

**Plymouth
School of
Creative Arts**

make
discover
perform

Schemes of Delegated Authority Policy

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Contents

1. Introduction	4
2. Responsibilities	4
3. Scheme of Delegation	5
4. The Governing Body	6
5. Finance Folio Officer	6
6. The Headteacher	7
7. Chief Financial Officer	8
8. The Finance Officer	8
9. Authority to Vire – Transfer Budget between Cost Centres	8
10. Authority to Utilise Non Committed Reserves	9
11. Monitoring Framework	9
12. Finance Folio Officer	9
13. Budget	10
14. Review of Contracts for Services	11
15. Level of Balances	11
16. Capital Expenditure	11
17. Procedures and Security	12
18. Security of Stocks and Equipment	12
19. Petty Cash	13
20. Income and VAT returns	13
21. Staffing	13
22. Monitoring and Review	14
Appendix 1	15
Audit Committee Terms of Reference	15
Appendix 2	18
Scheme of Delegation to the Headteacher	18

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Appendix 3	20
Procurement - Best Practice Checklist	20
EU Procurement Thresholds from 26/01/2006	22
Appendix 4: Scheme of Delegated Authority Summary	23

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

1. Introduction

1.1 Plymouth School of Creative Arts' (PSCA) financial procedures enable the transfer of delegated authority from the Trust to members of the Governing Body, the Headteacher and Strategic Leadership Team, Heads of Departments, Phase Leaders and other staff within the school. This enables the school to increase effectiveness through;

- Streamlining decision-making
- Allowing greater flexibility in the use of funds
- Motivating and incentivising staff to maximise the return from their funds whilst maintaining sound financial controls

1.2 Delegated Authority is the financial limits that are assigned to individuals within PSCA regarding their ability to approve new projects, and to commit and approve expenditure.

1.3 Members of staff are expected to have read and understood the Schemes of Delegated Authority Policy and use their delegated authority both appropriately and responsibly.

1.4 The financial limits for approving new projects, and committing to, and approving expenditure, are contained within this policy.

2. Responsibilities

2.1 The Governing Body oversees PSCA's financial affairs, provides governance and promotes the school's objectives. It has powers and duties conferred on it that are discharged through delegation to the Headteacher who has responsibility for the management and administration of the whole of the revenue and property of the school.

2.2 It is the school's policy to devolve financial accountability by transferring budgetary control responsibilities to members of the Strategic Leadership Team, Heads of Departments, Phase Leaders and other budget holders.

2.3 For departments within the school, the respective Head of Departments, supported by the Strategic Leadership and the Finance Teams is accountable to the Governing Body for school funds expended.

2.4 The Special Educational Needs Co-ordinator is accountable to the Governing Body for funds expended.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

2.5 It is the responsibility of the Strategic Leadership Team, Finance Team, Heads of Departments and Phase Leaders are to ensure that their staff are granted appropriate levels of delegated authority.

2.6 It is the responsibility of all staff to ensure their delegated authority is used responsibly, appropriately, and in line with this policy.

2.7 Heads of Departments and Phase Leaders, as budget holders, remain accountable and responsible for all budgets falling under their area of control.

2.8 Embedded within budget responsibility is ensuring account activity is relevant to the intended purpose of accounts and that spend is within budget limits unless authorised in writing by an appropriate individual/funding body.

3. Scheme of Delegation

3.1 The Scheme of Delegation sets out the levels for authorisation of Delegated Authority Limits. **There are 4 levels as follows** –

3.2 **Level 1** – This allows the Governing Body to authorise delegated authority limits to the Headteacher. This will authorise the Headteacher to approve against the primary code(s) and all projects attached to those primary code(s).

3.3 **Level 2** – This allows the Headteacher to authorise delegated authority limits to Heads of Departments and Phase Leaders. This will authorise the Head of Department and Phase Leaders receiving the delegated authority to approve against the primary code(s) and all projects attached to that primary code.

3.4 **Level 3** – This allows Heads of Departments and the Phase Leaders to authorise delegated authority limits to their staff. This will authorise the staff receiving the delegated authority to approve against the primary code(s).

