Bridekirk Dovenby School

POLICY FOR FINANCIAL DELEGATION

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

The Headteacher has overall executive responsibility for the day-to-day financial management of the school. The Governing body (or Finance Committee if applicable) has a Terms of Reference which defines the extent of its delegated authority. The Governing Body is aware of the Cumbria LA Scheme for Financing Schools which is adopted by the Governing Body and covered in governor induction training.

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

Accordingly, the Governing Body have made the following decisions with regard to the delegation of powers and responsibilities:

	Level of Responsibility			
Area of Responsibility	**Governing Body**	**Finance Committee**	**Headteacher**	**Other Staff Member**
Financial Management				
Ensure the school has written financial procedures that sets out how specific tasks are completed.			✓	School Business Manager (SBM)
Approve the school's financial procedures manual annually or when there is a change of key staff.		✓		
Ensure the school's compliance with the Department of Education (DfE) Schools Financial Value Standard (SFVS).	✓		✓	School Business Manager (SBM)
To review the school's SFVS self-assessment and the action plan drawn up to address issues identified, as required.		✓		

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Approve the school's whistleblowing, anti-fraud and corruption policies and pay policies. Ensure that these are reviewed by the governing body on an annual basis.	✓			
Maintain a register of business interests for all governors and relevant staff. And ensure that this is maintained up-to-date and published on the school's website.				Clerk to the Governing Body
Ensure that financial updates are brought to the attention of the Finance Committee / Governing Body on a regular and timely basis (at least 6 times per year for financial monitoring reports).			✓	SBM
To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.		✓		SBM
Annual Budget Plan				
Prepare the school's draft annual budget based on the agreed objectives of the school as set out in the improvement plan for consideration by governors.			✓	SBM
Consider the draft school budget, links to the school's costed school improvement plan, key issues and the proposal of the balanced budget for the year for the approval of the Governing Body.		✓		
Approve the school's annual budget and, if applicable, the deficit recovery plan.	✓			
Undertake benchmarking exercises on an annual basis with reference to the SFVS dashboard data for review by the Finance Committee.			✓	SBM

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school budget achieves value for money.	✓	✓		
Budget Monitoring and Control				
Approve virements between budget headings. Movements above this value to be referred to the Finance Committee before being undertaken.			Up to £5,000	
Approve virements between budget headings. Virements in excess of this amount to be approved by the Governing Body.		£5,000 to £15,000		
Approve virements between budget headings in excess of the delegation to the Finance Committee.	Above £15,000			
Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Finance Committee and Governing Body.			✓	SBM
Reconciliation of school financial records to LA information.				SBM
Orders for Goods and Services				
The authority for the signing of official orders for the purchase of goods and services other than by the Headteacher. (Note named individual for ordering, receipting and approval of invoice for payment should not all be the same. Should be at least 2 people to provide adequate segregation as fraud prevention measure).				SBM and Administrator(s)

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Control the placing of orders for the purchase of all goods and services, up to a value of £5,000. For amounts above £5,000 prior agreement of governing body must be obtained and a member of the Governing Body must countersign orders above that amount.			✓ (Between £0 and £5,000)	
Approve orders for all goods and services (taking into consideration CCC Contract Regulations and other purchasing guidance provided by the Local Authority).	Over £15,000	Between £5,000 and £15,000		
Checking goods and services received for quality, quantity and price.				SBM and Administrator(s)
Payment for Goods and Services				
Certifying payments for goods and services.			✓	Mrs Fiona Taylor Asst. Headteacher SBM
Maintain a list of named school payment cardholders.				SBM
Cardholder responsible for reviewing and recording transactions and VAT in the RBS Smart Data Online System (non-chequebook schools only).				SBM
Review and sign-off monthly payment card reports produced by the SDOL system (non-chequebook schools only).			✓	
The use of BACs for payments has dual authentication levels set up and payments are made in accordance with those authentication levels (chequebook schools only).			✓	N/A
Income				
Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis.			✓	SBM

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Approve the annual review of charges for the various areas of school income (the approval to be formally recorded in the Governing Body minutes).	✓			
The control and collection of cash.				SBM
The preparation of receipts for banking.				SBM
Ensure the security of monies held on site.			✓	SBM
The write-off of debts after all steps and efforts have been made to recover the debt	✓		SBM – Debts up to £100 on School Money	SBM – Debts up to £100 on School Money
School Fund Account				
Appoint an auditor and treasurer to the School Fund Account.	✓			Treasurer Mrs Laura Hamilton Auditor
Ensure that an annual return or audit certificate is completed for every private, voluntary or trading account controlled by the Governing Body.		✓ (both apply)	✓ (both apply)	SBM
The preparation of cheques for payment of goods and services.				SBM
Approve a list of authorised signatories against the School Fund Account(s) list appended to this document.	✓			
Out of School Club Account				
Appoint an auditor and treasurer to the Out of School Club Account.	✓			
Ensure petty cash cheque withdrawals are authorised verbally when required by the Cumberland.				SBM
The preparation of cheques for payment of goods and services.				SBM

