F9 – Scheme of Financial Delegation

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Introduction

This Scheme of Delegation was approved by the Governing Body of the Academy Trust and will be reviewed annually. The scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements.

Key Responsibilities

~~Responsibility of the Department for Education~~

~~The DfE has ultimate responsibility and accountability for the effectiveness of the financial accountability system for academies. In particular, the DfE is responsible for ensuring there is an adequate framework in place to provide assurance that all resources are managed in an effective and proper manner and that value for money is secured. There is a clear chain of accountability from the AT's accounting officer, through the ESFA's accounting officer to the DfE.~~

~~Responsibilities of the ESFA~~

~~The ESFA acts as the agent of the Secretary of State within the scope of the powers and discretions formally delegated to it. The Chief Executive of the ESFA has been designated as its accounting officer. The ESFA's accounting officer is responsible and accountable to Parliament for how the ESFA uses its funds. The ESFA's accounting officer is also personally responsible for the regularity and propriety of all expenditure of its funds and for ensuring value for money in how they are used. To discharge these duties, the ESFA's accounting officer must be satisfied that the AT has appropriate arrangements for sound governance, financial management, securing value for money and accounting; and that the way the AT uses public funds is consistent with the purposes for which the funds were voted by Parliament.~~

Responsibilities of trustees of the academy trust

The board of trustees is specifically responsible for ensuring that the AT's funds are used only in accordance with: the law; the board's powers under the funding agreement (FA) which includes the AT's articles of association which set out the powers of the AT and its governance arrangements; and the Academies Financial Handbook.

Responsibilities of the academy trust's accounting officer

As Glyne Gap is a single academy trust, the Headteacher is nominated as the accounting officer. Accounting Officers are personally responsible to Parliament and to the accounting officer of the ESFA for the resources under their control. The essence of the role is a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; for ensuring value for money; and for the efficient and effective use of all the resources in their charge.

Appendix A outlines areas in which the Secretary of State's prior approval is required and items of which the Secretary of State must be notified.

Finance Matters

Accounting

Power and duties of the full governing body

- Approve the statutory trust report and accounts for each period ending 31 August
- Approve the annual accounts.

Duties delegated to the Resources Committee

- Determine the Academy's accounting policies and procedures
- Agree the annual accounts for presentation to the GB

Duties delegated to the Headteacher/Accounting Officer

- Ensure the operation of financial processes in the school, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.

Duties delegated to the CFO

- Ensure accurate, reconciled and up-to-date records are maintained
- Provide financial and statistical information as and when required.
- With the assistance of the external auditors, prepare annual accounts for authorisation including the Statutory Accounts
- Ensure that all the required reports and closing of accounts information are sent to the relevant bodies within the required timescales.
- Ensure the end of year report and accounts are published on the school website by 31 January 2027.

Assets

Power and duties of the full Governing Body

- See appendix A

Duties delegated to the Resources Committee

- Write off unusable or obsolete equipment included in the inventory

Duties delegated to the heads of school

- Ensure a record of all property borrowed by staff or parents is kept

Duties delegated to the CFO

- Ensure an inventory of all non-current assets is maintained and all items are security marked where appropriate
- Annually, in preparation for the annual accounts, check the inventory, accounting for any disposals

Audit

Power and duties of the full Governing Body

- Set the terms of reference for the Resources Committee
- Ensure the Clerk to Governors maintains a register of pecuniary and business interests. (Business interests extend to relatives of the Governors).
- Ensure annual accounts are audited by independent, registered auditors appointed under arrangements approved by the Secretary of State.

Duties delegated to the Resources Committee

- Monitor the implementation of financial procedures
- Appoint independent auditors
- Receive reports from the Academy's auditors and Responsible Officer
- Determine any actions to be taken based on recommendations from the Academy's auditors or Responsible Officer
- Inform the accountant if it suspects an irregularity affecting resources of the school.

Duties delegated to the Headteacher/accounting officer

- Implement any actions required by the Resources Committee
- Being an authorised signatory on purchases over £10,000

Duties delegated to the CFO

- Ensure that all records and documents are available for audit by the accountant and arrange for the accommodation of the auditors.
- Ensure the bank statement is reconciled on a monthly basis
- Being an authorised signatory on purchases
- Ensure audited financial statements, auditor's management letter, internal scrutiny annual summary report and accounts submission coversheet is submitted by 31 December 2026

Taxation

Duties delegated to the CFO

- Ensure the Academy complies with tax regulations such as VAT and Income Tax

Budget

Power and duties of the full Governing Body

- Approve a balanced budget for the financial year
- Plan the overall school budget including priorities for future expenditure

