

Alma Primary - Scheme of Financial Delegation

Responsibility: *M Shoffren*
 GB Body responsible: *Finance and Operations Committee*
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 Monitoring: *R Doctors*

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Policy Development: New – Amended

Change	Responsible	Date
Addition of powers for Finance comm to appoint members.	Chairs/MJS	23 July
Changes to FOP Committee terms of reference	Finance Governor/MJS	11 October 2018
Changes as prescribed by the Academy Trust Handbook and legal framework	SBM & Headteacher	March 2022
ToR for committee removed and levels of authorisation raised to £1,500 for HT	FOP	Oct 22

Executive summary

A copy of this executive summary is in the staff handbook – any changes to this policy should be reflected there.

Key points:

- The Governing Body will appoint a finance committee and an internal scrutineer to ensure sound management of the Alma Primary's finances, estates and resources, but retains powers of appointment of the Headteacher and clerk.
- The authorisation of transfer of money between budgets, purchases and disposal of equipment is set within the following levels: for nominated staff upto £50; for the SBM up to £1,500; for the Headteacher up to £5000; for the FOP Committee upto £15000. Any financial transactions, including disposal of equipment and transfer of money between budgets above £15,000 requires the approval of the Governing Body.
- The scheme of financial delegation details the arrangements for banking and income.

Scheme of Delegation

Introduction

This Scheme of Delegation outlines the delegation of financial powers within Alma Primary, in accordance with the 'Academy Trust Handbook', produce annually by the ESFA. Alma Primary is committed to providing a high standard of education and care, whilst ensuring that robust internal controls are in place to ensure that value for money, high standards of financial propriety, compliance with Alma Primary's legal responsibilities and efficient use of resources is achieved. The internal control systems outlined in this document will be implemented at all times, with the aim of ensuring that Alma Primary acts in an effective and transparent manner.

This Scheme of Delegation of financial powers has been approved by the Governing Body and will be reviewed and updated on an annual basis. It distinguishes between matters reserved exclusively for the Governing Body's approval or decision, and matters delegated to individuals and committees. The Scheme of Delegation also includes the financial limits and signatories applicable to such matters as placing orders and contracts, and issuing cheques.

This Scheme of Delegation forms the basis for financial controls in Alma Primary including Alma Primary's Financial Regulations. This Scheme works in conjunction with our Financial Practices Policy which details other financial processes and practices.

Legal framework

The Scheme of financial Delegation has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ESFA Academy Trust Handbook, 2021
- The Companies Act 2006

The Governance Framework

The governance framework of Alma Primary is built upon the ethos of ensuring that governors govern and managers manage. This framework enables all parties to fulfil their roles and responsibilities, and provides clarity on individual and collective responsibilities, and delegated responsibilities, as outlined below. Responsibilities that have been delegated by the Governing Body are detailed within this document.

The members of Alma Primary Trust are the signatories to the Funding Agreement for Alma Primary.

Responsibilities: The responsibilities of Alma Primary, Governing Body, statutory committees and Headteacher are detailed within Alma Primary Funding Agreement, the Memorandum and Articles of Association, and subsequent appendices, and the Academy Trust Handbook, and are therefore not repeated here in entirety. Alma Primary policies further define individual and collective roles and responsibilities, and so are similarly not repeated here.

The overall aim of the Governing Body is to agree the strategic and operational framework within which Alma Primary will be managed by the Headteacher, and to monitor and hold the Headteacher to account, along with the School Leadership Team, for the achievement of the strategic aims and objectives for Alma Primary.

All Governors are expected to read and adhere to the approved Code of Conduct of the Governing Body.

FINANCIAL POWERS AND DUTIES RESERVED TO THE GOVERNING BODY

General

The Governing Body is responsible for ensuring that Alma Primary is operating in accordance with the law, its articles of association, its charitable objects, its funding agreement and the ATH. The financial powers detailed here are approved by the Governing Body, ensuring that there are adequate operational controls in place for all the financial processes within Alma Primary.

