



# QCEST Multi-Academy Trust

## SCHEME OF DELEGATION

In addition to the Terms of Reference the Governing Body must agree and keep under review a scheme of delegation in financial matters including the level of delegation to the Headteacher and other staff for the day-to-day financial management of the school and make recommendations for change to the governing body.

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### Queensmill School Scheme of Delegation

#### Ordering of Goods and Services

All expenditure must be agreed in advance with the Headteacher or Deputy Headteacher. A member of staff will complete and sign an order form. This must be authorised or countersigned by the Bursar or Headteacher (alternatively the Deputy Head in the absence of both the Bursar and Headteacher) before being submitted. Orders by the Headteacher, Bursar and Deputy Head should be countersigned.

Orders over £10,000 are to be authorised by the Finance Committee, with the Finance Committee Chair delegated to give authorisation if urgent.

#### Cheque Signatories

The staff below may sign all cheques – there are five approved signatories:

1. Freddie Adu-Headteacher
2. Joanna Dziopa-Deputy Headteacher
3. Andrew Nowak-Deputy Headteacher
4. Mary Uprichard-Assistant Headteacher

Any cheques over £5,000 should be countersigned by the Headteacher. Cheques over £50,000 should be sent to the head of Children's Services for a third signature.

#### Open Credit Facilities

Up to £1,000.00 can be withdrawn per day in cash via a cheque signed in accordance with the bank mandate from NatWest Bank. Where possible withdrawals over £500 should have

a second person from Queensmill in attendance for security reasons. The named presenters (i.e. those who can cash the cheque) are:



1. Nigel Lyons
2. Hollis Atherly
3. Pedro Teixeira

#### **Invoice Certification**

1. Freddie Adu
2. Joanna Dziopa
3. Andrew Nowak
4. Mary Uprichard

#### **Petty Cash**

Authorised holding £1,000.

Authorised signatories for approving expenditure are:

1. Freddie Adu
2. Joanna Dziopa
3. Andrew Nowak
4. Mary Uprichard

The authorised signatories will not authorise their own personal claims.

#### **Write-Offs**

A register of write-offs is to be maintained and presented to the Finance Committee on a termly basis to agree which debts may be written off.

#### **Tenders**

For orders of goods/services over £5,000, 2 written quotes should be obtained, for orders over £10,000, 3 written quotes should be obtained.

#### **Contracts**

Contracts of £10,000 in aggregate value must be authorised by the Finance Committee.



### **Virements**

To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits :

- o **Up to £10,000**
- o **Over £10,000** in consultation with Chair of Finance
- o **Over £15,000** in consultation with Finance Committee
- o **Over £25,000** in consultation with full Governing body

### **School Fund**

Voluntary fund – separate from the school's budget/official money.

#### **Approved Signatories for the school Fund are:**

1. Freddie Adu
2. Joanna Dziopa
3. Andrew Nowak
4. Mary Uprichard

### **Payroll**

Appointments/Terminations/Changes are approved by the Headteacher.

For the Headteacher, the SLT form must be countersigned by the Chair of the Governing Body.

Claim Forms are authorised by the Headteacher.

### **Controls Assurance Statement**

The Governing Body will consider and sign the school's Controls Assurance Statement.

### **Approved by Governing Body**

### **Date of review**



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**Notes:**

The amount of money indicated above for tenders, contracts, virements etc. will reflect an amount appropriate to the school size and budget and follow the guidelines as set out by the LA.

Auditors may wish to see evidence of the following:

- register of business interests any school staff who influence financial decision.
  - register of business interest of governors
  - evidence of minutes illustrating provision of budget monitoring reports/ financial summaries to the GB or any other Committee
  - authorisation of the financial limits of delegated authority and procedures for budget virement.
  - details of cheque signatories
  - names of officers authorised to certify invoices for payment
  - names of officers to authorise starters, leavers and termination forms
  - names of officers who participate in on line payments process
  - names of officers who authorise orders
  - written documentation to show the level of petty cash held and associated paperwork
  - authorisation of all write-offs following the write off and disposal policy and the LA's guidelines
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