3.5 **Level 4** – This allows Heads of Departments, Phase Leaders and Project Budget Holders to authorise delegated authority limits to their staff working on various projects. This will authorise the staff receiving the delegated authority to approve against the project(s) specified.

3.6 There are two occasions when changes to delegated authority levels are required;

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

- Permanent Changes (i.e. new appointments, new projects, etc.)
- Temporary Changes (i.e. to cover annual leave, sick leave, etc.)

The Headteacher must be notified of any changes.

4. The Governing Body

4.1 It is the aim of the Governing Body to ensure that all financial resources available to PSCA are used in an efficient and effective manner in order to ensure that Value for Money is achieved from the resources available to the school

4.2 Subject to statutory limitation, the Governing Body shall delegate any power granted to it by the Trust for funding the school to a Committee of Governors or the Headteacher. **Appendices 2 and 4 show the scheme of Delegated Authority to the Headteacher.**

4.3 The Terms of Reference under delegated responsibility must be formally agreed and minuted by the Governing Body. The meetings of such Committees shall also be formally minuted.

4.4 Governors and staff of the school will be required to complete a Register of their Business Interests and declare any links they have with any firm from which the school may wish to buy goods or services. Further details regarding declaration of interests can be found in the Connected Parties Policy.

5. Finance Folio Officer

5.1 The Governing Body will have a duly elected Finance Folio Officer to which the following responsibilities have been delegated;

- Budget planning and preparation
- Budgetary control and monitoring
- To approve and maintain financial procedures to safeguard the school's assets

5.2 The Finance Folio Officer will meet with the Chair of Audit, Headteacher and Chief Financial Officer on a monthly basis. They will work to the agreed Terms of Reference (**see Appendix 1**) as approved by the full Governing Body.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

5.3 They will consider termly monitoring statements, monthly reports, the school's budget and long-term financial forecast, and the end of financial year outturn statement.

5.4 They will submit a brief summary report to the full Governing Body at least 3 times a year.

6. The Headteacher

6.1 The Governing Body delegates authority for the Headteacher to incur expenditure, within the constraints of the approved school budget, subject to a limit of £30,000. The following are excepted;

- Teaching and support staff costs
- Utility costs

6.2 Expenditure incurred under delegated authority will be subject to the school's procurement arrangements for the supply of work, goods or services. ***A Procurement Best Practice Guide is attached as Appendix 3 and in the school's Finance Policy.***

6.3 In exceptional circumstances, it may not be appropriate to obtain quotations as defined in the guidance. In such cases, the Headteacher must first seek the approval of the Finance Folio Officer.

6.4 A report back to the next full Governing Body must be made with supporting reasons.

6.5 Expenditure of £30,000 - £50,000 (staffing, utility costs and buy back services excluded) will be approved by the Finance Folio Officer.

6.6 Expenditure in excess of £50,000 (staffing, utility costs and buy back services excluded) will be approved by the Chair of Governors and subject to the correct tendering procedure.

6.7 The Headteacher has authority to delegate approval to incur expenditure to curriculum managers, support staff managers and staff responsible for additional funding initiatives within the limits of the approved departmental budgets.

6.8 The Finance Team shall maintain a list of all authorised budget holders.

6.9 In exceptional circumstances, the Chief Financial Officer, with the approval of the Headteacher, may authorise expenditure from allocated

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

budgets where budget holders are absent or for any other reason, are unable to properly authorise expenditure which their departments is proved to have incurred.

6.10 The Deputy Headteachers, when acting in the absence of the Headteacher, may approve expenditure up to £30,000.00.

6.11 The Headteacher must ensure that all staff to whom financial responsibility has been delegated have a copy of this policy.

7. Chief Financial Officer

7.1 The Governing Body has elected to employ the services of a Chief Financial Officer who will prepare the school's annual budget and longer term spending plans, maintain computerised records of income and expenditure, check and reconcile the schools financial records and monthly bank statements, carry out monitoring procedures and produce regular monitoring statements for the Headteacher, Finance Folio Officer and Governing Body.

7.2 The Chief Financial Officer, with the approval of the Head Teacher, may authorise expenditure which is above the budget holder's approval limit up to £5000.

8. The Finance Officer

8.1 The Finance Officer will ensure the proper processing of orders and invoices generated by the school and the checking of goods received. All individuals who are involved in the spending, collection and custody of school resources must observe satisfactory probity and regularity.