The Governing Body is responsible for taking ownership of Alma Primary's financial sustainability and its ability to operate as a going concern. This includes the proper stewardship of assets, ensuring regularity, propriety, and value for money in Alma Primary's activities, and the efficient use of resources to maximise outcomes for pupils.

Planning

The Governing Body recognises the importance of planning and requires a school development plan linking curriculum, resources and budget to be created annually and shared with the Governing Body.

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Budgets/Budgetary Control

The Governing Body will formally approve the annual Alma Primary budget, normally at least two months prior to the start of each academic year.

The Governing Body will consider any budgetary control reports received from the FOP Committee, with relevant explanations and documentation where required.

The Governing Body will authorisation all transfers in excess of £15,001 between budget headings. Details of all transfers approved and authorised by the FOP Committee are to be formally notified to the Governing Body (this may be effected through the receiving of the minutes of the Committee meetings, which are a termly standing item to the Governing Body).

Purchasing

The Governing Body will ensure that the school maintains a Register of Interests for all Governors and those Alma Primary staff with financial responsibilities. The Governing Body will authorise the advertising of tenders above £15,001 and the award of such tenders. Tenders other than the most financially favourable, or late tenders, can only be accepted by the Governing Body who shall minute the reasons for their decision.

Income

The Governing Body will authorise the write off of debts not collectable: the prior approval of the Secretary of State is also required if debts to be written off are above the value set out in the annual funding letter.

Security of Assets

The Governing Body will authorise the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £15,001

Accounts and Audit

The Governing Body will authorise the appointment of auditors, on the recommendation of the FOP Committee.

The Governing Body will approve the audited financial statements prior to submission to the Secretary of State by 31 December, including consideration of recommendations made by the FOP Committee.

The Governing Body should inform the appropriate government agency if it suspects any irregularity affecting resources.

Offices and Appraisal

The Governing Body retains the responsibility for:

- The appointment of Alma Primary Headteacher;
- The appointment of the Clerk to the Governors;
- Annually electing a Chair and Vice Chair, or Joint-Chairs of the Governing Body;
- Appointing an Internal Scrutineer and the arrangements to support them;
- Appointing a Chief Financial Officer who is employed by Alma Primary. Prior ESFA approval is required if Alma Primary, in exceptional circumstances, proposes to appoint a Chief Financial Officer who will not be an employee;
- Appointing a finance committee to oversee financial scrutiny and oversight and support the board in maintaining Alma Primary as a going concern;
- Appointing external auditors where the Companies Act 2006 permits it to do so and notifying the ESFA when an auditor is removed or resigns;
- Receiving the reports of the findings of any external audit from the external auditor;
- Cooperating with external risk management auditors and external risk managers and implementing reasonable recommendations where necessary;
- Ensuring there is an appropriate, reasonable and timely response to the auditor's findings.

Liaising with the ESFA

The Governing Body will seek the ESFA's approval and meeting statutory requirements for any element of staff severance payment or compensation payment which is more than £50,000 above any contractual entitlement.

Informing the ESFA if it suspects any irregularity affecting resources.

Obtaining approval from the Secretary of State via the ESFA for the following transactions which are beyond the limits specified in the ATH:

- Additional funding
- Writing off debts and losses
- Entering into guarantees, letters of comfort and indemnities
- Acquiring freeholds

Cooperating with the ESFA if they require financial information to help inform any audits of Alma Primary.

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Keeping, and declaring to the ESFA, records pertaining to related party transactions, to highlight that all transactions have been conducted in accordance with the high standards of accountability and transparency.

- Seeking approval from the ESFA for any novel, contentious or repercussive investments.
- Seeking approval from the ESFA for ex-gratia transactions.
- Notifying the ESFA if a deficit budget is proposed.
- Complying with any financial notices to improve.

Approval and authorisations

The Governing Body will approve whistleblowing procedures, which are published on Alma Primary's website, and ensuring individuals' right to whistleblow. At least one trustee and one member of staff will be appointed for staff to report concerns to.

