

## SCHEDULE OF FINANCIAL DELEGATION

Birchwood High School is a charitable Company Limited by Guarantee registered in England and Wales with company number 7791971. Its registered office is at Birchwood High School, Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD.

		Level of Responsibility					
Area of Responsibility		GB	AC	FC	Principal	SBM	Other
<b>Financial Management</b>							
1	Ensure school's compliance with the Funding Agreement with the Secretary of State for Education.	✓		✓			
2	Ensure Compliance with the Articles of Association for Birchwood High School (Company number 0771971 – England and Wales)	✓		✓			
3	Ensure the school's compliance with the Department of Education's Financial Management and Governance (FMGE)		✓		✓	✓	
4	To review the school's Financial Procedures Manual and all corresponding financial policies for approval by the Governing Body biennially.			✓		✓	
5	Approval of the school's Financial Procedures Manual.			✓			
6	Review of the school's financial policies - Schedule of Delegation, Charging & Remissions, Debt Recovery, Fixed Assets & Disposals, Anti- Fraud Bribery & Corruption (incl. Gifts & Hospitality), Reserves, Investments, Governors' Allowances, Staff Benefits and Expenses, Purchasing & Tendering, Business Charge Card, Disposal for Redundant IT, LGPS Discretions.			✓			
7	Approval of the school's financial policies Schedule of Delegation, Charging & Remissions, Debt Recovery, Fixed Assets & Disposals, Anti- Fraud Bribery & Corruption (incl. Gifts & Hospitality), Reserves, Investments, Governors' Allowances, Staff Benefits and Expenses, Purchasing & Tendering, Business charge Card, Disposal for Redundant IT, LGPS Discretions.	✓					
8	To review the School's accounting policies and practices for errors, inconsistencies or bad practice, report to the Governing Body and make recommendations for change.		✓				
9	To review the annual Audit plan		✓				
10	Ensure that there is an induction pack for new governors, tailored to reflect the individual structure of the school.	✓					Secretary to GB
11	To review the governor induction pack to ensure that the information is still relevant and up to date.						Secretary to GB

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Area of Responsibility		GB	AC	FC	Principal	SBM	Other
<b>Financial Management (cont.)</b>							
12	To review the Governors' Register of Business Interests incl. Gifts and Hospitality on an annual basis and request any changes on each committee agenda.	✓	✓				
13	To review the Staff Register of Business Interests incl. Gifts and Hospitality on an annual basis					✓	Senior Finance Officer
14	Appoint the Principal as Accounting Officer to the Academy and ensure he/she is aware of the duties and responsibilities of the role	✓					
15	To Review the provision of internal audit in the form of the bought in Internal Controls and Evaluation Service (ICES).		✓				
16	To recommend to the Governing Body the appointment or re-appointment of external Auditors annually after consultation with the Finance Committee.		✓				
17	To ensure that a formal tender for Audit Services is carried out at least every 5 years after consultation with the Finance Committee.		✓				
18	Appoint external Auditors on the recommendation of the Audit Committee	✓					
19	Ensure that all relevant financial updates are brought to the attention of the Finance Committee / Governing Body.				✓	✓	
20	To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.			✓			
<b>School Transformation Plan - Financial Implications</b>							
21	Prepare a School Transformation Plan setting out the aims of the school.				✓		
22	Secure the implementation of the School Transformation Plan with the collective support of the school staff.				✓		
23	Consider the draft School Transformation Plan, review and monitor it.			✓			
24	Approve the School Transformation Plan and take stock of the progress of the plan annually.	✓					
<b>Financial Planning</b>							
25	Prepare a three-year medium term budget forecast (MTBF) on the basis of the cost of current policies where these are quantifiable; proposals for change (drawn from the School Transformation Plan) and estimates of the level of future resources.				✓	✓	
26	Consider the school's MTBF in the light of the development plan and the level of future resources.			✓			
27	Approve the school's MTBF and review this document in the light of any significant factors that come to the attention of the Governing Body.	✓					

