

FINANCIAL SCHEME OF DELEGATION



Jubilee Primary School & Children's Centre

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|-----------------------------------|-------------------------|
| Jubilee Primary School | SW2 2JE |
| Tulse Hill Children's Centre | SW2 2JE |
| Brockwell Park – One O'clock Club | Brockwell Park, SW2 2TA |
| Loughborough Children's Centre | SW9 7UA |

Approved by: Jubilee Governing Body

Date: October 2024

Last reviewed on: October 2024

Next review due by: October 2025

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| List of Delegation and Financial Authorisations |
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Placing orders for goods and services

| Job Title/Position | Name | Limits/Restrictions |
|---------------------------|-----------------|---|
| Head teacher | Tom Prestwich | £10,000 |
| Deputy/Acting Headteacher | Sam Esty | £3,000 <i>(in absence of HT)</i> |
| School Business Manager | Abou Nabe | Within budgets to a maximum of £10000 and as directed by HT |
| Office Manager | Kayleigh Duncan | Within budget and as directed by the HT & SBM |
| Premises Office | Juan Suarez | Within budget and as directed by the HT & SBM |

Authorising invoices

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|-------------------|---|
| Head teacher | Tom Prestwich | Single transaction Above £10,000 to be agreed by Governors |
| Deputy | Sam Esty | Single transaction Above £10,000 to be agreed by Governors <i>(in absence of HT)</i> |
| Assistant Head | Alastair Crockett | Goods and services previously agreed by HT |
| School Business Manager | Abou Nabe | Single transaction Above £10,000 to be agreed by Governors |
| Office Manager | Kayleigh Duncan | Admin supplies/stationery/services provided for the school as previously agreed by HT & SBM |
| Premises Manager | Juan Suarez | Maintenance works/services provided for the school as previously agreed by HT & SBM |

Authorising BACS

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|--|
| Headteacher | Tom Prestwich | Single transaction Above £10,000 to be agreed by Governors |
| Deputy Heads | Sam Esty | Single transaction Above £10,000 to be agreed by Governors <i>(in absence of HT)</i> |

Authorising Credit Card payments

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|--|
| Headteacher | Tom Prestwich | Single transactions up to £3000 per calendar month |

| Job Title/Position | Name | Limits/Restrictions |
|---------------------------|------------------------|--|
| | | as long as the balance is £0.00. |
| Deputy Heads | Sam Esty | Single transactions up to £3000 per calendar month as long as the balance is £0.00 (<i>in the absence of HT</i>) |
| School Business Manager | Abou Nabe | Single transactions up to £3000 per calendar month as long as the balance is £0.00. |
| Children's Centre Manager | Androulla Charalambous | Single transactions up to £1500 per calendar month as long as the balance is £0.00. |

Issued Cards

| Job Title/Position | Name | Limits/Restrictions |
|---------------------------|------------------------|--------------------------|
| Headteacher | Tom Prestwich | £1500 per calendar month |
| School Business Manager | Abou Nabe | £3000 per calendar month |
| Children's Centre Manager | Androulla Charalambous | £1500 per calendar month |

Authorising Direct Debit set up/review

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|---------------|--------------------------|
| Headteacher | Tom Prestwich | As per delegation rules |
| School Business Manager | Abou Nabe | £1000 per calendar month |

Completing annual financial reports to Governors and/or LA

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|-----------|---------------------|
| School Business Manager | Abou Nabe | None |

Approval of annual financial reports to Governors

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|---------------------|
| Headteacher | Tom Prestwich | None |

Signing/approval of annual financial reports to the LA

| Job Title/Position/Position | Name | Limits/Restrictions |
|-----------------------------|---------------|-------------------------------|
| Chair of Governors | Simon Funnell | None |
| Vice Chair | Rose Graham | Absence of Chair of Governors |

Completing periodic financial reports to Governors and/or LA.

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|---------------|---------------------|
| Headteacher | Tom Prestwich | None |
| School Business Manager | Abou Nabe | None |

Approval of periodic financial reports to Governors and /or the LA

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|-------------------------------|
| Chair of governors | Simon Funnell | None |
| Vice Chair | Rose Graham | Absence of Chair of Governors |

Authorised to request a licensed deficit or loan from the LA.

