## **Appendix E**

## SCHEME OF DELEGATION FOR MARLFIELDS PRIMARY ACADEMY SEPTEMBER 2023 - AUGUST 2024

	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	1% of Grant Income	1% of Grant Income	
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
Resources Committee	No authority	Up to £10,000	No authority	N/A	No authority	Recommends to Governing Body	Recommends to Governing Body	1% of Grant Income	1% of Grant Income	No authority
Principal	Authorised	Up to £7,000	No limit	Up to £7,000	Authorised - includes overtime claims	Up to £7,500	Recommends to Finance Committee	Up to £500	Up to £2,000	1 of the 4 signatories
Vice Principal *	Authorised	Up to £3,000	Up to £3,000	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 £500	U Up to £500	Up to £500	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

**Appendix E** 

Site	No	No	No authority	N/A	No authority	No authority	No authority	No	No	No authority
Maintenance	authority	authority						authority	authority	
Officer		•								
All other	No	No	No authority	N/A	No authority	No authority	No authority	No	No	No authority
staff	authority	authority	,		•	·	·	authority	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.
- No Vice Principal in post at 1st September 2023, this vacancy will be hopefully be filled during the financial year.
- Any amendment to the above scheme must be approved and minuted by the Resources Committee and presented to the Full Governing Body.