

SCHEME OF DELEGATION AND FINANCIAL PROCEDURES FOR NEW MARSKE PRIMARY SCHOOL

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SCHEME OF DELEGATION FOR New Marske Primary School

GOVERNING BODY STRUCTURE AND REMIT

Refer to remits and memberships for Full Governing Body, Resources Committee and Curriculum Committee

ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY

The Governing Body is responsible for the planning and operation of the school's delegated budget and for ensuring that proper records are maintained.

The Resource Committee is empowered to take decisions on behalf of the Governing Body, reporting back to full Governing Body meetings. The Resource Committee approve the school Budget. The budget and the budget plan, forms part of the minutes of the meeting at which final approval is given.

The Senior Leadership Team consisting of Mr J Dooris, Miss S Hill, Miss E Dixon, Miss K Borrow have Financial Responsibilities regarding the school budget.

The School Business Manager and Senior Schools Finance Assistant from the Finance Consortium prepare all financial reports and information. SBM and Finance Assistant spend one day per month ensuring that all the finances and system are up-to-date and audited.

The School Business Manager updates the management team and staff on financial Matters.

The Head Teacher is responsible to the Governing Body for ensuring that LEA accounting instructions and standing orders are implemented.

The Head Teacher is responsible for the day to day management of the agreed budget plan and works within that framework, as delegated by the Governing Body. Headteachers authorised virement limit within planned budget is £7,500

(Approved by Resources Committee on 23 November 2011 that major plans for spending or virement remain the same at £7,500 for the headteacher.)

Any major plans for spending or virement, not in the budget plan and in excess of £7,500 will be discussed with the Chair of Governors and the Resources Committee in accordance with the School Development and Improvement Plan to seek approval.

- The Head Teacher is responsible for the monitoring of the budget, checking cash transactions etc. Day to day monitoring is undertaken by the School Business Manager.
- The School Business Manager maintains the school fund account and the supporting records.

The Admin Officer is responsible for and accounts of monies e.g. dinner money/fund-raising monies etc. The duties are delegated. One person counts, the other banks.

The School Business Managers responsible to the Head Teacher who, in turn, is responsible to The Governing Body.

FINANCIAL PROCEDURES NEW MARSKE PRIMARY SCHOOL

BUDGET AND SCHOOL DEVELOPMENT PLANS

The school has a School Development and Improvement Plan, which is a written statement of its aims and objectives covering at least three years. It sets out the school's educational goals and indicates the intended use of resources to achieve them.

The budget has a controlling influence over the whole cycle of school affairs. Budgetary control is a continuous process in which the school reviews and adjusts budgetary targets during the financial year. It also provides a mechanism to call budget holders to account. The process of allocating the budget is not simply an incremental process from one year to the next, but reflects, in monetary terms, the school's aims and objectives within the available resources. As the School Development and Improvement Plan may lead to changes in priorities for expenditure in successive years, the emphasis is on the objectives that the school wants to achieve rather than on the monetary inputs. Otherwise the Governing Body will be unable to assess whether requests for expenditure are warranted and in line with overall objectives and whether value for money is being obtained from the budget.

The school aims to make the most effective use of resources possible, in order to achieve the aims and objectives of the School Development and Improvement Plan.

It is prudent to maintain a contingency against emergencies as part of normal budget planning. The level of reserve will be decreed by the Governing Body, but should not, generally, be more than 2 - 3% of the initial allocation for any one year. Any surplus exceeding 5% of allocation will require detailed explanation and inclusion in the School Development and Improvement Plan.

Strategic planning begins in Spring by reviewing and evaluating progress made in past and current academic years and setting targets to be achieved in the short, medium and long term.

Priorities are listed in the SDP including reasons why with success criteria.

The development planning is completed with the consideration of the staff and Governors in the Summer Term. At this stage, the school will be prioritising targets and costing the resource implications for a two year period, the first year in this cycle will be in the greatest detail.

The final draft SDP will be presented to the full Governing Body for approval prior to the start of the new academic year.

The Resources Committee, with the Head Teacher, prepare the budget prior to the start of the financial year. The plan incorporates the spending targets identified in the SDP, where resources permit.

The plan will incorporate information included in the budget packs sent out by the Education Department.

