

Tweeddale Primary School

Schedule of Financial Delegations 2023

This Schedule of Financial Delegations applies to Tweeddale Primary School in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Director of Finance, GLT Head of Finance, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Director of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Headteacher

The Schedule was approved by the Governing Body on: 28.09.23

SCHEDULE OF DELEGATIONS

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2023.

Financial Control Thresholds

| | | |
|--|--|---|
| Suspected fraud, theft or irregularity | Above cumulative £200 in any financial year | Notify GLT Head of Finance |
| Gifts and Hospitality | All benefits received or paid in excess of £50 | Record in Gifts and Hospitality Register |
| Monitoring | Monthly variances in excess of £10,000 from approved budgets | Report to GLT Head of Finance with plan of corrective actions |

Fixed Assets

| | | |
|--|---|--|
| Responsibility for maintaining School Inventory | | Kelly Hampstead |
| Responsibility for maintaining Loan Book | | Kelly Hampstead |
| Responsibility for monthly stock take if assets > £2,000 | | N/A |
| Inventory of School Assets | Assets above £200 | Include in school inventory |
| | Assets above £2,000 | Notify GLT Head of Finance for inclusion into Fixed Asset Register |
| | Differences in physical count in excess of £1,000 | Notify GLT Head of Finance |
| Asset disposal | Assets recorded on school Inventory | Authorised by Headteacher Approved by Governing Body |
| | Assets recorded on Trust Fixed Assets Register | GLT Head of Finance approval required |
| Asset Depreciation | Land & Buildings | 35 years |
| | IT Equipment | 3 years |
| | Furniture and Fittings | 4 years |
| | Motor Vehicles | 5 years |
| Stock Takes | If value of stocks exceeds £2,000 | Monthly |
| | Differences in physical count in excess of £200 | Notify GLT Head of Finance |

| | |
|---|------------------------------------|
| Acquisition and disposal of freeholds on land and buildings | Board of Trustee approval required |
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Financial Assets

| | | |
|--|---|---|
| Panel of authorised signatories on banking mandate | | Delegated to GLT Head of Finance |
| Safe keyholders | | Confidential – information available from Headteacher |
| Responsibility for reconciling bank statements with PSF | | Delegated to GLT Head of Finance |
| Bank Account Name | Sort Code | Account Number |
| Tweeddale Primary School | 30-98-36 | 53901568 |
| Insured amount of cash on school premises (including Petty Cash) | | £2,000 |
| Petty Cash | Amount (Headteacher discretion up to Trust Limit of £200) | Authorised by Head Approved by GB |
| Responsibility for reconciling Petty Cash receipts with cash balance | | Claire Godfrey |
| Corporate Purchase/Credit Cards | | Authorised by Head Approved by GB |
| Name | Individual Limit | Total school limit |
| Jane Barbury | £2,000 | Amount (Headteacher discretion up to Trust Limit of £5,000) |
| Claire Godfrey | £2,000 | |
| Card Payment Machine | | Authorised by Head Approved by GLT Head of Finance |
| Responsibility for management/administration of card payment machine | | N/A |
| Borrowing including overdrafts and bank loans | | Board of Trustee approval required |

Income

| | | |
|---|---|---|
| Lettings and hire of facilities | Conducted through Greenshaw Learning Services Limited | Schools accrue income at 97% |
| Local Cash Accounting System | | ParentPay |
| Responsibility for recording student income on the Local Cash Accounting System | | Claire Godfrey |
| Debt Write-Offs | Less than £1,000 | Authorised by Headteacher Approved by Governing Body |
| | Above £1,000 cumulative in the year | Board of Trustee approval required |
| Granting a lease on land and buildings | | Board of Trustee approval required |
| Guarantees, Indemnities and Letters of Comfort | | Board of Trustee approval required |

