SCHEME OF DELEGATION FOR MARLFIELDS PRIMARY ACADEMY

SEPTEMBER 2020 – AUGUST 2021

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Access to**  **Finance**  **Systems** | **Approval of**  **expenditure** | **Certification**  **of invoices** | **Authority to raise orders to the Limit of** | **Certification of payroll documentation** | **Authorisation of Virement** | **Acceptance of Quotes and Tendors** | **Writing off Invoices raised by the school** | **Disposal of Assets** | **Cheque signatories (2 of 4 required)** |
| **Governing Body** | No authority | No Limit | No authority | N/A | No authority | No limit | No limit | No limit | No limit |  |
| **Chair of Governors** | No authority | No authority | No authority | N/A | Authorised | No authority | No authority | No authority | No authority | 1 of the 4 signatories |
| **Finance Committee** | No authority | Up to £10,000 | No authority | N/A | No authority | Recommends to Governing Body | Recommends to Governing Body | Recommends to Governing Body | No limit | No authority |
| **Environment** | No authority | Up to £7,000 | No authority | N/A | No authority | No authority | No authority | No authority | No limit | No authority |
| **Principal** | Authorised | Up to £7,500 | No limit | Up to £7,500 | Authorised – *includes* overtime claims | Up to  £7,500 | Recommends to Finance Committee | Recommends to Finance Committee | Up to £2,000.00 | 1 of the 4 signatories |
| **Vice Principal**  **\*** | Authorised | No authority | No authority | Up to £3,000 | Authorised – *excludes* overtime claims (apart from Principal claims) | No authority | No authority | No authority | No authority | 1 of the 4 signatories |
| **School Business Manager/ Chief Financial Officer** | Authorised | Up to £300 | U Up to £300 | Up to £300 | No authority  Processes | No authority | No authority | No authority | No authority | 1 of the 4 signatories |
| **Clerical Assistant** | No authority | No authority | No authority | N/A | No authority | No authority | No authority | No authority | No authority | No authority |
| **Site Maintenance Officer** | No authority | No authority | No authority | N/A | No authority | No authority | No authority | No authority | No authority | No authority |
| **All other staff** | No authority | No authority | No authority | N/A | No authority | No authority | No authority | No authority | No authority | No authority |

* **In the prolonged absence of the Chair of Governors, the Vice Chair will assume the Chair’s delegated powers.**
* **In the prolonged absence of the Principal, the Vice Principal will assume the Principal’s delegated powers.**
* **Any amendment to the above scheme must be approved and minuted by the Finance Committee and presented to the Full Governing Body.**