Scrutiny, review and oversight

The Governing Body will

- Review and approve the budget forecast return outturn before the 18 May annual deadline for submission to the ESFA;
- Review and approve the BFR3Y before the annual deadline for submission to the ESFA;
- Explain its policy for holding reserves in its annual report, maintain complete, accurate and up-to-date records of all financial arrangements;
- Ensure that Alma Primary is following the recommended operational and internal controls provided by the Governing Body;
- Ensure that financial plans are prepared and monitored to confirm Alma Primary remains a going concern and financially sustainable;
- Review Alma Primary's Asset Register on an annual basis and review the Risk Register at least annually;
- Review financial reports prior to the submission of the audited financial statements to the Secretary of State by 31 December each year;
- Review all pay awards, with any decisions reported to the remuneration committee;
- Include contingency and business continuity planning as part of risk management procedures;
- Ensure sound internal control, risk management and assurance processes are in place;
- Ensure the protocol and requirements for managing related party transactions are followed and applied;

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- Ensure adequate insurance cover is obtained in compliance with legal obligations;
- Ensure the governance statement, published alongside the annual accounts, meets the requirements of the ATH.

Appointing an audit and risk committee

The Governing Body will appoint a Finances and Operations Committee (FOP) to act as an audit and risk committee, in line with the following requirements:

- The Finances and Operations Committee (FOP) will be Alma Primary's dedicated audit and risk committee. In accordance with the ATH, employees of Alma Primary will not participate as members of this committee when audit matters are discussed; however, the Accounting Officer and Chief Financial Officer will attend committee meetings, wherever possible, to provide information and participate in discussions.
- The FOP committee will meet at least three times a year.
- The Chair of Governors will not be the chair of this committee.
- The FOP committee will direct Alma Primary's programme of internal scrutiny, ensure that risks are being addressed appropriately through internal scrutiny, and report to the Governing Body on the adequacy of Alma Primary's internal control framework, including financial and non-financial controls and management of risks.
- There will be clear terms of reference in place which describe the remit of the FOP Committee, including advising on the adequacy of financial and non-financial controls and risk management arrangements in Alma Primary. The committee must also direct a programme of internal scrutiny and consider the results and quality of any external audit.
- Only appointed members of the Finance and Operations committee, who have been approved by the Governing Body, will vote on any matters. The committee can, however, appoint non-voting members to advise the committee.
- Members of the FOP committee will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

Appointing staff

The Governing Body will appoint a senior executive officer, who will also be Alma Primary's accounting officer and Headteacher.

The Governing Body will delegate CEO performance management to the Pay Committee as a remuneration body on an annual basis, as well as any resulting pay awards.

All executive and Senior Leadership appointments will be approved by the Governing Body.

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The Chair of Governors and the Accounting Officer are responsible for ensuring that the capacity of executive and senior leaders to control and influence does not conflict with the requirements for managing connected party transactions.

Governing Body will inform the ESFA if it suspects any irregularity regarding trust funds and instances of fraud or theft exceeding £5000 in a financial year.

The Chair or Joint-Chairs of the Governing Body are delegated responsibility for the review of Alma Primary Headteacher's performance appraisal and salary review.

ROLE, POWERS AND DUTIES DELEGATED TO THE FINANCE COMMITTEE

Subject to the requirements of legislation, the committee is authorised to approve the following financial and internal scrutiny matters:

- To ensure that the ethos of the school is upheld through the policies overseen by the committee and through the financial management of the school;
- To ensure proper financial management standards are maintained;
- To consider Alma Primary's indicative funding, notified annually by the ESFA or another approved government agency, and to assess its implications for Alma Primary, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body;
- To review the transfer of sums between budget head, subject to a limit of £15,000 as approved and authorised by the Headteacher and School Business Manager, which are to be formally notified to the FOP Committee, who shall minute the notification;
- To consider and present Alma Primary's budget to the full Governing Body for approval, at the start of each financial year;
- To contribute to the formulation of, and to assess the progress of Alma Primary's development plan, through the consideration of financial priorities and proposals, risks and mitigating actions, in consultation with the Headteacher and with due consideration of with the stated and agreed aims and objectives of Alma Primary;
- To monitor and review income and expenditure (including capital spend) against budget as a standing item at each committee meeting, and ensure compliance with the overall financial plan for Alma Primary, and with the financial regulations of the DfE (ESFA), drawing any matters of concern to the attention of the Governing Body;
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures agreed by the full Governing Body, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement;
- To prepare and review financial policies, including consideration of long term planning, reserves, risks and resourcing;

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- To recommend the financial statement to Alma Primary for their approval for filing in accordance with Companies Act and Charity Commission requirements;
- To recommend the level of delegation to the Headteacher for the day-to-day financial management of the school, for approval by the full Governing Body;
- To receive reports from the Internal Scrutineer and auditors, and to recommend to the full Governing Body action as appropriate in response to audit findings;
- To recommend to the full Governing Body the appointment or reappointment of the auditors of Alma Primary;
- To authorise the award of orders and contracts over £5,001 and up to £15,000;
- To review and approve Alma Primary Financial Regulations;
- To review the Alma Primary's value for money;
- To review and approve the annual Governor Expenses report;
- To ensure that there are annual independent checks of assets and the asset register, authorising the disposal of individual items of equipment and materials (with an original purchase value of £5,001 to £15,000) that have become surplus to requirements, unusable or obsolete, reporting such authorisations to the Governing Body;
- To ensure that arrangements for insurance cover are in place and adequate;
- To receive and review reports on the progress of Alma Primary's site development;
- To receive and review reports on the progress of the Community and Parental use of Alma Primary facilities;
- To receive and review reports on Alma Primary Assets;
- To receive and review reports on the School Lettings Policy, and Charging and Remissions Policy;
- To receive and review reports on the School Business Continuity Plan and to report to the Governing Body any significant findings;
- To receive and review the School Risk Register at least termly, and to report to the Governing Body any significant findings.;
- To review the performance of external providers provided against Service Level Agreements (SLAs);
- To consider in all relevant reports the Governing Body's responsibility for sustainable development and ensure that the School operates sound environmental strategies in its management of its estate and resources;
- To receive and review reports from the committee's sub-committees at FOP Committee Meetings.

Delegated powers of the FOP Committee

The FOP Committee will

- Always comply with Alma Primary's Trustee Code of Conduct;
- Take responsibility for appointing a clerk to advise and guide the committee of their duties and responsibilities, and to record minutes of all committee meetings;
- Be responsible for undertaking and attending relevant training when appropriate;
- Take responsibility for reporting to the Governing Body on the proceedings, recommendations and decisions of the committee.
- Handle all matters relating to auditing, internal scrutiny, finance and risk management.
- Have due regard to all relevant legislation and advise the Governing Body when policies and procedures need to be revised in accordance with updates.
- Take responsibility for providing the ESFA with any internal scrutiny reports they request and ensuring the audited accounts are submitted to the ESFA by 31 December each year.
- Receive reports, e.g. the annual accounts and management letters, consider any issues raised and the associated management response and action plans, and report necessary actions to the Governing Body.
- Be responsible for directing Alma Primary's programme of internal scrutiny and ensuring it is informed by risk. The committee will report the findings from internal scrutiny activities to the Governing Body.
- Compile a report highlighting the areas they have reviewed and if any progress has been made in these areas – reports will also include key findings, recommendations and conclusions.
- Take responsibility for the appointment, re-appointment, dismissal and remuneration of external and regulatory auditors, and for reviewing the quality of their work.
- Review the external auditor's plan each year, the annual report and accounts, the auditor's findings and actions taken by Alma Primary's Headteacher and School Business Manager in response to those findings.
- Assess the effectiveness and resources of the external auditor to provide a basis for decisions by Alma Primary's members about the auditor's reappointment, dismissal or retendering, and produce an annual report of the committee's conclusions and recommendations on this question to advise the Governing Body and members.

