

## Scheme of Financial Delegation

	Authority to Purchase Limit Up To (Raising requisitions)	Authorised Certifying Officer Limit	Authority To Vire Budget	Signatory for cheques, BACS payments or bank transfers Minimum of 2	Signatory for YPLA claims and returns	Authorisation for Bad Debt Write-Off Limit	Authorisation for write off and disposal of assets	Raising invoices to collect income	Method
Governing Body	No limit	No Authority	No Limit	No	Yes	Over £1,000	Over £20,000	No limit	Formal tendering process when above OJEU threshold
Finance Committee	No limit	No Authority	No limit	No	Yes	Over £1,000	Up to £20,000	No limit	Formal tendering process when in excess of £30,000.
Headteacher	£15,000	£450,000	£50,000 Reporting to the FC	Yes	Yes	£1,000	£1000	£10,000	Minimum of 3 quotes when above £7,500. Reporting write-off and disposals to FC
Deputy Headteacher *	Up to level of budget set	Up to level of budget set unless acting in Head's absence	No authority unless acting in Head's absence	Yes	Yes	No authority unless acting in Head's absence	No authority unless acting in Head's absence	No authority unless acting in Head's absence	Minimum of 3 quotes when above £5,000

Business Manager	£15,000	£400,000	Over £15,000 Reporting to the Finance Committee	Yes	Yes	£1,000	£75	£5,000	Minimum of 3 quotes when above £5,000
Finance Officer	No authority unless acting in BM's absence	£2,500	N/A	No	No	N/A	No Authority	£2,500	Selection from preferred supplier list
Departmental Budget Holders	Up to the value of their annual budget	N/A	N/A	No	No	N/A	No Authority	No authority	Selection from preferred supplier list

- Deputy Headteachers may authorise in the absence of the Headteacher, the Head's limits apply.
- EFA approval is required for the purchase or sale of any freehold property; taking up any leasehold or tenancy agreement exceeding three years.
- It is our policy to gain three quotes for purchases in excess of £5,000 wherever possible however; research via the internet is acceptable when three quotes are not obtainable such as specialist services.
- For purchases between £1,000 and £5,000 we will endeavour to obtain comparable quotes or information from the internet to prove best value
- Finance Committee approval is required for purchases in excess of £15,000
- A full tender process will be followed for purchases in excess of £30,000

*Approved by Governors at May 2015 FGB Meeting*