The budget may exceed the allocation available, i.e. the LEA allocation plus or minus any surplus or deficit brought forward. It is illegal to set a deficit budget, that is where the plan exceeds allocation plus outturn, therefore the plan must be amended so that it comes within available funds. The assistance of the LEA will be sought where this proves difficult.

If the school goes into deficit, a recovery plan will be agreed with the LEA.

A copy of the budget plan is to be submitted to the LEA as soon as it has been approved by the Governing Body.

All additional funding delegated to the school by the LEA should be reported to the Governing Body and incorporated into financial planning.

The Resources Committee are to receive regular (at least termly) reports from the Headteacher on the school's income and expenditure, showing a comparison of these against the budget estimates and to take remedial action where necessary. These reports take the format of a SIMS FINDET (FMS6) and are retained as part of the minutes of the meetings.

The SIMS system is kept up to date so that management information is as accurate as possible. Accuracy of data in FMS6 can be maintained by ensuring fund totals are correct, reconciliation and suspense processing is kept up to date, reconciliation to LEA records (using a GL Objrep) and monitoring payroll costs and energy costs.

Where capitation is delegated to heads of department the Head Teacher is responsible for monitoring those accounts.

Virement within the budget plan can be carried out by the Head Teacher, up to a maximum of £7,500 and is reported to the Resources Committee. Any virement over this figure and any commitment of reserves requires the prior approval of the Resources Committee. **(Approved at Resources Committee on 23 November 2011 the Headteachers spending limit, within budget plan be raised from £1,000 to £5,000)**

Feedback is invited from the Governors and the staff on reliability and relevance of the financial information that they receive. The Resource governors receive detailed reports. In this financial year the dates have been as follows: 24 September 2014, 12 November 2014, 21 January 2015, Full budget day 17 March 2015 and the 13th May 2015.

Any need to make major policy changes is to be reported to the Governing Body.

Capital expenditure cannot be committed without written approval of the LEA and the agreement of the Governing Body.

INTERNAL FINANCIAL CONTROL

- Where possible, there should be division of duties. Where this is difficult, due to limited staffing, the Head Teacher will undertake secondary checks.
- All staff involved in financial procedures will be trained in and made aware of the notes of guidance.
- Arrangements are in place so that sufficient staff are aware of the day to day financial procedures so as to be able to operate them in case of absence.
- The school maintains a list of authorised signatories in the prescribed format. Any changes to this list will be notified to Accountancy and Client Services section of the Education Department. (See Appendix A)
- Any alterations to the records will be done clearly and in permanent form.
- Documents relating to previous years are not to be destroyed, but archived and held for the period recommended by the LEA. (Minimum 5 years)
- All financial transactions are to be traceable from the original documentation to the accounting records.

Only the Head Teacher, School Business Manager and any designated deputy have access to the accounting records.

INSURANCE

The schools in Redcar and Cleveland have had to arrange their own Insurance for School.

With the assistance of the Risk and Assurance team at Redcar; they sourced 3 companies for best practice.

The details are as follows:

1. To agree the provider for the school's insurance for 2015/16 now that it has been devolved back to schools.

2. To ratify and agree the school budget for 2015/16 financial year.

Item 1 — Presentation from Redcar & Cleveland Insurance Risk Dept.

Sue Nicholson had prepared a document for governors 'NMP insurance tender report'. This outlined MO quotes which had been received and evaluated by the Risk Dept. on our behalf.

The two quotes were received from Zurich Municipal & Marsh.

The evaluation for each quote was explained by Sue and this gave governors the opportunity to ask questions before making a final decision.

- The quotes were based on the possibility of 27 schools taking their insurance from the same supplier.
- We would have an SLA with the Risk Dept. who would charge the school 5% of the insurance premium for the first year and then 3.5% each subsequent year.
- Both quotes were based on a three year minimum agreement.
- Zurich Municipal quoted 15,666.06 per year. There would be additional Cost if we wanted cover for terrorism and freezer

Contents.

- Marsh quoted f 1 1.641.67. This included brokerage fee of El. 195
- * The evaluation of the various aspects Of the Insurance cover showed that Zurich would be. in their opinion the supplier.