8.2 A copy of the school's most recent auditor's report will be available for inspection by Governors, OFSTED Inspectors and Officers of the DfE.

9. Authority to Vire – Transfer Budget between Cost Centres

9.1 The Governing Body delegates to the Headteacher approval to vire between cost centres within the overall limits of the approved budget plan to a maximum of £30,000.

9.2 Any Virements between cost centres will be reported to the next meeting with the Finance Folio Officer.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

10. Authority to Utilise Non Committed Reserves

10.1 The use of non-committed reserves (as identified in the budget plan) will not be permitted without first examining the options for virement as defined in section 7 above.

10.2 The Headteacher has the approval of the Governing Body to use non-committed reserves to meet unavoidable or unforeseen expenditure up to a limit of 50% in one financial year.

10.3 The use of these reserves must be reported back to the Finance Folio Officer as part of the termly meetings.

10.4 The school's Investment Policy has further details on use of non - committed reserves and investment.

11. Monitoring Framework

11.1 The Headteacher will submit a termly monitoring report to the Finance Folio Officer in the format directed.

11.2 The Headteacher will provide information on budget Virements and the use of reserves as identified in sections 8 and 9 above. The Headteacher will provide further information to the Finance Folio Officer as required, in order to demonstrate that sound financial management of the school is in place.

11.3 The Finance Folio Officer may instruct the Headteacher to take corrective action as necessary.

12. Finance Folio Officer

12.1 The Finance Folio Officer has delegated authority to act in the absence of a Board of Governor meeting. All such action must be reported at the next meeting of the Board of Governor meeting.

12.2 The Finance Folio Officer may approve expenditure between £30,000.00 up to a maximum of £50,000.00. The decision must be minuted.

12.3 Financial decisions will be made after consideration of:

- Priorities as identified in the costed development plan

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

- The needs of the pupils and staff of the school
- The need to support and deliver the National Curriculum together with any additional elements agreed by the Governing Body
- The resources delegated to PSCA

13. Budget

12.1 The Finance Folio Officer together with the Headteacher will consider the on-going development plans and will provide costings both for maintaining the required level of educational provision and also for proposals to develop the short, medium and long term aims and objectives as identified in the PSCA Development Plan.

12.2 Such consideration will include the determination of an appropriate level of general contingency and the formulation of a policy for the application of any balances in excess of the agreed target for general contingencies on the development proposals in the School Development Plan. Section 15 has further details.

12.3 It is recognised that finite resources will lead to a need to place proposals into priority order and to accelerate/delay spending plans as circumstances change.

12.4 The Headteacher (or his/her representative), will prepare for consideration by the Finance Folio Officer draft/consultation papers on issues to be addressed in preparation for the following year's budget.

12.5 The Governing Body will have regard to the principles of Best Value when making decisions about how the available resources are to be utilised. In order to do this the Governing Body will have regard to any guidance provided by the DfE, the ESFA and Ofsted and to other relevant documentation and guidance.

12.6 A Best Value statement detailing actions taken and proposed will be considered annually by the Finance Folio Officer for recommendations to the Governing Body.

12.7 The Headteacher (or his/her representative) will prepare for consideration by the Finance Folio Officer financial benchmarking comparisons on an annual basis each Autumn Term. The benchmarking data will be extracted for similar schools from either the local financial benchmarking database for Plymouth schools or the national DfE financial benchmarking database. The conclusions and recommendations resulting

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

from this process will be used to inform the financial planning and resource allocation process.

14. Review of Contracts for Services

13.1 The Headteacher will review the quality, cost and impact of services purchased from outside providers (including the LA) on an ongoing basis and before contracts are renewed.

13.2 To assist in this process the Chief Financial Officer will prepare a schedule detailing the service contracts, together with values and renewal dates in order that priorities for review can be determined. After each review the Finance Folio Officer will make recommendations to the Governing Body.

15. Level of Balances

14.1 The Finance Folio Officer will annually review the balances situation of PSCA and make recommendations to the Governing Body. In making its recommendations the Finance Folio Officer will indicate an optimum level of balances which has regard to the specific issues facing the school and acknowledge that resources are allocated to schools on an annual basis based on the number of pupils in the school at that time.

