

Freemantle C E Community Academy



Scheme of Delegation- also incorporated into the Finance Policy and Procedure Manual

Adopted- September 2023

Revised- September 2024
September 2025

Review Date- September 2026

Appendix 1.
FREEMANTLE C E COMMUNITY ACADEMY SCHEME
OF DELEGATION / MANAGING MONEY

**Authorising orders for goods and services,
authorising payments, entering into contracts**

Position	Name	Limit/Restriction
Board of directors	Chair	Over £30,000 – decision recorded in minutes
Finance/Audit Committee	Chair	£30,000 - decision recorded in minutes
Executive Officer	K Barnett	£30, 000 buildings £5,000 all other resource requests
Headteacher– when acting in absence of Executive Officer	N Myszkowski	£5,000 all other resource requests (approval form the CoD or CoF must be obtained prior to the order)
Office Manager	Carly Hibbert	£1,000 catering and day to day necessities

Authorisation to make virements between cost centres

Position	Name	Limit/ Restriction
Full Directors	Chair	Over £30,000 – decision recorded in minutes
Finance, Audit & Risk Committee	Chair	£30,000 - decision recorded in minutes
Executive Officer	K Barnett	£250,000- decision agreed by directors
Headteacher	N Myszkowski	Nil

Managing the Academy Bank Accounts

Position	Name	Authority
Executive Officer	K Barnett	On Line Payment Authenticator one of two to authenticate payments
Headteacher – when acting in absence of Executive Officer	N Myszkowski	On Line Payment Authenticator one of two to authenticate payments
Office Manager	C Hibbert	Cheque Signatory one of two to sign Debit Card Holder On Line Payment Authenticator one of two to authenticate payments
Finance Administrator	Carly Hibbert	Cheque Signatory one of two to sign Debit Card Holder On Line Payment Authenticator one of two to authenticate payments

Users of computerised finance package Corero - R32K

Position	Name	Limit/Restriction
Office Manager	Carly Hibbert	System user – access all ledgers & authorise
Finance & HR Assistant	Marta Byfield	System user – access all ledgers
Executive Officer	Kevin Barnett	System user – access all ledgers

Users of computerised income collection package Tucasi - SCO

Position	Name	Limit/Restriction
Office Manager	Carly Hibbert	System user – access all modules
Finance & HR Assistant	Marta Byfield	System user – access all modules
Administration Officer	Linda Harwood	System user – access all modules
Administration Officer	Chloe Potheary	System user – access all modules
Data / IT Technician	Vacant	System user – access all modules

Certification payroll documents

Position	Name	Limit/Restriction
Chair of Directors	Val Caldwell	Sign payroll forms relating to Executive Officer
Executive Officer	K Barnett	Sign all Appointment & Leaver Forms and change of contract forms Sign off Monthly Claim documents
Office Manager	C Hibbert	Completion of all payroll forms Sign Supply Starter Declarations Preparation of Monthly Claim documents

Certificate of Travel / Subsistence Claims

Position	Name	Limit/Restriction
Office Manager	C Hibbert	£200 per claim
Chair of Directors	Val Caldwell	Travel Claims of Executive Officer above £200

Authorisation to write-off bad debts

Position	Name	Limit/ Restriction
Executive Officer	K Barnett	£50
Finance, Audit & Risk Committee	Chair	Over £50 – recorded in minutes
Secretary of State		Detailed in funding letter

Completion of VAT returns

Position	Name	Limit/ Restriction
Office Manager	C Hibbert	N/A

Administration of Petty Cash

Position	Name	Limit/ Restriction
Office Manager	C Hibbert	£500

Authorisation of petty cash/expenses vouchers

Position	Name	Limit/ Restriction
Office Manager	C Hibbert	£500

Opening of Tenders

Position	Name	Limit/ Restriction
Executive Officer	K Barnett	N/A
Office Manager	C Hibbert	N/A

Evaluation of Tenders – for decision making at appropriate delegated levels

Position	Name	Limit/ Restriction
Executive Officer	K Barnett	N/A
Office Manager	C Hibbert	N/A
In some instances, it will be necessary to involve an appropriate member of staff i.e Premises, Kitchen, or ICT Manager in order to ensure the evaluation process consider the view of the immediate service area.		