



## **St Oswald's CE Primary School**

### **Budget Management Policy**

Last Review Date: November 2013

Next Review Date: November 2014

Suggested Frequency of Review : Annually

It is the aim of the governing body of St Oswald's CE Primary School to spend the school's budget share for the purposes of the school and to ensure that all resources made available to the school are used in an efficient and effective manner.

Financial decisions will be made after consideration of:

1. conditions and requirements laid down in the Authority's approved LMS Scheme
2. priorities as identified in the costed school improvement plan
3. the needs of the children, staff and community of the school
4. the need to support and deliver the National Curriculum and the Authority's Curriculum Policy together with any modifications agreed by the governing body
5. the resources made available to the school

## **ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY**

### **1. Roles and Responsibilities**

- I. The Governors have a statutory responsibility for the oversight of the financial management of the school and for ensuring adherence to the Authority's Standing Orders and Financial Regulations.
- II. The governing body should determine delegation using the governing body Decision Planner (Appendix A) and review it annually.
- III. A Resource Committee made up of at least 3 members approved by the governing body will be established and will meet at least once per term. It will work to the agreed Terms of Reference (see Appendix B) as approved by the full governing body. The committee will consider termly monitoring reports as a minimum (in some cases monthly may be considered more appropriate) and will consider the school's Start, Revised and Draft budgets at the appropriate times. The committee will submit a brief summary report to the full governing body at least once per term.
- IV. The Headteacher will assume day to day responsibility for the budget and will under a scheme of delegation approved by the governing body (see Appendix C), have the delegated authority to determine spending within approved budget headings. The Head will be assisted by the appropriate administrative staff to ensure segregation of duties and in the proper processing of orders and invoices generated by the school and the checking of goods received. All individuals who are involved in the spending, collection and custody of school resources must operate with integrity and observe regularity as reflected in the Authority's Financial Regulations and Standing Orders for schools with delegated budgets. Other documents which help clarify staff and governors' roles and authorisation limits can be found in Appendix D Governors' Delegate Authority to Postholders and Appendix E City of York Council Delegated Authority Scheme – Authorisation Certificate.

### **2. Consistent Financial Reporting (CFR)**

The governing body will have regard for the Consistent Financial Reporting Framework and ensure that school income and expenditure is coded in relation to the Framework so that accurate CFR returns are submitted to the Department for Education via the LA in a timely manner.

### **3. Statutory Financial Management Standards**

The governing body will have regard to the regulations governing statutory financial management standards and operate accordingly to ensure that the school is managed well financially. It will ensure that:

- appropriate self evaluations and risk assessments, including use of financial benchmarking data, are carried out in a timely manner
- the self assessment return is submitted to the LA
- any findings resulting from this process are addressed to improve the school's financial management processes

### **4. Extended Schools Activities**

The governing body will have regard for the LA's guidance on all aspects of Extended Schools activities. It will ensure that funds delegated to the school are used for the purpose of the school, including to support Community Extended School activities whilst not compromising core purpose.

### **5. Procedures**

All documentation of accounts and finance will be kept in accordance with advice from the LA. Procedures for keeping accounts will be in accordance with the LA's Financial Regulations and Standing Orders. A copy of the school's most recent Auditor's Report will be available for inspection by governors, OFSTED inspectors and officers of the LA.

### **6. Pecuniary Interests**

Governors and staff of the school will be required to complete a Register of Business Interests to declare any links they may have with any firm from which the school may wish to buy goods or services.

## **BUDGETS**

### **1. Aims and Objectives**

The Resource Committee together with the Headteacher will consider the agreed School Improvement Plan, which shall cover a period of 1 year, and will provide costings for proposals to develop the school's short, medium and long term aims and objectives as identified in the Plan. Such consideration will include the determination of:

- an appropriate level of general contingency (either an amount in pounds or a percentage of the annual budget)
- the formulation of a policy for the application of any balances in excess of the agreed target for general contingencies on the development proposals in the Plan.

It is recognised that finite resources will lead to a need to place proposals into some kind of priority and to accelerate/delay some spending plans as circumstances change.

### **2. Efficiency and Value for Money**

The governing body will seek to achieve efficiencies and value for money, to optimise the use of their resources and to invest in teaching and learning, taking into account the LA's purchasing, tendering and contracting requirements.

