

# Monksmoor Park CE Primary School

## Financial Management and division of responsibilities Policy



**Date ratified by Governors:**  
29<sup>th</sup> August 2018

- Dates reviewed by  
Governors:**
1. 4<sup>th</sup> October 2018
  2. 20<sup>th</sup> May 2019
  3. 9<sup>th</sup> December 2020

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

## **Introduction**

The Governors of Monksmoor Park CE Primary School believe that sound financial management policies are essential to the fulfilling of their statutory duties under government legislation. Sound financial management is achieved by:

- Defining the financial roles and responsibilities of staff and Governors under the Schools Financial Value Standard in Schools Procedure.
- Providing a framework to ensure that a consistently high standard of education is maintained for their pupils within the available resources.
- Preparing the budget in accordance with the identified priorities of the School as identified in the Self Evaluation Form and School Development Plan.
- The school holds a register of business interests to avoid conflict between business and personal interests. This document is signed annually and published on the school website. All members of staff with financial responsibilities are included.

## **ORGANISATION FOR RESPONSIBILITY AND ACCOUNTABILITY**

### **INTERNAL FINANCIAL CONTROL**

#### **DELEGATED BUDGET**

The budget should be formally discussed and approved by the full Governing Body and this should be recorded in the minutes. A copy of the approved budget should be retained with the minutes.

The budget set should be based on the best and most complete information available (e.g. actual and projected pupil numbers and notifications of funding levels), balanced, aimed at recovering a previous deficit in the agreed manner if the school had previously overspent, or intended to achieve only a prudent planned level of unspent balances.

The Head Teacher and School Business Manager should retain the working papers used for preparing the budget. It is recommended that a budget file should be set up each year for this purpose. This will also act as a point of reference in subsequent years or if the members of staff involved in this process leave or are absent and colleagues have to take over the monitoring of the budget or prepare the budget in future years.

There should be clear links between the Budget and the Development Plan, and these should be demonstrated. This will ensure that plans are realistic and achievable. It also identifies initiatives which can be considered should additional funding be obtained.

The Budget should indicate any Reserves the school holds i.e. carry forwards and their intended use for the coming year and in subsequent years if reserves are being built up for projects etc.

If it is suspected that money or property of the school of a value that is deemed to be significant has been stolen or misappropriated, or that a financial irregularity has occurred, the governors and/ or the Headteacher must immediately report the matter to the Director Children & Young People's Service, Director of Education of Peterborough Diocese and the

Executive Director (Finance). Reference should also be made to the school's Whistleblowing Policy. The Headteacher and the governing body will agree to deal directly with any minor value misappropriation. Any discrepancies will be brought to the attention of the Full Governing Body members and the appropriate action, in relation to value will be discussed on a case-by-case basis. The governing body do not feel it is appropriate to set a specific ceiling on value as all the circumstances will need to be considered in context not just value.

The Governors have delegated day to day spending authority within the approved annual budget for the School to the Headteacher. The Headteacher may in some circumstances delegate to subject leaders an annual budget to support teaching and learning within that particular area. Teaching staff placing orders should ensure that this is approved by the Headteacher and that there is sufficient money within the budget and Order Requisitions follow school procedures.

We have ensured separation of duties throughout every procurement process which mitigates overall risk to the school and protects members of staff.

A register of governor pecuniary interests must be maintained and be available for inspection by governors, staff and parents

### **ORDERING**

Any member of staff requesting resources must complete a Purchase Order Form and complete all sections to the best of their ability. This form must be signed by the originator and then passed to the Headteacher for authorisation. Forms can be found in the school office.

Once authorised orders should be handed to the School Business Manager who must raise the order through FMS onto official order stationery. Orders must only be made where there is sufficient budgetary provision. Completed official order forms must be signed by the Headteacher before being placed.

Orders placed orally should be immediately placed on FMS and the printed order marked accordingly.