14.2 The Finance Folio Officer will have regard to the balance limits placed on schools i.e. 5% of budget.

14.3 If balances over this limit are considered essential, for example to allow planned class restructuring in the case of falling rolls, a licensed surplus application, giving full reasons for the request will be submitted to the ESFA before the end of the Autumn Term. Regard will always be given to the most current advice available from the ESFA and DfE.

16. Capital Expenditure

15.1 The Finance Folio Officer will give consideration to the use of the devolved capital allocations available to the school in the light of the priorities identified in the School Development Plan and then make recommendations to the Governing Body.

15.2 Before purchases are made consideration will be given to economies of scale available to the school.

15.3 Consideration will be given to obtaining quotations for all purchases in order to ensure that Value for Money is achieved and where a single

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

purchase of more than £5000 is involved, quotations will be sought from at least 3 suppliers. and Governors consulted before a purchase is made.

15.4 The Governing Body require that staff will follow official ordering procedures at all times and written pre-numbered orders will be used. Verbal orders will be followed up by a written confirmatory order.

15.5 Individuals must not use official orders to obtain goods and services for their private use. All official orders will be recorded on the school's computerised financial system. Orders made on-line should also be followed by an official order.

17. Procedures and Security

16.1 The school will make use of a computerised financial monitoring package. Data will be input on a regular basis including financial commitments made by the school.

16.2 Information will be input from school bank statements every month.

16.3 Appropriate use of the package and orderly filing procedures will ensure that all transactions are traceable.

16.4 Security passwords will be maintained on the computer and documentation will be kept in a secure location.

16.5 Regular backups will be made of the information held on the computer with the backups stored securely and separately from the computer. The school will maintain approved software for the administration of financial records.

16.6 The Headteacher and a member of the Governing Body have been registered in accordance with the Data Protection Act 1998.

18. Security of Stocks and Equipment

17.1 An inventory will be kept in the school and updated and checked on an annual basis.

17.2 The Governing Body will ensure appropriate and adequate insurance arrangements are in place to protect the school's assets and a copy of the insurance policy document will be available for inspection.

17.3 The Headteacher will annually make recommendations to the Governing Body about the insurance requirements of the school. The recommendations will have regard to the minimum cover requirements of

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

the ESFA and to the costs of insurances services offered by different providers.

17.4 The school will consider additional “voluntary” insurance arrangements e.g. staff absence insurance and contents insurance, the Headteacher will have due regard to the terms of the insurance documents and these will be considered on an annual basis.

17.5 In addition to the measures above the following procedures will be followed;

- A register will be maintained of equipment removed from school for use off-site and when it was returned;
- The Governing Body will authorise all write-offs and disposal of surplus stocks and equipment;
- When it is considered appropriate, the Governing Body will request and act upon the advice of a Crime Prevention Officer.

19. Petty Cash

18.1 The amount of cash in the school will be kept to a minimum and all monies and financial records kept in secure storage.

18.2 There will be a limited use of petty cash.

20. Income and VAT returns

19.1 The Governing Body has implemented a charging policy. Steps will be taken to ensure the early collection of income due and receipts issued and records kept in line with the Academies Financial Handbook.

19.2 A copy of the Governor’s Charging and Remissions policy for school activities will be available in school for inspection.

19.3 VAT returns will be made promptly and accurately using the computerised system.

21. Staffing

20.1 The Finance Folio Officer will be responsible for the Pay Policy annually within the provision of the Finance Folio Officer and will consider appointments, terminations, promotions and performance management as necessary.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

22. Monitoring and Review

21.1 The Chief Financial Officer and the Finance Folio Officer will review this policy annually (as determined by the Governing Body) and more often when legislation and guidance changes.

21.2 Its implementation and effectiveness will be monitored by the Chief Financial Officer and the Headteacher.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Appendix 1

Audit Committee Terms of Reference

Constitution

The Governing Board ("the Board") has resolved to establish an Audit Committee in accordance with the provisions of the Articles of Association to advise the Board on matters relating to the Corporation's audit arrangements and systems of internal control. This Committee will be subject to the provisions of the Standing Orders of the Corporation and its Committees (to which specific reference should be made) and shall operate in accordance with any requirements of the Education Funding Agency and any other national funding bodies. It is responsible to the Board.

