

Waterwells Primary Academy **Schedule of Financial Delegations**

Waterwells Primary Academy

Schedule of Financial Delegations 2023/24

This Schedule of Financial Delegations applies to Waterwells Primary Academy 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, GLT Director of Growth & Transition, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Head 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: July 2024

The Schedule is due for review by: October 2024.

Waterwells Primary Academy is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634.

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 2023/24.

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		Claire Rawlings
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

Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Claire Rawlings
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Waterwells Primary Academy	309836	68916460
Insured amount of cash on school premises (including Petty Cash)		£2,000
Petty Cash	£0 (Headteacher discretion up to Trust Limit of £200)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		N/A as no petty cash
Corporate Purchase/Credit Cards		Authorised by Head Approved by LGB
Name	Individual Limit	Total school limit
Leanne Cooper	£1000	£1000
Reserves Policy	Schools must maintain a minimum level of reserves of 5% of their total school income in the approved annual budget.	
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		Jane Penswick
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
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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 Head of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings		Not permitted under any circumstances

Staff Expenditure

Responsibility for maintaining Register of Interests	Claire Rawlings
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Claire Rawlings
Responsibility for authorising payroll	Claire Rawlings
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

Waterwells Primary Academy Workflow

REQ AUTH

Created by Budget Holder

X

PORD

Entered by Shared Finance Team

X

PORD AUTH

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

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

From £10,000 - £74,999.99 authorised by Claire Rawlings

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

X

GRN

Entered by Requisitioner

X

INV

Entered by Shared Finance Team

Authorisation Cover in case of notified absence

Authoriser	Replaced By
Claire Rawlings	Kath Ralley – Assistant Head of School
Kath Ralley	Natalie McKerrow – Assistant Head of School (If Claire & Kath off)

Authorised Budget Holders

Account	Budget Holder Name	Email Address	Single PO Approval Limit
B-ALTPROV	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-BEHAVSUP	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-CAREERS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-CATERING	N/A	N/A	N/A
B-COMMINT	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-EXAMS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-HEAD	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-HR	Neil Ramsey	nr Ramsey@greenshawlearningtrust.co.uk	£10,000
B-HR	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-IT	Chris Davies	cdavis@greenshawlearningtrust.co.uk	£10,000
B-IT	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-LRC	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-OFFICEMGR	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-PUPILDATA	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-REPRO	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-SBM	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-SENCO	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-SITEMGR	Jack Kilmister	jkilmister@greenshawlearningtrust.co.uk	£10,000
B-SITEMGR	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
B-TRAINING	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-BUSINESS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-DANCE	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-DRAMA	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-ECONOMICS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-ENGLISH	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-GEOGRAPHY	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-HEAD	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-HEALTH	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-HISTORY	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-ICT	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-LAWCRIM	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-MATHS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-MFL	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-MUSIC	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-PE	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-PSYCHOLOGY	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-RS	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-SCIENCE	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
C-TECHNOLOGY	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999

C-TOURISM	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-BURSARY	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-CCF	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-GAG	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-LAC	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-MYDONATE	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-OTHEREFA	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-OTHERLA	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-PSA	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-PUPILPREM	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999
F-UNRESTRICT	Claire Rawlings	crawlings@waterwellsprimary.co.uk	£74,999

Approved : _____

Date : _____