On receipt of goods, the delivery is checked against the consignment note and original order. The invoice is passed to the School Business Manager for payment, where a check is made on goods delivered, quantity and price. The invoice is then signed as correct and passed to the Head before payment is processed.

### **BACS PAYMENTS:**

Wherever possible the school has moved away from paying suppliers by cheque and uses the BACS system through Barclays Bank Plc.

Suppliers are set up on SIMS for BACS payments and all Invoices are raised and prepared for payment by the Initiator (school administrator). Once invoices have been signed and authorised for payment by the Headteacher the paperwork is passed to the 1<sup>st</sup> Authoriser, usually the 2<sup>nd</sup> school signatory. An audit check is completed and once completed the

paperwork is passed to the Data loader who uploads the BACS file from FMS directly to Barclays Bank.

The 2<sup>nd</sup> Authoriser (Headteacher) logs onto Barclays.net, compares the loaded file information against the confirmation copy and authorises the payment. The LB32 is completed and signed and all documentation returned to the initiator for filing.

### **CHEQUE SIGNATORIES**

In certain circumstances cheques will still be necessary especially for those suppliers who are unable to accept BACS payments.

The Chair of Governors should be included on the bank mandate as a cheque signatory.

All cheques must require two signatories. For cheques in excess of £20,000 three cheque signatories are required, including the Chair of Governors or the Vice Chair or Chair of Finance. Cheques not signed in accordance with the current bank mandate will be returned by the bank to the payee.

The School Business Manager should not normally be a cheque signatory, although this may not be practical in smaller schools where separation of duties is more difficult to achieve. In larger schools and in Secondary schools the Bursar should only be a cheque signatory in exceptional circumstances

The cheque signatories must be maintained and kept up to date, as staff leave they should be removed from the bank mandate without delay.

### **CHEQUES**

Cheques must be stored securely and control should be exercised over all cheques issued including ensuring that cheques are used in a systematic manner and in number sequence.

Storage - Cheque books should be stored in the safe. Cheque stationery should be in the safe or where schools do not have a safe or have insufficient capacity locked cupboards or cabinets. They should not be kept in boxes in an open office.

Sequential use:

The cheque signatories should complete checks to ensure that there is sequential use of cheques. This can be evidenced by using the cheque run report or by maintaining a log.

If the Cheque Run Report from SIMS FMS6 is used it is essential that the cheque signatories also refer to the report from the previous cheque run to ensure that the last cheque number used on that run is the number previous to the first cheque number on the run they are signing.

Where a school uses cheque stationery predominantly and uses a manual cheque book infrequently, the periodic checks must also be made on the use of the manual cheques to prevent these from being misappropriated.

Correct Payment Details - cheque signatories should also check that the payee details are correct and the amount of the cheque corresponds to the invoice total (s). The cheque stub should be initialled to confirm this check has taken place, in the case of cheque stationery the cheque "slip" i.e. top third of the cheque should be initialled.

Spoilt cheques:

Occasionally errors are made when writing cheques or the print run fails for cheque stationery. All spoilt cheques must be retained for audit purposes. They should be crossed through and "Cancelled" written on them to prevent their use.

Spoilt cheques should be presented to the cheque signatories. Cheque signatories should check that these procedures have been followed.

Cancelled cheques: Where cheques have been sent to suppliers and are then cancelled a note should be kept of this and the bank should be notified. It is not sufficient simply to cancel the cheque on SIMS if it has been issued.

Where replacement cheques are issued this should be noted on the cheque run report when presented to the cheque signatories, so that they are aware of why a second cheque has been issued

### **SCHOOL CREDIT CARD**

The Governing Body should agree the use of any credit/business cards within the school and agree the credit limit for the card. A member (or members) of staff should be nominated as the card holder(s).

When the card(s) is received at the school it should be stored in a secure place such as a safe, to which there is limited access.

The nominated card holder(s) should sign a declaration before being issued with a card. The declaration will list the card number, the credit limit, likely uses, an agreement not to misuse the card or to use it for personal gain and to observe rules for using the card i.e. regular submission of receipts for inspection, etc.