### **3. Budget Timetable**

The Headteacher (or other person with delegated authority in consultation with the Headteacher) will prepare for consideration by the Finance Committee:

- I. A proposed start budget and 3/5 year financial plan following receipt of the school's Resource Allocation statement.
- II. A revised budget in the Autumn term to reflect any staffing changes or updating of spending plans. Revised budget plans will not be requested if other financial reports carry the relevant data.
- III. A draft budget in a timely manner to identify the schools potential budgetary position of the future years' financial plan.
- IV. Monitoring reports to be considered by the finance committee at least once per term with a brief report to the full governing body. A copy of monitoring reports considered at meetings will be sent to the LA on a termly basis. An exception to this is where the LA has approved a licensed deficit and defined the frequency in the terms of the license. Reports will reflect both sums paid, sums committed but not yet paid, estimated income and expenditure, predicted outturn and variances to the year end against approved budget headings.
- V. Financial systems will be reconciled to the school's centrally held account reports provided by the LA and the school's bank statement where applicable.
- VI. An Outturn statement and report by the end of the Summer term for the governing body to consider financial performance in the previous financial year.

### **4. Budget Submission to the LA**

The governing body, after approving the budget, will send a copy on the date specified by the LA. This will be between 1<sup>st</sup> and 15<sup>th</sup> May each year. The governing body will not submit a deficit budget unless there are exceptional circumstances. Where a deficit budget is submitted to the licensed budget process the governing body will seek advice and submit a written request to the LA to seek the approval of the Director of Children's Services. The governors will take action to reflect the Director's written decision.

### **5. Virement Procedures**

Unless the level of change does not warrant it, the budget will be revised each Autumn Term and the Resource Committee will vire funds between budget headings (ring-fenced grants) or from contingency funds as appropriate. Requests by the Headteacher for the further virement of funds outside the scope of the Scheme of Delegation to the Headteacher (Appendix C) will also be considered by the Resource Committee and be subject to their minuted approval.

### **6. Transfer of Funds**

Funds shall not be transferred between "central", "current" and "investment" accounts, unless a policy to do so has been agreed by the governing body:

- The Governing Body has agreed to the "Vera Rigby Account" being used to support the school development plan.

## **7. Quality of Information**

It is expected that the financial information received by Governors will be relevant, timely, reliable and understandable.

## **8. Capital Expenditure**

The governing body may use its budget share to meet the cost of capital expenditure on the school premises.

However if the expected capital expenditure from the revenue budget share in any one-year will exceed £15,000 the governing body will notify the Authority. The governing body will take into account the advice of the Director of Children's Services as to the merits of the proposed expenditure. The governing body will seek the consent of the Authority to the proposed works.

## **9. Review of Revenue Balances**

The governing body will consider the level of Revenue Balances reported to it through the budget monitoring process to assess whether priorities in the School Improvement Plan should be brought forward or put back in relation to the balances available to the School.

The governing body will pay due regard to the LA's Recycling of Excess Balances procedures.

## **10. Documentation**

All financial systems and procedures carried out in the school will be in accordance with the LA's Financial Regulations, Standing Orders, Scheme of Delegation to Headteacher and, where applicable, the Bank Accounts for Schools Scheme (BAfS). Governors will review the LA's Delegated Authority Scheme – Authorisation Certificate annually and ensure that up to date copies are submitted to the LA as and when authorisers' details and/or signatures change. A copy of these documents will be readily available and kept up to date.

## **11. Purchasing**

Before purchases are made consideration should be given to economy and value for money and the financial regulations of the LA to ensure that appropriate tendering arrangements are instigated.

The governing body expect that school staff will follow official ordering procedures at all times and written pre-numbered orders will be used. Verbal orders will be followed up by a written confirmation order, clearly marked as such. Individuals must not use official orders to obtain goods and services for their private use. All official orders will be recorded on the schools computerised financial system.

## **12. Procurement Cards**

The Governing Body will follow the LA Policy and Procedures for the use of Procurement Cards and understand that it is responsible for its own purchase card account. It will ensure that cardholders will not use the cards for personal purchases and that they consider card security when selecting suppliers. The account will be paid by Direct Debit each month to ensure that the school is not borrowing without the express agreement of the Secretary of State for Education.

### **13. Review of Service Contracts**

The governing body [or the Resource Committee, or the Headteacher under the Scheme of Delegation] will carry out an annual review of the contracts purchased by the school to ensure quality, cost and impact of such services meet the needs of the school and are efficient and deliver value for money. Where an existing contract is coming to an end a review prior to its renewal should be undertaken.

### **14. Procedures and Security**

The school will make use of a computerised financial monitoring package approved and supported by the LA. Data will be input on a regular basis including financial commitments made by the school. Information will be input from and reconciled to the LA's Power Solve print outs. School bank statements will be reconciled every month and submitted to the LA. Appropriate use of the package and orderly filing procedures will ensure that all transactions are traceable.

The governing body will ensure that Data Protection regulations are followed. Security passwords will be maintained on the computer and documentation will be kept in a secure location. Regular backups will be made of the information held on the computer with storage media stored securely and separately from the computer.

