

Appendix 1

Decision	Full Governors	Resources Committee	Headteacher	Deputy Head	Asst. Head	Head of Operations	School Financial Manager	Senior Finance Office	Finance & Lettings Assistant	Budget Holders	Trip Leader
Authorise Staff Appointments	✓	✓ *1	✓ *7	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Authorise Staff Payroll Forms	n/a	n/a	✓	✓	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Authorise Spend as per Budget	n/a	n/a	✓	✓	✓	✓	✓	✓	✓ <£2k	✓ *2	n/a
Authorise Spend on non-budget items	✓ >£50k	✓ £25k - £50k	✓ <£25k*3	n/a	n/a	n/a	✓ *4 <£25k	n/a	n/a	n/a	n/a
Open Tenders	n/a	✓	✓	n/a	n/a	✓	n/a	n/a	n/a	n/a	n/a
Evaluate Tenders	n/a	✓ *5	✓	n/a	n/a	✓	n/a	n/a	n/a	n/a	n/a
Accept Tenders	n/a	✓	✓	n/a	n/a	✓	n/a	n/a	n/a	n/a	n/a
Receive Goods	n/a	n/a	✓	✓	✓	✓	✓	✓	✓	✓	n/a
Approve a PO to invoice variance	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓ <£250	✓ <£250	✓ <£50	n/a
Approve invoices	n/a	n/a	✓	✓	✓	✓	✓	✓	✓	✓	n/a
Sign cheques / BACS payments	n/a	n/a	✓ *6	✓ *6	n/a	n/a	✓ *6	✓ *6	n/a	n/a	n/a
Use Finance Office Charge Cards (<£5k split over two cards)	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	n/a	n/a	n/a
Set limit on Trips Charge Card (maximum of £5k)	n/a	n/a	n/a	n/a	n/a	n/a	✓	✓	n/a	n/a	n/a
Use Trip Charge Card	n/a	n/a	✓	✓	✓	✓	✓	✓	n/a	n/a	✓
Approve Bad Debts write off	n/a	n/a >£500	✓ <£500	n/a	n/a	n/a	✓ <£250	n/a	n/a	n/a	n/a
Virements	n/a	✓ >£15k	✓ <£15k*3	✓ <£15k*3	n/a	n/a	✓ <£15k *4	n/a	n/a	n/a	n/a
Approve Asset Disposal	n/a	✓ >£5k	✓ <£5k *3	✓ <£5k *3	n/a	n/a	✓ <£5k *4	n/a	n/a	n/a	n/a

*1

Verifies affordability only

*2

Within own approved budget

*3

In conjunction with School Financial Manager

*4

In conjunction with Headteacher

*5

Nominated representative

*6

At least 2 signatures required on all payments