The cardholder will then sign the back of the credit card in the Head teacher's presence and it should be stored in a secure place except when being used.

The cardholder(s) will be given a copy of this guidance when the card is handed over.

Personal Identification Numbers (PINs) should only be known to official cardholders.

All cards will have a monthly credit limit of £1300. All card holders should maintain a record of expenditure incurred.

Card holders should ensure that full and official VAT receipts are obtained in all instances where the card is used. These should be submitted to the Headteacher.

Monthly statements should be checked by the Headteacher at the time that the cheque payment is made. The Headteacher should ensure that all expenditure was properly incurred by the card holder(s) in the course of their official duties, and is fully supported by signed vouchers and receipts. The card holder(s) should also examine and sign the statement, to confirm their agreement to the expenditure stated on it.

If the Headteacher is satisfied he/she should sign the statement as evidence of this check.

Each month the balance on the procurement/ credit card should be cleared to nil by making payment from the local bank account and coding the expenditure to the appropriate codes, including the VAT.

If the card is misused it should be immediately withdrawn from the card holder.

If the card is lost, the loss must be immediately reported to the Headteacher and the bank.

If a card holder leaves the school's employment, the card must be handed in to the Headteacher, cut in half and cancelled at the bank.

Value for money should be obtained for all purchases and any annual charge should be taken into account when applying for the card bearing in mind the proposed frequency and value of usage.

### **BANK RECONCILIATION**

A monthly bank reconciliation should take place on a prompt basis and the Headteacher should ensure that this is being achieved. This should be evidenced by their signature on the LB6 Bank Reconciliation form. There should be a clear division of duties:

Person Completing the Reconciliation  
Business Manager

Person Checking  
Headteacher

Checking the Bank Reconciliation

The person completing the checks should ensure that the closing bank balance on SIMS agrees to the closing balance on the bank statement. Also the items listed on the reconciliation should be reviewed.

A copy of the LB6 Bank Reconciliation form plus supporting bank statements and FMS6 reports is to be submitted to LGSS Finance on a monthly basis.

### **PETTY CASH**

We have decided, as a school, not to have a petty cash system in place. This is to support correct financial procedures and to discourage staff using personal finances to support school.

In exceptional circumstances, staff are reimbursed using the BACS payment system.

## QUOTES AND TENDERS

All quotes and tenders should demonstrate that the school has taken reasonable measures to obtain best value for money. It may not necessarily follow that the order will be placed with the lowest quotation but there should be detailed clarification as to why the school is not using the lowest quote.

Goods, Services and Works up to £5,000	Obtain best value.
Goods, Services and Works from £5,000 up to £25,000	Obtain at least three written quotes (two local if possible). May choose to advertise on Contracts Finder.
Goods, Services and Works from £25,000 up to EU threshold	Obtain at least three written quotes (two local if possible) using the formal Request for Quotation (RFQ) process. Advertise on Contracts Finder.
Goods, Services and Works from EU threshold	Obtain at least three tenders using the formal Tender process. Advertise on Contracts Finder and advertise on OJEU if above EU threshold of 215,000 Euros.
Goods, Services and Works using a Framework Agreement	Obtain at least three written quotes. Follow call-off procedure within framework.

Any subsequent orders placed must be in line with agreed authorisation limits.

Unforeseen items over £5,000 should be brought to the attention of the Chair and be placed on the agenda for the next Committee meeting or full Governors Meeting.

## AGREED AUTHORISATION LIMITS

### Authorisation Limits

#### Expenditure Limits within agreed budget

SBM (emergency minor building repairs)	Up to £500
Headteacher	Up to £5,000
Finance & Property Committee	Expenditure exceeding budget or is from £5,001 to £10,000 within budget

[The Chair of the Finance Committee, in discussion with the Head and Chair of Governors has authority to approve all such expenditure on behalf of the Finance Committee].

