessary.
4. Purchases over £30,000 must be approved by the Governing Body. Any purchases or commissions over £30,000 must go out to tender in accordance with Manchester City Council financial regulations. The Headteacher will ensure that the relevant tendering processes are followed. Any quotes and tenders obtained will be retained as evidence of Best Value.
5. The Headteacher must not enter, on behalf of the Governing body, into any lease, hire purchase or similar agreement of more than 12 months duration without the approval of Resources Committee.

D. Ordering of Goods and Services

System produced orders should be used for all goods and services except those charges that are the subject of direct debits and petty cash statements. Where urgency requires a verbal order, this should be followed by a system produced order.

Orders should be used only for goods and services provided to the schools. Individuals must not use the official orders process to obtain goods and services for their private use. Copy of orders should be securely retained.

The signatory of the order should be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotes or tenders have been obtained where appropriate. All purchase orders are generated via FMS, signed and dated by Headteacher/ deputy head teacher.

The following may authorise orders:-

Title	Name	Specimen Signature
Headteacher	Deborah Howard	
Chair of Governors	Richard Price	
School Business Manager	Craig Taylor	

Deputy Headteacher	Helen Woolf	
Deputy Headteacher	Donna Wealleans	

E. Payment of Accounts

The following are authorised to sign cheques:

Title	Name	Specimen Signature
Headteacher	Deborah Howard	
Deputy Headteacher	Helen Woolf	
Deputy Headteacher	Donna Wealleans	
School Business Manager	Craig Taylor	

The following are authorised to authorise BACs payments:

Title	Name	Specimen Signature
Headteacher	Deborah Howard	
Deputy Headteacher	Helen Woolf	
Deputy Headteacher	Donna Wealleans	
School Business Manager	Craig Taylor	

Those signing cheques/ authorising BACs payments are responsible for ensuring that:

1. Goods and/or services have been received, cross referenced to the order number.
2. Expenditure has been properly incurred and that payment has not already been made.
3. Prices match quotations, tenders, contracts or catalogue prices and arithmetic is correct.
4. VAT has been correctly calculated.
5. Discounts, where available have been allowed for.

Cheque signatories must sign both the cheque and the payment stub.

Payment will not be authorised against a supplier statement or against a photocopied invoice. If an invoice has been lost a replacement should be

obtained. If a copy invoice is used it should be marked "Not previously paid", signed and dated.

Where possible, the person requesting the goods will sign the invoice to ensure that goods have been received and prices are correct. Wherever possible, this should be neither the person who signed the order, or the person who checked the receipt of goods or services.

All processed invoices should be marked as paid, retained and stored securely for seven years (six plus the current year)

F. Exceptional Circumstances

In the case of a school outing or other activity where it is not possible to pay by cheque or debit card (ie bus fares)

1. A request for cash form is to be completed, given reason for request and the amount of cash requested.
2. The cash must be signed for by the person issuing the request.
3. On return to school, all receipts and any change where applicable must be returned to the finance office
4. The finance office will enter details of the income and expenditure transactions by means of a manual journal.

G. Petty Cash

The debit card holders may draw cash from the bank to a maximum of £200 on each occasion. At no time must the cash held exceed £300. Each individual transaction must not exceed £300. An official receipt must accompany any claims from an individual from the supplier that clearly indicated any VAT amount.

Procedure for Petty Cash:

1. The key to the Petty Cash Tin will be kept by SBM and/or Finance Assistant.
2. No money will be given out 'up front' under any circumstances.
3. The petty cash reimbursement system should only be used after all other avenues of purchase have been explored and a Petty Cash Voucher is to be authorised by the Headteacher/SBM prior to purchase being made.
4. Upon receipt into the finance office of the authorised Petty Cash Voucher and the receipt confirming expenditure, the finance office will arrange for reimbursement to be made.
5. Reimbursement up to £10.00 will be made in cash. Reimbursements over £10.00 will be paid by cheque (raised via FMS6 system).
6. The Petty Cash Voucher will be given a number and entered into a manual book. The manual book will show all transactions for expenditure and reimbursements and will have a running balance.
7. At the end of the month, all transactions will be entered on the petty cash system in FMS6 and a reconciliation will be performed to ensure that the system, tin and manual book all agrees. Any discrepancies will be investigated immediately.

H. VAT

All VAT, Output and Input must be properly accounted for.

VAT submittals must be prepared and submitted within TEN days of the month end.

I. Staffing/Salaries

The Governing Body will determine the number, type and point on the relevant pay scale of all staff in accordance with their pay policy, based upon recommendations from the Pay Committee.

All appointments of staff will be made by the Governing Body; this is to be delegated to the Pay Committee whenever permissible. The Headteacher will make the necessary arrangements to maintain relevant staffing levels in the event of absence through illness, training etc.

The Headteacher will be responsible for ensuring that payroll records are monitored to ensure that payments are consistent with those approved by the Governing Body.

J. Bank Statements

Bank statements must be reconciled as soon as possible, ideally within 5 days of receipt.

K. Security, Stock and Asset Register

The Headteacher is responsible to the Governing Body for the safe custody and control of cash and other property belonging to the school.

The Headteacher should ensure that stocks are maintained at reasonable levels and subject to regular, independent physical check.

An assets register should be maintained of all valuable items with a note of make, model number and serial number where appropriate. Items should be identified with a security mark where appropriate.

The Headteacher should arrange for the asset register to be checked at least once per year. Any discrepancies should be investigated and pursued to a satisfactory conclusion. The Headteacher should report any discrepancies in value over £300 to the Governing Body.

Whenever school property (e.g. computers, cameras, musical instruments) are taken off the school site, it should be signed for and the asset register noted accordingly.

The Governing Body should authorise all write-offs and disposals of surplus stocks and equipment.

Safes and similar receptacles e.g. cash boxes should be kept locked and the keys removed. Key holders should normally carry keys on their person and keys should not be left in the vicinity of the secure area. The loss of keys should be reported immediately to the Headteacher.

L. Income

The Governing Body is responsible for determining a charging policy for letting school premises.

The Headteacher is responsible for ensuring that all income is accounted for and banked promptly ensuring the principle of 'separation of duties' is maintained.

The Headteacher should ensure that persons using the building have suitable insurance arrangements in place such as public liability certificate of 3rd party liability.

M. Insurance

The Headteacher should regularly review whether the sums insured are commensurate with risks and consider the adequacy of insurance cover for:

- Vandalism
- Property (on and off the premises)
- Money
- Personal accident
- Losses which arise from fraud or dishonesty
- Staff absence or maternity leave

The Headteacher is responsible for:

Informing the insurers of any new risks

Making claims arising from accidents and other incidents

N. Computer Systems

The Headteacher should ensure that:

1. The computer based management system is registered in accordance with the Data Protection Act.
2. Only appropriate staff have access to the relevant computer records
3. Adequate back-up procedures are in place and implemented.

O. Use of Debit Card

The School has three debit cards, all for the main school budget account.

The cards can be used for:

Purchasing over the internet where a cheque is not accepted by the vendor

And/or it has been clearly evidenced that Value for Money can be achieved through purchasing online

Withdrawing cash within the limits specified in section G above

A log is maintained for the card's use (if more than one person authorised to use it).

The cards are kept in the safe. Receipts are retained for any purchase made using the card.

Purchases are authorised before use of card within purchasing limits specified in section C above

Signed: _____ Chair of Governing Body

Signed: _____ Chair of Resources Committee

Signed: _____ Headteacher

Date: _____