The FOP Committee must meet at least three times a year and, during these meetings, the committee will carry out the following tasks:

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- Agreeing a programme of work annually to deliver internal scrutiny that provides coverage across the year, reviewing the ratings and responses on Alma Primary's risk register to inform the programme;
- Agreeing who will be responsible for overseeing each element of the programme of work;
- Reviewing internal and external audit plans for the academic year;
- Reviewing Alma Primary's budget forecast returns to ensure their accuracy and compliance with Alma Primary's funding criteria;
- Commenting on the annual report and accounts for the previous academic year prior to their finalisation and submission for auditing;
- Reviewing the content of the governance statement before it is presented alongside the finalised accounts;
- Discussing recommendations and the outcomes of assurance activities from third parties;
- Reviewing Alma Primary's land and buildings collection tool (LBCT) to ensure its compliance with Alma Primary's funding criteria. This responsibility is normally delegated to the Committee Chair or to the Chair of the Governing Body;
- Reviewing and considering the annual audited accounts;
- Discussing the implications of the result of the Accounting Officer's statement of regularity;
- Considering the internal scrutiny report and discussing the progress made against recommendations regarding enhancing financial and other controls and risk management procedures;
- Discussing recommendations and outputs of assurance activities from third parties, including ESFA financial management and governance reviews, funding audits and investigations;
- Agreeing the committee's annual report to the Governing Body and the accounting officer;
- Re-visiting findings from external auditors and reviewing actions in response to audits;
- Reviewing and challenging the internal and external audit strategy;
- Considering the committee's own effectiveness.

Where necessary, the FOP Committee will seek professional advice to ensure they can carry out their duties effectively.

THE ROLE OF THE INTERNAL AUDITOR (SCRUTINEER)

The Purpose of Internal Scrutiny

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In accordance with the ESFA's Academies Trust Handbook Alma Primary must have a programme of internal scrutiny to provide independent assurance to the board that its financial and other controls, and risk management procedures, are operating effectively. This includes establishing an internal control framework which recognises public expectations about governance, standards and openness.

Internal scrutiny allows Alma Primary to conduct checks to ensure their systems are effective and compliant. Internal scrutiny must focus on:

- Evaluating the suitability, and level of compliance with, financial and other controls.
- Offering advice and insight to the board on how to address weaknesses in financial and other controls.
- Ensuring all categories of risk are being adequately identified, reported and managed.

Responsibilities of the internal auditor/scrutineer

The Governing Body will appoint an internal auditor as an independent assurance function to provide a type of internal scrutiny focussing on governance, risk management and internal control.

The internal auditor will be responsible for analysing data and reviewing processes in place as well as compiling a report which summarises the findings of the audit, outlines areas of concern and scrutinises risk management systems in place at the academy.

The internal auditor will also play a key role in ensuring the financial stability and compliance of an educational establishment. In order to ensure an effective audit has been undertaken, it is important that the auditor is able to successfully carry out the tasks that they are responsible for, including, but not limited to, the following:

- Determining the internal audit scope and developing annual plans
- Analysing and evaluating accounting documentation, data and previous reports
- Undertaking risk assessments on key business activities
- Identifying any problems or risks in regard to the academy's finances
- Assessing how well the academy is complying with rules and regulations, and informing management whether any issues need addressing
- Acting in accordance with the Internal Audit Quality Assessment Framework (IAQAF)
- Assessing how well the risk management processes in place are working
- Anticipating emerging issues through research, including interviews, and deciding how to address any problems
- Providing support and advice to staff at all levels, including guiding the leadership team on how to handle new opportunities