Full Governing Body Over £10,000

**Cheque Signatories (as per bank mandated process)**

Two signatories Up to £10,000  
Three signatories to include Chair of Governors Over £20,000

**BACS payment authorisation**

Online authorisation as per bank mandated process, printed copies to be signed as:

Two signatories Up to £10,000  
Chair of Governors (plus one other) Over £20,000

**Credit Card payments**

As per authorisation limits above: total spend per month £1300: total spend per month £1300

**DEBTORS INVOICES**

An official invoice should be raised for all debts due to the school. Aged debtor reports should be reviewed on a monthly basis in order to monitor debt collection procedures (which should be identified in the school's income policy).

Aged Debtor reports should also periodically be presented to Governors so that they are aware of the monies owed to the school and if there are any bad debts and this should be minuted.

**Writing off bad debts**

School Business Manager Up to £50  
Headteacher From £51 to £250  
Finance and Premises Committee From £251 to £500  
Full Governing Body & notify LA Over £1000  
Local Authority Over £10,000

**PAYROLL**

The School Business Manager will be the main contact with the payroll provider and will also check the reports from the payroll agency.

**Authorisation of the Payroll**

Interim Report: The payments to all staff should be checked, specifically for any change that have been requested e.g. contract changes, additional hours and absence returns. Evidence of the checking procedures completed by the School Business Manager should be presented to the Headteacher to confirm that these checks have been completed.

The Headteacher should then check the payroll for reasonableness before authorising the validation report check.

Final Report: The Headteacher should complete a management check of the final payroll report and this should be evidenced by a signature and date.



## **EMPLOYEES**

All appointments, termination, permanent contract changes, temporary contract appointments etc. should be reported to the Governing Body or one of its Committees to which personnel has been delegated. If the Governors have delegated responsibility for some of these functions to the Headteacher they should still keep the Governors informed of proposed changes and changes that take place.

All personnel files should contain a copy of the person's application form, evidence of pre-employment checks (see below). Contract letters and any subsequent changes to contract should be held on the employee's personal file. When staff leave the appropriate documentation should be retained on file i.e. resignation letter and leavers form. Access to the personnel files should be restricted and they should be kept in locked cabinets or cupboards.

Appropriate pre-employment checks should be completed and evidence retained on file i.e. Disclosure and Barring Service (DBS) clearance, copies of relevant qualifications, two written references.

A log should be maintained on which to monitor DBS clearance i.e. the date application forms were given to staff, returned, submitted to the relevant body for clearance and date clearance was confirmed. This log should be examined by the Headteacher at least every half term, to ensure that all checks are completed. This check should be evidenced.

Where agency staff e.g. supply teachers are used, confirmation should be requested from the agency that any staff sent to the school have DBS clearance. Supply teachers will be asked for proof of ID when arriving at the school.

Evidence should be retained of the recruitment process. I.e. a list of candidates interviewed, their applications, evidence of the actual interview process i.e. questions and answers, score sheets etc. Data Protection regulations require that for unsuccessful candidates this information is destroyed after six months.

All appointment, leavers, change of contract and additional payments forms must be signed by the Headteacher. Sickness and absence and supply return forms must be appropriately authorised by the Headteacher. No one should authorise any payments relating to themselves or a relative. Changes to the Headteacher's salary or any additional payments to them must be authorised by the Chair of Governors having firstly been approved by the Governing Body and minuted.

Where staff claim for additional hours e.g. site staff, teaching assistants etc. a timesheet should be completed. Timesheets should clearly state the dates worked and hours worked, be signed by the employee and authorised by their line manager.

Wherever possible it is recommended that additional hours are authorised by Senior Management prior to them being worked as they will in most cases be an additional expense above that which has been budgeted for.

