



## **DELEGATION OF THE CEO / EXECUTIVE HEAD TEACHER'S RESPONSIBILITIES**

### **INFORMATION AND COMMUNICATION SYSTEMS**

- 1 The designated systems manager shall be responsible for the control of systems and for security and privacy of data.

### **ACCOUNTING**

- 2 The CEO / Executive Head Teacher shall be responsible for the operation of financial processes within the school, ensuring that adequate operational and internal controls are in place and maintained in accordance with this scheme of delegation and the financial guidelines and procedures.
- 3 The CEO / Executive Head Teacher shall ensure that full, accurate and up to date records are maintained in order to provide financial and statistical information and that the figures have been reconciled with the school's bank account. The CEO / Executive Head Teacher shall ensure that the financial summary and other financial reports are available for scrutiny by the Finance and Resources Committee.

### **AUDIT**

- 4 The CEO / Executive Head Teacher shall report on progress towards the conclusion of the Audit in a timely manner to the Finance and Resources Committee.
- 5 The CEO / Executive Head Teacher shall ensure that all records and documents are available for audit and arrange for the accommodation of the auditors

### **BUDGET PROCEDURES**

- 6 The CEO / Executive Head Teacher shall notify the Local Governing Body of variations in the school budget plan, approved by the Finance and Resources Committee.
- 7 The CEO / Executive Head Teacher shall submit all required monthly reports to the Trust Board and the EFA Authority promptly

### **ORDERS FOR GOODS, WORKS AND SERVICES**

- 8 Three quotations for orders of £1,001-£5,000 to be obtained and approved by the Finance and Resources Committee. Orders of £5,001 and over – 3 quotations obtained and approval required by the Trust Board.
- 9 The CEO / Executive Head Teacher and Headteacher (in the absence of the CEO / Executive Head Teacher) are authorised to issue (sign) orders for goods, works and services up to the value of £1,000.

## **CONTRACTS**

- 10 The CEO / Executive Head Teacher / Finance Director shall be responsible for ensuring that all contracts and agreements conform with the standing orders relating to contracts. Trustees may ask periodically if invoices for higher value items are as per the quotation and subsequent order.
- 11 Any three of the following are authorised to open tenders in the presence of each other: (The Chair of the Trust Board has the right to be present)  
Chair of the Trust Board, Chair of Finance and Resources, CEO / Executive Head Teacher / Head of School, Finance Director.

## **PAYMENTS**

- 12 The following members of staff are authorised to receive goods or services:  
CEO / Executive Head Teacher, members of School Leadership Team, Teaching Staff, Classroom Support Assistants, Caretaker
- 13 The following members of staff are authorised to certify payments:  
Capitation: CEO / Executive Head Teacher; Executive Principal, Headteacher; Deputy Headteacher.  
Non-Capitation: CEO / Executive Head Teacher; Executive Principal, Headteacher; Deputy Headteacher.  
  
Finance Director in circumstances when 2 or the above 3 are not available.  
  
(NB: The certifying officer shall not be the person who ordered or received the goods)
- 14 The Headteacher / Finance Director shall ensure that invoices, vouchers and other records are retained in a secure way.

## **SALARIES AND WAGES**

- 15 The CEO / Executive Head Teacher / Finance Director shall notify the Payroll of any matters affecting payments to employees
- 16 The following members of staff are authorised to certify pay documents and time records (excluding documents relating to themselves): CEO / Executive Head Teacher Executive Principal, Headteacher, Chair of the Trust Board – relating to CEO / Executive Head Teacher

## **INCOME**

- 17 The Headteacher / Finance Director shall ensure that all income is accurately accounted for, promptly collected and banked intact
- 18 The Headteacher shall ensure that procedures are in place for a suitable receipt to be given when cash is handed over from one person to another

## **BANKING ARRANGEMENTS**

- 19 The CEO / Executive Head Teacher shall maintain proper records of account in accordance with the Academies Financial Handbook (issued September 2016).

## **SECURITY OF ASSETS**

- 20 The Headteacher shall maintain an inventory of all items of moveable furniture, equipment, vehicles and plant and ensure such items are security marked where appropriate. The value and depreciation will be recorded and the insurance company will be updated.

- 21 The Headteacher shall ensure that procedures are in place for the receipt, care, safe custody and issue of resources.
- 22 The Headteacher shall dispose of unusable or obsolete equipment or materials in accordance with instructions issued by the auditor.
- 23 The Headteacher shall maintain a record of all school property removed from the premises and shall ensure that items to be used other than for school business are so used in accordance with his directions and are covered by the school's insurance policy.