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- Preparing reports which summarise the findings of the audit, highlighting any issues found and giving recommendations of control measures that can be implemented, in order to address these problems
- Documenting and recording the audit process
- Recommending risk aversion measures and cost savings
- Maintaining open communication with the leadership team and audit committee
- Conducting follow up audits in order to monitor interventions
- Engaging in CPD regarding the sector's rules, regulations, best practices, tools, techniques and performance standards

Person specification

When appointing someone to the role of Internal Scrutineer, it is vital that an individual who is a member of a relevant professional body and has the necessary knowledge and skills is chosen. In order to undertake an effective audit, the following qualities are desired of the auditor:

- Obtained a degree in a relevant subject, such as accounting, economics or finance
- Previous experience working as an internal scrutineer or internal auditor, including knowledge of auditing standards, procedures, laws and regulations
- Aware of the ethical standards for auditors, published by the Financial Reporting Council
- An understanding of school structure and accounting requirements in regard to educational establishments
- Advanced computer skills, such as the ability to use accounting software and databases
- The ability to analyse data and compile detailed reports
- Knowledge of the ESFA and relevant funding arrangements, including an understanding of the IAQAF
- An understanding of ethical standards and high levels of integrity
- Aware of risk management issues and how to implement control measures

Whilst having a degree of independence, Internal Scrutineers are volunteers or salaried employees of the company and are considered to be independent by virtue of their objectivity and provide an appraisal function as a service to management.

Internal scrutiny reports

Following completion of internal scrutiny activities, the scrutineer must compile a report of their findings, which is expected to cover at least the following areas:

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- Management of risks, fraud, theft and irregularity
- Financial planning and budget monitoring
- Procurement – including contracts, high value expenditures, leasing agreements and day to day transactions
- Receipt of income and reporting
- Banking and reconciliations
- Petty cash and staff expenses
- Payroll and personnel procedures
- Asset management and safeguarding
- Conflicts of interest and connected parties

The internal scrutineer should provide an annual report. The reports should capture the detail of the work performed and anything else the academy and internal scrutineer deem necessary.

Internal Scrutiny Outcomes

Once an internal audit has been undertaken, an external auditor is then required to certify whether the accounts are true and fair.

Following this, the audited accounts must be submitted to the ESFA by 31 December and published on the academy trust's website by the end of January following the financial year to which the accounts relate. Along with the annual accounts, academy trusts must submit their Governance statements, which confirm the internal scrutiny options that have been applied and why.

An annual summary report must also be submitted, outlining the areas reviewed, key findings, recommendations and conclusions, as presented to the audit committee by the person carrying out the organisation of work.

As part of an internal audit, the Internal Scrutineer must complete a written IAQAF assessment which includes recommendations. Academy trusts must cooperate with risk management auditors and implement reasonable risk management audit recommendations that are made to them. The internal auditor will then conduct follow up audits, usually on a termly basis, in order to monitor the implementation of the interventions and recommendations made in the previous audit.

FINANCIAL MANAGEMENT

General financial management

Where the Governing Body's transactions go beyond the specified delegated authority limits, prior approval from the ESFA will be sought. The Governing Body will seek the ESFA's prior approval for borrowing from any source where such borrowing is to be repaid from grant monies or secured on assets funded by grant monies.

All school funds, including those involving credit cards and online banking, will only be used for business expenditure and all balances will be cleared before interest accrues.

All members of the Governing Body who hold delegated powers are responsible for ensuring that:

- Spending has been for the purpose intended and there is probity in the use of public funds;
- Spending decisions represent value for money;
- Internal delegation levels are applied within Alma Primary at all times;
- A competitive tendering policy is implemented, and the procurement rules and thresholds in The Public Contracts Regulations 2015 are observed.

FINANCIAL POWERS AND DUTIES DELEGATED TO THE HEADTEACHER

The Headteacher has delegated powers and functions in respect of internal organisation, management and control of the Alma Primary, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum.