## **THE DATA PROTECTION ACT**

The School is registered under the Act. – Please refer to the School's Data Protection Policy

## **VIREMENTS**

**Virement Limits** (including budget increases in LA funding)

Headteacher	Up to £3,000
Finance and Premises Committee	From £3,001 to £10,000
Full Governing Body	Over £10,000

The Head Teacher may make provisional virements of up to £3,000 at any one time, subject to reporting these back to the next Finance Committee meeting for formal confirmation.

All other virements are to be approved and minuted by the Finance Committee for the information of the full governing body.

## **BACK-UP PROCEDURES**

SIMs is used as our MIS and FMS. This is hosted via Capita, not stored on local servers.

## **INVENTORIES**

An up-to-date inventory of School property should be maintained and updated at least once a year. Serial numbers and identification marks should be recorded where appropriate as well as adequate descriptions for insurable items. The School Business Manager has delegated responsibility for this task under direction of the Head Teacher.

## **LETTINGS**

The Governors have adopted the Northamptonshire County Council's Lettings Schedule and Rates of Payment as a general guide, but have delegated authority to the Head Teacher to negotiate actual lettings charges, subject to keeping Governors fully informed of the actual position at the regular meetings.

## **INCOME FROM TRIPS and ACTIVITIES**

Individual balance sheets for each school trip or specific school activity will be prepared in order to make the results of such activities clearer to all concerned.

## **VALUE ADDED TAX**

The Governing Body will comply with current VAT regulations.

## **THE ANNUAL BUDGET**

The annual notification of budget is received by the Headteacher and School Business Manager. The schools budget plan must be prepared with a view to breaking even or creating a surplus at the end of the financial year. If a deficit budget is anticipated, the Director of Schools Finance must be notified immediately. The budget will be prepared in accordance with the identified priorities of the School as identified in the School Improvement Plan and Self Evaluation.

## **DEVELOPMENT PLANNING CYCLE**

### **Autumn Term**

Staff should formulate plans for the new financial year in discussion with the Headteacher. These plans are presented to the Committees for the Governors, as appropriate, in order to formulate a costed School Development Plan.

### **Spring Term**

Based on the School Development Plan, the Finance Committee will recommend a draft Budget for the coming year to the Governors, within the constraints of the Provisional Budget Allocation from the Local Authority. The final step will be approval of a Budget by the full governing body to match the Final Authority Allocation when it is received in late March or early April.

### **Summer Term**

The monitoring procedures outlined below will commence based on the final approved Budget.

## **BUDGET MONITORING**

In the autumn and spring terms, contingencies and surplus balances will be examined and vired to other headings following recommendations by the Headteacher and the Finance Committee.

At least once each term the Finance Committee will report to the full governing body on the progress of the School against its agreed Budget, highlighting any variances of significance. In the autumn and spring terms forecasts of the likely outcome for the year will also be circulated to aid in the forward planning process.

## **RECONCILIATION OF ORACLE AND SIMS**

The School accepts responsibility for ensuring that the statutory record of the School's accounts held on the County Council's accounting system accurately reflects income and expenditure incurred by the School. The School will notify the NCC if budget changes and debits are not properly recorded on the NCC account. In practice, the principal procedure is reconciliation between the NCC account and the School's SIMS records.

Accounting procedures utilise the SIMS computer system and follow the Local Authority's Financial Management Handbook (copies of which are available on the County Council website).

## **BALANCES AND CONTINGENCIES**

It is a fundamental aim of the School that the income for one financial year is used in that year. It is not the policy of the School to hold large balances or contingencies. The exceptions to this general rule will be:

1. A reserve of capital money may be retained to cover major but irregular works as identified by the Asset Management Premises Plan.

2. A small general contingency fund (not exceeding 8% of the total annual budget) to cover any unforeseen overspending or changes in external circumstances.

### OVERALL GUIDELINES

The Head Teacher and school staff are recommended to:

- Establish an appropriate framework of financial control in the public interest.
- Establish procedures which seek value for money.
- Ensure clear segregation and accountability for actions taken and not taken.