Authority

The Committee is authorised by the Board to:-

- i. investigate any activity within its terms of reference.
- ii. seek any information it requires from the internal audit service, the financial statements auditor, Governors, Committees and College employees, plus relevant information from subcontractors and other third parties.
- iii. obtain external professional advice.

NB. The Board must not add to these terms of reference responsibilities that require the Audit Committee to adopt an executive role, or its members to offer professional advice to the Board. The Audit Committee should seek formal professional opinions from the internal audit service, financial statements auditor or other professional advisers to the Board. Advice should only be given in Committee members' capacity as Governors and co-optees and only within their terms of reference.

Membership and quorum

The Board may co-opt persons to the Committee who are not Governors. The Committee shall consist of a minimum of 3 and a maximum of 6 members (of whom at least two shall be Governors and at least one of whom shall have the relevant skills and expertise).

Employees should not be members of an Audit committee but the accounting officer and other relevant staff should routinely attend to provide information and participate in discussions.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

50% of members, rounded up represent a quorum, provided that there are a majority of Board members present.

Chairmanship

The Chair of the Committee shall be appointed by the Board and will normally be a Governor to allow effective feedback to the Board. If the Chair is absent from a meeting, the members shall choose one of their number to act as Chair for that meeting.

Meetings

- i. The Committee shall meet as necessary but normally at least once per term. The Chair or any two members may call a meeting.
- ii. The meetings shall be timely with the work of the Academy's internal audit service and the financial statements auditor.
- iii. Non-members may be invited to attend meetings.
- iv. Other Board members shall not have the right to attend meetings.
- v. The Clerk to the Committee will keep appropriate records of the proceedings.
- vi. The minutes of Committee meetings shall be circulated to all Board members.

Duties

The duties of the Committee shall include:-

- i. responsibility for monitoring the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- ii. advising the Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
- iii. advising the Board on the scope and objectives of the work of the internal audit service and the financial statements auditor.
- iv. ensuring effective co-ordination between the internal audit service and the financial statements auditor
- v. considering and advising the Board on the audit strategy and annual internal audit plans for the internal audit service.
- vi. advising the Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- vii. monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports,

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

- internal audit annual reports and the financial statements auditor's management letter.
- viii. considering and advising the Board on relevant reports by the National Audit Office, the Education Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
 - ix. establishing, in conjunction with Academy management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
 - x. monitoring the Academy's risk management plan and advising the Board on its adequacy and effectiveness
 - xi. producing an annual report for the Board and accounting officer which should include the Committee's advice on the effectiveness of the Academy's risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.
 - xii. monitoring and advising the Board on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
 - xiii. being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
 - xiv. recommending the annual financial statements to the Board for approval.
 - xv. monitoring the effectiveness of the Academy's whistleblowing procedures meeting privately with the Internal and External Auditors, and separately with the Director of Finance at least once a year.

These Terms of Reference were discussed and approved by the Governing Body on (date)

Signed Chair of Governors

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Appendix 2

Scheme of Delegation to the Headteacher

The Headteacher shall have delegated power to undertake all functions delegated to the Governing Body relating to the Academies Financial Handbook except that;

(a) He shall comply with all policy directions given to them from time to time by the Governing Body

(b) He shall have the authority to expend all monies allocated to individual or specific items in the approved budgets without further reference to the Governing Body; but where no such specific item exists in the budget he/she shall not enter into any financial commitment without the consent of the Governing Body or in the case of an urgent matter, the Chairman

(c) The above delegation shall not apply in respect of the appointment of staff. It shall be for the Governing Body to determine from time to time the extent of the power of the Headteacher to deal with staffing matters

(d) The Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £30,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair.

