

Lees Brook Community School

Scheme of Delegation

Item/Authorised Person	Amount	Notes
Level for 3 quotes (preferred)	Between £1,000 and £5,000	See schools "Standards for Financial Management" document
Level for 3+ quotes (required)	Between £5,000 and £30,000	
Level for tenders	£30,000 +	
Petty Cash (maximum held)	£100	
Cash held on premises	£5,000 (safe insurance limit)	
Imprest account cheques	Should not exceed £100	Require 2 signatures
Inventory losses	£100 +	GB report required
Inventory items sold	£300 +	GB Approval required
Inventory items written off	All	GB Approval required
Governing Body Powers (values)		
Approve tender	£30,000+	
Place orders	£10,000+	
Agree virement	£50,000+	
Authorise payment	£20,000+	
Authorise journal	£20,000+	
Heads' Powers (values)		
Select from quotes	Up to £10,000	
Place orders	Up to £10,000	+ sig of Deputy Head
Authorise virements	Up to £50,000	All to be reported to the GB
Authorise payments	Up to £20,000 (unless expenditure already accounted for by Governing Body when original budget set)	
Authorise journal transfers	Up to £20,000	
Sale of inventory items	Up to £300	
Finance Manager/Deputy Head (values)		
Place orders	Up to £5,000	+ signature of Head
Authorise payments	Up to £5,000	
Other Staff (Budget holders)		
Place orders	Up to £500	Orders between £500 & £1,000 must be authorised by Head or Deputy Head
Authorise payment	Up to £1,000	

Chairs Action

The chair has delegated powers to carry out functions of the governing body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school. This power excludes matters related to the alteration and closure of schools, change of school category, change of school name, **approval of the budget**, discipline policies and admissions. Any action taken under this power must be reported to the governing body.