#### The Head Teacher should:

- Ensure clear records of financial transactions and decisions are maintained.
- Ensure the delegation of responsibility is accompanied by clear accountability and appropriate level of management supervision and monitoring.
- Ensure that financial procedures include adequate internal control.
- Ensure these financial regulations and other financial instructions are available to their staff.

### CONTROLS ASSURANCE

The finance committee should be responsible for completing the pre-certification checklist required in order that governors can ratify a Statement of Internal Control. This statement should set out the processes that are in place to ensure effective financial management of the school and its resources, whilst making it clear that “absolute” assurance cannot be given as internal control systems cannot prevent or detect all errors or irregularities.

This statement forms part of the Financial Management Self-Assessment and should be completed annually after financial year-end processes have been completed.

Division of responsibilities		
Area	Headteacher	Governing body
<b>Overall responsibilities</b>	Runs the school on a daily basis	Determines the aims, ethos and priorities of the school
	Advises governors	Acts as critical friend – asking supportive and challenging questions
	Is the main influence on the governing body’s decisions	Delegates the power to run the school to the headteacher

<p><b>Planning and policy making</b></p>	<p>Writes and formulates the school development (SDP) or improvement plan (SIP)</p> <p>Drafts the detailed action plans</p>	<p>Involved in planning discussions and decisions through its committees</p> <p>Agrees the final SDP/SIP</p> <p>Ratifies whole-school policies</p>
<p><b>Curriculum</b></p>	<p>Supplies information and advice and produces the curriculum plan</p> <p>Determines and implements an appropriate curriculum for the school</p> <p>Advises the governing body on the disapplication of the National Curriculum for any pupils</p>	<p>Determines curricular policy and agrees the curriculum</p> <p>Establishes a sex and relationship education (SRE) policy and makes sure copies are available for parents. (In practice this can be delegated to the headteacher)</p> <p>Considers any disapplication for pupils</p>
<p><b>Teaching and learning</b></p>	<p>Responsible for the standards of teaching – evaluates the standards of teaching and learning and ensures that proper standards of professional performance are established and maintained</p> <p>Writes the special educational needs (SEN) information report</p>	<p>Monitors the standards of teaching</p> <p>Approves the SEN information report</p>
<p><b>Pupil behaviour</b></p>	<p>Writes the behaviour policy</p> <p>Has the power to exclude a pupil</p>	<p>Provides clear advice and guidance to the headteacher on which he/she can base the behaviour policy</p>

	Notifies the governing body of any exclusions	Approves the written statement of behaviour principles
		Considers parents' representations about an exclusion through a pupil discipline committee
		Can advise that the headteacher reinstates a pupil
<b>Staffing</b>	Draws up the initial staffing plan based on the school's needs	Approves the number of staff at the school and the level of the posts
		Approves the proportion of the overall budget to be spent on staff
<b>Appointments</b>	Manages the appointment process – for example, drawing up job descriptions, organising a day in school and producing a timetable for candidates	Has formal responsibility for managing appointments, but the mechanics of recruitment are normally delegated to the Headteacher
	Has delegated authority to terminate contracts	Is the employer
		Should work within the agreed criteria
		Appoints the headteacher
<b>Finance</b>	Produces the budget headings	Responsible for approving and monitoring the budget
	Manages the school's spending	Monitors the school's financial management
	Reports on the impact of specialist funding, such	Has formal responsibility for making sure pupil premium information is published online. (In practice this is