The Headteacher shall be responsible for:

- Reviewing income and expenditure reports and highlighting actual or potential overspending to the FOP Committee;
- Preparing the annual revenue budget in line with ESFA and Governing Body requirements ensuring the total forecast expenditure does not exceed available funds;
- Ensure that quality controls are in place to deliver reporting and monitoring of a statutorily compliant standard;
- Approving transfer between budget headings of up to £5,000 and reporting such approval to the FOP Committee;
- With the SBM make governors aware of any changing risk or emerging issues with regard to budgeting;
- Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations;

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- Authorising orders and contracts up to £5,000 in conjunction with the School Business Manager;
- Ensuring that all contracts and agreements conform to the Financial Regulations.

Written competitive quotations will be obtained for expenditure exceeding £1500 and the Headteacher will obtain quotations for expenditure exceeding this sum unless exceptional reasons prevent this. At least three written competitive quotations will be obtained for expenditure exceeding £1500 and procedures for advertising, submission, receipt and opening and recording of tenders must conform with the principles of the Department of Education. In exceptional circumstances, the prior approval of the Governing Body will be obtained where quotations or tenders are not sought.

Purchases over £25,000 will be made under a written contract in a form and will conform to the requirements of the Standing Orders.

The Headteacher has delegated authority to accept the lowest quotations for all expenditure below £15,000. In instances where the lowest quotation is not accepted this should be reported to the FOP Committee and the reasons for the decision recorded in the minutes of the meeting. For quotations above £15,000 the approval of the FOP Committee must be sought.

In addition to the above, the Headteacher shall be responsible for:

- Approving new staff appointments within the authorised establishment;
- Certifying the payment of salaries each month, in conjunction with the School Business Manager;
- Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control;
- Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value up to £5,001 and reporting such authorisations to the FOP Committee;
- Review the insurance needs of the school annually and ensure that arrangements are appropriate;
- The operation of financial processes at Alma Primary, ensuring that adequate operational controls are in place and that the principles of internal control are maintained;
- Ensuring that full, accurate and up to date records are maintained in order to provide the required financial and statistical information (reference to the published required information of the Education Funding Agency);
- Ensuring that all records and documents are available for audit by the appointed external auditors and by the Internal Scrutineer.

FINANCIAL POWERS AND DUTIES DELEGATED TO THE SCHOOL BUSINESS MANAGER (SBM) and OTHER STAFF

The SBM shall be responsible for:

- Preparing an annual draft budget plan for consideration by the FOP Committee and Governing Body before the start of the relevant financial year;
- Monthly monitoring of expenditure and income against the approved budget and submitting reports on Alma Primary's financial position to every meeting of the FOP Committee. Any actual or potential overspending shall be reported to the FOP Committee;
- Approving transfers between budget headings up to a value of £1,500 and reporting such approval to the Headteacher;
- Authorising orders and contracts up to £1,500 in conjunction with Budget Holders;
- Maintaining a register of formal contracts entered into, amounts paid and certificates of completion;
- Retention of quotes obtained for goods, works and services;
- Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons;
- Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments;
- In conjunction with the HR advisers, notifying the payroll provider of any matters affecting payments to employees;
- Ensuring that the monthly payroll is checked, and certifying it for payment in conjunction with the Headteacher;
- Ensuring that all income is accurately accounted for and is promptly collected and banked intact;
- Maintaining proper records of account and reviewing monthly bank reconciliations;
- Notifying the FOP Committee on any eventuality that could affect the School's insurance arrangements;
- Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant;
- Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value up to £1,500 and reporting such authorisations to the FOP Committee;

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- Review the insurance needs of the school annually and make recommendations to Headteacher regarding changes to the insurance that may be required;
- Maintaining the standards of control for such systems in operation at Alma Primary to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.

Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Regulations.