Expenditure

| | | |
|---|--|---|
| Limit for single Purchase Orders delegated to Headteacher | | £75,000 |
| Procurement Policy | Orders up to £2,000 | One quotation |
| | Orders from £2,000 but less than £10,000 | Two quotations |
| | Orders from £10,000 but less than £75,000 | At least three written comparable quotations. Seek advice on aggregation from the GLT Head of Procurement |
| | Orders from £75,000 | Formal Tender with GLT Head of Procurement approval |
| Contracts and Service Level Agreements | Maturity of one year or less AND total liability within the Headteacher's Delegated Authority | Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of Procurement for inclusion into Contracts Register |
| | Maturity greater than one year OR total liability exceeds the Headteachers Delegated Authority | GLT Head of Procurement approval required |
| Operating Lease | | GLT Director of Finance approval required |

| | |
|---|---------------------------------------|
| Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings | Not permitted under any circumstances |
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Staff Expenditure

| | |
|--|------------------------------------|
| Responsibility for maintaining Register of Interests | Clerk to the Governing Body |
| Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50 | Terrie Jerrom |
| Responsibility for authorising payroll | Terrie Jerrom |
| Responsibility for reconciling payroll with PSF | Delegated to GLT Head of Finance |
| Special payments including severance payments, compensation payments and ex-gratia payments | Board of Trustee approval required |

Tweeddale Primary School Workflow

REQ

Entered by Requestor



REQ AUTH

From £0 - £approval limit authorised by Budget Holder as per table below

From £approval limit - £9,999.99 authorised as per table below

From £10,000 - £74,999.99 authorised by the Headteacher (Terrie Jerrom)

From £75,000 - infinity authorised by GLT Director of Finance (Anita Martin)



PORD

Created by Shared Finance Team



GRN

Entered by Requestor



INV

Entered by Shared Finance Team



INV AUTH

Authorised by budget holder

Authorisation Cover in case of notified absence

| Authoriser | Replaced By |
|-------------------|--------------------|
| Kelly Hampstead | Terrie Jerrom |
| Terrie Jerrom | Gareth Dix |

These pages should be completed but removed before sending to Governors, as they don't require GB approval. Headteachers should retain these pages for information only and internal use.

Authorised Budget Holders

| Account | Budget Holder Name | Email Address | Single PO Approval Limit |
|----------------|---------------------------|--|---------------------------------|
| B-CATERING | Kelly Hampstead | khampstead@suttonmail.org | £1,000 |
| B-HEAD | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| B-HR | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| B-IT | Kelly Hampstead | khampstead@suttonmail.org | £1,000 |
| B-MIDSUP | Kelly Hampstead | khampstead@suttonmail.org | £1,000 |
| B-SBM | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| B-SITEMGR | Kelly Hampstead | khampstead@suttonmail.org | £1,000 |
| C-ART | Kelly Hampstead | khampstead@suttonmail.org | £1,500 |
| C-DESIGNTECH | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-GEOGRAPHY | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-HISTORY | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-ICT | Kelly Hampstead | khampstead@suttonmail.org | £1,000 |
| C-LITERACY | Kelly Hampstead | khampstead@suttonmail.org | £3,000 |
| C-MUSIC | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-NUMERACY | Kelly Hampstead | khampstead@suttonmail.org | £1,500 |
| C-PSHE | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-RS | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| C-SCIENCE | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| DFC | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-2YRPROV | Kelly Hampstead | khampstead@suttonmail.org | £5,000 |
| F-BFASTCLUB | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| F-GAG | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-LATECLUB | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| F-MILK | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| F-OTHERFA | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-OTHERLA | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-PEOPTIONS | Kelly Hampstead | khampstead@suttonmail.org | £500 |
| F-PE&SPORTS | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-PUPILPREM | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-SEN | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-SWIM | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| F-UNRESTRICT | Kelly Hampstead | khampstead@suttonmail.org | £9,999.99 |
| Y-FOUNDATION | Kelly Hampstead | khampstead@suttonmail.org | £5,000 |
| Y-KS2 | Kelly Hampstead | khampstead@suttonmail.org | £5,000 |

