



## **Patterdale C of E Primary School**

*A loving family in a unique environment*

# **FINANCIAL DELEGATION PROCEDURES**

<b>Approved by<sup>1</sup></b>	
<b>Name:</b>	Andrew Callaway
<b>Position:</b>	Chair of Governors
<b>Signed:</b>	
<b>Date:</b>	February 2026
<b>Review date<sup>2</sup>:</b>	For P&F Committee Spring Term 2027meeting

## **PURPOSE**

- The purpose of this document is to indicate the areas of responsibility held and delegated by the Governing Body.
- The overall aim is to establish a clear, efficient and effective system of financial management and to clarify the roles and responsibilities involved.
- The Governing Body accepts the advice and guidance with regard to finance as outlined in the current school guidelines; “Financial, Administrative and Security Tasks (F.A.S.T.)” issued in May 1999.
- Accordingly, the Governing Body have made the following decisions with regard to the delegation of powers and responsibilities.

### **ITEM A Preparation of school management plan and budget**

- Responsibility of the Finance Committee.
- Undertaken by the Headteacher and School Business Manager, annually.
- Accountable to the full Governing Body.

### **ITEM B Decisions on how to spend the resources (the detailed items purchased)**

- Responsibility of the Headteacher.
- Undertaken by all the staff.
- Accountable to the Finance Committee and ultimately the full Governing Body.

### **ITEM C Decisions to transfer resources between budget headings (after the spending plan for the year has been approved)**

- Responsibility of the Headteacher. Undertaken by the School Business Manager when the need arises.
- Accountable to the Finance Committee and ultimately the full Governing Body.

### **ITEM D Advising the Director of Corporate Finance of significant financial decisions to be considered by the Governing Body**

- Responsibility of the Chair of Governors/Headteacher.
- Undertaken by the Finance Committee, when the need arises.
- Accountable to the full Governing Body/LA.

### **ITEM E Staffing issues (e.g., Appointment, Dismissal, Disciplinary and Grievance aspects)**

- Responsibility of the Governing Body.
- Undertaken by the Headteacher and or selected members of the Governing Body, when the need arises.
- Accountable to the Governing Body.
- N.B. Appeals Committee must be kept separate from the rest of the Governing Body in case of Dismissal.

### **ITEM F Incurring expenditure (e.g.) placing orders**

- Responsibility of the Headteacher and Senior Teacher.
- Undertaken by all the staff, but processed by the School Business Manager, weekly.
- Accountable to the Governing Body.

### **ITEM G Checking goods and services received (quantity, quality, and price)**

- Responsibility of the School Business Manager.

- Undertaken by the School Business Manager, weekly.
- Accountable to the Headteacher.

**ITEM H Certifying payments (goods, services, employees)**

- Responsibility of the Headteacher or in her absence, other full-time teacher.
- Undertaken by the Headteacher – prepared by the School Business Manager, weekly.
- Accountable to the Finance Committee.

**ITEM I Preparing/certifying prime documents and claims relating to the appointment, dismissal and payment of employees**

- Responsibility of the Headteacher and/or Chair of Governors.
- Undertaken by the School Business Manager, monthly.
- Accountable to the Governing Body.

**ITEM J Additional Funding Allocations – Maintenance of income and expenditure record**

- The Staff Development Officer is the Headteacher.
- Records are the responsibility of the Headteacher.
- Undertaken by the Headteacher and School Business Manager, monthly.
- Accountable to the Government.

**ITEM K Signatories for cheques (school fund or petty cash)**

- Responsibility of and undertaken by the Headteacher and School Business Manager/s.
- Undertaken weekly.
- Accountable to the Governing Body.
- NB: School fund will be audited annually by an independent, experienced examiner.

**ITEM L Monitoring of spending**

- Responsibility of the Headteacher
- Undertaken by the Headteacher and School Business Manager, monthly.
- Accountable to the Finance Committee and Governing Body.

