

Segregation of Duties

Recommended Access Rights:

The recommendation is that schools should have a minimum of 3 people involved with the procure-to-pay process to provide an adequate level of segregation of duties. Small school may only have 2 people involved in the process but a clear divide between the tasks undertaken must be operated.

The table below shows the minimum level of control that is required to operate this process. The school has discretion to add whatever additional processes that it may like around this minimum recommended control system.

Task	On FMS6?	Recommended Control
System Manager	Yes	Not Person 1
Raise Purchase Order	Yes	Person 1
Amend Purchase Order	Yes	Person 1
Approve Purchase Order	Yes	Person 2
<i>Certify deliveries</i>	<i>No</i>	<i>Anyone in line with School Policy</i>
Raise Invoice	Yes	Person 1
Amend Invoice	Yes	Person 1
Approve Invoice	Yes	Person 2
Process Cheque	Yes	Person 1
<i>Authorise Cheque</i>	<i>No</i>	<i>2 or 3 Signatories in line with School's Bank Mandate **</i>

Often the role of person 1 is undertaken by the Bursar.

Often the role of person 2 is undertaken by the Headteacher or a senior member of staff who typically has budget responsibilities.

** The cheque signatory rules state that up to a set limit 2 people should authorise cheques and 3 people over that limit. Wherever possible, the staff involved in authorising the invoice should not be signatories to the cheques.

If school utilise bursarial / finance support services the recommended segregation of duties shown above must apply.

Reviewed: July 2024