	as the pupil premium or sports grant	often delegated to the headteacher)
<b>Salaries</b>	<p>Interprets the regulations for the governors</p> <p>Makes performance-related pay recommendations following teacher appraisals</p>	<p>Approves teachers' salaries, including recommendations from the senior leadership team on whether to award performance-related pay in line with the school's pay policy</p> <p>Determines salary levels for all members of staff</p> <p>Ratifies the statutory pay policy</p>
<b>Personnel</b>	<p>Day-to-day management of staff – for example, deploying, managing and leading all teaching and non-teaching staff and allocating particular duties to them</p> <p>Carries out appraisal of staff</p>	<p>Deals with disciplinary/grievance issues at the panel stage</p> <p>Approves the discipline, conduct and grievance procedures</p> <p>Carries out headteacher appraisal</p> <p>Ratifies the appraisal policy</p> <p>Ensures staff receive a regular appraisal of their performance</p>
<b>Premises</b>	<p>Day-to-day management of the school, including who can enter the premises</p> <p>Complies with health and safety law</p> <p>Decides whether to close the school when there</p>	<p>Approves a lettings policy (if applicable)</p> <p>Ensures emergency procedures are in place</p>

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are health and safety  
risks

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THIS POLICY WILL BE REVIEWED ANNUALLY BY THE SBM AND HT. Any recommendations will be discussed by the finance committee and agreed by the full governing body.

Read in conjunction with:

Risk Management Strategy

Health and Safety

Code of Conduct

Whistle Blowing





## APPENDIX A

# Scheme of Delegation - Authorisation and Monetary Limits

These limits are taken from the financial regulations that were approved by the full

Governing Body on: ..... (Enter Date)

### Authorisation Limits

#### Expenditure Limits within agreed budget

SBM (emergency minor building repairs)	Up to £500
Headteacher	Up to £5,000
Finance & Property Committee	Expenditure exceeding budget or is from £5,001 to £10,000 within budget

[The Chair of the Finance Committee, in discussion with the Head and Chair of Governors has authority to approve all such expenditure on behalf of the Finance Committee].

Full Governing Body	Over £10,000
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#### Cheque Signatories (as per bank mandated process)

Two signatories	Up to £10,000
Three signatories to include Chair of Governors	Over £20,000

#### BACS payment authorisation

Online authorisation as per bank mandated process, printed copies to be signed as:

Two signatories	Up to £10,000
Chair of Governors (plus one other)	Over £20,000

#### Credit Card payments

As per authorisation limits above: total spend per month £1300: total spend per month £1300

#### Virement Limits (including budget increases in LA funding)

Headteacher	Up to £3,000
Finance and Premises Committee	From £3,001 to £10,000
Full Governing Body	Over £10,000

#### Writing off bad debts

School Business Manager	Up to £50
Headteacher	From £51 to £250
Finance and Premises Committee	From £251 to £500

Full Governing Body & notify LA  
Local Authority

Over £1000  
Over £10,000

**Disposal of Surplus Stock, Stores & Assets (estimated value)**

Headteacher  
Finance and Premises Committee  
Full Governing Body

Up to £250  
From £251 to £5,000  
Over £5,000

**Other Monetary Limits: -**

Mileage Allowance

HM Revenue & Customs  
approved rate

Petty Cash Imprest  
Safe Cash/ Cheque limits  
cheques

£50  
£1,000 – cash, £5,000 –

**Ordering Procedures**

Goods, Services and Works up to £5,000	Obtain best value.
Goods, Services and Works from £5,000 up to £25,000	Obtain at least three written quotes (two local if possible). May choose to advertise on Contracts Finder.
Goods, Services and Works from £25,000 up to EU threshold	Obtain at least three written quotes (two local if possible) using the formal Request for Quotation (RFQ) process. Advertise on Contracts Finder.
Goods, Services and Works from EU threshold	Obtain at least three tenders using the formal Tender process. Advertise on Contracts Finder and advertise on OJEU if above EU threshold of 215,000 Euros.
Goods, Services and Works using a Framework Agreement	Obtain at least three written quotes. Follow call-off procedure within framework.

**Pre-Authorisation Approval Procedures**

**Personal Expenses**

Headteacher  
Other Staff

Chair of Finance/Chair of Governors  
Headteacher

**Petty Cash**

Headteacher  
Other Staff

Chair of Finance/Chair of Governors  
Headteacher

**Purchase Card Expenditure**

Headteacher  
Other Staff

Chair of Finance/Chair of Governors  
Headteacher