**ITEM M Reconciliation of school financial records to LEA information**

- Responsibility of the Headteacher.
- Undertaken by the Headteacher and the School Business Manager, monthly.
- Accountable to the Finance Committee and Governing Body

**ITEM N Calculation of charges within the Governing Body's discretion (lettings etc).**

- Responsibility of the Finance Committee.
- Undertaken by the Headteacher.
- Accountable to the Finance Committee and Governing Body.

**ITEM O Collecting and banking of cash**

- Responsibility of the School Business Manager.
- Undertaken by the School Business Manager, weekly.
- Accountable to the Headteacher.

**ITEM P Custody of cash**

- Responsibility of the Headteacher.

- Undertaken by the School Business Manager, weekly.
- Accountable to the Finance committee.

**ITEM Q Custody/security of buildings/equipment (including inventories and physical verification)**

- Responsibility of the Headteacher.
- Undertaken by all the staff, annually or as the need arises.
- Accountable to the Governing Body.

**ITEM R Security and non-disclosures of confidential data (computer and paper based)**

- Responsibility of the Headteacher.
- Undertaken by all the staff, daily.
- Accountable to the Governing Body.

**ITEM S Administering/controlling stocks and stores**

- Responsibility of the Headteacher and the School Business Manager.
- Undertaken by all the staff, weekly.
- Accountable to the Governing Body

**ITEM T Arranging insurance's (those which fall upon the school budget)**

- Responsibility of the Headteacher.
- Undertaken by the School Business Manager, annually or as need arises.
- Accountable to the Governing Body.

**ITEM U Approval and distribution extent of this document**

- Responsibility of the Headteacher.
- Undertaken by the Clerk to the Governors, annually.
- Accountable to the Governing Body.
- NB: It should normally be the case that, in addition to all Governors, a copy be given to each person named in the document and that there be a copy available, in the care of the head teacher, so that other members of staff who wish to view it may do so.

**Authorised** \_\_\_\_\_ (Andrew Callaway, Chair of Governors)

**Date** \_\_\_\_\_

The contents of this document should be subject to an annual review by the Governors. The review should be evidenced in the meeting minutes and the 'delegation policy' signed and dated.

## SCHOOL FUND ACCOUNTS

- **Patterdale C of E Primary School Account – Santander**

Governors' Responsibilities:

- To Appoint Betty Jackson as Auditor and Treasurer.
- Approve the list of authorised signatories (below).

The authorised signatories are

Name	Designation
Mrs Nicky Steels	Headteacher
Miss Nicola Reay	Senior Teacher
Mandy Howard-Carter	School Business Manager
Jonathan Holdsworth	School Business Manager

- **School Fund Treasurer's Responsibilities**

- Keep proper accounts with regularity and probity.
- Present Annual report to the Governors.
- Make books available to the Governing Body at any time.
- Distribute report as approved by the Governors.
- Maintain the security of the account, Cheque and Paying in Books.
- The Governors Appoint Mrs Mandy Howard-Carter as School Fund Treasurer.

- **School Fund Auditor's Responsibilities**

- On appointment by the Governors, audit the school fund accounts and present the findings to the school fund treasurer.
- The Governors appoint Mrs Betty Jackson as School Fund Auditor.

- **Savings Accounts**

- Keep proper accounts with regularity and probity. Present Annual report to the Governors.
- Make books available to the Governing Body at any time.
- Distribute report as approved by the Governors.
- Maintain the security of the account, Cheque and Paying in Books.
- The Governors Appoint Mrs Mandy Howard-Carter as School Fund Treasurer.
- The Governors appoint Mrs Betty Jackson as the school Savings Accounts Auditor.

## GENERAL

Governors' Responsibilities:

- To Approve:
  - List of key holders
  - Any Management Audit Reports
- To Ensure that a properly constituted Committee and formal reporting structure is defined and carried out.

