Riverside School

Scheme of Delegation
Financial Roles and Responsibilities

This policy was approved at the Governing Board meeting of:
Thursday 9 October, 2025

Policy to be reviewed annually
Next review date – Meeting No 1 Autumn Term 2026

Scheme of Delegation
Financial Roles and Responsibilities

Introduction

The Governing Board has overall responsibility for the management of the school's financial resources.

The Headteacher has statutory and contractual duties in relation to the school's financial management.

This document describes the Board's scheme of delegation of responsibility for financial matters, a scheme that aims to ensure that the school's financial resources are managed with probity and efficiency.

The Role of the Governing Board

The Board has responsibility for:

1. The strategic management of the school's financial resources.

2. The framework of day-to-day financial management as set out in this document.

3. The approval of the school's annual budget.

4. The determination of any remedial action that would avoid a budget overspend in the light of any report indicating a concern.

5. The maintenance of the Register of Governors' Business Interests that might conflict with the interests of the school.

6. The approval of any recommendation to open/close any bank account that is used by the school, whether for publicly-provided funds or for voluntary funds that are intended for the benefit of the school and its students.

7. The annual adoption of the LA Finance Manual to advise on the school's internal Finance Team's systems and protocols.

8. The annual approval of the school's Pay Policies (Teachers and Support Staff).

9. The approval of all the school's financial policies and documents according to the timescales laid out in the Governing Board's Year Planner:

- Asset Management Policy
- Best Value Statement
- Charging & Remissions Policy
- Emergency Continuity Plan
- Governors' Financial Skills Matrix
- Letting and Hiring Policy
- Pay Policy (Teachers)
- Pay Policy (Support Staff)
- School Development Plan
- SFVS (School Financial Values Standards)
- Statement of Internal Control

10. The review of Local Authority Internal Financial Audits of the school, and checking that any recommendations arising are actioned.

The Role of the Headteacher

1. The preparation of the draft annual 3-year budget for the approval or amendment of the Board, and submission to the Local Authority.

2.. The preparation of the school's Pay Policies for the approval or amendment of the Board.

3. The preparation of the school's financial policies and documents policies for the approval or amendment of the Board according to the timescales laid out in the Governing Board's Year Planner

4. The consideration of, and response to, any Local Authority Internal Financial Audits of the school's financial management.

5. The arrangements for the audit of any voluntary funds that are used for the benefit of the school and its students.

6. The review of this document annually and the presentation of recommendations to the Board.

7. The preparation of timely and comprehensive reports on financial matters to the Board.

8. The drafting, in accordance with statutory and Local Authority timetables and in consultation with the Bursar and appropriate members of staff, of an annual budget for the school for consideration by the Board.

9. The monitoring and control of purchasing and spending against the approved budget.

10. The sending of detailed termly budget reports to the Board; such reports must identify both the current budget position and the expected year-end position with recommendations, when necessary, for any remedial action that would prevent an overspend.

11. The preparation and submission of financial returns as required from time-to-time by the Local Authority or other Board authorised by law.

12. The maintenance of comprehensive financial accounts and full supporting financial records.

13. The authorisation of invoices for payment in accordance with the Scheme of Delegation approved by the Board.

14. The determination of suitable controls that ensure the recording and collection of monies due, and the movement and banking of monies.

15. The approval, monthly, of bank reconciliations for both the main school account and any voluntary-fund account.

16. The authorisation of payments, these to include employee-related expenses.

17. The authorisation of petty cash disbursements, except those to the Headteacher.

18. The security of physical assets and the maintenance of an up-to-date Asset Register.

19. The maintenance of adequate insurance cover for the school's business risks.

20. The preparation of the closure of the school's year-end accounts in accordance with statutory and Local Authority timetables.

21. Compliance with any financial regulations for schools that might be issued from time-to-time by the Local Authority or other statutory agency.

The Role of the Deputy Headteachers

The Deputy Headteachers have financial management responsibility for:

1. In the absence of the Headteacher, the authorisation of invoice payments.

2. The authorisation of petty cash disbursements.

The Role of the Bursar

The Bursar has responsibility for:

1. The administration of the school's accounts, and the banking and safe custody of school monies, including income from letting and hiring (see Letting and Hiring Policy).

2. The monitoring of the school's budget throughout the year and the provision of budget reports to the Board according to the timetable, and to the Chair and Resources & Finance Lead monthly.

