

Scheme of delegation

	Value	Delegated Authority
Virements between and within budget heads (all reported to the Finance Committee)	Up to £10,000	School Manager
	Up to £25,000	Headteacher
	Up to £25,000	To be reviewed by Finance sub-committee
	Over £25,000	Governing Body
Payment of invoices by cheque/BACS payment, direct debit mandates See list of signatories	Upto a total £10,000	Single Supplier/Company limit – BACs Payment
	Upto a total £30,000	Total BACs Payment Limit - 2 signatories
	£200 to £5000	Any two signatories
	£5000 to £15000	Two signatories, one of whom must be a Governor
Approval to place orders (requisition) / Authorisation of orders	Over £15000	Two signatories from Headteacher, Chair of Governors or Vice Chair of Governors
	Up to £1,000	Budget Holder
	Up to £10,000	School Manager – to be countersigned by Headteacher
	Up to £25,000	Headteacher
	Over £25,000	Finance Committee
Quotations and Tendering	Over £75,000	Full Governing Body authorisation for advertising and award of tenders
	Up to £10,000	Quotations not required but may be used as part of securing value for money
	£10,000 to £25,000	Minimum of three quotes to be obtained
	£25,000 to £75,000	Governing body has option of obtaining quotes or tenders
	Over £75,000	Formal tendering process unless agreed otherwise by Governing Body
Authority to accept other than lowest quotation	Over OJEU Limit	OJEU advertising required, Governing Body approval
	Up to £25,000	School Manager and Headteacher
	Over £25,000	Finance Committee
Disposal of assets (purchase value)	Over £75,000	Governing Body
	Up to £2500	School Manager and Headteacher
	Up to £5,000	Finance Committee
	Over £5,000	Governing Body
Write off bad debts	Over £20,000	DfE
	Up to £1,000	Headteacher
Signatories for grant claims / DfE returns	Up to £5,000	Governing Body
	Any	Head, Deputy Head, Asst Head, Finance Manager
Income invoice approval	Up to £10,000	School Manager
	Up to £50,000	Head, Deputy Head, Assistant Head
	Up to £100,000	Head, Chair of Governors
	Over £100,000	Governing Body
Transfers between Academy Bank Accounts	Up to £10,000	School Manager
	Up to £100,000	Headteacher