

JOHN PAUL II MULTI-ACADEMY - FINANCIAL SCHEME OF DELEGATION

1st September 2016 - 31st August 2017

Financial Scheme of Delegation - Draft 1	Board of Directors and Committees						Leadership Team					Budget Holders			Finance Staff + HR			Admin	Trip Leader	Resource Users	Signing	Audit	
Function	Board of Directors	Finance and Audit Committee	Staffing Committee	Appropriate Academy Committee	Admissions Committee	Clerk to Directors	Accounting Officer for Multi-Academy	Principals	Deputy Principals	Leadership Teams	Principal Finance Officer	Subject Leaders	Network Manager	Site Manager	Finance Officers/Admin Managers	Entrust Finance Support	Staffs County Council - HR Shared Services	Administration Office in all schools	Trip Leader	All Academy Directors, Personnel and Volunteers	Authorised signatory (cheques and BACS) (Note 3)	Named Responsible Officer	Academy Auditors (External)
1. Compliance/Assurance																							
Comply with all Directors' policies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide assurance that Directors' policies are complied with	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ensure separation of duties		✓					✓	✓			✓				✓							✓	✓
Ensure internal controls operate correctly		✓					✓	✓			✓				✓							✓	✓
Maintain register of interests						✓																	
Maintain register of eligibility to serve						✓																	
EFA Budget forecast return	✓	✓					✓	✓			✓					✓							
Submit financial statements	✓	✓					✓				✓					✓							
Whole Government accounts return	✓	✓					✓				✓					✓							
FMGS return	✓	✓					✓				✓												
2. Policy Review																							
Finance, Accounting and Resources Policy	✓	✓	✓				✓	✓			✓												
Charges and Remissions Policy	✓	✓	✓				✓	✓			✓												
Counter Fraud, Theft and Corruption Policy	✓	✓	✓				✓	✓			✓												
Financial Risk Management Policy	✓	✓	✓				✓	✓			✓												
Acceptance of Donations and Gifts Policy	✓	✓	✓				✓	✓			✓												
Best Value Statement	✓	✓	✓				✓	✓			✓												
Annual renewal of insurance	✓	✓	✓				✓	✓			✓												
3. Strategic/Improvement Planning																							
Prepare Academy Development Plan	✓							✓															
Prepare Academy Dev plan with costings for the MAC	✓	✓					✓	✓			✓												
Prepare Academy Dev plan with costings for each school	✓	✓					✓	✓			✓												
Agree spending priorities	✓	✓	✓	✓			✓	✓			✓												
Review plan outcomes	✓	✓					✓	✓															
4. Annual revenue budget (plus prediction for next three years)																							
Prepare								✓			✓												
Approve	✓	✓		✓																			
Monitor	✓	✓		✓				✓			✓				✓	✓							
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Maintain records											✓				✓								
Reconcile data - Academy a/c											✓				✓								
Reconcile data - Imprest a/c											✓				✓								
Update forecasts and resource forecast model											✓				✓								
Monitor budget lines/cost centres											✓				✓	✓							
Maintain forecast of year-end position	✓	✓		✓							✓				✓	✓							
Prepare formal budget monitoring statement for each fund											✓				✓								
Prepare commentary							✓	✓			✓				✓	✓							
Make recommendations to Directors		✓		✓			✓	✓			✓				✓	✓							
Review outturn report	✓	✓					✓	✓			✓				✓								
Initiate management action	✓	✓					✓	✓			✓				✓								
Transfers inc. Academy a/c to Imprest a/cs							✓				✓				✓								
Inter-company transfers (agree levels)	Over £15k	Over £15,000					Less than £15,000	Less than £15,000															
Amend Academy Development Plan (if required)	✓			✓				✓															
5. Personnel and Payroll																							
Principal annual salary increase outside range	✓	✓	✓																				
Annual salary and threshold review				✓			✓	✓															
Annual check of salary paid versus contracted salary								✓			✓				✓	✓							
Authorise appointment of additional staff up to SLT	✓	✓	✓																				
Authorise appointment of additional staff				✓				✓															
Authorise Academy monthly payroll							✓				✓												
To check the monthly payroll in each individual school								✓			✓				✓								
Authorise claim forms								✓			✓												
Mileage claims								✓			✓												
Mileage claims in relation to CPD	✓							✓															
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6. Commitments and Expenditure																							
Authority to commit expenditure in accordance with school budget limits	✓	✓					✓	✓			✓	✓	✓	✓									
Contracts, SLAs and equipment leases		✓						✓															
To negotiate ICT contracts, equipment, leasing etc		✓						✓															
Receive goods/services								✓			✓	✓	✓	✓				✓					
Verify invoices								✓			✓	✓	✓	✓									
Authorise invoices on SAP System for payment - Bishop Walsh £0 - £2,999								✓			✓												
Authorise invoices on SAP system for payment - Bishop Walsh over £3,000								✓															
Authorise invoices on SAP System for payment - primaries								All Invoices			✓												
Authorise petty cash payments						✓	✓	✓			✓	✓											
Sign BACs - Academy a/c						✓					✓												
Sign cheques/BACs - imprest a/c							✓	✓			✓				✓								
Debit card payments on imprest							✓	✓			✓				✓								
Validate self-employed status															✓								
7. Income																							
Manage income activity											✓				✓								
Cash / cheque receipting															✓			✓					
8. Debtors																							
Approval to write-off debts - Upto £500								✓															
Approval of write-off debts - Upto £1000				✓																			
Approval of write-off debts over £1000 BofD through the Finance and Audit Committee	✓	✓																					
Approval of effective economic and effective debt recovery procedures		✓																					
Implement debt recovery procedures in line with the Academy Finance Policy											✓				✓								
9. Asset Management																							
Security of property and assets and avoidance of loss or damage	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Security of cash	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Data protection registration								✓			✓				✓								
Comply with data protection rules	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain back-up of electronic data								✓						✓									
Maintain security of data	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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