**The Main Key holders are:**

<b>Name</b>	<b>Designation</b>
1. Nicky Steels	Headteacher
2. Nicola Reay	Senior Teacher
3. Susan Simpson	Teacher
4. Sarah Kendall	Teacher
5. Jonathan Holdsworth	School Business Manager/Janitor
6. Mandy Howard-Carter	School Business Manager
7. Lorraine Richardson	Cook in Charge (Kitchen door key only)
8. Danielle Morland	Cleaner
9. Su Martindale	Cook/Cleaner
10. Emergency Grab Bag	In office, for use in event of emergency evacuation

**Authorised** \_\_\_\_\_ (Andrew Callaway, Chair of Governors)

**Date** \_\_\_\_\_

### **SCHOOL MANAGEMENT PLAN FOR FINANCIAL DELEGATION**

In accordance with the F.A.S.T. Guidelines and the Cumbria LMS Scheme, the Governors accept the Standing Orders in relation to Contracts for schools, namely:

- A record shall be maintained of any member of staff or Governor who has a pecuniary interest in any contract or proposed contract entered into by the school.
- Any contract exceeding £30,000 shall be put out to tender in compliance with the standing order regulations regarding publication notices.
- Where the contract value is between £10,000 and £30,000 the Governors will invite at least three persons or firms or companies to tender in writing.
- Where the value of a contract is between £2,000 and £10,000 the Head or Governors will obtain at least 2 written tenders.
- Where the value of a contract is between £500 and £2,000 the Head or Governors will obtain two quotations.

#### **HOWEVER:**

Where the school uses the services of Cumbria Supplies it is accepted that the above regulations have already been complied with the school need not obtain further quotes/tenders.

Should the amounts quoted be amended by the LA in the future, the new values will automatically apply to this document.

**Approved by** \_\_\_\_\_ (Chair of Governors)

**Date** \_\_\_\_\_

## **BUSINESS PRACTICES FOR PATTERDALE CofE PRIMARY SCHOOL**

References: Financial, Administrative and Security Tasks (FAST Manual) Cumbria County Council – found on computer, My Documents (Office/Finance/FAST).

### **Introduction**

1. Patterdale CofE Primary School is a Voluntary Aided school within the LA of Westmorland & Furness Council. The School is a Primary with 25 pupils on roll; there is 1 full time and 3 part time teaching staff. The Headteacher undertakes finance and administration of the non-teaching organisation.

2. Financial requirements and procedures

The Practices set out in this document ensure that Patterdale CofE School operates within the requirements of the References in an efficient and commercially sound manner.

3. The School income derives directly from the LA.

4. The procedures contained in this document apply equally to public and School Fund funds and any other monies whatsoever administered by Patterdale CofE Primary School.

### **Roles and responsibilities for school management**

1. <u>School Officers</u>	Head teacher	Mrs Nicky Steels
	Senior Teacher	Miss Nicola Reay
	School Business Managers	Mrs M Howard-Carter Mr JM Holdsworth

2. The ultimate responsibility for the Schools financial affairs rests with the Governing Body.

3. In particular, the Governing Body must ensure that funds from the LA are used in accordance with the terms of the Financial Memorandum signed on behalf of the Governing Body.

4. In order to meet these requirements the Governing Body has assigned aspects and responsibility for the Schools financial management and these are detailed in this manual, which has been adopted by the Governing Body. The full Governing Body has responsibility for approval of the annual budget, and will receive updates at governors meetings, comparing actual against budget and highlighting all variances.

5. The Headteacher is responsible to the Chair of Governors and the Governing Body for the sound administration of the School finances and has authority to order such goods and services as required to run the School in an efficient manner. Specific limits on delegated financial authority are contained in the **SCHOOL MANAGEMENT PLAN FOR FINANCIAL DELEGATION** on Page 6 of this document.

6. School Business Manager Mandy Howard-Carter is responsible to the Headteacher for the functional management of the School's financial systems.

### **Bank details**

The LA requires Schools to follow specific procedures for the operation of Bank Accounts. The following is designed to highlight these and draws these together with our own requirements, into a convenient single document. These procedures are to remain extant until superseded by a letter signed by the Chair of Governors.

