

# GOVERNANCE FOR MANAGEMENT OF A SCHOOL BUDGET

App 2

To meet various Audit requirements please complete all GREEN boxes prior to submitting your budget

Name of School					
6 digit Cost Centre Code		DfE No	0		
School Budget Share (delegated, devolved Budget)		Budget Balances?			
Name of Headteacher (Print)					
Chair of Governing Body (Print)					
Chair of Finance committee (Print)					
Date Budget to be received by Ealing Children and Families accountancy team (dd/mm/yy)					
Date of Governing Body meeting which agreed final budget plan (dd/mm/yy)					
Scheme of Delegation	Maximum amount delegated by Governing Body (£)			Ealing Council recommended levels Authorisation limits	
Role * Please edit as appropriate	Orders	Invoices	Virements	Primary & Special	High
Headteacher/Deputy Headteacher		no limits		10,000.00	30,000.00
Finance/Resources Committee				25,000.00	50,000.00
Full Governing Body				£25,000+	£50,000+
Please enter Role e.g. Headteacher/Deputy Headteacher	Signatures on Cheques or authorisation of BACS payments - Bank Mandate Any 2 signatories can Sign				
Annual controls and checks discussed by Governing Body whilst setting final budget for 20**/**					Enter letter 'a' in green box to confirm task actioned
Budget plan takes into account the latest Audit and OFSTED recommendations					
Budget set in line with the schools SDP/SIP					
Schools Finance Policy has been reviewed					
Training budget has been set with Finance staff and GB/Finance committee members in mind					
Scheme and structure of delegation renewed					
Headteacher to advise school finance staff inc budget holders of the schools financial procedures					
All the above have been minuted. GB minutes and actual forms to be handed to the school finance officer for their records					
Signatures					
Headteacher			Date		
Chair of Governors			Date		
Minutes held by school			Dated		