

THE BRIT SCHOOL

Scheme of Delegation

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CONTENTS

	Page
A. Powers and Duties Reserved for the Governing Body	2
B. Powers and Duties Delegated to the Finance & Audit Committee	4
C. Powers and Duties Delegated to the Chair of the Finance & Audit Committee	6
D. Financial Powers and Duties Delegated to the Principal/Accounting Officer	7
E. Financial Powers and Duties Delegated to the Director of Finance	8
F. Financial Powers and Duties Delegated to the Finance Manager	11
G. Financial Powers and Duties Delegated to Other Staff	12
H. Authorisation Levels	13

A. POWERS AND DUTIES RESERVED FOR THE GOVERNING BODY

The Governing Body shall be responsible for:-

A1 Approval of a written scheme of delegation of its financial powers and duties to its Finance & Audit Committee, the Chair of the Finance & Audit Committee, the Principal/Accounting Officer, the Director of Finance and other staff. The scheme must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the School. The Scheme of Delegation should be operated exercised in conjunction accordance with the Financial Regulations of the School [what are these? Do they still have this name?].Handbook published by DfE each year.

Audit

A2 Arrangement for the appointment of external auditors; and informing the Department for Education (DFE)/ Education Funding Agency (EFA) in the event of the removal or resignation of auditors.

A3 Receiving the reports of the external auditor.

A4 Receiving the reports of the Chair of the Finance & Audit Committee and the Accounting Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities.

A5 Informing the DfE/EFA if it suspects any irregularity affecting resources.

Budgets/Budgetary Control

A6 Approving the audited financial statements prior to submission to the Secretary of State by 31 December.

A7 Formally approving the annual budget at least one month prior to the start of each financial year.

A8 Considering budgetary control reports at every meeting from the Finance & Audit Committee/Director of Finance with relevant explanations and documentation where required.

A9 Authorisation of all virements in excess of £50,000 between budget headings. Details of all virements approved and authorised by the Finance & Audit Committee are to be notified to the Governing Body; this may be by way of the Commentary to the Management Accounts.

Contracts

- A10** Authorisation of the advertising of tenders above the OJEC (Official Journal of the European Community) limit, and authorising the award of such tenders. Post Brexit, a UK version of the tendering guide will be followed by the School.

- A11** To receive reports from the Finance & Audit Committee concerning tenders in excess of £50,000 which have been accepted despite not being the lowest price. The Governing Body shall minute the reasons for the Committee's decision.

- A12** Maintenance of a Register of Business Interests for all Governors and those school staff involved in the shortlisting or awarding of contracts.

Income

- A13** Authorisation of the write off of debts not collectable in excess of £2,000 (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

Security of Assets

- A14** Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £50,000.

Personnel

- A15** Authorising permanent additional posts of employment; this may be by way of approving a budget where the budget commentary includes reference to these new posts.

B. POWERS AND DUTIES DELEGATED TO THE FINANCE & AUDIT COMMITTEE OF THE GOVERNING BODY

The Finance & Audit Committee shall be responsible for:-

General

- B1** Exercising the powers and duties of the Governing Body in respect of the financial administration of the School, except for those items specifically reserved for the Governing Body and those delegated to the Director of Finance, or those delegated to other staff by the Director of Finance.
- B2** Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.
- B3** The Committee's authority may be obtained by way of correspondence (including via email), to be reported and minuted at the following meeting.

Audit

- B4** Reviewing the reports of the auditors' Assurance Inspections on the effectiveness of the financial procedures and control, and ensuring that weaknesses and points of concern are investigated, explained or followed up. These reports must also be reported to the Governing Body.

Budgets/Budgetary Control

- B5** Considering budgetary control reports on the School's financial position at every meeting, taking appropriate action to ensure that expenditure is contained within the budget and reporting to the Governing Body.
- B6** Reviewing the virement of sums/virement between and within budget headings, subject to a limit of £50,000. Details of all virements approved and authorised by the Director of Finance are to be formally notified to the Finance & Audit Committee who which shall minute the notification.
- B7** Reporting to the Governing Body all significant financial matters and any actual or potential overspending against budget.

Contracts and purchasing

- B8** Authorising the award of contracts or purchases of over £50,000 but below the Official Journal of the European Community Union (OJEC) limit (or that set by any UK body that may replace it: post Brexit, a UK version of the tendering guide will be followed by the School.).

Where the Finance & Audit Committee authorises the award of a tender in excess of £50,000 to a tenderer not quoting the lowest price, the reasons for their acceptance this decision will be minuted and the decision reported to the Governing Body.

