

	Ref	Task	Trust Board	School Bodies	CFOO	Headteachers	Other Relevant Staff	Comments
Accounting	A1	Adhering to accounting policies and guidelines issued by the ESFA			X		CEO	
	A2	Maintaining accurate, reconciled and up to date records to provide financial and statistical information.			X	X	Finance teams	
Assets	AS1	Ensure security of schools assets and maintain and periodically inspect				X	BM/OM on behalf of HT	
	AS2	Determine the value of assets recorded on the asset register and inventory	X					
	AS3	Maintaining an asset register for items > £2000 and inventory for items > £500				X	BMs, OMs, FMs, Network Support (IT)	
	AS4	Authorising the disposal of unusable or obsolete equipment included in the asset register /inventory.	>£10,000			<£10,000		CFOO to be informed of all disposals
	AS5	Authorise the write off of bad debts, stock and surplus assets	>£500			<£500		
Audit	AU1	Availability of records and documents for inspection by the External Auditors.			X	X	Finance teams	
	AU2	Agree an annual programme of work for internal financial control	X					
	AU3	Receive and consider the reports from internal and external audit inspection	X				Finance teams	
	AU4	Produce action plan from audit report and implement any recommendations.			X	X	Finance teams	
	AU5	Maintain a register of pecuniary and business interests for members, trustees, governors and school staff.	X	X			Clerk to the Trustees/Governors	
Budget	B1	Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the School Development Plans	X	X	X	X	BMs, OMs, FMs	
	B2	Monitoring actual year to date income and expenditure against budget and explain variances including any earmarked funding and large school operations	X	X	X	X	BMs, OMs, FMs	
	B3	Approving changes to forecast surplus/deficit	>£50,000	<£50,000	X	X		
	B4	Prepare 3 year plan for the school for approval by the Trust Board	X	X	X	X	BMs, OMs, FMs	
Income	I1	Approve lettings policy and fees e.g. music tuition, school meals on an annual basis		X				
	I2	Receive and bank promptly all income.					Finance teams	
	I3	Preparation of receipts for banking					Finance teams	
	I4	Physical banking of monies					Finance teams	
	I5	Approve procedures for chasing outstanding income due to the school (debt recovery policy)			X			
Security & Data Protection	S1	Controlling systems, security and privacy of data			X	X		Trust GDPR policy owned by CFOO
	S2	Registering under Data Protection legislation			X			
	S3	Set up and maintain access profiles for system users and the production and security of back-up disks and files			X	X	Network Support maintains access all users on behalf of HT	
Purchasing	P1	Ensuring that all contracts and agreements conform with finance policies and procedures.	> £100,000	£15,000-£100,000	X	<£10,000		
	P2	Ensure minimum of two written or verbal quotes are examined wherever possible for purchases and contracts valued up to £10,000					Finance teams	
	P3	Ensuring that a minimum of three written quotations are obtained for goods, works and services valued between £10,001 and £50,000				X	Finance teams	
	P4	Ensuring that a minimum of three tenders are obtained for goods, works and services between £50,001 and EU limits	X		X	X	Finance teams	
	P5	The maintenance of an authorised signatory list for orders (subject to limitations agreed)			X		Finance teams	
	P6	Approval of purchase order by the assigned budget holder					Budget holders	
	P7	Authorise the placing of orders for the purchase of all goods and services.	>£50,000	£15,000-£50,000		<£15,000	Delegated to BMs/OMs	Excludes SCA works
	P8	Confirmation of the receipt of goods and services					Budget holders	
	P9	Making payments when goods have been received to the correct price, quantity and quality standard			X	X	Finance teams	
	P10	Preparation and approval of cheques/ BACS for payment of goods and services			X	X	Finance teams, CEO	
	P11	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period					BMs, OMs, Finance Teams	
	P12	Maintain a contracts register					BMs, OMs	
	P13	Approve all expenditure related to Headteacher (i.e. training, accommodation etc) which will appear against School budget (i.e. not funded by staff funds)		X			Chair of LGB, Finance Teams	
Payroll	PA1	Approving applications for Business/Credit Cards			X			
	PA2	Approval of monthly payroll	X			X	BMs, OMs, Finance Teams	
	PA3	Approving pay policy					BMs, OMs, Finance Teams	
	PA4	Filing and storage of pay records				X	HR	
	PA5	Filing and storing of personnel records					HR	
	PA6	Authorise all employee travel expenses to be paid through payroll					LW/BH as appropriate	
	PA7	Approve all payments to the headteacher personally i.e. reimbursement of payments for goods/services purchased on behalf of the school and personal expenses e.g. travel expenses		X			Chair of LGB	
Banking	BA1	Implement the school pay policy and appointment procedures for all staff employed throughout the Trust				X		
	BA2	Open bank accounts and approve signatures thereto			X			
	BA3	Signing of cheques and BACS Payments			X	X	HT, COO, CEO, Nominated signatories	
Insurance	Z1	Signing cheques in the absence of the Headteacher(s)					Two designated authorised signatories	
	Z1	Reviewing insurance cover in the light of a risk assessment			X			
Taxation	T1	Complying with VAT regulations			X		Finance teams	
Petty Cash	PC1	An appropriate amount of petty cash to be held + periodic check of completeness of records.				X	Finance teams	<£500

Staff	
CEO	Chief Executive Officer
CFOO	Chief Finance Operations Officer
HT	Headteacher
Finance teams	School/Trust Finance teams
BM	Business Manager
OM	Operations Manager
FM	Finance Manager
HR	HR Administrator