



# Scheme of Financial Delegation

Date reviewed and adopted:	November 2025
Reviewed and adopted by:	Full FGB
Approved by:	Chris Lewis (Chair of Governors)
Next review due:	November 2028

<b>Role/responsibility</b>	<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
Approval of changes to the budget	Full Governing Body
Maintaining the asset register	School Business Manager
Raising sales or rental invoices to collect income	School Business Manager
Recording cash receipts	Two staff members and School Business Manager to record on Bromcom
Banking cash receipts	School Business Manager and second member of staff to check
Regularly reconciling cash receipts to cash banked	Headteacher
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	Full Governing Body

from Cambridgeshire County Council's Section 151 Officer.	
Making amendments to staff salaries	School Business Manager, monthly report checked by Head teacher
Approving amendments to staff salaries (except their own salary)	Head teacher
Certifying the final payroll report as correct each month	Head teacher
Signing contracts on behalf of the School	School Business Manager with Head teacher approval
Annually approving this Scheme of Financial Delegation	Full Governing Body*
Reviewing and approving internal financial policies	Governing Body/Finance Committee
Approving the Whistleblowing Policy ( <i>reviewed annually</i> )	Full Governing Body
Reviewing and approving committee Terms of Reference	Full Governing body*