After due consideration governors APPROVED Zurich Municipal to be our preferred supplier for insurance FM 201 5 - 2018

Sue Nicholson left the meeting at 10.00

Zurich Insurtance - Policy Number KSC-252052-3123 - 0800 111 6768

1ST April 2015 - 30 March 2016

COMPUTER SYSTEMS

The school and the Governing Body must both be registered in accordance with the Data Protection Act 1989. It is the duty of the school to maintain the registration by renewal of both every three years. The Act covers all personal data held on any computer, not just the admin. machine, so all staff need to be aware of the principles of the Act.

Only the Head Teacher, Deputy Head Teacher and School Business Manager and Admin Officer have access to personnel data held on computer.

A SIMS backup is completed centrally by the LEA a daily basis by the LEA.

The Head Teacher, or designated System Manager sets up access rights and levels to SIMS as is deemed necessary. A review of access rights is to be undertaken every time there is a staffing change which impacts on the use of the SIMS system. If there are no changes to be made, the review should be done annually.

Each user should have their own password which must not be disclosed to anyone else.

Passwords are changed regularly. This takes place every quarter.

PURCHASING

Through using a variety of sources, catalogues, advice and quotations the school will endeavour to obtain value for money before being committed to a purchase.

All orders are processed on the official order format i.e. through SIMS order requisition.

No private orders may be placed in any circumstances.

The School Business Managers oversees the completion of order forms prior to dispatch.

The Head Teacher is the responsible signatory for orders. In the Head's absence it is the Deputy Head Teacher who signs and authorises them. It is the responsibility of signatories to ensure that commitments do not exceed funds available.

All committed expenditure is recorded on the SIMS computer and monitored regularly by the School Business Manager , Senior Fianance Officer (Finance Consortium) and the Head Teacher.

The member of staff unpacking goods or receiving services ensures that they have been received as ordered by marking off the goods against a delivery note and/or a copy of the order. Any shortages or discrepancies should be noted in writing.

The School Business Manager processes invoices for payment after first checking that goods or services have been received by:

- Matching the order number.
- Ensuring expenditure has been properly incurred.
- Ensuring that the invoice is properly coded.
- Ensuring Prices and Vat are correct
- Ensuring that copy orders are correct.
- Ensuring that discounts, where applicable, have been taken off.
- The School Business Manager prepares the invoices ready for certification.

The Head Teacher or Deputy Headteacher are responsible for the examination and verification of invoices before they authorise them for payment. The person undertaking this check must be someone other than the one who processed the invoices.

The SIMS computer automatically shows the stage that invoices are at, including paid on reconciliation.

- Statements and photocopied invoices are not used, the only exception is if an invoice cannot be traced and the supplier is asked to provide a copy of the original.
- After processing, the invoices should be promptly dispatched to the Education Department for payment.

PERSONNEL

The Governing Body is responsible for the administration of personnel activities including appointments, terminations and promotions. The Resources Committee considers all of these issues, delegating the administration to the Headteacher who in turn informs the SBM to allow the appropriate paper work to be completed and returned to Redcar and Cleveland without delay.

Personal files must be held securely.

It is the signature of the Head Teacher or the Deputy Headteacher that will endorse all documents relating to personnel activities after they have been prepared by the School Business Manager

Payroll transactions are only processed through the Authority's payroll system. Under no circumstances will payment be made to any individual in cash or by cheque.

All staff contracts are entered into the Personnel Module of the SIMS system and updated regularly to ensure that accurate commitments are raised in FMS6.

As part of the reconciliation procedure between SIMS and GL, payroll transactions will be checked to ensure that all payroll costs have been accurately charged.

Comparisons of staffing commitments in SIMS to actual payments will be done at least termly to confirm data held in the Personnel Module is correct.

THE SECURITY OF STOCKS AND OTHER PROPERTY

The Head Teacher is responsible for the safe custody of cash and other property belonging to the school. When cash has to be held on site overnight then the money will be securely locked in the school safe or safe store cupboard.

Inventories are maintained of major items and attractive portable items of equipment. Items like this will be security marked. Any new purchases will be entered into the inventory by the Caretaker, before being put into use, with make, model and serial number being noted.

