

		Members	Board of Trustees	Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	COO	Business Manager	Finance Manager	Payroll Officer
F18	Assist internal auditor during termly visits						Contribute				
F19	Receive reports from internal auditor					Complete (Audit)					
F20	Receive and consider reports regarding internal audit from Audit committee		Complete				Contribute				
F21	Respond to recommendations from internal auditor			Complete		Contribute		Complete	Instigate		
F22	Assist external auditors during annual visit						Contribute				
F23	Receive reports from external auditors		Complete			Contribute (Audit)					
F24	Respond to recommendations of external auditors			Complete		Contribute		Complete	Instigate		
F25	Approve purchase requisitions up to £100			Complete			Complete				
F26	Approve purchase requisitions over £100			Complete			Complete				
F27	Process purchase orders on PSF									Complete admin officer	
F28	Authorise purchase orders on PSF			Complete			Complete				
F29	Process non order invoices on PSF									Complete admin officer	
F30	Authorise invoices on PSF			Complete			Complete				
F31	Process and authorise BACS online submissions									Complete	
F32	Authorise BACS documentation								Complete		
F33	Prepare cheques									Complete	
F34	Authorise cheques (two signatories)			Complete			Complete				
F35	Approve use of Business Charge Cards and set spending limits			Complete							
F36	Operate bank account									Complete	
F37	Approve changes to bank mandate			Complete				Complete			
F38	Oversee cash banking preparation									Complete	
F39	Approve banking records			Complete					Complete		
F40	Undertake monthly reconciliations									Complete	
F41	Approve monthly reconciliations			Complete			Complete				
F42	Write off debts under £100						Complete				
F43	Write off debts over £100					Complete					
F44	Monthly and year end finance tasks									Complete	
F45	Prepare monthly finance reports for Chair and Executive Head Teacher									Complete	
F46	Maintain access levels for PS Financials									Complete	
F47	Submit VAT returns									Complete	
F48	Report any financial concerns or possible overspends							Complete			

F49	Dispose of obsolete or damaged items up to £1,000						Complete				
F50	Dispose of obsolete or damaged items between £1,000 and £5,000						Complete				
F51	Dispose of obsolete or damaged items between £5,000 and £20,000 (over £20,000 – DFE)		Complete								
Human Resources and Payroll											
Task	Members		Executive Head Teacher	LGB	F & P Committee	Head Teacher/Deputy Head	COO	Business Manager	Finance Manager	Payroll Officer	
HRP1	Appoint Deputy Head Teacher, Business Manager	Complete	Contribute			Instigate					
HRP2	Performance manage Head Teacher		Contribute								
HRP3	Arrangements for performance management of academy staff				Contribute	Instigate					
HRP4	Review staffing structure										
HRP5	Approve changes to staffing				Contribute	Complete					
HRP6	Approve staff appointments			Complete							
HRP7	Oversee any process leading to staff reductions		Instigate		Complete	Instigate					
HRP8	Maintain personnel files									Instigate	
HRP9	Safer Recruitment procedures							Complete			
HRP10	Maintain a Single Central Record						Instigate & Complete				
HRP11	Propose HR policies				Contribute		Instigate				
HRP12	Approve HR policies	Complete			Contribute						
HRP13	Maintain BPS employee data								Complete	Contribute	
HRP14	Approve employee claim forms		Complete			Complete					
HRP15	Enter authorised payroll forms, including claims, starters, leavers and contract changes on to monthly payroll spreadsheet									Complete	
HRP16	Complete monthly absence return on Integris									Instigate	
HRP17	Approve monthly absence return							Complete			
HRP18	Prepare monthly payroll spreadsheet for submission to PPS									Instigate	
HRP19	Check payroll spreadsheet before submission to PPS							Complete	Complete		
HRP20	Authorise payroll spreadsheet before submission to payroll provider							Complete			
HRP21	Check draft payroll against BPS and spreadsheet								Complete (1)	Complete (2)	
HRP22	Ensure all changes are confirmed to payroll provider and check corrections before recommending authorisation									Complete	
HRP23	Check final payroll							Complete		Complete (corrections)	
HRP24	Authorise final payroll								Complete		
HRP25	Check and authorise BACS forms					Complete		Complete	Complete (contingency)	Instigate	