The following responsibilities are delegated to other staff in addition to the Headteacher and SBM:

- Alma Primary appointed Budget Holders are responsible for checking and certifying monthly statements of expenditure against their delegated budget and for reporting any errors or irregularities to the SBM. Any actual or potential overspending shall also be reported to the SBM.
- Budget Holders can authorise orders up to £50 provided it is within the scope and remaining balance of their delegated budget.
- The following members of staff, in addition to the Headteacher and SBM, are authorised to open tenders in the presence of another authorised person:

Assistant Headteacher(s)

- The following members of staff are authorised to receive and check goods:

School Administrators

School Security Guard

Administrators nominated by the Budget Holder

- Budget Holders will authorise time records and authorise overtime within delegated budgets.

INCOME AND BANKING ARRANGEMENTS

General Income Matters

The Headteacher is responsible for the correct accounting of all income due to, and cash collected by, the school. This responsibility is delegated to the SBM on a day to day basis. Where possible, the Headteacher will ensure that the responsibility for determining sums due to the school is separated from the responsibility for collecting and banking such sums.

Alma Primary Scheme of Financial Delegation

Where invoices are to be raised, the school will do so promptly using authorised arrangements. Cash is to be kept to a minimum e.g. for collection of charitable donations and invoices are not to be paid by cash. Cash and cheques collected will be locked away until the time of banking. Income collected will be banked in its entirety as promptly as possible usually termly and will not be used to cash personal cheques or for other payments.

Sums received will be reconciled to the sums banked to ensure that sums banked to the bank account are correctly attributed to the school.

The Governing Body will determine charging and remission policies annually, as detailed in the school's Charging and Remissions Policy.

Banking Arrangements

The Headteacher is responsible for ensuring arrangements operated are in accordance with procedures specified by Financial Regulations for Schools (and if relevant the Local Payments Scheme).

Lettings

The letting of School Premises and Grounds should always be subject to a formal contract. A detailed lettings policy together with charges is regularly reviewed.

Amounts to be written off

The Governing Body may write off any debt where the income would have been credited to the School's Budget Share.

Governors' Expenses

Governors' Expenses will be approved annually and, if payable, will be in accordance with Department of Education guidance.

Register of Business Interests

The Governing Body will maintain a register that lists for each member of the Governing Body and staff, any business interests held by them or by any member of their immediate family. The Clerk to the Governors is responsible for the maintenance of the register by effecting changes as notified, conducting an annual review of all entries and making the register available for inspection by Governors, staff, parents and the ESFA (see Anti Bribery Policy).

Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	Up to £50	Budget Holder	Selection from pre approved supplier list unless agreed otherwise with SBM
	£50 to £1,500	As above plus SBM	Minimum of three quotes
	£1,500 to £5,000	As above plus Headteacher	
	£5,000 to £15,000	As above plus FOP Committee	Formal tendering process, including advertising
	Over £15,001	As above, plus Governing Body	
	Authority to accept other than lowest quotation or tender	Governing Body	
Signatories for cheques, BACS payment authorisations and other bank transfers	Up to £1,000 any two signatories, over £5,000 any one signature plus one from a trustee	The Headteacher plus one signatory from: - SBM - Assistant Headteacher - Nominated Governor	
Signatories for DfE grant claims and DfE returns	Any	The Headteacher plus one signatory (or as required by DfE) from: - SBM - Assistant Headteacher - Nominated Governor	
Transfer of budget provision between budget heads	Up to £1,500	SBM, with reporting to the FOP Committee	
	£1,500 to £5,000	As above plus Headteacher, with reporting to the FOP Committee	
	£5,001 to £15,000	As above plus FOP Committee, with reporting to the Governing Body	
	Over £15,001	As above, plus Governing Body	
Disposal of assets	Up to £1,500	SBM	
	£1,500 to £5,000	As above plus Headteacher plus SBM	
	£5,001 to £15,000	As above, plus FOP Committee	
	£15,001 and above	As above, plus Governing Body	
Write-off of bad debts	Up to £10,000	Governing Body	
	Over £10,001	As above plus DfE approval	
Purchase or sale of any freehold property	Any	DfE approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	DfE approval required	
Raising invoices to collect income	Any	SBM	