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<b>Annual Budget Plan</b>							
28	Undertake benchmarking exercises (when available for Academies) on an annual basis for review by the Finance Committee.				✓	✓	
29	Consider the benchmarking work undertaken by the school (when available for Academies) and propose changes, as required, to ensure that the school budget achieves value for money.			✓			
30	Prepare the school's draft annual budget, based on the agreed objectives of the school as set out in the improvement plan, MTFP and key issues paper for consideration by governors				✓	✓	
31	Consider the draft school budget and key issues (links to the school improvement plan and MTFP) and the proposal of the balanced budget for the year for the approval of the Governing Body.			✓			
32	Approve the school's annual budget.	✓					
<b>Audit Timetable for Budget Management</b>							
33	Prepare a timetable with key dates for annual budget management.				✓	✓	
34	Ensure that meetings are timetabled taking into consideration financial deadlines.			✓			
<b>Budget Monitoring and Control</b>							
35	Approve virements between budget headings, except salary budgets. Movements above this value to be referred to the Finance Committee before being undertaken.				< £1,000 Except between and from salary budgets		
36	Approve virements of money between budget headings (including salary budgets).			>£1,000 plus all salary budgets			
37	Advise the Finance Committee of all budget movements (e.g. virements, allocation of additional funding, etc.) undertaken where not otherwise approved in advance by the Finance Committee.				✓	✓	
38	Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound.			✓			
39	Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Finance Committee and Governing Body and the production of a register of staff responsible for managing budgets.				✓	✓	
40	Monitor and control expenditure against the budget during the financial year.			✓			
41	Review the budget monitoring reports and the projected out-turn position at each meeting.			✓			
42	The control and monitoring of delegated budgets.						Dept. budget holders
43	Ensure that non GAG funds (e.g. catering, hirings, Birchwood Sports Partnership,) are separately monitored and reported to governors.				✓	✓	

		Level of Responsibility					
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<b>Budget Monitoring and Control (cont.)</b>							
44	Monitor non-GAG funds, trading activities and large school operations, (e.g. catering, hirings, Birchwood Sport Partnership, etc.) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.			✓			
<b>Financial Reporting to the DfE, Companies House and HMRC</b>							
45	The preparation of the year-end accounts and other returns required by the Education Funding Agency and Companies House for consideration by the Principal.					✓	Ext. Auditors, Senior Finance Officer
46	On the recommendation of the Finance Committee, approve all year-end accounts and any financial returns required by the EFA and Companies House.	✓			✓		
47	To act as Accounts Return Approver for the Annual Accounts Return to The Education Funding Agency					✓	
<b>Audit and Inspection Reports</b>							
48	Assist the Internal Controls and Evaluation Service in the production of quarterly reports to Governors					✓	Senior Finance Officer
49	Produce a formal response to the Internal Controls and Evaluation Service report and an action plan showing how the recommendations will be implemented.				✓	✓	
50	Consider the recommendations set out in each Internal Controls and Evaluation Service report and the action plan proposed by the Principal for implementing these.		✓				
51	Ensure that the recommendations agreed by the school have been implemented.		✓		✓		
52	To review and approve annually scope of work for the internal audit service			✓			
53	Work with the External Auditors to produce the Annual Report and Financial Statement					✓	Senior Finance Officer
54	Consider the recommendations in the External Auditor's Annual Report and Financial Statement		✓				
55	Approve the External Auditor's Annual Report and Financial Statement	✓					
<b>Retention and Disposal of Accounts</b>							
56	Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Financial Systems section below.)				✓	✓	
57	The retention, secure storage and disposal of accounting records in accordance with both legal and Education Funding Agency requirements.					✓	
58	The maintenance of full financial records for all accounts.					✓	
<b>Computer systems and the Data Protection Act 1998</b>							
59	Ensure that the school complies with the requirements of the Data Protection Act 1998 and the registration is renewed annually.		✓		✓	✓	HR Manager/ IT Manager

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<b>Computer systems and the Data Protection Act 1998 (cont.)</b>							
60	The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.				✓		IT Manager
<b>Financial Systems and reporting</b>							
61	Undertake an annual review of the controls within the school's financial systems to support the signing of the Annual Financial Statements			✓	✓	✓	
62	To consider the Annual Financial Statements for approval by the Governing Body, taking into consideration the school's self- assessment of its financial controls and financial systems.		✓				
63	Approval of the Annual Financial Statements for submission to the Education Funding Agency based on the recommendations made by the Finance Committee.	✓					
<b>Banking Arrangements</b>							
64	To approve the opening of bank accounts and approve or vary signatures thereto and take into account any effect that this may have on the way the annual budget is advanced to the school.			✓			
65	The signing of cheques or BACS payments for less than £5,000. <i>NB the school must always ensure that a cheque/BACS signatory has no connection to the cheque/BACS payee.</i>						Any 2 signatories
66	The signing of cheques or BACS payments between £5000 and £50,000. In the absence of the Principal a Deputy Principal may sign. <i>NB the school must always ensure that a cheque/BACS signatory has no connection to the cheque/BACS payee.</i>				✓ Or a Deputy Principal		Plus 1 other signatory
67	The signing of cheques or BACS payments over £50,000	Chair or Chair of FC		Chair or Chair of GB	✓ Or a Deputy Principal	I	Plus 1 other signatory
68	The control and reconciliation of the school's bank accounts for consideration by the SBM						Finance Manager
69	Approve the bank reconciliation on a monthly basis.				✓	✓	
<b>Petty Cash</b>							
70	Agree an appropriate amount of petty cash to be held, currently £850, and the periodic check of completeness of financial records.					✓	
71	The maintenance of accounting records, the security and regular reconciliation of petty cash.						Finance Manager