3. The checking of invoices whose payment has been authorised according to the requirements of this document, and, in consultation with the Headteacher, the arrangements for their payment.

4. The supervision of the Asset Register with the Media Manager managing all the assets through the Register., and reporting to the Board confirmation of Asset Register Checks and Asset Disposal Lists annually.

5. The maintenance of comprehensive financial records, including those records required to monitor all payments, receipts and commitments and those that are required to provide financial returns to the Local Authority.

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6. To ensure that the reconciliation each month of the school's voluntary funds, which are voluntary funds provided for the benefit of the school and its students (both funding that goes directly into the school budget, and that which goes into the 'Out and About' charity) is carried out.

7. To further ensure that the bank account and 'Out and About' accounts are audited annually. A reconciled report will be carried out biannually and prepared ready for Board meetings.

8. The maintenance of comprehensive financial records for budget holders in respect of their budgets.

9. The provision of budget-holder reports, as required by the Headteacher, which will be at least termly.

The Role of Staff Budget-Holders

Authorised budget holders have responsibility for:

1. The identification of estimated costs, as required by the Headteacher.

2. The control and monitoring of budgets that are delegated to them.

Revenue Budget Preparation

The school's phased annual budget reporting timetable is as follows:

Monthly:
(i) Internal Finance Team meetings held (Head/Bursar/others as required).
(ii) NOVUS 0(LA Finance Dept SLA) consultant visit., in person or zoom.
(iii) Budget position sent to Chair of Governors & Resources/Finance Lead.
(iv) Salaries, cashflow and VAT returns sent to LA Finance department.

Quarterly:
(i) Full audited Budget Monitoring Report (BMR) sent to LA and reported to Governing Board – shared responsibility with NOVUS.

Termly:
(i) Board meetings 1, 4, 7 & 9: BMRs & Head's BMR Commentaries

Board Meeting No 1
(i) Review Quarterly 2 BMR & Headteacher's Q2 BMR commentary.

Board Meeting No 4
(ii) Review Quarterly 3 BMR & Headteacher's Q3 BMR commentary.

Board Meeting No 4
(i) Review Quarterly 4 BMR & Headteacher's Q4 BMR commentary.
(ii) Approve new 3-year Budget - send to LA by 31 May (annually)

Revenue Budget Control

1. The Board will decide how to use the budgets within the cash limit allocated. The Bursar will be responsible for the control of spending against budgets.

2. Monthly statements of income and expenditure, breakdown of employee costs, bank reconciliation and VAT analysis will be prepared as soon as possible after the bank statements have been received. These need to be submitted to the Local Authority's Finance and School Support Team by the 15th of each month. These returns will be prepared by the Bursar and certified by the Headteacher.

3. The Bursar will prepare a termly review of the budgets and submit them to the Resources Committee for consideration.

Virements (transfers of money from one budget heading to another)

The Headteacher has delegated power to vire from one budget to another for sums under £5,000.

1. Virements between £5,000 and £10,000 require the prior approval of the The Governors' Resources & Finance Lead or Chair of the Board and must be subsequently reported to the Board.

2. Virements of £10,001 and above require the prior approval of the Board

Authority to Incur Capital Expenditure

In this section, the spending limits refer to each project or projects, whether or not the payments are incurred in a single financial year. Thus, a project that is spread over 5 years with 5 annual payments of £7,000 shall, for the purposes of authorisation, be regarded as a single project of £35,000 requiring the authorisation of the full Board.

Whether for expenditure from the revenue budget or from the capital budget, the following are required (costs exclusive of VAT):

1. Purchases that are valued at less than £7,000 may be made with only the authorisation of the headteacher.

2. Purchases that are valued between £7,000 and £12,000 may be made only after consideration of at least two competitive quotations for the goods or service and requires the prior approval of either the Chair of the Board or the Resources Lead and must be subsequently reported to the next Board meeting.

3. Purchases that are valued at more than £12,000 may be made only after consideration of at least three competitive quotations for the goods or service and requires the prior approval of the Chair of the Board and the Resources Lead and must be subsequently reported to the next Board meeting.

4. In exceptional circumstances – for example, where the solution to a problem is a proprietary product produced only by a single supplier – the above requirements may be waived, but only after prior approval by the Governing Board.

Best Value Requirements *(see Best Value Statement for full details)*

In addition to the above Authority to Incur Capital Expenditure requirements, the Governing Board is accountable for the way in which the school's resources are allocated to meet the objectives set out in the school's development plans.

