



Finance Policy

This policy was reviewed in October 2016

The policy was ratified in November 2016

Headteacher: _____ Date: _____

Chair of Governors: _____ Date: _____

This policy is reviewed by the Strategic Leadership Committee

Rationale

The school's finance policy exists to clarify the roles and responsibilities of all stakeholders with regard to their financial roles and responsibilities. In this way duties can be discharged effectively and in such a way as to ensure that best value is secured.

Roles and Responsibilities

Governing Body

The Governing Body receives its delegated powers from the local authority's scheme of delegation. The Governing Body is responsible for the observance of financial regulation as contained in the scheme of delegation. This includes:

- Observance of other financial provisions issued by the local authority (e.g. school's finance manual, final accounts procedures, and so on)
- Safeguarding of funds (including maximisation of income, cash and bank account controls)
- Financial management and probity within the school.
- Establishing and recording responsibilities delegated to the headteacher
- Managing the funding available to school, for instance:
 - Considering, reviewing and approving the school budget to reflect the policies and principles established in the school improvement plan.
 - Establishing and recording the authority and limits for virement, together with the reporting and recording arrangements.
 - Ensuring that there is a suitable budget management and control system in place.
 - Monitoring arrangements and requiring explanations for any variation to budgets.
 - Taking corrective action to bring spend in line with budget.
- Establishing the timing and type of reports required by the Governing Body.
- Taking appropriate action whenever they become aware that something is unsatisfactory, seeking advice from the school's finance officer as appropriate.
- Providing financial information to the school's finance officer as and when required.
- Ensuring that an inventory is maintained.
- Ensuring that best value can be demonstrated (including debt write-off procedures)
- Ensuring the school is compliant with the School's Financial Value Standard (SFVS).
- Taking appropriate action in response to concerns raised by the local authority.
- Compile, approve of business plans to support credit union loan applications or community facilities.
- Adherence to VAT & PAYE guidelines
- Ensure that staff have access to a whistleblowing policy
- Complete a competency assessment and address training needs.

Headteacher

The governing body will delegate day-to-day responsibility for managing the school to the headteacher. The headteacher should ensure that they fulfil the responsibilities of any powers delegated to them:

- Observe financial regulations of provisions in the scheme of delegation and other local authority publications (e.g. School's Finance Manual)
- Establish and record the responsibilities to be delegated to finance staff and budget holders
- Ensure that staff with delegated financial responsibilities receives adequate training to ensure they can fulfil those responsibilities.

- Establish systems to ensure that staff are fully protected
- Complete a competency assessment for staff with financial responsibilities and ensure that training needs are addressed.

Budget Holders

Operate under delegated power from the headteacher, and are accountable to the headteacher and governors. Responsibilities include:

- Assuming responsibility for an area of the budget and authorise transactions against their budget
- Ensuring that commitment are raised for all transactions, so that reporting information is accurate
- Control and monitor expenditure against the budget, including the reporting of variations or potential variations to the headteacher at the earliest opportunity.

The Office Manager

Operates under delegated power from the headteacher, and are accountable to the headteacher and governors. Responsibilities include:

- Providing the day-to-day operation of efficient, effective, timely, financial and administrative processes
- Supporting budget holders by providing advice and information as and when required
- Administer the day-to-day operation of the School's Information Management System (SIMS), for example:
 - Payment of invoices
 - Collection of debt
 - Bank reconciliations
 - Ensure that SIMS data is up-to-date, holistic and has integrity
- Report any issues that might have impact on the integrity of data on SIMS to headteacher at the earliest opportunity.

Local Scheme of Delegation

This document sets out the financial relationship between schools and the local authority. This document should be available within school. It is available on the school's network: all staff; policies; local scheme of delegation.