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<b>Petty Cash (cont.)</b>							
72	To ensure that petty cash transactions are limited to values under £50 (except for the Facilities Team during school holiday periods when the limit is £150 due to Finance Staff not being available to process transactions)						Finance Manager
<b>Personnel and Payroll</b>							
73	Review the staff structure of the school biennially.				Personnel Comm.		
74	To Approve changes to remuneration budgets that exceed those ratified by the Governing Body for the financial year.			✓			
75	To approve changes to Performance Related Pay as recommended by the Pay Committee over and above those included in the budget ratified by the Governing Body for the financial year.			✓			
76	The maintenance of an authorised signatory list for employment contracts and pay documents.			✓			HR Manager
77	The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).						HR Manager
78	Periodically reconcile gross pay with contracts, budget & payroll report on a monthly basis.				✓	✓	Senior Finance Officer
79	Determine employee status for all individuals working on behalf of the school but without a contract of employment, using the HMRC IR35 questionnaire where further clarification is required.				✓		Senior Finance Officer
80	Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).				✓	✓	Head of CPD
81	Approve all payments made to the Principal personally, i.e. reimbursement of payments for goods / services purchased on behalf of the school and / or personal expenses incurred, e.g. travel expenses/payments for additional hours (refer also to the banking arrangements section above.)	Chair >£0					
82	Implement the school pay policy and appointment procedures for all staff employed through the school.				✓		
83	To consider and authorise special payments to staff e.g. severance or compensation payments up to £50,000 paid outside normal statutory or contractual requirements. Note – any severance or compensation payments over £50,000 or ALL ex gratia payments must be referred to the EFA for approval.			✓			
<b>Purchasing – Provision of Goods and Services</b>							
84	Set house rules for a purchasing policy, monitor and review the rules in accordance with local authority guidelines.			✓			
85	Monitor purchasing regulations to ensure compliance by the school.				✓		
86	Act as 'Chief Officer' for the letting of contracts.	✓ Chair			(✓)		
87	Maintain a Contracts Register.					✓	

Level of Responsibility							
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<b>Purchasing – Provision of Goods and Services (cont.)</b>							
88	Act as Contract Manager and monitor contracts on an on-going basis.					✓	
89	Review contracts on an on-going basis (and as part of ensuring the school continues to achieve 'best value')			✓		✓	
90	Ensure that a minimum of 2 written quotes are obtained for purchases and contracts valued at over £5,000 and up to a value of £10,000				✓	✓	
91	Ensure that a minimum of 3 written quotes are obtained for purchases and contracts valued at over £10,000 and up to a value of £50,000 and gain approval of Finance Committee				✓	✓	
92	Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £50,000 and £100,000,			✓			
93	Ensure that a minimum of 4 tenders are obtained for purchases and contracts valued between £100,000 and EU limits.			✓ £100,000 to EU threshold			
94	Ensure that EU regulations are applied for all contracts over the EU threshold.	✓		✓			
95	Maintain a list of contacts for guidance and advice.				✓	✓	
96	Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.				✓	✓	Facilities Manager
<b>Leasing</b>							
97	Seek approval for any proposed leases, other than operating leases, from the Secretary of State for Education, so that capital controls imposed by Government can be taken into consideration.			✓	✓	✓	
98	The maintenance of a register of all leases held by the school (if not included in the school's Contract Register).					✓	
<b>Orders for Goods and Services and Payment of Accounts</b>							
99	The maintenance of an authorised signatory list for orders (subject to the limitations agreed).					✓	
100	The authority for the signing of official orders for the purchase of goods and services up to the value of £5,000 other than by the Principal.					✓	
101	Control the placing of orders for the purchase of all goods and services, up to a value of £10,000.				✓ Between £5,000 and £10,000		
102	Orders between £10,000 and £25,000 must be discussed must be discussed and approved at a meeting or by e-mail by the Finance Committee			✓			
103	Approve and countersign all orders for all goods and services (taking into consideration EFA Contract Regulations and other purchasing guidance provided by the EFA)			✓ Between £25,000 and EU limits			