1. Accounts. An account is operated for purposes that are not practical through the Westmorland & Furness Council system. This account is held with Santander and the account name is Patterdale CofE School.
2. Interest. The School is a Statutory Charity under Schedule 12 of the Education Reform Act (ERA) 1988. Accrued interest is to be paid gross and credited to the appropriate account.
3. Overdrafts. Regulations prohibit overdrafts and this applies equally to public and School Fund accounts. Accounts therefore are not to be overdrawn in aggregate or prompt overdraft charges.
4. Cheque Signatories. Cheques will be dual signed in all cases.
5. Bank Statements. Monthly statements of account for all accounts are required.
6. Charges. Bank charges will not be levied for these services.

List of Authorised Signatories to Patterdale CofE Primary School Bank Accounts.

<b>Name</b>	<b>Position</b>
1. Mrs Nicky Steels	Headteacher/Governor
2. Miss N Reay	Senior Teacher/Governor
3. Mandy Howard-Carter	School Business Manager
4. Jonathan Holdsworth	School Business Manager

**DETAIL OF FINANCIAL DIRECTIONS TO THE HEADTEACHER**

The GOVERNING BODY directs the Headteacher to:

- a. Ensure compliance with the terms of the Financial Memoranda. To this end the Headteacher is to provide the Chair of Governors with full and free access to such financial or other information that is required.
- b. Ensure that all LA reporting requirements are submitted in the prescribed format and at the time required as detailed in the FAST manual.
- c. Ensure the members of the Governing body receive an update of the whole School financial position at governors meetings. You are also to ensure that the reports contain up-to-date information on the committed expenditure against the updated budget and details of any requirements made since the last report.
- d. Ensure that the annual budget is formulated in accordance with the detailed processes and laid down in this manual and is presented to the full governing body for formal adoption.
- e. Ensure that the basic control principles outlined in the FAST manual on Financial Systems and Control are understood by the School Business Manager concerned with the financial affairs of the School.
- f. Ensure that all financial activities at Patterdale CofE School are fair and honest. To this end you are to instruct the staff that the School Business Practices are to be meticulously followed and you are to exercise your particular responsibilities detailed within that document in a rigorous and thorough manner.

## **DETAILS OF FINANCIAL DIRECTIONS TO THE SCHOOL BUSINESS MANAGER**

The following directs the School Business Manager/s in their prime financial duties and responsibilities as the School Administrator. Elements of these directions are contained within the FAST manual. The directions are concerned with the establishment of a sound system of financial control within Patterdale CofE Primary School and timely and regular reporting to the LA and the governing body on the financial state of the School and the continuous development of the School's financial arrangements. The School Business Manager is responsible to the Headteacher for implementing controls, which will ensure the School's financial integrity.

The School Business Manager's responsibilities to the Headteacher for administration of the financial arrangements of the School's specific financial responsibilities are contained within these Business Practices but in particular the Governing Body directs you to:

- a. Provide the Chair of Governors with such assistance as necessary for the satisfactory completion of their financial duties. This includes provision of full and free access to all financial documents and accounting systems.
- b. Ensure compliance by you with all aspects of the FAST manual, especially in the critical area of periodic reporting of the School's financial position to the LA.
- c. Detail the annual budget in accordance with the Headteacher's instructions and according to the processes and timescales laid down in this manual.
- d. When requested provide a report of the whole Schools financial position for the full governing body at their meetings. The format of these reports is to be decided between you and the head teacher and must provide up-to-date information on committed expenditure against the updated budget together with details of any requirements since the last report.
- e. Ensure full and complete observance of all sections of the School business Practices and arrange for these to be amended in the light of changing requirements.
- f. Arrange for all financial activities at Patterdale CofE Primary School to be fair and honest.

## **GENERAL FINANCIAL MANAGEMENT**

### **1. Register of Interests**

The Clerk to the Governing Body holds a Register of Interests; entries as appropriate should be made by members of the Governing Body. School staff are also invited to register. This document may be viewed by personal request to the Clerk.

### **2. Goods and Services**

The School does not obtain goods or services specifically for private use by Governors or staff.

