

West Exmoor Federation



Budget Monitoring Policy

March 2008

Reviewed March 2009

West Exmoor Federation

Budget Monitoring Policy

1. This statement sets out the Governors policy on the monitoring of the use of monetary resources provided for school related purposes. The Governors regard control of the budget as being of utmost importance.
2. The regular comparison of spending against budget is intended to highlight those areas where the budget is under pressure to enable effective remedial management action and to identify those areas where resources may be released to further un-resourced elements within the school development plan. This process should take place at two levels
 - Formal reporting to Governors
 - Ongoing Internal monitoring
3. The Governors regard the passage of timely and accurate information as being central to the success of their budget monitoring policy. The Executive Headteacher is responsible for ensuring the financial data within school are both up to date and accurate so that any member of staff responsible for control of a budget can have an accurate position statement upon request. Internal monitoring is to take place not less frequently than monthly. Separate statements for each fund are required.
4. The staff identified as budget holders within the Finance Policy are responsible for controlling those aspects of the budget and ensuring that the Executive Headteacher is kept fully informed of spending against budget.
5. The Executive Headteacher is responsible for regular monitoring of all budget lines and formal reporting to Governors. Formal reports with explanatory commentaries including information about changes in non financial data (eg pupil numbers) are required to be circulated no less than 7 days in advance of the relevant meeting. It is essential that the forecast year end position is kept under ongoing review.
6. Where routine budget monitoring reveals budgetary pressures requiring urgent attention which cannot await the next programmed meeting the Executive Headteacher shall notify the chair of the Finance Committee with a view to a meeting being convened.
7. The table below sets out the responsibility of individuals and the frequency at which tasks and reports must be completed.
8. To be reviewed annually or as directed by the LEA or Auditors.

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Responsibility for budget monitoring.

	Governors		Finance Committee		Headteacher		Administrator	
		Frequency		Frequency		Frequency		Frequency
Maintenance of records					S		√	W
Download of Data					S		√	W
Reconciliation of Data					S		√	M
Updates forecasts & resource forecast model					S		√	M
Monitoring of budget lines/cost centres					C	M		A
Maintain forecast of year-end position.					√	O		A
Initiates management action*					√			
Prepares formal budget monitoring statement for each fund					S		√	min H
Prepares commentary					S		√	min H
Presents updated resource forecast model					S		√	min H
Receives report				√	min H			
Initiates management action* /makes recommendations to Governors				√				
Receives report	√	T						
Amend Development Plan (if req)	√							
Outurn report	√	Y			S		√	Y

Key

Frequency	Functions
O =Ongoing	S = Supervises
W = Weekly	R = Reports
M = Monthly	C= Co-ordinates
H = each half term	√ = does
T = Termly	A =Assists as required
Y= as soon as possible after Year-end	* Acts within delegated powers and if required