- B9** To receive reports from the Director of Finance concerning tenders between from £10,000 and to £50,000 which have been accepted despite not being the lowest price. The Committee shall minute the reasons for the Principal's and Director of Finance's decision.

Income

- B9** Authorisation of the write off of debts not collectable between from £200 and to £2,000.

Security of Assets

- B10** Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase of more than £10,000 and reporting such authorisations to the Governing Body.

C. POWERS AND DUTIES DELEGATED TO THE CHAIR OF THE FINANCE & AUDIT COMMITTEE

Budgetary control

- C1** Approving in conjunction with the Director of Finance the virement between budget headings of over £10,000 up to £50,000 and ensuring that such approval is reported to the Finance & Audit Committee.

Contracts

- C2** Authorisation of contracts and expenditure of over £10,000 up to £50,000 in conjunction with the Finance Director where the contract is not awarded to the tenderer with offering the lowest price.

D. FINANCIAL POWERS AND DUTIES DELEGATED TO THE PRINCIPAL

Delegation of Principal's Responsibilities

The Principal has delegated powers and functions in respect of internal organisation, management and control of the School, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum. In accordance with the [Scheme of Government what is this?], the Principal delegates most of his/her financial powers and functions (except as set out here) to the Director of Finance, who has direct access to the Finance & Audit Committee and Board of Governors.

The Principal shall be responsible, with reference to the Personnel Committee as appropriate, for:-

Personnel

D1 Approving new staff appointments within the authorised establishment.

D2 Termination of staff contracts in accordance with the relevant personnel policies.

In addition, the Principal is appointed as the School's **Accounting officer**. As such s/he is accountable to the Secretary of State for regularity, propriety and value for money. This is a direct duty, not one delegated by the Governing Body. S/he is assisted by the Director of Finance, the Finance and Audit Committee and the auditors.

E. FINANCIAL POWERS AND DUTIES DELEGATED TO THE DIRECTOR OF FINANCE

The Director of Finance shall be responsible for:

Accounts

- E1** The operation of financial processes within the School, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- E2** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- E3** Preparing and circulating (or making available online) the monthly management accounts to the Governing Body.

Audit

- E43** Ensuring that all records and documents are available for audit by the appointed internal and external auditors.

Banking Arrangements

- E54** Maintaining proper records of account and reviewing monthly bank reconciliations.

Budgets/Budgetary Control

- E65** Regular monitoring of expenditure and income against the approved budget and submitting reports on the School's financial position to every meeting of the Finance & Audit Committee and Governing Body. Any actual or potential overspending shall be reported to the Finance & Audit Committee.
- E76** Preparing an annual draft budget plan for consideration by the Finance & Audit Committee at least one month before the start of the relevant financial year.
- E87** Approving, in conjunction with the Chair of the Finance & Audit Committee, virements between budget headings of over £10,000 up to £50,000, and reporting such approval to the Finance & Audit Committee; this may be by way of the Commentary to the Management Accounts.
- E98** Approving virements between budget headings up to a value of £10,000 and reporting such approval to the Finance & Audit Committee; this may be by way of the Commentary to the Management Accounts.

Contracts

E109 Exercising the following powers and duties of the Governing Body in respect of the Financial Regulations relating to Contracts:

- a) Ensuring that all contracts and agreements conform with the Financial Regulations
- b) Authorisation of senior members of staff to open tenders.
- c) Signing contracts on behalf of the Governing Body

E110 Authorisation of contracts and expenditure of over £10,000 up to £50,000. Where the contract is not to be awarded to the tenderer with the lowest price, this authority must be exercised in conjunction with the Chair of the Finance & Audit Committee and reported, with reasons, to the Finance & Audit Committee.

E121 Authorisation of contracts and expenditure of up to £10,000 where the contract is not awarded to the tenderer with the lowest price.

Financial Management

E132 Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

Income

E143 Authorisation of the write off of debts not collectable up to £200.

E154 Authorisation of refunds of community classes fees for classes not attended over £200.

Insurances

E165 Ensuring that arrangements for insurance cover are in place and adequate.

E176 Notifying the Finance & Audit Committee on any eventuality that could affect the School's insurance arrangements.

Orders for goods, works and services

E187 Ensuring that the systems for the ordering and receiving of goods and the certifying of invoices for payment are appropriate, with adequate controls, including the appropriate division of these duties between the staff.