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|---------------------|
| Chair of Governors | Simon Funnell | None |
| Headteacher | Tom Prestwich | None |

Authorised to open a bank account and become an approved signatory. (Accounts must be opened in school name with minimum of two signatories including the Head teacher)

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|-------------------------------------|
| Chair of Governors | Simon Funnell | Seek advice from Schools monitoring |
| Headteacher | Tom Prestwich | Seek advice from Schools monitoring |

Authorised to input financial data onto local system

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|-----------------|--|
| School Business Manager | Abou Nabe | None |
| Office Manager | Kayleigh Duncan | Process orders received / confirm delivery of items Processing Invoices for payment |

Authorised to approve/authorise financial data on local system

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|---------------|---------------------|
| Headteacher | Tom Prestwich | None |
| School Business Manager | Abou Nabe | |

Authorised to certify Payroll input documents

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|----------------------------------|
| Head teacher | Tom Prestwich | None |
| Deputy Head | Sam Esty | None (<i>in absence of HT</i>) |

Authorised to write-off bad debts

| Delegated Authority | Transfer monies | Enter a contract | Debt Write-off |
|---------------------|--------------------|--------------------|----------------|
| Governing board | £20,000 - £100,000 | £20,000 - £100,000 | £2,500+ |
| Resources committee | £5,000 - £10,000 | £5,000 - £20,000 | £250 - £2,500 |
| Headteacher | Up to £5,000 | Up to £5,000 | Up to £250 |

Authorised to complete VAT returns

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|-----------------|--------------------------|
| School Business Manager | Abou Nabe | None |
| Office Manager | Kayleigh Duncan | None (in absence of SBM) |

Authorised to approve VAT returns.

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|---------------|---------------------|
| Headteacher | Tom Prestwich | None |
| School Business Manager | Abou Nabe | None |

Authorised to make Budget changes/ virements between Cost Centres

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|---|
| Headteacher | Tom Prestwich | Within 2% of overall budget for staff costs, £10,000 for Other Supplies & Services. All |

| | | |
|-------------------------|------------|---|
| | | virements exceeding £10,000 require prior approval from Resources committee |
| Deputy | Sam Esty | Within 2% of overall budget for staff costs, £10,000 for Other Supplies & Services. All virements exceeding £10,000 require prior approval from Resources committee |
| School Business Manager | About Nabe | Within 2% of overall budget for staff costs, £10,000 for Other Supplies & Services. All virements exceeding £10,000 require prior approval from Resources committee |

Authorised to process Re-imburements

| Job Title/Position | Name | limits/restrictions |
|--------------------|---------------|--|
| Headteacher | Tom Prestwich | Reimbursements to a maximum of £100.00 |

Authorised to collect income:

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|-----------------|---|
| Office Manager | Kayleigh Duncan | None (Insured loss limit for funds held on site £250) |

Contracts and Tendering

Threshold Limits for obtaining quotes and tenders

| Value | Number of Quotes | Limits/Restrictions |
|-------------------|------------------|--|
| >£1,000 | No quotes | <ul style="list-style-type: none"> No specific number of quotations is required for purchases totalling less than £1,000, although the school should be able to demonstrate value for money. An official purchase order must however be completed and approved by appropriate budget holder. |
| >£1,001 <10,000 | Two Quotes | <ul style="list-style-type: none"> Two or more written quotations are required for purchases totalling between £1,001 and £10,000. An official purchase order must be completed. |
| >£10,001 <75,000 | Three Quotes | <ul style="list-style-type: none"> An official order must be placed using a unique purchase order number which has been authorised in accordance with the school's scheme of delegation. |
| >75,000 < 100,000 | Three Tenders | |
| >100,001 | OJEU Tenders | <ul style="list-style-type: none"> Purchases over £100k must seek approval from Assistant Director Childrens service finance at Lambeth Council to ensure that key methods of tendering and the Official Journal of the European Union (OJEU) rules are followed as appropriate |

Whilst delegation of authority may vary from school to school, Lambeth Council recommends the following as good practice:

The Governing Board will:

