Christ Church (Brondesbury) CE Primary School

Scheme of Financial Delegation

Responsible Governors' Committee	**Full Governing Body**
Date Approved	**22nd October 2026**
Date of next review	**Autumn 2027**
Signature	

Going for GOLD with faith

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.