

Treviglas Community College
Financial Regulations & Scheme of Delegation

Matrix of Approved Financial & Other Responsibilities delegated across whole college

Activity	Full Governing Body	Chair of Governors	Headteacher	Deputy Headteacher(s)	Director of Business & Finance	Finance Officers	Heads of Faculty/ Budget Holders	Headteacher's PA & PA to SLT	Administration Manager	Library Manager	Senior ICT Technician	Site Supervisor
College Improvement Plan	Approval	Draft/ Recommendation	Draft/ Recommendation	Draft	Costings			Production				Site input
Annual School Budget	Approval	Draft/ Recommendation	Draft/ Recommendation	Draft	Costings/ Draft/ Recommendation	Costings	Faculty/Budget Bids	Clerking		Budget Bid	Budget Bid	
Budget Monitoring	Monthly	Monthly	Monthly		Continual	Continual	Monthly	Clerking		Monthly		
Budget Virement	Over £5,000		Up to £5,000		Up to £5,000			Clerking				
Official School Orders			Authorise Orders	Deputise for Headteacher	Authorise orders	Process order within budget limits	Raise Purchase Requisition			Raise Purchase Requisition	Raise Purchase Requisition	Raise Purchase Requisition
Receipt of Goods/Services						Check goods	Authorise receipt/check goods			Books authorise receipt/check goods		Cleaning/grounds Authorise Receipt/ check goods
Invoices			Authorisation	Authorisation	Authorise payment	Process of payment						
Cheque Stationery					Safe storage, stock control & handling	Safe storage, stock control & handling						
Cheque signatory – limits Up to £50 (one of) £50 to £19,999 (two of) £20,000 and over (three of, must include Governor)		X X X	X X X	X X X	X X X							
Weekly Bank Reconciliation					Authorise Reconciliation	Reconciliation						
Petty Cash (max. float + £600)					Authorise	Processing						
Lettings Charges					Management & Advisory	Processing & Advisory		Clerking				
Lettings Register					Management & Advisory	Processing & Advisory						Reference
Income Procedures			Management & Advisory	Management & Advisory	Management & Advisory & Receipting	Cash Handling, Receipting & Banking	Cash Handling & Planning			Cash Handling & Planning		
Register of Pecuniary Interest	All Governors & Staff	All Governors & Staff	All staff	All Staff	All Staff	All Staff	All Staff	Clerking	All Staff	All Staff	All Staff	All Staff
Tenders for major building works over £20,000 and other procurement over £10,000	Approval over £20,000	As per cheque signatory limits	As per cheque signatory limits		Management of procurement process & recommendation			Clerking				

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Personnel/Payroll		Authorisation of Payroll claim forms relating to Headteacher	Authorisation of Payroll Forms		SIMS/Personnel Data/Records Authorisation of Payroll Forms Payroll Reconciliation			SIMS/Personnel Data/Records Maintenance Payroll EP Forms Staff Files, Issue claim forms e.g. overtime/ casual & supply	SIMS/Personnel Data/Records Maintenance Staff Cover Supply Forms	Homework Club Overtime Claims		
Insurances	Approval		Review needs and options		Review needs and options							
Computer Systems – access			Password Access	Password Access	Password Access	Password Access	Password Access	Password Access	Password Access	Password Access	System Manager	
Computer Systems – back-up	Approval				Storage of back-up tapes	Storage of back-up tapes					System Manager	
Security of Stocks/Property	Approval		Part Keyholder	Part Keyholder	Keyholder, cash, cheque stock, SIMS/FMS & Personnel Data	Part Keyholder, cash, cheque stock, SIMS/FMS & Personnel Data	Faculty Equipment, materials & books Faculty Keyholders	Part Keyholder & Personnel Data	Part Keyholder	Book Stocks		Keyholders
College Private Funds	Receive Annual Report		Receive Annual Report Cheque Signatory	Cheque Signatory	Authorise Payments Cheque Signatory Authorise Audit Receive Annual Report	Finance Processing Maintain Records Organise Audit		Clerking				
College Reserves	Annual Review		On-going Review Budget Planning		On-going Review Budget Planning Process Virement	Process Virements		Clerking				
Asset Write-off	Approve write-off over £500		Approve write-off up to £500		Approve & manage write-offs up to £500	Process write-offs		Clerking			Recommend write offs	Recommend write offs
Debtor Write-off	Approve write-off over £500		Approve write-off up to £500 Report to Governors		Recommend & manage write-offs	Process write-offs						
Capital Receipts	Approval		Propose sale of capital items to Governors		Propose sale of capital items							
Capital Expenditure	Approval		Propose capital expenditure		Propose capital expenditure	Process approved capital expenditure						