



Tweeddale Primary School

Schedule of Financial Delegations

Tweeddale Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,
company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1
4AF.

Tweeddale Primary School

Schedule of Financial Delegations 2023

This Schedule of Financial Delegations applies to Tweeddale Primary School in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Director of Finance, GLT Head of Finance, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Director of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Headteacher

The Schedule was approved by the Governing Body on: 28.09.23

SCHEDULE OF DELEGATIONS

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2023.

Financial Control Thresholds

Suspected fraud, theft or irregularity	Above cumulative £200 in any financial year	Notify GLT Head of Finance
Gifts and Hospitality	All benefits received or paid in excess of £50	Record in Gifts and Hospitality Register
Monitoring	Monthly variances in excess of £10,000 from approved budgets	Report to GLT Head of Finance with plan of corrective actions

Fixed Assets

Responsibility for maintaining School Inventory		Kelly Hampstead
Responsibility for maintaining Loan Book		Kelly Hampstead
Responsibility for monthly stock take if assets > £2,000		N/A
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
	Differences in physical count in excess of £1,000	Notify GLT Head of Finance
Asset disposal	Assets recorded on school Inventory	Authorised by Headteacher Approved by Governing Body
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Asset Depreciation	Land & Buildings	35 years
	IT Equipment	3 years
	Furniture and Fittings	4 years
	Motor Vehicles	5 years
Stock Takes	If value of stocks exceeds £2,000	Monthly
	Differences in physical count in excess of £200	Notify GLT Head of Finance

Acquisition and disposal of freeholds on land and buildings	Board of Trustee approval required
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Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Confidential – information available from Headteacher
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Tweeddale Primary School	30-98-36	53901568
Insured amount of cash on school premises (including Petty Cash)		£2,000
Petty Cash	Amount (Headteacher discretion up to Trust Limit of £200)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		Claire Godfrey
Corporate Purchase/Credit Cards		Authorised by Head Approved by GB
Name	Individual Limit	Total school limit
Jane Barbury	£2,000	Amount (Headteacher discretion up to Trust Limit of £5,000)
Claire Godfrey	£2,000	
Card Payment Machine		Authorised by Head Approved by GLT Head of Finance
Responsibility for management/administration of card payment machine		N/A
Borrowing including overdrafts and bank loans		Board of Trustee approval required

Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools accrue income at 97%
Local Cash Accounting System		ParentPay
Responsibility for recording student income on the Local Cash Accounting System		Claire Godfrey
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000 cumulative in the year	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

Expenditure

Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations. Seek advice on aggregation from the GLT Head of Procurement
	Orders from £75,000	Formal Tender with GLT Head of Procurement approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteacher's Delegated Authority	Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of Procurement for inclusion into Contracts Register
	Maturity greater than one year OR total liability exceeds the Headteachers Delegated Authority	GLT Head of Procurement approval required
Operating Lease		GLT Director of Finance approval required

Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings	Not permitted under any circumstances
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Staff Expenditure

Responsibility for maintaining Register of Interests	Clerk to the Governing Body
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Terrie Jerrom
Responsibility for authorising payroll	Terrie Jerrom
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex-gratia payments	Board of Trustee approval required

Tweeddale Primary School Workflow

REQ

Entered by Requestor

□

REQ AUTH

From £0 - £approval limit authorised by Budget Holder as per table below

From £approval limit - £9,999.99 authorised as per table below

From £10,000 - £74,999.99 authorised by the Headteacher (Terrie Jerrom)

From £75,000 - infinity authorised by GLT Director of Finance (Anita Martin)

□

PORD

Created by Shared Finance Team

□

GRN

Entered by Requestor

□

INV

Entered by Shared Finance Team

□

INV AUTH

Authorised by budget holder

Authorisation Cover in case of notified absence

Authoriser	Replaced By
Kelly Hampstead	Terrie Jerrom
Terrie Jerrom	Gareth Dix

These pages should be completed but removed before sending to Governors, as they don't require GB approval. Headteachers should retain these pages for information only and internal use.

Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-CATERING	Kelly Hampstead	khampstead@suttonmail.org	£1,000
B-HEAD	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
B-HR	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
B-IT	Kelly Hampstead	khampstead@suttonmail.org	£1,000
B-MIDSUP	Kelly Hampstead	khampstead@suttonmail.org	£1,000
B-SBM	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
B-SITEMGR	Kelly Hampstead	khampstead@suttonmail.org	£1,000
C-ART	Kelly Hampstead	khampstead@suttonmail.org	£1,500
C-DESIGNTECH	Kelly Hampstead	khampstead@suttonmail.org	£500
C-GEOGRAPHY	Kelly Hampstead	khampstead@suttonmail.org	£500
C-HISTORY	Kelly Hampstead	khampstead@suttonmail.org	£500
C-ICT	Kelly Hampstead	khampstead@suttonmail.org	£1,000
C-LITERACY	Kelly Hampstead	khampstead@suttonmail.org	£3,000
C-MUSIC	Kelly Hampstead	khampstead@suttonmail.org	£500
C-NUMERACY	Kelly Hampstead	khampstead@suttonmail.org	£1,500
C-PSHE	Kelly Hampstead	khampstead@suttonmail.org	£500
C-RS	Kelly Hampstead	khampstead@suttonmail.org	£500
C-SCIENCE	Kelly Hampstead	khampstead@suttonmail.org	£500
DFC	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-2YRPROV	Kelly Hampstead	khampstead@suttonmail.org	£5,000
F-BFASTCLUB	Kelly Hampstead	khampstead@suttonmail.org	£500
F-GAG	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-LATECLUB	Kelly Hampstead	khampstead@suttonmail.org	£500
F-MILK	Kelly Hampstead	khampstead@suttonmail.org	£500
F-OTHEREFA	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-OTHERLA	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-PEOPTIONS	Kelly Hampstead	khampstead@suttonmail.org	£500
F-PE&SPORTS	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-PUPILPREM	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-SEN	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-SWIM	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
F-UNRESTRICT	Kelly Hampstead	khampstead@suttonmail.org	£9,999.99
Y-FOUNDATION	Kelly Hampstead	khampstead@suttonmail.org	£5,000
Y-KS2	Kelly Hampstead	khampstead@suttonmail.org	£5,000

