

## Model Scheme of Financial Delegation

Date of last approval:	29.11.25
Last approved by:	The Board of Governors
Next review due:	29.11.26

The Scheme of Financial Delegation makes clear the roles and responsibilities of Governors and staff in relation to financial governance and procedures. Schools do not have to adopt this model Scheme of Financial Delegation exactly and are encouraged to add any other roles to it, but all schools must have a Scheme of Financial Delegation in place.

The Governing Body is the key decision maker in the school and is responsible and accountable for all financial strategy and management at the school. Key responsibilities include setting financial priorities for the school; financial planning, deciding how the school's delegated budget should be spent; and agreeing and monitoring the budget for each year. In all these matters, and with regard to internal financial procedures, the Governing Body shall provide challenge and scrutiny, and provide support to the school's Headteacher and management team.

The Governing Body is ultimately responsible for all financial processes and decisions made in the school, and although some of these roles can be delegated in practice, the Governing Body remains accountable for financial strategy, decisions and ensuring there is a sufficient financial control framework in place. A list of delegated financial functions can be seen below, including notes of what roles cannot be delegated away from the Governing body.

This Scheme of Financial Delegation will be reviewed, amended if necessary, and approved on an annual basis by the full Governing Body. This cannot be delegated. The date of the latest approval will be noted on the version control.

*Note: Roles and responsibilities in the table below with an asterisk (\*) cannot be delegated away from the full Governing Body. Some other roles will specify conditions for delegation in italics. Where there is no asterisk or specific conditions attached to a listed role, it may be delegated to any committee or internal staff member/s.*

<b>Role/responsibility</b> ( <i>add/amend as applicable</i> )	<b>Responsible officer</b>
Approval of purchases up to £5,000	Headteacher
Approval of purchases above £5,000	Full Governing Body
Placing of approved orders	School Business Manager
Creation of BACS runs	School Business Manager
Approval of BACS runs, GPC payments and signatories for cheques	Headteacher
Drafting the annual budget	Headteacher, School Business Manager and Finance Committee
Approval of the annual budget	Full Governing Body*
Monitoring financial performance compared to the budget on at least a half-termly basis with the use of financial reports	Governing Body/Finance Committee
Preparing financial and backing reports for presentation at meetings where budget monitoring occurs	School Business Manager/ Finance Governor
Approval of changes to the budget	Full Governing Body
Maintaining the asset register	<i>School Business Manager</i>
Raising sales or rental invoices to collect income	School Business Manager
Recording cash receipts	<i>Office Staff</i>
Banking cash receipts	<i>Office Staff</i>
Regularly reconciling cash receipts to cash banked	<i>/School Business Manager</i>
Undertaking monthly bank reconciliations and filing all unreconciled items reports	School Business Manager

Signing off bank reconciliations as checked	Headteacher
Completing monthly month end return	School Business Manager
Authorising debt write-offs up to £250. Write-offs in excess of this amount require approval from Cambridgeshire County Council's Section 151 Officer.	Full Governing Body
Making amendments to staff salaries	School Business Manager
Approving amendments to staff salaries (except their own salary)	Headteacher
Certifying the final payroll report as correct each month	Headteacher)
Annually approving this Scheme of Financial Delegation	Full Governing Body*
Reviewing and approving internal financial policies	Governing Body/Finance Committee
Approving the Whistleblowing Policy	Full Governing Body
Reviewing and approving committee Terms of Reference	Full Governing body*