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<b>Orders for Goods and Services and Payment of Accounts (cont.)</b>							
104	Approve capital projects above £10,000. (Projects between £10,000 and £25,000 may be approved by e-mail, capital project orders over £25,000 must be countersigned).			✓			
105	Add all purchases of goods with an individual value >£1000 as capital items for inclusion in depreciation in annual accounts					✓ to monitor	Senior Finance Officer
106	The confirmation of the receipt of goods and services.						Budget holders
107	The preparation of cheques or BACS for payment of services.						Finance Manager
<b>VAT</b>							
108	Maintain VAT registration and Ensure timely VAT returns to HMRC on a monthly basis.					✓	Senior Finance Officer
109	Provide a "fair and reasonable" apportionment of input VAT under HMRC partial exemption rules.					✓	Senior Finance Officer
110	Prepare and review VAT returns and partial exemption methodology.				✓		
111	To monitor the regulations on VAT, ensuring compliance by the school.					✓	
<b>Income</b>							
112	Set a charging policy for consideration by the Governing Body.			✓			
113	Approve the charging policy.	✓					
114	Draw up proposed charges for the various areas of school income, including lettings, music tuition and school meals, on an annual basis.				✓	✓	
115	Consider the proposed charges for the various areas of school income for approval by the Governing Body annually.			✓			
116	Approve the annual review of charges for the various areas of school income (the approval to be formally recorded in the Finance Committee minutes).			✓			
117	Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of the school.				✓	✓	
118	The control and collection of all income.						Finance Manager & Assistant
119	The preparation of receipts for banking.						Finance Assistant
120	The physical banking of monies.						Loomis
121	Approve procedures for recovering outstanding income due to the school (debt recovery policy).			✓			
122	Write off bad debts. Amounts in excess of this limit to be approved by the Finance Committee.				✓ (£200)		



		Level of Responsibility					
Area of Responsibility		GB	AC	FC	Principal	SBM	Other
<b>Income (cont.)</b>							
123	Approve and write off bad debts accruing to the school over £200 and up to a value of £500.			✓			
124	Approve and write off bad debts accruing to the school over £500.	✓					
125	Seek approval from the Education Funding Agency for writing off debts over the value specified in the Academies Financial Handbook (published by the Education Funding Agency each September).	✓					
126	Ensure the security of monies held on site.				✓	✓	Finance Manager
<b>Security of Assets, stock and Other Property</b>							
127	Approve and periodically review the school's security arrangements (including procedures for call-out and key replacements)		✓		✓	✓	
128	To determine a value above which assets should be recorded on the school's inventory.			✓			
129	Ensure the physical security of the school's assets, and maintain and periodically inspect an up-to-date inventory (School Asset Manager).				✓	✓	
130	The security of physical assets.						Network and Facilities Manager
131	The notification of any changes in physical assets						Network and Facilities Manager
132	To determine a value above which discrepancies in the inventory should be reported to the Governing Body.			✓			
133	The physical inspection of the inventory on an annual basis or through an on- going programme of (random) sample checks.					✓	Auditors and ICES
134	Prepare a policy for the disposal of surplus stock/equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of £500.				✓		
135	Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land and buildings.			✓			
136	Authorise items for disposal above a residual value of £500.			✓			
137	Maintain a register of key holders.					✓	Facilities Manager
<b>Insurance</b>							
138	Initiate adequate insurance cover for the school, and maintain a register of policies taken out.				✓	✓	
<b>Risk Management</b>							
139	Prepare a Risk Management Plan				✓	✓	SLT
140	Review and Update the Risk Management plan		✓				
141	Approve the Risk Management Plan on an annual basis.	✓					
142	Review the Risk Policy		✓				
143	Approve the Risk Policy	✓					

Business Continuity and Critical Incident Management Plan							
		Level of Responsibility					
Area of Responsibility		GB	AC	FC	Principal	SBM	Other
144	Prepare a Business Continuity/Critical Incident Plan				✓	✓	
145	Review and Update the Business Continuity/Critical Incident Plan on an annual basis.		✓				
146	Review the Critical Incident and Business Continuity Policy		✓				
147	Approve the Critical Incident and Business Continuity Policy	✓					

Approved by the Finance committee on \_\_\_\_\_ (Date)

Signed by \_\_\_\_\_ (Chair of Finance Committee)

Approved by Governing Body on \_\_\_\_\_ (Date)

Signed by \_\_\_\_\_ (Chair of Governing Body)