



The Federation of Mill Hill and Woodcroft Primary Schools Financial Administration Policy

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Administration Managers

Reviewed: January 2019

Next Review Date: January 2022


Learning for a lifetime

Introduction

This policy has been written to give both the Governing Body and all staff within the Federation of Mill Hill and Woodcroft Primary Schools a clear definition of key members' Financial Delegation and Roles and Responsibilities.

The Federation of Mill Hill and Woodcroft Primary Schools adopt the Scheme of Financial Management of Schools annually in September along with the Manual of Personnel Practice. This adoption is minuted.

Roles and Responsibilities

Role of County Council

The County Council will:

- Determine total resources available to schools collectively
- Allcoate resources to individual schools on the basis agreed, after consultation and in accordance with any releveant regulations
- Set out conditions and requirements within which Governing Bodies must operate
- Expect schools to conform to the highest public service standards in their stewardship of funds
- Monitor the performance of schools, give advice and take corrective action where necessary. In extreme cases, this may include withdrawing delegation and charging items against the school's delegated budget

Role of Governing Body

The Governing Body will:

- Have formal responsibility for the running of the school
- Together with the Headteachers, draw up and carry out a school improvement plan for the school
- Be able to delegate authority but not responsibility to the Headteachers
- Deploy resources and ensure they are used appropriately
- Determine the number of teaching and support staff
- Appoint and dismiss staff
- Formulate school policies, e.g. Health and Safety, Lettings, Pay
- Provide such information as the County Council requires
- Adopt the highest public service standards for the conduct of the school's activites
- Approve and monitor the school's budget
- Be responsible for the completion and publication of the annual school profile

The Governing Body should consider the extent to which it wishes to delegate it's financial powers to the Headteacher in each school, and to record its decision (and any revisions) in its minutes. This should include the setting of set cash limits in terms of the decisions that can be made by the Headteacher and other staff. The first formal budget plan of each year and a revised budget during the year must be approved by the Governing Body or by a committee of

the Governing Body under the Education (School Government) (Terms of Reference) (England) Regulations 2000 and the School Governance (Constitution) (England) Regulations 2003.

Role of Headteacher

The Headteacher will:

- Manage the school's financial position at a strategic and operational level
- Have responsibility for the day-to-day running of the school, including effective systems of internal control and other financial issues
- Have a key role in helping the Governing Body draw up a school improvement plan for the school, and carry it out
- Ensure financial statements are properly presented and adequately supported
- Conduct the school's business in accordance with the highest public service standards
- Have responsibility for all tasks delegated by the Governing Body

The Headteacher of each school has overall executive responsibility for the school's activities, of which financial activities are clearly a part.

Role of County Treasurer

The County Treasurer is the Chief Financial Officer (CFO) of the County Council and, as such, must ensure the probity and regularity of the County Council's financial activities. The County Treasurer will make statutory financial returns, oversee financial processes, provide advice where requested and ensure financial controls are adequate. To fulfil this responsibility, the County Treasurer may prescribe which financial systems and which financial service providers may be used. The County Treasurer, or representative, also has the right to attend meetings of the Governing Body to advise or report on major financial matters.

Role of Audit

All schools come within the internal audit regime determined by the County Treasurer and the external audit regime of the County Council, as determined by the Audit Commission, and must co-operate with it. Internal audit will test, review, report and make recommendations on the financial controls operating within the County Council and individual schools. This will include examining the economic, efficient and effective use of resources. External auditors will test, review and report their opinion on the accuracy of the accounts produced by the County Treasurer.

Status of schools/County Council in contracts

If a Governing Body of a community school enters into a contract, it does so on behalf of the County Council. No Governor or any school will incur personal financial liability for any contract that they enter into in good faith while exercising their delegated powers, provided they are acting in accordance with this scheme and the County Council's Best Practice Guide on Procurement and Financial Regulations in respect of purchasing, tendering and contracting matters.

Schools have a right to opt out of contracts arranged by the County Council, unless they have lost that right for particular contracts (whenever started), in accordance with specified written procedure.

Standing Orders require all schools to seek at least three tenders for any contract worth more than £25,000 in total or £10,000 in any one year. European Union Procurement Regulations must also be complied with for contracts over the prescribed threshold (£156,442 as at 1 April 2010). A school must get an appropriate County Council Officer from the Chief Executive's Legal Section to countersign any contracts for goods or services worth more than £100,000 in total or £60,000 in any one year. The school does not have to seek suppliers from an approved list. These rules apply to all contracts for goods or services where the school does not buy back the County Council service. Schools must assess in advance, where relevant, the health and safety competence of contractors, taking into account the County Council's policies and procedures.

Financial Delegation

All members of staff who are wanting to order any educational supplies must firstly complete a school order form and have it authorised by either the Headteacher or Assistant Headteacher / Deputy Headteacher. It is their responsibility to have this authorised and then pass it onto the Administration Manager to complete the order.

The following key members of the Federation have a delegated authority of limit that can be spent in any one transaction:

Administration Managers

Administration Managers can order day to day stock and education supplies without primarily seeking authorisation from the Headteacher.

Headteachers

All orders up to the value of £4,999.99.

Resources Committee/Governing Body

Any order over the value of £5,000 but less than £60,000 must have been discussed and authorised by the Resources Committee on behalf of the Full Governing Body.

Any doubt over delegated authority limits must be discussed prior to ordering of goods with Education Financial Services for clarity.