### **3. Mail**

Mail is opened and sorted by the Headteacher or Senior Teacher or School Business Manager/s. Mail of an obviously private nature is passed unopened directly to the addressee. All Monies received (Cash, Cheques, Credit Notes or Gift Vouchers) should be listed on the financial spreadsheet and initialled by 2 people, then placed in the locked filing cabinet until banking when they will be entered into the computer system cashbook. The entry is to define the source, date, amount and purpose of the receipt.

#### 4. Insurance and Contracts

- a. Insurance. Policy documents are held in the school office together with an up-to-date list of policy numbers; these documents may be viewed by personal request to the School Business Manager. The level of insurance cover is to be reviewed prior to renewal date of the policies.
- b. Contracts. Original copies of Contracts between the School and suppliers of goods and services and relating to services provided for the School are held in the school office together with an up to date schedule of all such Contract Documents.

### SCHOOL BUDGET

1. The School budget is planned in general terms by the Headteacher in accordance with the timetable specified by the LA. The annual budget is a component part of a longer financial strategy aimed at maximising resources. Production of the annual budgetary plan remains the responsibility of the Headteacher assisted by the School Business Manager.
2. Budget Process. The Headteacher will examine the long-term objectives of the School and determine targets, assumptions and constraints, which will affect the next financial year. Likely income for the year will be assessed and estimates of expenditure prepared. These initial estimates will then be discussed with the appropriate agencies throughout the School who will be directly affected. The budget falls into two parts, Educational Expenditure and Support Costs, the Budget Holder for both is the Headteacher and the process at this stage is preliminary determination. When this process is complete the School Business Manager will combine the separate areas into a total Budget, which will be submitted to the full Governing Body for approval, after having been recommended by the Finance Committee.
3. Budgetary Monitoring. The Budget will be monitored continuously throughout the year. This process allows early corrective action to be taken and enables the gathering of valuable action to aid future planning. Before planning the succeeding year's expenditure a thorough analysis of the current year's performance will be undertaken. To a large extent the LA reporting requirements satisfy the monitoring process.
4. Educational Expenditure The educational expenditure budget includes all of the capitation allocation and Standard Funds costs. The Headteacher is appointed as the overall budget holder and assumes responsibility for allocation of all funds.
5. Educational Expenditure Budget Holder's Responsibilities. All responsibilities of the educational expenditure budget holder are:
  - a. Capitation. Discussion of the priorities for allocations of the available funds with the head teacher. Resolution of conflicting needs. Ensuring an equitable balance within the overall learning strategy of the School. Regular monitoring of expenditure throughout the budget lifetime
  - b. Inset. Functional management of the Standards Fund budget is the responsibility of the head teacher who will discuss the policy with interested parties to the in-service training of staff

### BANKING AND BOOK-KEEPING

1. Reconciliations. The School Business Manager will complete frequent periodic scan checks/updates of all Accounts and will complete a full reconciliation of the Bank Accounts and Cash Books monthly. Resulting adjustments are to be addressed promptly.
2. Controlled Stationery. In use Financial Stationery is held under the control of the School Business Manager. Replacement stationery is securely stored in the filing cabinet. Used documentation is retained for audit. Spoilt or cancelled cheques are to be stapled to the appropriate stub and retained for audit purposes.

3. Bank Deposits. Paying In book is to be fully completed for all Bank deposits. Particular attention is to be given to the amount and origin of the funds. An analysis of income is to be forwarded to Finance Control at Westmorland & Furness Council.

4. Charge Cards. The School has NatWest credit cards through Westmorland & Furness Council.

5. Archives. Accounting records including computer records are to be securely held when not in use. All records are to be retained for 6 yrs plus the current year.

## **ORDERS AND INVOICES**

1. Orders are agreed by the Headteacher before being placed.

2. When the goods (or service) are delivered, the School Business Manager will check the goods/service against the order. When the invoice arrives the School Business Manager will check invoice integrity against the order; and staple all documents together. Problems arising from invoice discrepancies are to be resolved by the School Business Manager without delay.

3. The Headteacher gives the School Business Manager authority to raise a cheque if payment is being made out of the private account. The School Business Manager raises the cheque and passes it, together with all associated paperwork, to the first signatory, normally the Headteacher.