Approve a list of authorised signatories against the Out of School Club Account list appended to this document.	✓			
The write-off of debts after all steps and efforts have been made to recover the debt	✓		SBM – Debts up to £100 on School Money	SBM – Debts up to £100 on School Money
Banking Arrangements				
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect that this may have on the way the annual budget is advanced to the school.		✓		SBM

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
The signing of cheques/payments for more than £5000 following approval of the order by the Finance Committee/Governing Body and reimbursements to the Headteacher. *NB the school should always ensure that the cheque signatory has no connection to the cheque payee.*			✓	Mrs Fiona Taylor Asst. Headteacher SBM
The signing of cheques/payments for less than £5000 (£5000 added) and reimbursements to the Headteacher (where the school has more than two authorised signatories).			✓	Mrs Fiona Taylor Asst. Headteacher SBM
The control and reconciliation of the school's bank accounts for consideration by the school's Headteacher.				SBM
Approve the bank reconciliation on a monthly basis.			✓	
Petty Cash				
Agree, with the Governing Body, an appropriate amount of petty cash to be held, currently never more than £200, and the periodic check of completeness of financial records.	✓ (both apply)		✓ (both apply)	
The maintenance of accounting records, the security and regular reconciliation of petty cash.				SBM
Staffing and Payroll				
Review the staff structure of the school [FREQUENCY, e.g. biennially].			✓	
Periodically reconcile gross pay with contracts and other authorised documents.			✓(or named individual)	SBM
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).			✓	
Preparing/certifying prime documents and claims relating to the appointment, dismissal and payment of employees.				SBM

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Review monthly payroll report and certify payments.			✓	
Approve all payments made to the Headteacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (Refer also to the banking arrangements section above.)		✓ Over £100 and up to £300 per claim		✓ Up to £100 per claim such as miscellaneous stationary, sundries and leaving gifts for staff
Procurement of Contracts				
Ensure that quotes are obtained for purchases and contracts in accordance with the minimum requirements set out in the CCC Contract Regulations – see details below:			✓	SBM
Ensure that at least one oral quotation is obtained (confirmed in writing where the quotation exceeds £500) for contracts valued up to £2,000.				SBM
Ensure that at least 2 written quotations are obtained for contracts valued between £2,001 - £50,000.		✓		
Ensure that at least 3 written quotations are obtained for contracts valued between £50,001 - £100,000.	✓			
Ensure open advertisement of contract appropriate to the relevant market for contracts exceeding £100,000 but below relevant public contracts regulations threshold.	✓			
Ensure that public procurement regulations are applied for all contracts over the public contracts regulations threshold.	✓			
Maintain a register of all contracts and significant purchases including all operating leases.			✓	SBM

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Financial Reporting to the Authority				
The preparation of the year-end accounts and other returns required by the Local Authority for consideration by the Headteacher.				SBM
In conjunction with the Chair of Governors, the governing body approve all year-end accounts and any financial returns required by the Local Authority.	✓ (both apply)		✓(both apply)	
Advising the S151 Officer of significant financial decisions to be considered by the governing body, any suspected fraud or theft and any financial irregularities.			✓	
Internal Audit Reports				
Produce a formal response to any Internal Audit reports and an action plan showing how the recommendations will be implemented, by whom and by when.			✓	
Ensure that the recommendations agreed by the school have been implemented.	✓(or finance committee)	✓		
Security of Assets				
Ensure the physical security of the school's assets, and maintain and periodically inspect an up to date inventory/asset register.			✓	
Administering and controlling inventories and stores.				SBM
Authorise items for disposal above a residual value of approximately £5000.	✓ above £5000		✓ below £5000	
Maintain a list of keyholders.			✓	

Area of Responsibility	Governing Body	Finance Committee	Headteacher	Other Staff Member
Insurance				
Arranging insurance cover for the school.			✓	
Undertake an assessment of risk management for insurance purposes at the school.		✓		
Security and non-disclosure of Confidential data				
Ensure that the school complies with the requirements of GDPR and the Data Protection Act 1998.			✓	SBM
Ensure that the school's Data Protection registration is renewed annually with the Information Commissioners Office.	✓			
The setting up and maintenance of access profiles for system users and the production and security of back-ups e.g. cloud based.			✓	Administrator
Retention of Accounting Records				
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.				SBM
The maintenance of full financial records for all accounts.				SBM

Authorised by: Name: Mrs. Silvana Hewitt **Signature:** *Mrs. Silvana Hewitt* **(***Chair of the Governors)* **Date:** 4th December 2025

The authorised signatories for the School Fund Account and Out of School Club Accounts are:

Name	Post	School Fund Signatory	Out of School Club Signatory
Mrs J.E. Fish	**Headteacher**	✓	✓
Mrs F. Taylor	**Assistant Headteacher**	✓	✓
Mrs T.Beetham	**School Business Manager**	✓	✓
Miss M. Rigg	**Out of School Club Finance Officer**		✓