



**Scheme of Delegation Authority by the Local Governing Body of
Holy Trinity CE Academy**

	Description of Delegated Authority	Persons/Bodies to whom Delegated Power is extended	Expiry of Delegation
Virement	<p>Virement of budget provision:-</p> <p>Amounts up to £10,000</p> <p>Amounts between £10,000 and £50,000</p> <p>Amounts over £50,000</p>	<p>Authority delegated to Head Teacher in consultation with the appropriate Chairman and/or Vice Chairman</p> <p>Approval required by Finance, Buildings and Audit Committee or Local Governing Body</p> <p>Approval required by Local Governing Body</p>	Annually
Signatories for cheques, BACS payment authorisation and other bank transfers	Signatories for cheques, BACS Payment Authorisation and other bank transfers	<p>Mrs T Murphy – Head Teacher</p> <p>Mrs A Spark – Assistant Head Teacher</p> <p>Miss R Scott – Assistant Head Teacher</p>	Annually
Orders for Work, Goods and Services	Signatories to Official Order Forms	<p>Mrs T Murphy – Head Teacher</p> <p>Mrs A Spark – Assistant Head Teacher</p> <p>Miss R Scott – Assistant Head Teacher</p>	Annually
Orders for Work, Goods and Services	<p>All orders for all goods and services shall be procured:-</p> <p>Contract value up to £3,000</p> <p>Contract value £3,000 to £10,000 after two written quotations.</p> <p>Contract value £10,000 to £50,000 after a minimum of two written quotations both advertised and accepted.</p>	<p>At discretion of Local Governing Body or designated responsible employee (normally the Head Teacher)</p> <p>At the discretion of Local Governing Body or designated responsible employee (normally the Head Teacher)</p> <p>At the discretion of the responsible employee. Full records should be kept of all criteria used for evaluation and a report should be prepared for the Finance, Buildings and Audit Committee highlighting the relevant issues and recommending a decision.</p>	Annually

	Contract Value £50,000 to £100,000 after minimum of three written quotations, both advertised and accepted.	At the discretion of the responsible employee. Full records should be kept of all criteria used for evaluation and a report should be prepared for the Finance, Buildings and Audit Committee highlighting the relevant issues and recommending a decision	
	Contract value £100,000	Formal tendering process including advertising in OJEU (if over the OJEU threshold) as set out in the Academies Financial Handbook.	
Write off of bad debts	Up to £1,000	Local Governing Body	
	Over £1,000	As above plus EFA approval	
Disposal of assets	Up to £5,000	Finance, Building and Audit Committee	
	£5,000 to £20,000	As above plus Local Governing Body	
	Over £20,000	As above plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant.	
Purchase of sale of any freehold property	Any	EFA approval required. <i>Refer to section 3.8 'Acquisitions and disposal of fixed assets' of the Academies Financial Handbook 2015</i>	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	EF approval required. <i>Refer to section 3.8 'Acquisitions and disposal of fixed assets' of the Academies Financial Handbook 2015</i>	
Salaries, Wages, Pensions and Other Emoluments	Certification of time records and other pay documents	Mrs T Murphy – Head Teacher Mrs A Spark – Assistant Head Teacher Miss R Scott – Assistant Head Teacher	Annually
Raising invoices to collect income	Up to £5,000	Head Teacher	
	£5,000 to £10,000	Finance, Buildings and Audit Committee	
	£10,000 to £100,000	As above plus Local Governing Body	
Insurances	Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to the Local Governing Body.	Mrs T Murphy – Head Teacher Mrs A Spark – Assistant Head Teacher Miss R Scott – Assistant Head Teacher Mrs J Marshall – School Business Manager	Annually