- A physical check of items will be carried out annually by the Caretaker against the inventory and any discrepancies are noted and reported.
- The Head Teacher will be notified of any school property which is taken off the site e.g. computers, musical instruments etc. If the Head Teacher is unavailable the item(s) will be signed out in a register held on the staff noticeboard.
- There is a system in place to deal with this. Mr Tranter, Caretaker, keeps a record of items that are taken home and assists the member of staff if and when required. The book states the following: Date, Item, from which area, signature of Member of staff borrowing the equipment and the signature of the caretaker, Mr Tranter
- The Governing Body must authorise any write offs or disposal of surplus stock and equipment and the inventory updated accordingly. This is reported to the Governors at the appropriate Resource Mtg. The Headteacher also authorises the write-offs

INCOME

The Head Teacher is responsible to the Governing Body for receipt and recording of any income.

Wherever possible the Head Teacher identifies amounts due and the School Admin Officer and the SBM prepare monies for banking to comply with the need for a division of duties.

When the banking is complete; this must be taken to the Yorkshire Bank, Station Road, REDCAR. Two people must complete this task due to Health and Safety regulations.

Debts are only written off in accordance with LEA regulations. Records are kept of any debt written off.

SIMS receipts are retained for information. Official manual pre numbered receipts are issued for all (significant, i.e. over £10) monies collected if requested.

Receipts and other records of income are retained, previous years will be archived.

All income must be banked as soon as possible, and at most, within one week of collection. Income is banked via the Securicor collection system/Bank/R&C Cash Office.

Unbanked cash and cheques are locked away to guard against potential theft.

Any money collected is not used for the encashment of personal cheques or payments, but is banked intact.

Amounts collected are reconciled with amounts paid into the bank. Paying in slips split amounts for cheques and cash. Cheques are identifiable by reference to receipt numbers and the names of the drawers and cash by reference to the receipt.

All income is recorded against the school budget share in the SIMS system as soon as is practicable.

The School Business Manager carries out the processing of receipts and payments, all accounting procedures and Reconciliation and Suspense are completed on a weekly basis.

Individuals may not use their own bank account for payments or receipt relating to the Schools Budget

SCHOOL FUND/ VOLUNTARY FUNDS

Only authorised staff have access to petty cash. Expenditure is limited to minor items, for which there is no easy provision for purchase within the budget. The two people authorised to administer this account are SBM and Admin Officer

Staff authorised to use petty cash must ...

- Obtain receipts and vouchers for all payments.
- Obtain a receipt that acknowledges any VAT paid.
- Ensure safe custody of the cash.
- Produce on demand by the Head Teacher or auditor, cash or vouchers to be drawn

The Headteacher is responsible for the control of The School Fund account held in the main office by the SBM. A Balance sheet is provided yearly to the governors of income and expenditure. This is passed to The Finance Consortium for inclusion in the Budget year Papers.

The School Business Manager and Assistant Administrative Officer are responsible for cashing and banking all voluntary monies coming into the school office. Teaching Assistants attached to the class teacher collect monies and return to the office for banking.

The same standards of accounting are used as with public money, all transactions being recorded and supported by receipts and vouchers.

Two out of four signatories are required on cheques in the same way as for official school accounts. The signatories for this financial year are: Mr John Dooris Headteacher, Miss Sarah Hill, Deputy Head, Miss Emma Dixon, EYFS and SLT and Miss K Borrow SLT

A set of accounts in the format approved by the Governors will be drawn up annually.

The accounts are audited annually.

The audited accounts are to be submitted to the Governing Body within 3 months of every year end.

Any irregularities will be reported to the Redcar & Cleveland Internal Audit Service.

Voluntary funds and related records are maintained entirely separately to official school funds. Under no circumstances will monies be transferred between voluntary and official funds.

Where deemed necessary insurance arrangements are to be made.

All official documentation will be retained for a minimum of 5 years.

Appendix A

List of Signatories for Bank Accounts (School Leadership Team)

Mr J Dooris	Headteacher
Miss Hill	Deputy Head
Mrs E Dixon	EYFS Co-ordinator
Miss K Borrow	SLT

Appendix B

Charging Policy for Lettings -

Room	Main Tariff per hour	Heating Band 2 per hour	Fixed Sum per day
Hall	6.00	£10 per hour	Mon - Fri £35
Classroom	5.00	£8 per hour	Saturday £60
Playground	5.00	£5 per hour	Sunday £60

In addition to above costs, leasors will need to pay costs of one hour overtime for caretaker to cover opening and closing and cleaning.

The Governing Body have decided that the PTA will not be charged for their use of the building in raising funds for school.

Appendix C

Remits for Committees.

The latest copy is located on the Main Office & Governors papers for inspection