4. The first signatory will verify the transaction, check all documentation and confirming this, the cheque will then be signed.

5. The second signatory will then check that the amounts on the cheque and the stub are the same, and sign the cheque when it is dispatched to the payee.

6. If payment for invoices already agreed by the Headteacher is to be made from the budget account, then a digital green slip is created containing all the required information and coding details, and is submitted to W&FC together with a scanned copy of the invoice by Nicky Steels, Nicola Reay or Mandy Howard-Carter, with a paper copy of the invoice filed in the office.

## **PETTY CASH, CASH DEPOSITS AND WITHDRAWALS AND INCOME**

### **1. Cash**

a. Cash is not to be counted in locations open to view.

b. Petty cash – minimal amount is held.

c. Single item refunds are limited to £50 and in all cases a commercial VAT receipt must accompany claims.

d. The School Business Manager performs a monthly cash book reconciliation.

e. The School does not cash personal cheques.

f. Any financial losses are to be notified immediately to the Head Teacher.

### **2. Deposits and Withdrawals**

a. Staff are not permitted to operate Bank or Building Society accounts for School purposes. Such actions are insecure and could easily affect personal tax positions.

b. The School Cashier is the School administrator and all moneys should be deposited with her at the earliest opportunity.

## **PERSONNEL MATTERS - PAYMENT OF SALARIES AND ALLOWANCES**

1. The School employs Capita Business Services to administer their payroll and the school workforce census; a comprehensive service is operated. The Headteacher retains responsibility for all matters associated with payment of staff including NI, PAYE and regular deductions. Routine functions associated with the payroll are detailed below.

a. Funds are transferred by Capita via BACS directly to the individual staff accounts, after the Salary staffing details have been approved by the Headteacher. The net payment is transferred on the Salary payment due date.

b. Separate payments are made by Capita to The Collector of Taxes, the Teachers Pensions Agency, and any Additional Voluntary Contributions Agency in respect of staff payments and statutory deductions to coincide with the date upon which they become due.

c. Changes to the normal payroll including overtime, bonuses, promotions and reductions are agreed by the Headteacher and entered onto iTrent for Capita to pick up; all are retained for audit. In the case of new appointments, a copy of the appointing letter is passed to the School Business Manager for action.

d. Capita supply a complete monthly payroll printout which is required before payment date.

e. Access to personnel, payroll and payment records are strictly restricted to staff members directly involved in the administration of these functions. When not in use such information is kept under lock and key.

2. Staff Expenses. Refunds of non-taxable expenses may be made by the School Business Manager on receipt of a properly authorised Claim Form or receipt. Self-authorisation is not permitted. Travel cost refund is paid at rates determined by the Governing Body; refunds are normally limited to a maximum total equivalent to the standard class return rail fare. Expenses are refunded from the appropriate source as decided by the Headteacher.

## **SCHOOL PROPERTY**

1. School Property Assets are single items or a group of matching items, generally worth more than £1,000 and are specifically recorded in the Asset Register. Assets are acquired through the normal purchase and payment procedure although they may be subject to the Tender Procedure described in these Practices. Valuable and attractive items below Asset value may still be recorded in the Asset Register and treated as Assets at the head teacher's discretion.

2. The Asset Register is held in the Office and checked annually by the Head Teacher or when new assets are acquired.

3. Assets may be disposed of with the authority of the Governing body.

4. Consumables are not recorded.

## **SECURITY**

1. Computer. Data stored on the School's computers is highly confidential both in respect of any personnel data and the Schools finances. The School Business Manager maintains all personnel records, which are stored in a locked drawer in the office.

2. Access to Financial Systems. The Headteacher and School Business Manager have user access to the finance package. The finances are currently maintained on the office computer.

3. Backup and Office Security. Back-up is completed by the School Business Manager on a weekly basis. The electronic data is tested at regular intervals to ensure completeness and general integrity. Paper financial records are kept in secure locked filing cabinets with access controlled by the Headteacher and School Business Manager/s.

4. All classrooms, corridors and offices are protected by a burglar alarm system.