



Chart of Key Roles and Responsibilities

	Governing Body	Resources Committee	Head Teacher	School Business Manager
Financial Management & Benchmarking	<ul style="list-style-type: none"> • Approve FM and SFVS. • Agree report on Benchmarking 	<ul style="list-style-type: none"> • Consider FM SFVS. • Analyse Benchmarking report and submit to FGB. 	Detailed work on FM, SFVS and Benchmarking.	Detailed work on FM, SFVS & Benchmarking using the DfE website.
Budget	Approve Final Budget	Consider Draft Budget and agree final budget for presentation to the FGB.	Detailed work on Draft Budget and allocations to cost centres.	Detailed work on Draft Budget, allocation to cost centres and comparison with historical data.
Budgetary Control & Monitoring	<p>Consider quarterly budget reports from the Resources Committee and take action as necessary.</p> <p>Approve expenditure above £20,000</p>	<ul style="list-style-type: none"> • Agree quarterly budget reports and take action where necessary. • Approve/authorise virements. • Report to FGB on budget monitoring. • Approve expenditure up to £20,000 	<ul style="list-style-type: none"> • Meet with SBM monthly to monitor budget • Agree monitoring reports for the Resources Committee. • Approve expenditure up to £5,000 	<ul style="list-style-type: none"> • Prepare monthly budget returns for Head teacher and the LEA. • Proactively monitor budget and recommend virements as necessary.
Accounting Systems & Controls	Authorise signing of Statement of Internal Controls, Segregation of Duties and Best Value Statement.	Detailed consideration of Statement of Internal Controls, Segregation of Duties & Best Value Statement for FGB approval.	Work with Resources Committee and SBM to ensure that all controls are in place and ready for approval.	Work with Head Teacher to provide and update all controls for Resources Committee consideration.
End of Year Reporting	Agree Year-end balances for LEA action.	Detailed consideration of Year-end reporting for FGB approval.	Detailed analysis of Year-end report prepared by SBM and linked to SDP.	Compilation of annual End of Year report, for analysis with the Head Teacher.