

Mayville Primary School
Roles and Responsibilities in relation to Financial Regulations and Internal Procedures with the Academy
Date: October 2017
Next Review Due: 1 year from next Finance Committee

	Trustees. Body	Chair	Finance Committee	Head Teacher	Business Manager	Bursar/Finance Officer	Finance Assistant	Cost Centre Manager	SMT	Clerk	Office Staff
Authorised Personnel											
Establish Finance Committee	X			X							
Provision of Minutes to Full governing Body					X					X	
Set up review Terms of Reference	X		X		X						
Authorise staff to act on its/his/her behalf	X	X		X							
Maintain a list of authorised officers					X	X					
Financial Probity											
Declare a potential conflict of interest	X	X	X	X	X	X	X	X	X	X	X
Maintain a register of declaration of interest					X	X					
Review the register					X		X				
Maintain a register of hospitality					X						
Approve acceptance of gift or hospitality				X							
Budgets											
Preparation of Budget			X	X	X						
Approval of Budget	X	X	X								

Name:

Signature.....

Date:.....

Budgetary Control											
Notify Finance Committee and EFA of any likely overspend	X	X	X	X	X						
Make BACS payments/bank mandates available					X		X				
Undertake quarterly bank reconciliations					X	X					
Review and sign bank reconciliations				X		X					
Submit bank reconciliations to the LA					X	X	X				
Notification of reserves					X						
Audit Arrangements											
Make arrangements				X	X						
Make arrangements for audit and share findings				X	X						
Contracts											
To obtain relevant quotes/tenders and report to Trustees where required				X	X	X	X				
To consider and enter into contracts in compliance with the Councils Standing Orders (depending on value as outlined in Financial Regulations)				X	X						
Value for Money and the Tendering Process											
To consider requirements of Best Value when selecting suppliers for goods, works and services				X	X	X	X				
Preparation of Best Value Statement				X	X		X				
Ratification of Best Value Statement	X	X	X		X						
Preparation of tendering					X	X	X				

documents and carrying out of tendering process as outlined in the financial regulations											
Capital Expenditure											
Incorporation of capital investment into three year development plans	X	X	X	X	X						
Maintenance of records of capital expenditure			X	X	X						
Review of capital spend at year end	X	X	X	X	X						
Orders for Supplies, Works and Services											
Raise internal requisition				X					X		X
Check available funds				X	X	X	X				
Raise Official Order					X	X	X				
Sign Official Order				X							
Check goods received and authorise payment					X	X	X				
Leasing											
Authorisation of Leasing Agreements, ensuring compliance with financial regulations	X		X	X	X						
Payments of Accounts											
Ensure proper liability and not already paid					X	X	X				
Confirm supplies received					X		X				
Check invoice totals and VAT					X	X	X				
Check expenditure falls within estimate					X		X				
Check any discount					X		X				
Add to inventory					X		X				
Certify payment				X	X	X			X		
Designated cheque signatories				X					X		
Ensure copy invoices are valid					X		X				

Ensure correct VAT codes are used					X	X	X				
VAT											
Preparation of VAT Returns					X	X					
Review and sign VAT Returns				X	X	X	X				
SIC											
Ensure SIC Regulations are fully and correctly implemented			X	X	X						
Check that person or company undertaking any work is properly registered and to record details					X		X				
Send relevant invoice to Exchequer Services					X	X	X				
Check that person or company undertaking any work is properly registered and to record details					X	X	X				
Send relevant invoice to Exchequer Services					X	X	X				
Petty Cash Accounts											
Set limit for PC claims	X	X	X		X						
Certify petty cash claims				X		X	X				
Issue petty cash and keep relevant accounts and documentation					X		X				X
Salaries, Wages and Pensions											
Responsible for payroll provision				X	X						
Monitor and keep updated records of monthly payroll				X	X						
Authorisation of timesheets				X	X						
Approve Pay Policy	X	X	X	X	X						
Travelling and Subsistence Claims for Trustees											
Certify car allowance				X							
Set Policy for Trustee claims	X										
Record claims made					X		X				
Authorise claims		X		X							
Inventories											

Maintain security of assets					X		X			
Maintain inventory					X		X			
Certification of stocktaking certificate	X	X	X		X		X			
Presentation to Chair of Trustees		X			X					
Write-off Assets										
Notification of disposal assets	X	X	X		X					
Income and Credit Control										
Records of income from students and issue receipts					X		X			X
Counting and banking cash					X		X			X
Charging Policy	X			X	X		X			
Write off irrecoverable debts										
Take reasonable steps to recover outstanding sums (letters etc.)				X	X		X			X
Approval of write off	X	X	X	X						
Ensure financial regulations are followed e.g. obtaining three offers					X		X			
Use of equipment off site										
Maintenance of register of items on loan					X		X			
Lettings										
Lettings Policy	X		X	X	X					
Agree and review scale of charges/best value	X		X	X	X					
Unofficial Funds										
Keep appropriate records, bank reconciliations, accounts, etc,					X	X	X			
Ratify school fund accounts										
Security										
Ensure compliance with financial regulations in regulation to limits of cash held on school premises	X		X	X	X	X	X			X
Insurance										

Ensure that all risks for which insurances are taken out are adequately covered					X	X	X				
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