



## Scheme of Delegation including Roles and Responsibilities

### **Commitment to equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Policy and Procedure has been approved and adopted by the Governing Body on 20 September 2023 and will be reviewed in September 2024.**

**Signed by Chair of Governors:**

**Signed by Headteacher:**



**The Governing Body is mindful of there being two constituent schools with separate budgets approve the following schemes and roles.**

1. Consideration and approval of budgets for the year.
2. Take appropriate action, as far as possible, to avoid overspending the budgets.  
Reporting of any possible budget deficit to LEA.
3. Determination of one consistent policy on charging and remissions.
4. Maintain a register of pecuniary interests.
5. Approval of written document on financial roles and responsibilities of Governors and schools' staff.
6. Consideration and approval of expenditure and virements in excess of **£10,000**.
7. Consideration of budget monitoring position of schools each term and outturn positions at end of the year.
8. Authority to open bank accounts for Unofficial Funds and to approve or vary signatories to the accounts.
9. Approval of personnel issues.
10. Authority to write off bad debts over **£500**.



## The Headteacher

1. Preparation of draft budgets for the school, in accordance with LEA timetables, in consultation with relevant staff for consideration by the Governors.
2. Monitoring and control of spend against the approved budget in consultation with relevant staff. In particular, termly reports must be made to the Governors for each school. These reports should consider the current and projected position to year end and propose corrective action if necessary to ensure the budget does not overspend.
3. Preparation of timely and comprehensive reports on financial matters to the Governors.
4. To approve placement of all orders up to **£10,000**.
5. Authorisation of virements up to **£10,000 in consultation with the Resources Committee**.
6. Closure of school accounts at the year end in consultation with relevant staff and in accordance with LEA timescales and Financial Manual, except where the Resources Committee deems appropriate. Reporting position to the Governors.
7. Preparation of financial returns required by the LEA in consultation with relevant staff.
8. Setting of suitable controls for recording and collection of monies due and movement and banking of monies.
9. Physical security of assets and ensuring the maintenance of an up to date inventories.
10. Approval of bank reconciliations for both the main school accounts and unofficial funds on a monthly basis.
11. Authorisation of payments including employee related expenses.
12. Maintenance of comprehensive financial accounts and full supporting financial records.
13. Ensure compliance with Data Protection Act 1984 requirements and those of GDPR.
14. Ensure maintenance of adequate insurance cover.
15. Authorisation of invoices for payment.
16. Authority to write off individual debts up to **£500 with the exception of monies owed by employees**. Debts above this must be approved by the Governors.



17. Authorisation of Petty Cash disbursements except those to the Headteacher.

18. Compliance with Financial Regulation for schools.

### **Deputy Headteacher**

1. In the absence of the Headteacher, to authorise payment of invoices up to £5,000.

2. Authorisation of Petty Cash disbursements to the Headteacher.

### **Office Manager**

1. Administration of the school account, updating of pupil records, banking and safe custody of monies.

2. Checking of invoices and arranging for their payment in consultation with the Headteacher; the latter being the authorised signatory.

3. Maintenance of inventory.

4. Maintenance of Unofficial Funds records including reconciliation of bank accounts each month.

5. Preparation of financial returns to be authorised by the Headteacher.

6. Maintenance of comprehensive financial records in respect of all the above matters, including budget monitoring - i.e. proper recording of payments and commitments.

An external Finance Officer may be brought in to assist the Office Manager in the completion of some or all of the above tasks.

### **Budget Holders**

1. Control and monitoring of budgets delegated to them and reporting position each term to the Headteacher.

2. Preparation of draft budget for areas delegated to them and reporting estimated costs to the Headteacher.

3. Maintenance of comprehensive financial records in respect of the above matters.

The above Scheme to be reviewed, and revised if necessary, by the Governors annually.

Approved by the Governors on 20/09/23