

A2. Responsibilities

Preamble

The Scheme for Financing Schools is based on section 48 of the School Standards and Framework Act 1998. These Financial Regulations reflect the responsibilities that the Governing Body and Headteacher have in relation to the delegated management of budgets and are set out below, together with the framework of responsibilities within which that delegation takes place.

See also:

Keeping Your Balance pages 2, 4 & 5

A Guide for the Law for School Governors

Getting the Best from Your Budget

Regulations

- 2.1. These Financial Regulations are made by the local authority and are subject to the provisions of the Local Government Finance Act 1992 and the Accounts and Audit Regulations 2015¹. They set out the working arrangements by which the local authority gives effect to its statutory financial responsibilities.
- 2.2. These Financial Regulations apply to Governing Bodies of schools covered by the Oxfordshire Scheme for Financing Schools and to Headteachers and other school staff to whom functions may be delegated under the School Standards and Framework Act 1998.
- 2.3. Each Governing Body is responsible for ensuring that Financial Regulations and other financial procedures operating within the school, are documented, approved, adopted, observed and communicated within the school. The Governing Body is also responsible for training staff to enable them to comply with these Financial Regulations.

See also:

A39 Model Internal Financial Control Document

¹ Replaced The Accounts and Audit Regulations 1996, The Accounts and Audit (Amendment) Regulations 2003 and The Accounts and Audit Regulation 2011

- 2.4. Where any Governing Body considers that complying with Financial Regulations in a particular situation might conflict with the achievement of value for money or the principles of best value or the best interests of the local authority, the issue shall be raised with the FBP CEF. The FBP CEF in consultation with the CFO will if they consider necessary seek formal approval for a specific waiver of the Financial Regulations, or an amendment to them.
- 2.5. The FBP CEF shall approve the nature and format of all accounting procedures and financial records.
- 2.6. The CFO is for the purposes of Section 151 of the Local Government Act 1972 responsible for the proper administration of the local authority's financial affairs and reports to the County Council's Audit Working Group on the discharge of this responsibility².
- 2.7. The CFO has a statutory responsibility for ensuring that adequate systems and procedures exist to account for all income due and expenditure disbursements made on behalf of the local authority, including those made at schools, and that controls operate to protect the local authority's assets from loss, waste, fraud or other impropriety. The FBP CEF shall discharge administrative responsibility in part by the issue and maintenance of Financial Regulations with which all Governing Bodies; school Governors, Headteachers and school staff shall comply.
- 2.8. Nothing in any scheme of financial administration or delegation shall detract from the statutory duties and powers of the CFO to ensure the proper administration of the local authority's financial affairs.
- 2.9. Governing Bodies are responsible for the proper financial management of resources allocated to their schools through the formula funding process. This includes the appointment and dismissal of staff and the security, custody and management of assets including plant, equipment, buildings, materials, data, cash and stores relating to their schools.
- 2.10. Each Governing Body must take steps to ensure that both it and all school staff comply with the requirements contained in these financial regulations.

See also:

Standing Orders as to Contracts for Schools with Delegated Budgets

² Section 151 of the Local Government Act 1972 requires the County Council to secure "proper administration of its financial affairs". In achieving this, the County Council sets out the appropriate procedures which must be complied with by all officers and establishments. These procedures are set out in detail in the Scheme for Financing Schools, the County Council's Constitution, Contract Regulations, financial regulations and procedures and other guidance issued.

Section A32 - Devolved Facilities (Income & Expenditure)

Section A34 - Financial Control Procedures

- 2.11. Governing Bodies and Headteachers are responsible for ensuring that there is proper financial control and management within their school and assisting the CFO and the FBP CEF in the discharge of their statutory duties.