

# THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

## Executive Head Teacher(s)'s Delegation

The Governing Board formally delegated the day to day financial management of the budget to the Executive Head Teacher(s) of Jakeman Nursery School

### **1. Budget**

- i. The Committee will give the Executive Head Teacher(s) responsibility for administration of the budget and its day to day control and monitoring.
- ii. The Executive Head Teacher(s) may spend on any single item up to £10,000 without referral to the Local Committee or the Governing Board.
- iii. The Executive Head Teacher(s) may incur cumulative expenditure up to £10,000 with the same supplier in a financial year without referral to the Local Committee or the Governing Board.
- iv. The Executive Head Teacher(s) may vire up to £10,000 for no staffing related items without referral to the Local Committee or the Governing Board.
- v. The Executive Head Teacher(s) will recommend virements between £10,000 and £30,000 to the Local Committee for approval.
- vi. The Executive Head Teacher(s) will recommend virements and budget revisions above a value of £30,000 to the full Board for approval.
- vii. The Executive Head Teacher(s) may adjust cost centre budget in response to the receipt of additional funding during the year. These adjustments will be reported back to the Local Committee.

### **2. Expenditure**

- i. The Executive Head Teacher(s) can authorise orders to the value of £10,000 within the budget provision without reference to the Local Committee and subject to obtaining quotations for expenditure over £10,000 in line with the current financial regulations and standing orders of City council as outlined in Schools Financial Procedure manual.
- ii. The Executive Head Teacher(s) can authorise orders up to £10,000 with the same supplier in one financial year without approval of the Local Committee or Full Board.

- iii. The Executive Head Teacher(s) will recommend spend on any single item between £10,000 and £30,000 to the local committee for approval and the Executive Head Teacher(s) will recommend expenditure above £30,000 to the Full Governing Board.
- iv. *Where expenditure is likely to exceed the limits established under the Public Contract Regulations (PCR) 2015 a formal tendering procedure will be implemented. The PCR levels are currently £213,477 for supplies and services and £5,336,937 for works.*

### **3. Assets**

- i. The Executive Head Teacher(s) will maintain an inventory record in accordance with the current Financial Regulations.
- ii. The Executive Head Teacher(s) has authority to write off and dispose of assets. All events to be reported to the Local Committee at the next meeting.

### **4 Other**

- i. The Executive Head Teacher(s) will manage and maintain adequate records for unofficial funds and will arrange for annual audited accounts to be submitted to the Local Committee for their approval.
- ii. The Executive Head Teacher(s) will maintain and develop adequate financial systems and records to protect the school assets and to comply with the City Council's Financial Regulations and procedures. The Executive Head Teacher(s) will make recommendations to the Local Committee for the improvements of financial systems and records where appropriate.
- iii. The Executive Head Teacher(s) will report and make recommendations to the Local Committee on any proposed changes which the Local Authority may request to be made to the Financial Regulations and Standing Orders.

**NB THIS DELEGATIONS STATEMENT WILL BE REVIEWED AND UPDATED BY THE FULL GOVERNING BOARD ON AN ANNUAL BASIS**

#### **Chair of Governors**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

#### **Executive Head Teacher**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_