Duties delegated to the Resources Committee

- Maintain a 3 year forward financial plan which is linked to the School Development Plan
- Approve all transfer between budget headings (virements) over £5,000

Duties delegated to the Headteacher/accounting officer

- Oversee the preparation of the annual budget proposal
- Prepare a draft School Development Plan and budget for the current and forward financial years, for the consideration by the Resources Committee, in time to meet the relevant ESFA deadlines.
- Approve transfer between budget headings (virements) up to £5,000.
- Transfers of sums between budget headings in excess of the above limit can be authorised where delay in doing so would be detrimental to the school and when it is not reasonably practical to obtain approval from the Chair (or vice chair) of the GB, or the Chair (or vice chair) of the Resources Committee

Duties delegated to Budget Holders

- Control spending within the agreed budget

Duties delegated to the CFO

- Complete and submit the land and buildings collection (LBCT) November
- Complete and submit the school resource management self-assessment tool (SRMSAT) March
- Complete and submit the Budget Forecast Return (BFR) August
- Assist the Headteacher in the preparation of the annual budget proposal
- Ensure income and expenditure is monitored

Budgetary control

Duties delegated to the Resources Committee

- Consider budgetary control reports on the school's financial position at every termly meeting; take appropriate action to contain expenditure within the budget.
- The Resources Committee shall report to the Full Governing Body any financial matters it considers significant.

Duties delegated to the Headteacher/accounting officer

- Regular monitoring of expenditure, including the reconciliation of staff costs and income against the approved budget.
- Reporting of actual or potential overspending to the Resources Committee.

Duties delegated to the CFO

- Report to the Headteacher on a monthly basis to discuss the school's financial position.
- Submission of reports on the school's financial position to every meeting of the Resources Committee.

Governors expenses

Duties delegated to the Resources Committee

- Approve a Governors Expenses Policy

Duties delegated to the Headteacher/accounting officer

- Authorise Governors expense claims

Duties delegated to the CFO

- Establish procedures for Governors to claim expenses
- Ensure expense claims are fair and paid in a timely manner

Quotes and Tenders – see Tendering Policy

Orders

Power and duties of the Full Governing Body

- Authorise capital and non-capital orders and contracts outside current budget over £50,000 (authorisation must be by two people)
- Authorise capital and non-capital orders and contracts within current budget over £100,000 (authorisation must be by two people)

Duties delegated to the Resources Committee

- Authorise capital and non-capital orders and contracts within current budget between £50,000 and £100,000 (authorisation must be by two people)
- Authorise capital and non-capital orders and contracts outside current budget between £25,000 and £50,000 and notify the Full Governing Body at the next meeting (authorisation must be by two people)

Duties delegated to the Headteacher/accounting officer

- Authorise capital and non-capital orders and contracts within current budget between £10,000 and £50,000 (authorisation must be by two people)
- Authorise capital and non-capital orders and contracts outside current budget between £5,000 and £25,000 and notify Resources Committee at next meeting (authorisation must be by two people)

Duties delegated to Budget Holders

- Receive and authorise requisitions from staff within allocated budget

Duties delegated to the CFO

- Authorise capital and non-capital orders within current budget up to £10,000
- Authorise non-capital and capital orders outside current budget up to £5,000

Payments

Power and duties of the full Governing Body

- Approve applications for business/credit cards

Duties delegated to the Headteacher/accounting officer

- Dual authorisation over £50,000 – invoice must be signed by Headteacher/AO

Budget holders

- Confirm receipt of goods and authorise payments from their delegated budget.

Duties delegated to the CFO

- Authorise payments up to £50,000
- Monitor the efficiency and effectiveness of the invoice payment system linked to orders.

Borrowing

Power and duties of the full Governing Body

- Seek the Secretary of State's approval for both short (including overdrafts) and medium/longer term loans from the private sector (including finance leases), where such borrowing is repaid from DfES grant or secured on assets funded from DfES grant.

Duties delegated to the Resources Committee

- Consider any need for short to long term borrowing.

Voluntary funds

Duties delegated to the Resources Committee

- Ensure that all voluntary funds are properly administered and audited.

Duties delegated to the Headteacher/accounting officer

- Monitor movements of income and expenditure related to voluntary funds.

Duties delegated to the CFO

- Ensure a system is in place for recording income and expenditure related to voluntary funds and that these funds are accounted for separately from other school income.
- Ensure receipts/letter of thanks are sent for all donations received and that donors are advised on how their donations have been spent.
- Ensure the fund is reconciled on an annual basis and presented to the Resources Committee

Risk management

Power and duties of the full Governing Body

- Include a statement in the trustee's annual report confirming that all major risks to which the academy is exposed have been reviewed and systems have been established to mitigate those risks.