Governors need to secure the best possible outcome for pupils, in the most efficient and effective way, at a reasonable cost. This will lead to continuous improvement in the school's achievements and services

What Is Best Value? *(See Best Value Statement)*
Governors will apply the four principles of *best value*:

Challenge - Is the school's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?
Compare - How does the school's pupil performance and financial performance compare with all schools? How does it compare with Haringey schools? How does it compare with similar schools?
Consult - How does the school seek the views of stakeholders about the services the school provides?
Compete - How does the school secure efficient and effective services? Are services of appropriate quality and economic?

The Governors' Approach

The Governors and school leaders will apply the principles of best value when making decisions about:
1. the allocation of resources to best promote the aims and values of the school.
2. the targeting of resources to best improve standards and the quality of provision.
3. the use of resources to best support the various educational needs of all pupils.

Governors and school managers:
1. will not waste time and resources on investigating minor areas where few improvements can be achieved
2. will not waste time and resources to make minor savings in costs
3. will not waste time and resources by seeking tenders for minor supplies and services

The pursuit of minor improvements or savings is not cost effective if the administration involves substantial time or costs. Time wasted on minor improvements or savings can also distract management from more important or valuable areas.

Local Payments Systems

1. The Bursar is responsible for making all payments on behalf of the school.

2. All invoices passed for payment must be properly certified and evidenced.

3. Before certifying an invoice for payment, the individual who has responsibility for the relevant budget must be satisfied that for the goods and services delivered:

   - an official purchase order has been raised for the purchase
   - the delivery note has been checked
   - the correct quantity, quality and price have been delivered
   - the goods or services have not been previously paid for
   - funds are available in the relevant budget
   - the VAT charged on qualifying expenditure is shown

4. The Board is permitted to use their revenue budget share to meet the cost of capital expenditure on the school premises. If the expected capital expenditure from the budget share exceeds £15,000 within one year, the Board will notify the Local Authority and take advice from the Chief Finance Officer on proposed expenditure.

Orders for Goods and Services

1. Staff must order goods and services from reputable sources and must consider quality and value for money.

2. An official order must be made in writing on the school's order form request for all expenditure on goods and services initiated by the school.

3. Orders must be completed in accordance with the school's Ordering Procedures. (Section 'O' of Riverside's Financial Policies and Procedures File).

4. Copies of all orders must be retained in a file marked 'Internal Requests and Purchase Order Forms' until delivery and payment.

5. On receipt of an invoice, official orders and delivery notes must be attached to the invoice.

Use of Charge Cards *(see Charge Card Policy for details)*

1. The school has two Lloyds Bank Charge Cards. One is for use in making payments from the school's revenue budget. The other is for use in making payments for Team Spirit activities.

2. The policy and procedures for the control of spending using Charge Cards are set out in a Charge Card Policy (attached). Committee approval relates to both this document and the attachment.

3. Each authorised user of either Charge Card must be supplied with an individual paper copy of the current policy and procedure.

Petty Cash Account

1. Small items of expenditure not exceeding £350 may be made from the petty cash account and must be authorised by the Headteacher or Budget- Holder (except as defined below).

2. The Bursar will ensure that all petty cash payments are properly recorded and authorised and supported by receipts and the VAT is accounted for correctly.

3. Where a reimbursement of expenditure is required to be paid to the Headteacher, such payment must be authorised by the Deputy Headteacher.

Travel and Subsistence

1. Payments will be made in accordance with the National Scheme or Haringey Council rate, as appropriate.

Salaries, Wages and Pensions

1. The Board is responsible for the salary and wages costs of all teaching and support staff who are employed to work at the school.

2. The administration of the payroll is the responsibility of Haringey Council.

3. The Bursar must ensure that the school provides the necessary information and returns to Haringey Payroll to administer accurately the payroll and related staffing procedures.

Staffing Matters

1. The Board has responsibility for expenditure that relates to staffing matters.

2. The Board will also report on all proposals to change the staffing establishment or terms and conditions of employment to the Board for approval.

Contracts

1. The school will enter into contracts for the provision of goods, services, materials and work within the procedures laid down by Haringey Council's Standing Orders, as amended for schools.

Income

1. Income is collected in advance wherever possible to improve cash flow.

2. The Bursar maintains records of all income received/due; acknowledge receipt of income; and bank all monies promptly and intact into the school's bank account

3. The Board is not permitted to write off debts except with the express, written permission of the Authority's Director of Finance. All debt write-offs would then be agreed by the Board duly recorded in the minutes. Debt write-offs are a cost to the school's budget.

