

Finance, IT & Trading

All Head Teachers  
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Dear Colleague

### **Finance Policy Update**

This letter is to advise you that the updated Finance Policy is now available. <http://www.devon.gov.uk/schoolsfinancepolicymay08.pdf> To assist you, this has been revised to integrate the previously separate budget monitoring policy and the authorised signatures list into one document.

In order to achieve the Financial Management Standard in School (FMSIS) it is important that the principles of good financial management are embedded in the school culture.

This may be largely achieved by being familiar with and applying the principles and rules contained within the Financial Manual <http://www.devon.gov.uk/schoolfinancemanual.htm> and the overarching statutory LMS scheme

<http://www.devon.gov.uk/fitschoollmsscheme.doc>

These may then be reflected in the school policies and practices.

The “tables of authorities” have been updated and, to assist you in finding the source material, cross-referenced to the Financial Manual and the LMS scheme. It is recommended that these documents are consulted before reviewing the responsibilities of those in school.

I would ask that all schools review their Finance Policy annually and with the need to achieve FMSIS, this task should be allocated sufficient time for proper consideration. Governors should seek to balance accountability with appropriate delegation. Whilst the exemplar model policy provides a guide the tables of delegated authority when completed should reflect the reality of how the school operates. The entries in the tables provided for exemplification are suggestions rather than absolutes and given the diverse nature of schools should, subject to meeting the requirement of good practice, be customised to suit the schools’ circumstances.

If you require assistance with a review of your finance policy then please speak to your Finance Officer who will be able to advise you in relation to your specific circumstances.

Thank you.

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[www.devon.gov.uk](http://www.devon.gov.uk)

Finance, IT & Trading Director: John Mills

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Yours sincerely

Sgd John Mills

John Mills  
Director of Finance IT and Trading