Duties delegated to the Resources Committee

- Determine what the major risks are to the academy, the likelihood of those risks materialising and the potential impact of the risks.

- Consider systems to be put in place to mitigate and monitor the risks.

Duties delegated to the Headteacher/accounting officer
- Implement systems to mitigate and monitor the risks

Duties delegated to the CFO
- Assist in the preparation of a school contingency plan.
- Ensure risk assessments are kept up-to-date.

Income/lettings

Power and duties of the full Governing Body
- Approve policy guidelines for hiring out premises and other income generation. This policy shall be made in the context of the aims of the school, which set out the values and ethos of the school.

Duties delegated to the Resources Committee
- Write off any debts (see Appendix A)

Duties delegated to the Headteacher/accounting officer
- Approve lettings in the context of the Governors' Lettings Policy
- Approve fee levels

Duties delegated to the CFO
- Propose fee levels.
- Ensure that all invoicing takes place termly.
- Ensure that all income is recorded, receipted, securely stored, promptly banked and properly accounted for.

Contracts

Power and duties of the full Governing Body
- Accept tenders which are other than the most financially favourable to the School or late tenders and record the reasons for its decision.

Duties delegated to the Resources Committee
- Authorise operational leasing/contract hire arrangements as long as they can show that the method of finance is appropriate for the asset concerned, and that the best terms available have been secured.
- Ensure that the resulting charges of a leasing/contract hire arrangement can be met within the budget for the duration of the contract.

Duties delegated to the Headteacher/accounting officer
- Receipt and custody of all tenders
- Authorise senior members of staff to open tenders
- Sign contracts on behalf of the Governing Body
- Sign certificates where contracts require that interim and final payments are made on such certificates.

Duties delegated to the CFO

- Prepare tender documents and receive tenders and quotations
- Ensure that a register of formal contracts is maintained

Insurance

Power and duties of the full Governing Body

- Demonstrate to the ESFA that any insurance cover which it has arranged has suitable limits of liability and scope of cover. This should include as follows:
    - Buildings and contents of the academy
    - Business interruption
    - Employer's and public liability cover
    - Cover required by statute for vehicles operated by the academy.

Duties delegated to the Resources Committee

- Ensure insurance cover is adequate for all the school's activities

Duties delegated to the Headteacher/accounting officer

- Approve insurance cover, having regard to the School's arrangements.

Duties delegated to the CFO

- Review insurance cover, on an annual basis, in the light of risk assessment
- Prepare insurance proposal
- Purchase insurance
- Notify the insurer of any eventuality which could affect the School's insurance arrangements.

Staffing matters

Powers and duties of the full Governing Body

- Set the terms of reference for the Resources Committee
- Determine pay policy
- Appointment of Headteacher, via selection panel (in association with members)
- Suspension of Headteacher and ending the suspension of Headteacher

Duties delegated to the Resources Committee

- Conduct Headteacher's annual remuneration review
- Annually approve remuneration for all staff
- Propose pay policy
- Appointment of other SLLT, via selection panel
- Establishing disciplinary/capability procedures
- Suspension of other teachers and support staff and ending of suspension
- Determining dismissal payments/early retirement

Duties delegated to the Headteacher/Accounting Officer

- Implement any actions required by the Resources Committee
- Conduct annual reviews for all other members of the SLT
- Prepare proposals for remuneration of all staff following annual reviews
- Appointment of other teachers and support staff
- Determining staff complement
- To implement the Staff Appraisal Policy

- To review annually the Staff Appraisal Policy

Duties delegated to SLLT
- Authorise supply cover
- Conduct annual reviews for nominated staff

Duties delegated to the CFO
- Ensure salaries and pensions are calculated and paid correctly.
- Ensure that the payroll provider is notified of changes to terms and conditions of staff
- Consider implications changes to terms and conditions of staff have on the school budget.
- Conduct salary reviews for administration and site staff
- Ensure the Academy complies with wages and pensions regulations
- Monitor the efficiency and effectiveness of the payroll system

Review

Written by	Bev Smart
Authorised by	Full Governing Body
Created	23rd September 2018
Reviewed annually by CFO	September 2026
Reviewed & approved at Governors Election Meeting	15th September, 2026

Appendix A

The Secretary of State's prior approval is required for:-
- Any guarantees, indemnities and letters of comfort entered into;
- Write off of debts or liabilities owed to the academy over a specified value as set out in the annual funding letter issued by the Secretary of State;
- Any ex-gratia payments;
- Any freehold sales or purchase; and
- The grant or take up of any leasehold or tenancy agreement for more than 3 years

The Secretary of State must be notified of:
- Any loss arising from suspected theft of fraud exceeding an amount set out in the annual funding letter.