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| **ALVASTON INFANT AND NURSERY SCHOOL****FINANCIAL DELEGATIONS FOR GOVERNING BODIES,****FINANCE COMMITTEES AND HEAD TEACHERS April 2023 – April 2024**

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| **Requirements for obtaining Quotes and Tenders**  |
| Level for 3+ quotes (where practical) | £1,000 to £5,000 | Schools must comply with the Council’s Contracts Procedures Rules, School Financial Regulations and Scheme for funding Schools (2.17) for purchasing, tendering and contract matters. |
| Level for 3+ quotes (required)  | £5,000 to £30,000 |
| Level for tenders at least 3 firms | £30,000 to £150,000 |
| Level for tenders at least 4 firms | £150,000+ |

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| **Item** | **Authorised Person**  | **Authorised Limit** | **Additional Notes** |
|  | Headteacher  | £12000 |   |
| Deputy Head Teacher | £2,000 |  |
| Finance Committee | £8,000-£15,000 | Minute ref to be recorded on order |
| Full Governing Body | £15,001+ | Minute ref to be recorded on order |
| School Business Manager | £5,000 |  |
|   |
| Invoices not preceded by an Official Order or where the invoice exceeds the order value | Headteacher | £12000 |   |
| Deputy Head Teacher | 2,000 |  |
| Finance Committee | £8,001-£15,000 | Minute ref to be recorded on invoice |
| Full Governing Body | £15,001+ | Minute ref to be recorded on invoice |
| School Business Manager | £2,000 |   |

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| Journals – Values for each item, not for each journal form | Finance CommitteeHead Teacher | £3,001+£3,000 | With Schools LA Finance Officer |
| Budget Journals (virements) – adjustment to budget | Headteacher  | £10,000 |  Report at each Finance Committee meeting on all virements processed |
| Finance Committee | £10,001+ -£20,000 | Minute ref to be recorded on virement form |
| Full Governing Body | £20,000+ | Minute ref to be recorded on virement form |
| Deputy Head | £10,000 |  Minute ref to be recorded on virement form |
|   |   |   |   |
| Inventory Write Offs | Headteacher  | £500 |   |
| Finance Committee | n/a |  |
| Full Governing Body | ALL | Minute ref to be recorded on inventory |
|   |
| Inventory Sales | Headteacher  | £500 |   |
|   | Finance Committee | n/a |  |
|   | Full Governing Body | ALL | Receipt and minute ref to be recorded on inventory |
|   |
| Bad Debt Write Offs | Headteacher Limit | £20 |   |
|   | Finance Committee | £50 | Minute ref to be recorded on write off request |
|   | Full Governing Body | £50+ | Minute ref to be recorded on write off request |
|   |
| Imprest Bank Account Signatories A cheque requires two signatories Maximum value of £500 per cheque.Payments made via debit card | Molly AllenHead Teacher Headteacher/SBM/Deputy HeadteacherSpecial Permission to be sought from Govs for purchases over £100 – suggest this is increased to £500 School Business Manager | £1000£500£500 |     |
|  |  |  |  |
|  **Delegation of functions to Chair or Vice Chair in cases of urgency**  |
|  The chair or vice-chair has the power to carry out functions of the governing body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school. This power excludes matters related to the alteration and closure of schools, change of school category, change of school name, approval of the budget, discipline policies and admissions.  (‘Guide to the law – School Governors’ June 2007, Chapter 3) Any action taken under this power must be reported to the governing body.Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors, Date \_\_\_\_\_\_\_\_\_\_\_\_\_Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher, Date \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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