(e) The Headteacher shall maximise school funds by careful use of agreed investment opportunities and shall not transfer funds between current and investment accounts unless to do so has been agreed by the Governing Body

(f) The Headteacher shall submit to the Governing Body at least one each term, and on such further occasions as the Governing Body may specify, reports on all expenditure incurred and commitments entered into, together with details of any income generated, since the last such report to the Governing Body; this report to include a comparison of these latest figures with the budget for the year;

(g) Any proposal to incur expenditure on new or significantly different policies to be the subject of a report by the Headteacher to the Governing Body; the report to include details of cost in both the current and future years

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

(h) The Headteacher shall have the power to nominate the Deputy Headteacher or another named (senior) member of staff to exercise the powers of this delegation during any periods of absence;

(i) The Headteacher and any other person nominated under Regulation (h) above shall ensure that at all times the Academies Financial Handbook relating to schools with delegated budgets are complied with.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Appendix 3

Procurement - Best Practice Checklist

1. Policies and procedures for procurement should be documented and adhered to, to ensure that the process is being carried out on a fair, open and best value basis. The documentation should describe:

- Roles and responsibilities of those involved in procurement (e.g. governing body, Headteacher, Business and Finance Manager, other senior managers and the central finance office)
- Delegated authority levels, in particular setting out the procedures to be followed for purchases above specified values, to ensure sufficient levels of oversight by the Governing Body
- Arrangements to ensure segregation of duties
- How purchases are recorded (papers records and computer records (eg accounting system arrangements). In all cases it is important to ensure that the procedures that are set out are followed, both for routine day to day procurement, and for periodic high value items

2. Where appropriate, individuals with relevant experience including the end-users (e.g. ICT managers, teachers) should be involved when putting together invitations to tender or making key decisions. This will not only aid selection of the best solutions for the school, but may also help achieve buy-in by the end-users.

3. Procurement decisions should be clearly recorded to ensure that the decision has been reached fairly and to provide a clear audit trail;

- Minutes should be taken of all relevant meetings
- The options available should be recorded
- The basis for scoring/ranking should be set out
- The individuals responsible for scoring/ranking should be identified
- The outcome of the scoring and the final decision should be recorded

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

- The reasons on which the decision was reached should be clearly documented

4. All key documents should be retained together by the school. This includes:

- Invitations to tender
- Tenders received from bidders
- Quotes obtained for smaller purchases
- Papers/minutes documenting the procurement decision
- Signed copies of the contracts awarded
- Invoices

Where procurement is carried out with the assistance of an external project management company (for example the initial procurement of ICT, furniture and equipment prior to moving into a new building) key documents should be transferred to, and retained by, the school prior to cessation of the contract with the project management company.

5. An asset register of all capital items should be established in an appropriate format and should be updated on a continual basis as assets are purchased. The register should include:

- Asset description
- Asset number
- Serial number
- Date of acquisition
- Asset cost
- Source of funding (% of original cost funded from ESFA grant and % funded from other sources)
- Expected useful economic life
- Depreciation
- Current book value

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

- Location
- Name of member of staff responsible for the asset

Updating of the register as assets are procured should ensure that it is always current and should ease the task of end of year asset verification. It should also simplify the setting of insurance levels and the handling of any claims.

A similar register should also be maintained of “attractive items” (ie items with a cost below the school’s capitalisation threshold) such as minor office equipment.

6. Fitness for purpose should be a key consideration in any procurement decision (e.g. ICT should be of the correct specification; fixtures and fittings should be of adequate durability).

7. Opportunities should be taken for bulk purchase discounts, for example by combining similar orders.

8. When ordering goods an assessment of likely delivery timeframes should be made, to ensure that appropriate staff are available on site to receive them (particularly during school holidays), and that adequate space is available to locate or store the delivery.

EU Procurement Thresholds from 26/01/2006

The European Union (EU) has introduced rules to open up public purchasing by making member states remove restrictive practices. Government departments and other public bodies are subject to these rules. They are relatively complex but in general terms include a requirement to follow a prescribed tendering procedure, to operate to a minimum timescale and a requirement to advertise contracts in the Official Journal of the European Union (OJEU) if they exceed certain financial thresholds. The thresholds applying from 26 January 2006 are:

- Goods and services: £93,738 (excluding VAT)
- Public works contracts, for the procurement of construction or civil engineering works: £3,611,319 (excluding VAT)

Where governing bodies are likely to enter into such contracts they will need to seek more detailed guidance and legal advice from the Department.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Appendix 4: Scheme of Delegated Authority Summary

