

**SCHEME OF DELEGATION**

Governing Body	Authorisation of Orders	Certification of Invoices	Certification of Payroll Documentation	Authorisation of Virement	Acceptance of Quotes and Tenders	Writing of Individual Invoices raised at school	Disposal of Assets	Cheque signatories Bank Imprest (2 – 3 required)	Finance Leases	Nat West credit card
Finance Committee	No authority	No authority	No authority	Unlimited	Unlimited	Unlimited	Unlimited	No authority	No authority	No authority
Chair of Governors	No authority	No authority	Authorised – Headteacher payroll forms	No authority	No authority	No authority	No authority	No authority	No authority	No authority
Headteacher	Unlimited	Unlimited	Authorised - excludes Headteacher overtime claims/payroll forms	Up to £2000	Up to £1500 without quotation Up to £4000 with quotation	Up to £200	Up to £200 estimate	Authorised	No authority	Up to £3000 in one transaction
Assistant Headteacher	Up to £1000	Up to £1000	Authorised - includes Headteacher overtime claims/payroll forms	No authority	No authority	No authority	No authority	Authorised	No authority	No authority
Office Manager	Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	Authorised	No authority	No authority
Administrative Assistant	Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	No Authority	No authority	No authority
Premises Officer	Up to £200 (estimate for emergency repairs only)	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority









Signature: \_\_\_\_\_

Chair of Governors

Date: 23/11/22

**SCHEME OF DELEGATION FOR ST. BEDE'S CATHOLIC JUNIOR SCHOOL**

Authorisation and Certification		Orders	Invoices	Payroll	Virements	Acceptance of Quotes and Tenders	Writing Off Individual Invoices raised at school	Disposal of Assets	Cheque Signatories - Bank Imprest (2 of 3 Required)	Finance Leases	Credit card	Please Print name and provide specimen signature
<b>Governing Body</b>		No authority	No authority	No authority	Unlimited	Unlimited	Unlimited	Unlimited	No authority	No authority		
<b>Finance Committee</b>		No authority	No authority	No authority	Up to £5000	Up to £5000	Up to £500	Up to £500 Estimate	No authority	No authority		
<b>Chair of Governors</b>		No authority	No authority	Authorised – Headteacher payroll forms	No authority	No authority	No authority	No authority	No authority	No authority	No authority	PAUL OWEN 
<b>Head Teacher</b>		Unlimited	Unlimited	Authorised - excludes Headteacher overtime claims/payroll forms	Up to £2000	Up to £4000	Up to £200	Up to £200 Estimate	Authorised	No authority	Up to £5000 in one transaction	FAITH TIERNAN 
<b>Assistant Head Teacher</b>		Up to £1000	Up to £1000	Authorised - includes Headteacher overtime claims/payroll forms	No authority	No authority	No authority	No authority	Authorised	No authority	No authority	STEPHENIE LLOYD-GREEN 
<b>Office Manager</b>		Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	Authorised	No authority	No authority	LYNDESEY WILLIAMS 
<b>Administrative Assistant</b>		Up to £300	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	MEGAN LAWTON 
<b>Premises Manager</b>		Up to £200 (Estimate for Emergency repairs only)	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	No authority	NICHOLAS ORTIZ 

**NB :**

- In the prolonged absence of the Head Teacher, the Assistant Head Teacher will assume the Head Teacher's delegated powers.
- All leases must be referred to Financial Management for appraisal prior to entering into any agreement.

The Original Scheme of Delegation was approved by the Full Governing Body on