E198 To ensure that the staff undertaking financial duties are properly recruited, checked (including by way of reference and Criminal Records Bureau Disclosure and Barring Service (DBS) check), trained and supported.

Salaries, Wages and Pensions

E2019 To ensure that any changes to permanent or temporary information on the payroll is supported by appropriate authorisation.

Security of Assets

E210 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

E221 Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase of up to £10,000.

E232 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.

F. FINANCIAL POWERS AND DUTIES DELEGATED TO THE FINANCE MANAGER

The following responsibilities are delegated by the Director of Finance to the Finance Manager to be exercised in accordance with the Financial Regulations.

Contracts

- F1** Exercising the following powers and duties of the Governing Body in respect of the Financial Regulations relating to Contracts:
- a) Acceptance of quotations up to £10,000 in value where the lowest price is selected. Where it is desired that the lowest price is not selected the Finance Manager should take his/her recommendation to the Director of Finance, with reasons;
 - b) To recommend to the Director of Finance the acceptance of quotations in excess of £10,000, with reasons if it is desired that the lowest price is not selected.
 - c) Receipt and custody of all tenders.
- F2** Maintaining a register of formal contracts entered into, termination or expiry dates, amounts paid and certificates of completion.
- F3** Ensuring that quotes obtained for goods, works and services are retained.

Income

- F4** Ensuring that all income is accurately accounted for and is promptly collected and banked intact.
- F5** Authorisation of refunds of community classes fees for classes not attended up to £200.

Orders for goods, works and services

- F6** Authorising members of staff to order goods within allocated budgets, ensuring that proper budgetary control is maintained, and ensuring that best value has been considered in placing orders over £2,000..
- F7** Authorising members of staff to receive goods and certify invoices for payment, ensuring the appropriate division of these duties between the staff.
- F8** Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons including the auditors.

G. FINANCIAL POWERS AND DUTIES DELEGATED TO OTHER MEMBERS OF STAFF

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with the Financial Regulations.

Orders for goods, works and services

- G1** Budget holders may authorise orders for goods, works and services within their own budget and within funds available, ensuring that best value is obtained.

- G2** The Finance Department must check that Financial Regulations have been adhered to.

Payments

- G3** Budget holders are authorised to certify receipt of goods/services and thereby approve payment.

Receipt of goods

- G4** Reception staff are authorised to receive goods, such receipts and onward distributions to be recorded.

H. AUTHORISATION LEVELS

Delegated duty	Value	Delegated authority
	Up to £10,000	Finance Director
	Over £10,000 to £50,000	Finance Director and Chair of the Finance & Audit Committee
	Over £50,000	Governing Body, advised by Finance & Audit Committee
	Up to £1,000	Any two of the signatories for £1,000<£25,000, one of which may be replaced by the Finance Manager or Admin Manager
	Over £1,000 to £25,000	Any two of the Principal, Director of Finance, Deputy Principals, Chair of Governors and Chair of the Finance & Audit Committee.
	Over £25,000	Any three of the signatories for £1,000<£25,000
	All	Budget holders may authorise orders for goods, works and services within their own budget and within funds available. Steps should be taken at all times to obtain best value, including the obtaining of estimates, benchmarking and other sources of comparative pricing (eg competing catalogues). Specific requirements apply above £10,000.
	Over £2,000 to £10,000	Finance Manager should satisfy him/herself that appropriate steps to obtain best value have been taken.
	Over £10,000 to £50,000	Minimum of three quotes to be obtained, to be signed off by Director of Finance
	Over £50,000 to relevant OJEC limit	Formal tendering process requiring Finance & Audit Committee approval. Tenders must be sought from at least five suppliers and received from at least three suppliers except in the case where highly specialist equipment cannot be sourced from five different suppliers, in which case the steps to be taken to obtain best value need to be approved in advance by the Finance & Audit Committee.
	Over OJEC limit	OJEC advertising required, Governing Body approval

Delegated duty	Value	Delegated authority
Authority to accept other than lowest quotation	Up to £10,000	Director of Finance
	Over £10,000 to £50,000	Director of Finance and Chair of the Finance & Audit Committee
	Over £50,000	Finance & Audit Committee
	Up to £10,000	Director of Finance
	Over £10,000	Finance & Audit Committee
	Up to £200	Director of Finance
	Over £200 to £2,000	Finance & Audit Committee
	Over £2,000	Governing Body
Signatories for grant claims / DFE returns	Any	Any two (or as required) of Principal, Director of Finance, Chair of Governors and Chair of the Finance & Audit Committee.