



1 Introduction

- 1.1 The Spencer Academies Trust has delegated full responsibility for managing the budget of George Spencer Academy (the Academy) to the Local Governing Body of the Academy. If the Ofsted category rating of the Academy changes that may be subject to review.
- 1.2 The Academy's annual budget should be agreed before the start of the financial year.
- 1.3 The Principal is responsible for proposing the Academy's budget and the Governing Body for approving it.
- 1.4 The Academy's annual expenditure may not exceed its available funding.

2 Budget Setting

- 2.1 The Principal and Academy Business Manager will draw up an outline budget which takes account of the total available funding.
- 2.2 Components of the budget will be prepared using a standard template, including sufficient detail to allow monitoring of expenditure.
- 2.3 The Governors may refer the proposal back to the Principal for further amendment and resubmission.
- 2.4 Once the budget is approved, the Academy Business Manager is responsible for determining the phasing of the budget.

3. Expenditure

- 3.1 Expenditure may only be committed within the financial protocols set by the Governing Body, these being the responsibility of the Academy Business Manager.
- 3.2 Each budget holder is responsible for authorising expenditure within the phased budget agreed for their area, in accordance with the Academy's financial procedures.
- 3.3 Through cost centre management, each budget holder will track the progress of their expenditure against the agreed budget.

4. Expenditure Control

- 4.1 The Academy Business Manager will make available reports for the whole Academy and for each budget holder showing the expenditure against budget, both monthly and for the year to date.
- 4.2 Each month, the School Business Manager will communicate Income and Expenditure and cash reports including actuals, variances and year-end forecasts, to the Principal.

5. Monitoring, Evaluation and Review

- 5.1 The Governing Body will review this procedure within two years and assess implementation and effectiveness.