

Christ Church (Brondesbury) CE Primary School

Scheme of Financial Delegation



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|---|----------------------------|
| Responsible Governors' Committee | Full Governing Body |
| Date Approved | November 2024 |
| Date of next review | November 2025 |
| Signature | |

**Scheme of delegation
Summary of Authorisation Limits**

| Expenditure Limits | |
|--|---|
| Headteacher / Deputised AHT | Up to £10,000 |
| Headteacher & Chair of Governors (jointly) | £10,000 to £30,000 |
| Full Governing Body | Over £30,000 |
| Virement Limits | |
| Headteacher / Deputised AHT | Up to £10,000 |
| Headteacher & Chair of Governors (jointly) | £10,000 to £30,000 |
| Full Governing Body | Over £30,000 |
| Writing off bad debts | |
| School Business Manager | Up to £10 |
| Headteacher / Deputised AHT | £10 to £50 |
| Board of Governors | £50 to £500 |
| Full Governing Body – Notify LA | Over £500 |
| Disposal of surplus stock | |
| Headteacher / Deputised AHT | Up to £2,500 |
| Headteacher & Chair of Governors (jointly) | Over £2,500 |
| Full Governing Body – Notify LA | Over £5,000 (set by LA) |
| Mileage allowance | |
| | HMRC approved rate |
| Safe Cash / Cheque limits | |
| | £1,000 (Combined cash & cheque) |
| Ordering procedures | |
| 3 competitive quotations or other method ensuring VFM | Up to £20,000 (over life of product/contract) |
| 3 competitive quotations | £20,000 to £164,175 (over life of product/contract) |
| Competitive Tendering Process (following EU regulations) | £164,176 - £499,999 (over life of product/contract) |

Financial records should be maintained for 6 years plus current.