- Give strategic direction to the annual budget;
- Approve the annual budget;
- Approve the school staffing structure;
- Approve budget virements (transfers) of over £40,000 in secondary schools and £20,000 in other schools;
- Approve the school's charging policy for lettings and other income;
- Authorise the disposal of assets (where the value of the assets is greater than £5,000 in a secondary school or £2,500 in other schools);
- Ensure that there is a regularly updated Register of Business Interests;
- Authorise contracts in excess of £40,000 (secondary) or £20,000 (primary);
- Ensure that the school's Asset Register is kept up-to-date and is reviewed at least once a year (or every 6 months if the school decides to review more frequently);
- Ensure that there are adequate internal financial controls in operation at the school;
- Have a good understanding of how the finances work in a school.

The Resources Committee will:

- Consider the annual budget and make budget recommendations to the governing board;
- Consider the school (staffing structure) and make recommendations to the governing board. (see school pay policy);
- Approve significant budget transfers of between £10,000 - £40,000 (secondary) and £5,000 - £20,000 (other);
- Monitor and control the budget; receive audit reports and ensure action plans are implemented;
- Consider the charging policy for lettings and other income;
- Authorise the disposal of assets with value between £500 - £5,000 (secondary) and £250 - £2,500 (other);
- Ensure that there are adequate internal financial controls;
- Authorise contracts between £10,000 - £40,000 (secondary schools) and £5,000 - £20,000 (other);
- Review of schools finance procedures and policies on annual basis.

The Headteacher will:

- Prepare the annual budget and reports to the governing board and resources committee for consideration and approval, including termly financial monitoring reports to the committee;
- Prepare the proposed school staffing structure;
- Approve budget transfers of no more than £10,000 (secondary) and £5,000 (other);
- Ensure spending remains within approved budget limits and budgeted income is received;
- Receive audit reports and develop action plan to implement recommendations;
- Develop/review charging policy for lettings and other income;
- Authorise contracts up to £10,000 (secondary) and £5,000 (primary);
- Ensure that there are adequate internal financial controls in operation and that they are documented;
- Authorise the disposal of assets up to a value of £5,000 (secondary) and £2,500 (other) – The school governing board may choose to set these limits at a lower level if it so chooses.

The School Business Manager (SBM) will, under the direction of the Headteacher:

- Update /maintain the school's financial system
- Monitor spending against budget and report variances;
- Prepare budget virement (transfer) requests for resources committee or full governing board consideration;
- Produce financial reports as requested for the Headteacher and Local authority
- Ensure adequate cash flow
- Ensure Construction Industry Scheme (CIS), Value Added Taxation (VAT) and payroll legislation is adhered to.
- Ensure robust financial process is followed and contain relevant documents for audit purposes.

| Delegated Authority | Transfer monies | Enter a contract | Debt Write-off |
|---------------------|--------------------|--------------------|----------------|
| Governing board | £20,000 - £100,000 | £20,000 - £100,000 | £2,500+ |
| Resources committee | £5,000 - £10,000 | £5,000 - £20,000 | £250 - £2,500 |
| Headteacher | Up to £5,000 | Up to £5,000 | Up to £250 |

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Managing People

Contracts of Employment: able to authorise/amend contracts of employment

| Job Title/Position | Name | Limits/Restrictions |
|-------------------------|---------------|---------------------|
| Chair of Governors | Simon Funnell | None |
| Head teacher | Tom Prestwich | None |
| School Business Manager | Abou Nabe | None |

Contracts of Employment: authorised to pursue changes to employee's contractual terms

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|---------------------|
| Chair of Governors | Simon Funnell | None |
| Head teacher | Tom Prestwich | None |

Terms & Conditions and Personnel Records: able to authorise payment of allowances

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|---------------|---------------------|
| Head teacher | Tom Prestwich | As prescribed |

Terms & Conditions and Personnel Records: able to authorise ex-gratia payments

| Job Title/Position | Name | Limits/Restrictions |
|--------------------|-------------|---------------------|
| Resource Committee | Mark Barrow | £500 |
| | | |

AUTHORISED BY:

_____ Head teacher

_____ Chair of Governors

To be reviewed November 2025