

## Appendix 1: ELT FINANCE DELEGATION LIMITS

All payroll invoices are authorised by the Executive Headteacher/Headteacher/Head of School (secondary School Business Manager in the absence of the Headteacher then countersigned at the earliest opportunity).

All capital invoices are confirmed as in accordance with Board approved capital projects funded by CIF/SCA and authorised by the Executive Headteacher/ Headteacher/Head of School (secondary Business Manager in absence of the Headteacher then countersigned at the earliest opportunity).

The financial limits set out below comprise the total cost for the life of the goods or services (i.e. multiple year contracts), net of VAT.

Entering into and renewing contracts (excluding capital)		
Position	Name	Limit
ELT Trust Board/Governing Board	Chair	Over £40,000 (primary) Over £60,000 (secondary)
ELT Finance & Audit committee	Chair	Up to £40,000 (primary) Up to £60,000 (secondary & central)
CEO	Michelle Murray/Chair	Up to £50,000 (central trust costs) Up to £45,000 (secondary) Up to £30,000 (primary)
Headteacher (secondary)	Joanne Lowe Andrew Conroy	Up to £35,000
DFO (central trust costs) School Business Manager (secondary)	Iain Huck Katherine Heard Emma Sorsby	Up to £20,000
Executive Headteacher (primary) Headteacher (primary) Headteacher (primary) Associate Headteacher (primary)	Vanessa McManus Janine Appleton Helen Moorcroft Gemma Norman	Up to £20,000

Approval of purchase orders – non contractual, one off spend (excluding payroll and capital)		
Position	Name	Limit
ELT Trust Board/Governing Board	Chair	Over £20,000 (primary) Over £50,000 (secondary)
ELT Finance & Audit committee	Chair	Up to £20,000 (primary) Up to £50,000 (secondary & central)
CEO	Michelle Murray	Up to £25,000 (central trust costs) Up to £30,000 (secondary) Up to £15,000 (primary)
Headteacher (secondary)	Joanne Lowe Andrew Conroy	Up to £25,000
DFO (central trust costs) School Business Manager (secondary)	Iain Huck Katherine Heard Emma Sorsby	Up to £15,000
Executive Headteacher (primary) Headteacher (primary) Headteacher (primary) Associate Headteacher (primary)	Vanessa McManus  Janine Appleton Helen Moorcroft Gemma Norman	Up to £10,000
Departmental budget holders (secondary)		Up to £4,000

Managing the Academy Bank Accounts/charge cards		
Position	Name	Authority
ELT Board	Chair	Opening of new bank accounts
CEO Executive Headteacher DFO Management Accountant	Michelle Murray Vanessa McManus Iain Huck Suzanne Knott	Online banking administrator, including set up of new users and roles
DFO Management Accountant HR and Compliance Manager School Business Manager	Iain Huck Suzanne Knott Jill Jones Katherine Heard Emma Sorsby	Authenticating BACS and interaccount payments (VAT and topslice)
CEO Executive Headteacher DFO Management Accountant	Michelle Murray Vanessa McManus Iain Huck Suzanne Knott	Charge card administrator

Users of computerised accounting packages (PS Financials, HCSS)		
Position	Name	Limit/restriction
DFO Management Accountant	Iain Huck Suzanne Knott	System administrator
HR & Compliance Manager School Business Manager  Management Accountant Finance Officer	Jill Jones Katherine Heard Emma Sorsby Suzanne Knott Fiona Earnshaw Susan Lockett Joanne Jackson	System user

Users of computerised income collection package (ParentMail, ParentPay)		
Position	Name	Limit/restriction
DfO (primary) Management Accountant SBM (secondary)	Iain Huck Suzanne Knott Katherine Heard Emma Sorsby	System Administrator
Management Accountant Admin Team/Finance Officers	Suzanne Knott Fiona Earnshaw Susan Lockett Sophie Hughes Joanne Jackson Alison Phillips Claire Goodier Hannah Fitzsimmons Yvonne Wilson Jennifer Johnson Amanda Salt	System User

Certification of payroll documents		
Position	Name	Limit/restriction
Chair Vice Chair	Helen White Mike Chow	Sign payroll forms relating to CEO
CEO	Michelle Murray	Sign payroll forms relating to Executive Headteacher/ Headteacher/Head of School
Headteacher (secondary)  Executive Headteacher (primary) Headteacher (primary) Headteacher (primary) Associate Headteacher (primary)	Jo Lowe Andrew Conroy Vanessa McManus  Janine Appleton Helen Moorcroft Gemma Norman	Sign all starter and leaver forms and change of contract forms. Sign off Monthly Claim/Deduction of hours documents/variation report

Certificate of Travel/Subsistence Claims		
Position	Name	Limit/restriction
Chair Vice Chair	Helen White Mike Chow	Expense claims of CEO
CEO	Michelle Murray	Expense claims of Executive Headteacher/Headteacher/Head of School
Headteacher (secondary)  Executive Headteacher (primary) Headteacher (primary) Headteacher (primary) Associate Headteacher (primary)	Jo Lowe Andrew Conroy Vanessa McManus  Janine Appleton Helen Moorcroft Gemma Norman	Expense claims of school employees

Authorisation to write-off bad debts and dispose of assets		
Position	Name	Limit
Requires approval by the ESFA		Above 1% of total annual school income or £45,000 (whichever is smaller) per single transaction OR cumulatively, 2.5% of total annual income in any financial year per category of transaction
ELT Trust Board/Governing Board	Chair/Vice Chair	1% of total annual school income or £45,000 (whichever is smaller) per single transaction OR cumulatively, 2.5% of total annual income in any financial year per category of transaction
ELT Finance & Audit committee	Chair/Vice Chair	£1,000 to £5,000
CEO (central trust costs)	Michelle Murray	Up to £1,000
DFO (central trust costs) Management Accountant	Iain Huck Suzanne Knott	Up to £500
Headteacher (secondary)  Executive Headteacher (primary) Headteacher (primary) Headteacher (primary) Associate Headteacher (primary)	Jo Lowe Andrew Conroy Vanessa McManus  Janine Appleton Helen Moorcroft Gemma Norman	Up to £500

Petty Cash Administrator		
Position	Name	Limit/restriction
DFO Management Accountant	Iain Huck Suzanne Knott	Approval of cash withdrawals to supplement petty cash
Management Accountant	Suzanne Knott	Termly reconciliation of petty cash
Admin Team	Hannah Fitzsimmons Suzanne Knott Jennifer Johnson Jill Jones Amanda Salt	Provision of petty cash to individuals up to £50