

LANGTREE SCHOOL - FINANCIAL SCHEME OF DELEGATION						3/10/2024	
Number	DECISION	DELEGATION					Comments from CV
		Delegated By FGB	Executive	F&GP Approval	FGB Approval	ESFA approval	
STATUTORY REPORTING							
1	Complete and approve annual accounts/reports/returns to funding and regulatory bodies	N	Prepare and review Annual Report and Financial Statements with auditors (SBM)	Review and recommend approval to FGB	Yes		
2	Complete and submit other accounting returns	Y	SBM				
3	Maintain a register of business interests for the Trust	Y	Governors Clerk				
4	Authorised to complete PAYE returns	Y	Finance Officer				
5	Authorised to complete VAT returns	Y	Finance Officer				
6	Appoint the Accounting Officer (HT)	N			Yes		
BUDGET & ACCOUNTING							
7	Agree long term financial objectives of the Trust	Y	Review and recommend based on operational requirements and SDP (HT)	Recommend objectives based on 5 year financial projections to FGB	Yes		
8	Approve and monitor the annual budget for the Trust	N	Prepare Annual Budget (HT/SBM) and monitor expenditure	Recommend to FGB	Yes		
9	Revenue balances/carry forward	Y	Recommendation based on budget and needs (HT/SBM)	Review and approve			
10	Approve any significant changes to the approved budgets	Y	Budget virements <£25k can be authorised by (HT)	Budget virements >£25k must be approved and advised to FGPC			
11	Approval of expenditure not provided for in the annual budget	Y	Budget virements <£25k can be authorised by (HT)	Budget virements >£25k must be approved and advised to FGPC			
SYSTEMS OF INTERNAL FINANCIAL CONTROL							
12	Ensure proper financial controls are in place across the Trust	N via F&GP	Operate within approved Financial Procedures Manual	Monitor effectiveness of financial controls			
13	Review risk management and maintain a Trust risk register	N via F&GP	Review and suggest changes to risk profile based on operational experience.	Review Risk Register and agree Internal Scrutiny Plan (internal audit) each year			
14	Adopt Trust financial regulations	Y	Operate within approved Financial Procedures Manual				
15	Appoint external auditors	N		Review performance and recommend re-appointment or selecting a new auditor	Yes		
16	Appoint internal auditors	Y via F&GP	Appoint after approval of Chair of F&GP	Agree work specifications and review outcomes			
17	External/internal audit recommendations	N via F&GP	Implement agreed actions	Review recommendations and agree actions and advise FGB			
18	Adopt a procurement policy	Y	Operate within approved Financial Procedures Manual that contains purchasing policy and procedures				
19	Approve contracts which constitute related party transactions	N		Make recommendations to FGB for consideration	Yes		
20	Orders for goods and services	Y	Finance Officer completes after authorisation				
21	Authority to accept other than the lowest quote (based on best value evidence)	Y	Operate within approved Financial Procedures Manual	Review and approve			
22	Ensure compliance with the tendering process	Y	Operate within approved Financial Procedures Manual	Review and approve			
23	Determine which essential services should be procured e.g., utilities, waste collection etc	Y	SBM				
24	Making of gifts	N	Gifts approved by HT	Review and report as necessary to FGB			
25	Receipt of gifts and hospitality	Y	Maintain a register of gifts and favours accepted or rejected (HT)				
BANKING AUTHORITY AND CASH MANAGEMENT							
26	Approval to borrow money (bank or sponsor loan, overdraft)	N/A		Recommend action based on need and propose to FGB for submission to ESFA		Yes	
27	Cashflow management, treasury and investment	Y	Monthly management accounts (SBM)	Review budget impacts each term			
28	Open a bank account and approve signatories	Y	Administer bank accounts (SBM)	Review and report as necessary to FGB			
29	Applications for business charge card accounts	Y	HT/SBM				
TRANSACTION PROCESSING							
30	Payroll – starters, leavers, amendments	Y	Finance Officer				

LANGTREE SCHOOL - FINANCIAL SCHEME OF DELEGATION						3/10/2024	
DECISION		DELEGATION					
		Delegated By FGB	Executive	F&GP Approval	FGB Approval	ESFA approval	Comments from CV
31	Payroll administration	Y	Finance Officer				
32	Purchasing – authorised to create vendors on accounting system	Y	SBM				
33	Income reporting	Y	Monthly management accounts (SBM)	Review impact on financial projections			
34	Authorisation of expenses claims (cannot authorise own expenses)	Y	Administer as approved in Financial Procedures Manual (SBM)				
35	Control account reconciliation	Y	Finance Officer				
36	Write off bad debts	Y - up to ESFA limits	Recommend write off to F&GP	Review and write off within ESFA limits and advise FGB		Yes - over defined limits	
FIXED ASSETS							
37	Management of capital projects	Y - subject to scale of investment	Maintain oversight of progress and cost (HT/SBM)	Review progress and keep FGB updated			
38	Acquiring a freehold on land and buildings	N/A	Submit proposal to F&GP For consideration (HT/SBM)	Review proposal and seek approval of FGB for submission to ESFA	Yes	Yes	
39	Disposal of a freehold on land and buildings	N/A	Submit proposal to F&GP For consideration (HT/SBM)	Review proposal and seek approval of FGB for submission to ESFA	Yes	Yes	
40	Disposal of assets (not land or buildings)	Y - up to limit	Authorised by HT up to £25k limit	Review proposal and seek approval of FGB over £25k			
41	Acquisition of assets	N	Delegated authority up to agreed limits (HT/SBM)	Delegated authority up to agreed limits			
42	Fixed Asset register	Y	Maintain with all purchases over £1k entered in register (Finance Officer/SBM)				
INSURANCES							
43	Approve insurance arrangements	Y	Recommend to F&GP (SBM)	Review and approve			
LEASING							
44	Take up a finance lease	N/A		Recommend approval to FGB for submission to ESFA		Yes	
45	Take up a leasehold on land and buildings	N/A		Recommend approval to FGB for submission to ESFA		Yes	
46	Grant a lease on land and buildings	N/A		Recommend approval to FGB for submission to ESFA		Yes	
SPECIAL PAYMENTS							
47	Non statutory/non contractual severance and compensation payments to staff	N/A	Recommend to F&GP (HT/SBM)	Recommend approval to FGB for submission to ESFA		Yes	
48	Ex gratia payments	N/A	Recommend to F&GP (HT/SBM)	Recommend approval to FGB for submission to ESFA		Yes	
Key							
	Shows Delegated Authority						