4. The school may retain income received from the sale of assets purchased with non-delegated funds. The sale of assets purchased with delegated funds or the sale of any land or building forming part of the school premises and owned by the Local Authority (LA) can only be determined by the LA.

Bank Account

1. The Board will authorise the opening and closing of all bank accounts.

2. New bank accounts may only be opened from the approved list supplied by Haringey.

3. The school now uses a BACS system with Lloyds Bank where all payments are made electronically.

   Invoices received are put onto the HCSS database with necessary paperwork, the headteacher checks and authorises the invoices for payment. The Bursar makes the payments with the assistance of the headteacher. All paperwork is printed and signed off by Headteacher, Deputy and Bursar.

4. The Bursar ensures, where possible, that the total amount of cash, including disbursements and voluntary funds, held in each school office safe does not exceed £1,000.

5. The school's bank administration charges and interest charges are items that must be absorbed by the school budgets. The school's bank interest received is to be retained by the school and added to other income received.

Carry-Over of Surplus/Deficit

1. The Board is required to report to the Local Authority on the use to which the school intends to put any surplus balance if this is more than 8% of the annual budget share after taking account of any retrospective payments.

2. The Board will inform the Local Authority immediately if a deficit is anticipated in the current year.

3. The Board will submit to the Local Authority a deficit-reduction plan when submitting their annual budget plan, if the need arises.

Trust Funds and Investments

The Board will authorise all investment of money under its control. Investment of Building Society and or Bank Deposit Account shall be in the name of the school and Haringey Council.

Leasing

1. The Board must ensure that all leasing agreements involving prescribed capital expenditure are negotiated and entered into by Haringey Council and must seek the advice of the Local Authority and the Director of Finance prior to entering a leasing agreement.

Insurance

1. The Board must have valid insurance cover, as a minimum, for third party liability, employer's liability, premises and equipment and for school journeys and trips.

2. The Board must ensure that all insurance cover is adequate.

3. The Board will from the delegated school budget, meet the excess from insurance claims or any losses not covered by insurance.

4. The Headteacher will ensure that the school's insurers are informed of all accidents, losses and incidents that may give rise to an insurance claim.

Health and Safety

1. The Board must ensure that policies exist that, as far as possible, ensure that all staff, volunteers and visitors are aware of, and comply with, any regulations and good practice guidance that are intended to provide a healthy and safe working environment.

Protection of Private Property

1. The school should make reasonable efforts to inform visitors that private property taken onto the school premises are at the owner's risk*. (See Induction Books).*

Inventories and Stock

1. The Headteacher is responsible for the management of the school's assets and will maintain an Asset Register and an Asset Register Policy

2. The School will maintain an Asset Register of all non-consumable items purchase priced over £400. These items will be controlled and security marked. The Asset Register will be updated as required in respect of purchases and disposals. Attractive, portable items having a value less than £400 but more than £50 which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale will also be controlled and security marked and included in the Asset Register.

3. The Headteacher will ensure that items that become obsolete or surplus to the school's requirement are disposed of economically and in accordance with the school's Asset Register Disposal Policy

4. The Headteacher will ensure that stock-takes of inventories and stores are undertaken as appropriate

Security

1. The Headteacher is responsible for the physical security of the school's students, staff, volunteers, visitors, premises and equipment.

Unofficial Funds

1. The Board will ensure that all unofficial funds are properly controlled and audited annually.

Financial Irregularities

1. The Headteacher will inform Haringey Council of any circumstances where a financial irregularity is suspected.

2. A suspected financial irregularity exists when:

   - Haringey Council's Standing Orders, Financial Regulations (as amended or schools) or the Scheme for Financing Schools are not complied with (whether or not the Council suffers a financial loss);
   - An employee or other servant (such as a governor or volunteer) of the school gains unauthorised financial benefit from his/her association with the school.

Internal Audit

1. The Board must ensure that the Council's internal auditors and external auditors are allowed access to staff, premises and documents, as necessary.

2. All audit reports and any recommendations arising therefrom must be reported, together with the Headteacher's commentary and proposed action plan, in full to the Board.

Document Retention

1. The Headteacher will ensure that documents are retained for periods in accordance with the requirements of the District Auditor and Her Majesty's Revenue and Customs.