

# **Wildmoor Heath Primary School**

## **Schedule of Financial Delegations 2023**

This Schedule of Financial Delegations applies to Wildmoor Heath School in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Head of Finance, GLT CEO and/or Board of Trustees. If there is any question or doubt, the GLT Head of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Clare Vincent

The Schedule was approved by the Governing Body on: 3rd October 2023

The Schedule is due for review by: 1<sup>st</sup> September 2024.

Wildmoor Heath School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

## **SCHEDULE OF DELEGATIONS**

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2021.

### **Financial Control Thresholds**

Suspected fraud, theft or irregularity	Above cumulative £200 in any financial year	Notify GLT Head of Finance
Gifts and Hospitality	All benefits received or paid in excess of £50	Record in Gifts and Hospitality Register
Monitoring	Monthly variances in excess of £10,000 from approved budgets	Report to GLT Head of Finance with plan of corrective actions

### **Fixed Assets**

Responsibility for maintaining School Inventory		Sue Attfield Senior Administrator
Responsibility for maintaining Loan Book		N/A
Responsibility for monthly stock take if assets > £2,000		Sue Attfield Senior Administrator
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
	Differences in physical count in excess of £1,000	Notify GLT Head of Finance
Asset disposal	Assets recorded on school Inventory	Authorised by Headteacher Approved by Governing Body
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Asset Depreciation	Land & Buildings	35 years
	IT Equipment	3 years
	Furniture and Fittings	4 years
	Motor Vehicles	5 years

Stock Takes	If value of stocks exceeds £2,000	Monthly
	Differences in physical count in excess of £200	Notify GLT Head of Finance
Acquisition and disposal of freeholds on land and buildings		Board of Trustee approval required

### Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Sue Attfield
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
<b>Bank Account Name</b>	<b>Sort Code</b>	<b>Account Number</b>
Wildmoor Heath School	30-98-36	57416568
Insured amount of cash on school premises (including Petty Cash)		£1000
Petty Cash	NO PETTY CASH HELD AT SCHOOL	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		N/A
Corporate Purchase/Credit Cards		Authorised by Head Approved by LGB
<b>Name</b>	<b>Individual Limit</b>	<b>Total school limit</b>
GLT	£2000	Max Amount = Total £5,000
Sue Attfield	£1000	
Cara Macdonald	£100	
Reserves Policy	Schools must maintain a minimum level of reserves of 5% of their total school income in the approved annual budget.	
Borrowing including overdrafts and bank loans		Board of Trustee approval required

## Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools receive a donation of 97% from Greenshaw Learning Services Ltd
Local Cash Accounting System		ParentPay
Responsibility for recording student income on the Local Cash Accounting System		Vanessa Young Administrator  Susannah Jacobs Administrator
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

## Expenditure

Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations
	Orders from £75,000 but less than £189,330	Formal Tender with GLT Head of Procurement approval
	Works above £189,330	Formal Tender with GLT Head of Procurement approval
	Supplies and services from £189,330; Works from £4,733,252	Formal Tender with OJEU advertisement and Board of Trustee approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteacher's Delegated Authority	Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of

		Procurement for inclusion into Contracts Register
	Maturity greater than one year OR total liability exceeds the Headteachers Delegated Authority	GLT Head of Procurement approval required
Operating Lease		GLT Head of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings		Not permitted under any circumstances

#### Staff Expenditure

Responsibility for maintaining Register of Interests	Sue Attfield Senior Administrator
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Sue Attfield Senior Administrator
Responsibility for authorising payroll	Clare Vincent Head teacher
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex gratia payments	Board of Trustee approval required

### **Wildmoor Heath School School Workflow**

REQ AUTH

Created by Budget Holder

□

PORD

Entered by Shared Finance Team

□

PORD AUTH

From £0 - £approval limit authorised by Budget Holder as per table below  
From £approval limit - £4,999.99 authorised by Sue Attfield, Senior Administrator  
From £5,000 - £74,999.99 authorised by Clare Vincent, Headteacher  
From £75,000 - infinity authorised by GLT Director of Resources (Anita Martin)

□

GRN

Entered by Shared Finance Team

□

INV

Entered by Shared Finance Team

□

INV AUTH

Authorised by Sue Attfield, Senior Administrator

#### **Authorisation Cover in case of notified absence**

<b>Authorizer</b>	<b>Replaced By</b>
Sue Attfield	Clare Vincent
Clare Vincent	Sue Attfield

### Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-ALTPROV	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmoorheath.org.uk">head@wildmoorheath.org.uk</a>	Single PO up to £2,000 Single PO up from £2,000 - £74,999
B-BEHAVSUP	Sue Attfield	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a>	£2000
B-CATERING	Dave Marsh Clare Vincent	<a href="mailto:dmarsh@greenshawlearningtrust.co.uk">dmarsh@greenshawlearningtrust.co.uk</a> <a href="mailto:head@wildmoorheath.org.uk">head@wildmoorheath.org.uk</a>	£10,000 above
B-EXAMS			
B-HEAD	Clare Vincent	<a href="mailto:head@wildmoorheath.org.uk">head@wildmoorheath.org.uk</a>	All values
B-HR	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 Single PO up from £2,000 - £74,999
B-IT	Jon Hugman Clare Vincent	<a href="mailto:jhugman@greenshawlearningtrust.co.uk">jhugman@greenshawlearningtrust.co.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£10,000 £10,000 - £74,999
B-REPRO	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
B-SBM	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
B-SENCO	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
B-SITEMGR	Emma Kerr Clare Vincent	<a href="mailto:ekerr@greenshawlearningtrust.co.uk">ekerr@greenshawlearningtrust.co.uk</a> <a href="mailto:head@wildmoorheath.org.uk">head@wildmoorheath.org.uk</a>	£10,000 Above £1000
B-TRAINING	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-HISTORY	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-ICT	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-Literacy	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-ART	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-MATHS	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999

C-MFL	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 Single PO up from £2,000 - £74,999
C-MUSIC	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
C-PE	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
Y-KS1	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
F-OTHEREFA			
F-OTHERLA			
Y-KS2	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999
Y-Foundation	Sue Attfield Clare Vincent	<a href="mailto:Secretary@wildmoorheath.org.uk">Secretary@wildmoorheath.org.uk</a> <a href="mailto:head@wildmorheath.org.uk">head@wildmorheath.org.uk</a>	£2000 £2,000 - £74,999

## **APPROVALS**

### **Wildmoor Heath School**

Position: **Headteacher**

Name: **Clare Vincent**

Date:

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

### **Local Governing Board**

Position: **Chair of Governors**

Name: **Karen Roche**

Date:

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