Authorising Payments Signatory Level		
Position	Name	Authority
Headteacher & Accounting Officer	Dave Strudwick	<ul style="list-style-type: none"> Cheque Signatory one of two to sign GPC credit card holder <input type="checkbox"/> Online payment authenticator. One of two to authenticate payments.
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	<ul style="list-style-type: none"> Cheque Signatory one of two to sign GPC Card Holder <input type="checkbox"/> Online payment authenticator. One of two to authenticate payments
Chief Financial Officer	Kundai Mupunga	<ul style="list-style-type: none"> Cheque Signatory one of two to sign Online payment authenticator. One of two to authenticate payments

Authorising orders for goods and services		
Position	Name	Limit/Restriction
Board of Governors - Chair	Andrew Brewerton	Over £50,000 – decision recorded in minutes
Finance Folio Holder	Darren Fisher	£50,000 - decision recorded in minutes
Headteacher & Accounting Officer	Dave Strudwick	£30,000
Deputy Headteacher – when acting in	Mike Beard	£30,000
Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors	
Reviewed: n/a	Next Review Due: September 2019	

absence of Headteacher		
Chief Financial Officer	Kundai Mupunga	£5,000

Completion of VAT returns		
Position	Name	Limit/ Restriction
Chief Financial Officer	Kundai Mupunga	N/A
Finance Officer	Lindsey Willcocks	N/A

Authorising Payments & Entering into Contracts		
Position	Name	Limit/Restriction
Board of Governors - Chair	Andrew Brewerton	Over £50,000 – decision recorded in minutes
Finance Folio holder	Darren Fisher	£50,000 - decision recorded in minutes
Headteacher & Accounting Officer	Dave Strudwick	£30,000
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	£30,000
Chief Financial Officer	Kundai Mupunga	£5,000

Authorisation to make Virements between cost centers and managing

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

the bank accounts		
Position	Name	Limit/Restriction
Headteacher & Accounting Officer	Dave Strudwick	System user – access all ledgers.
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	System user – access all ledgers.
Chief Financial Officer	Kundai Mupunga	System Administrator
Finance Officer	Lindsey Willcocks	System Administrator

Certificate of Travel / Subsistence Claims		
Position	Name	Limit/Restriction
Board of Governors - Chair	Andrew Brewerton	Travel Claims of Headteacher above £200.
Headteacher & Accounting Officer	Dave Strudwick	Over £200 per claim & all Chief Financial Officer claims.
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	Over £200 per claim & all Chief Financial Officer claims.
Chief Financial Officer	Kundai Mupunga	Under £200 per claim

Authorisation to write-off bad debts		
Position	Name	Limit/ Restriction
Secretary of State		Detailed in funding letter

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Finance Folio holder	Darren Fisher	Over £50 – recorded in report presented to Full Governors.
Headteacher & Accounting Officer	Dave Strudwick	Write off debts up to £50
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	Write off debts up to £50
Chief Financial Officer	Kundai Mupunga	Write off debts below £10

Administration of Petty Cash		
Position	Name	Limit/ Restriction
Chief Financial Officer	Kundai Mupunga	£200
Finance Officer	Lindsey Willcoks	£30

Authorisation of petty cash/expenses vouchers		
Position	Name	Limit/ Restriction
Headteacher & Accounting Officer	Dave Strudwick	£200
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	£200
Chief Financial Officer	Kundai Mupunga	£200

Opening & Evaluation of Tenders for decision making at appropriate delegated levels.

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Position	Name	Limit/ Restriction
Headteacher & Accounting Officer	Dave Strudwick	N/A
Deputy Headteacher – when acting in absence of Headteacher	Mike Beard	N/A
Chief Financial Officer	Kundai Mupunga	N/A
<p>In some instances it will be necessary to involve an appropriate member of staff i.e Premises, Kitchen, or Network Manager in order to ensure the evaluation process take into account the view of the immediate service area.</p>		

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019

Date	Purpose of changes made	By
17/9/18	New policy to include more detail around the schemes of delegated authority provisions (which were part of the Finance Policy)	Kundai Mupunga / Susanne Hose
19/9/18	Approved by Governing Body	

Date created: September 2018	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: n/a	Next Review Due: September 2019