

**Westfield Academy**  
**Finance Scheme of Delegation**



Delegated Duty	Limit	Prepared By	Authorisation	
			First Level	Final
<b>Annual Budgets</b>		School Business Manager	Headteacher	Full Governing Board
<b>Annual Financial Accounts</b>		School Business Manager and External Auditors	Headteacher	Full Governing Board
<b>Virements of budgets</b>	Up to £20,000	School Business Manager	Headteacher	Resources Committee
	over £20,000	School Business Manager	Headteacher	Full Governing Board
<b>Monthly Management Accounts</b>		School Business Manager	Headteacher	Full Governing Board
<b>Investments</b>		School Business Manager	Headteacher	Full Governing Board
<b>Income: Raising Sales Invoices</b>	up to £10,000	School Business Manager	Headteacher	Resources Committee
	over £10,000	School Business Manager	Headteacher	Full Governing Board
<b>BACS/ Cheques Payments</b>		School Business Manager	Headteacher and either; Senior Deputy Headteacher School Business Manager	-
<b>Income: Application of Grants / Funding</b>		School Business Manager or respective Faculty Budget Holders	Headteacher	-
<b>Staff Wellbeing</b>		Staff	Headteacher	Full Governing Board
<b>Personnel Appointments</b> Teaching and Non- teaching including long term agency		HR team	Headteacher and either; Senior Deputy Headteacher School Business Manager	Headteacher
Senior Leadership		HR team	Headteacher	Full Governing Board
Monthly payroll		HR Manager and/or Finance Manager	Headteacher	
PMR payments		Line Managers/ Senior Deputy Headteacher	Headteacher	Resources Committee
Honorium		School Business Manager & Headteacher	ESFA	Full Governing Board

Bonus		School Business Manager & Headteacher	ESFA	Full Governing Board
One -off payment		School Business Manager & Headteacher	Headteacher/ ESFA	Full Governing Board
Redundancy settlements		School Business Manager & Headteacher	Headteacher/ ESFA	Full Governing Board
Ex gratia payments		School Business Manager & Headteacher	ESFA	Full Governing Board
Staff Severance and Compensation before tax		School Business Manager & Headteacher	ESFA	Full Governing Board
Related Party Transactions: Each contract	up to £20,000		ESFA	Full Governing Board
	Over £20,000		ESFA	Full Governing Board
Novel, contentious and repercussive			ESFA	Full Governing Board
Purchase Orders including renewal of current software licences including using credit card as a means of payment	up to £500	Budget Holders	Budget Holders and/or Finance and Payroll	
	over £500 up to £1,000	Budget Holders	Headteacher and either; or Senior Deputy Headteacher or School Business Manager	
	Agency staff weekly fees up to £1,500	Senior Deputy Headteacher	Headteacher and either; or Senior Deputy Headteacher or School Business Manager	
	over £1,000 up to £10,000: at least 3 written quotes	Budget Holders	Headteacher/ ESFA	Resources Committee
	over £10,000: Formal tendering process	Budget Holders	Headteacher/ ESFA	Full Governing Board
Writing-off debts and losses: any transactions		School Business Manager & Headteacher	ESFA	Full Governing Board
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Entering into guarantees, indemnities or letters of comfort		School Business Manager & Headteacher	ESFA	Full Governing Board
<b>Disposal of fixed assets</b> Freehold on land and buildings		School Business Manager & Headteacher	ESFA	Full Governing Board
Heritage assets		School Business Manager & Headteacher	ESFA	Full Governing Board

Other disposals		School Business Manager and /or Premises Manager	ESFA	Full Governing Board
Acquisition of Land and Buildings		School Business Manager & Headteacher	ESFA	Full Governing Board
Borrowings including overdraft facilities		School Business Manager & Headteacher	ESFA	Full Governing Board
Leasing - Taking up a finance lease		School Business Manager & Headteacher	ESFA	Full Governing Board
Taking up a leasehold on land and buildings: seven years and more		School Business Manager & Headteacher	ESFA	Full Governing Board
Granting a lease on land and buildings		School Business Manager & Headteacher	ESFA	Full Governing Board
Taking up any other lease		School Business Manager & Headteacher	ESFA	Full Governing Board