

APPENDIX 3 - Financial Scheme of Delegation (Authorisation Levels)

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	Up to £5,000	Budget Holder	Selection from supplier previously used or known for good service with consideration for best value.
	£5,001 to £20,000	As above plus Chief Finance Officer	Minimum of three quotes if possible; should item be specialist then consideration for best value required.
	Above £20,001	As above plus Finance Committee (FC)	Formal tendering process, including advertising in Official Journal for European Union (OJEU if over the threshold)
	Authority to accept other than lowest quotation or tender and place order for goods that are unique and tender not possible	Accounting Officer if below £20,000 or if higher then Finance Committee	Written submission to Governor Panel of reason why quotes have not been sourced and action taken.
Signatories for cheques, BACS payment authorisations and other bank transfers	In accordance with limits set with bank.	Two signatories from: - Headteacher/Head of School/Principal - Deputy Headteacher/Vice Principal - Assistant Headteacher/Assistant Principal	
Virement of budget provision between budget headers	Up to £20,000	Chief Finance Officer reporting to Accounting Officer	
	£20,001	As above plus reporting to the Finance Committee	
Disposal of assets	Up to £5,000	Finance Committee	
Write-off of bad debts	Items above 1% of income or £45,000 whichever is smaller	Approval by ESFA	
Purchase or sale of any freehold property	Any	ESFA approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	ESFA approval required	
Raising invoices to collect income	Any	Finance Officer	