### **15. Security of Stock and Equipment**

An inventory will be kept in school and updated and checked on an annual basis in accordance with Financial Regulations and the Authority's guidance. Where the governing body has opted to join the LA's Contents Insurance Scheme, a copy of the policy document will be available for inspection in school.

The governing body will consider requesting and acting upon the advice of a Crime Prevention Officer.

A register of equipment removed from and returned to the school for use off-site will be maintained.

### **16. Petty Cash**

There will be a limited use of petty cash. The amount of cash in school will be kept to a minimum and all monies and financial records kept in secure storage. The amount of cash held on the premises overnight will not exceed the permitted insured amount.

### **17. Income**

The governing body will implement a charging and remissions policy which will be reviewed annually. Steps will be taken to ensure the early collection of income due. Receipts issued and records kept will be in line with the LA's Financial Regulations.

### **18. VAT Returns**

VAT returns will be made promptly and accurately to the LA using the school's computerised system to meet HM Revenue and Customs' regulations.

### **19. Staffing**

The Resources Committee will administer the school's Pay Policy annually and will consider appointments, terminations and promotions as necessary.

**20. Insurance**

Where the governing body has delegated funds available for purchasing insurance it may use the LA or other insurance providers. However, the governing body will demonstrate to the LA, prior to taking out any alternative cover, that the alternative policy is at least as good as the relevant minimum cover arranged by the LA.

**21. Computer Systems**

The school will maintain approved software for the input of financial records. The school has been registered in accordance with the Data Protection Act 1984.

**22. Audit**

The Governors, headteacher and staff will co-operate with auditors in accordance with the requirements of Financial Regulations and will consider and implement their requirements in a timely manner.

**23. Whistle Blowing**

The governing body will ensure that it has adopted a whistle blowing policy which will be made available to staff. This policy will be reviewed annually.

## GOVERNING BODY DECISION PLANNER

**THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS****KEY**

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

**\*Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation\***

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan each financial year		✓		
	2	To monitor monthly expenditure.				✓
	3	To establish a charging and remissions policy		✓		
	4	Miscellaneous financial decisions		✓		
	5	To enter into contracts (GB may wish to agree financial limits)				✓
	6	To make payments				✓
<b>Staffing</b>	7	Headteacher appointments (selection panel)	✓			
	8	Deputy appointments (selection panel)	✓			
	9	Appoint other teachers				✓
	10	Appoint non teaching staff				✓
	11	Agree a pay policy	✓			
	12	Pay discretions	✓			
	13	Establishing disciplinary/capability procedures				✓
	14	Dismissal of Headteacher	✓			
	15	Dismissal of other staff	✓			
	16	Suspending Head	✓			
	17	Suspending staff (except Head)	✓			
	18	Ending suspension (Head)	✓			
	19	Ending suspension (except Head)	✓			
	20	Determining staff complement	✓			
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓			
	22	Determining dismissal payments/early retirement	✓			



<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				✓
	24	To establish a curriculum policy				✓
	25	To implement curriculum policy				✓
	26	To agree or reject and monitor curriculum policy	✓			
	27	Responsible for standards of teaching				✓
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				✓
	29	Responsibility for individual child's education				✓
	30	Provision of sex education – to establish and keep up to date a written policy		✓		
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	32	To establish a charging and remissions policy for activities (non NC based)		✓		
<b>Performance Management</b>	33	To formulate a performance management policy	✓			
	34	To establish a performance management policy	✓			
	35	To implement the performance management policy				✓
	36	To review annually the performance management policy	✓			
<b>Target Setting</b>	37	To set and publish targets for pupil achievement				✓
<b>Discipline/Exclusions</b>	38	To establish a discipline policy		✓		
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		✓		
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓		

<b>Admissions</b>	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	✓			
	42	To consult annually before setting an admissions policy (VA and Foundation schools)	n/a			
	43	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	✓			
	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body)	✓			
	45	Admissions: application decisions (VA, Foundation and special schools)	n/a			
	46	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)	✓			
<b>Religious Education</b>	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus				✓
	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)				✓
	49	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)				✓
	50	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)				✓
<b>Collective Worship</b>	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply				✓

		(after consulting GB)				
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				✓
	54	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓			
<b>Premises &amp; Insurance</b>	55	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓			
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	✓			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓			
<b>Health &amp; Safety</b>	58	To institute a health and safety policy (in community and VC schools this would be the LA)	✓			
	59	To ensure that health and safety regulations are followed				✓
<b>School Organisation</b>	60	To publish proposals to change category of school	✓			
	61	Proposal to alter or discontinue voluntary foundation or foundation special school	✓			
	62	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	✓			
	63	To ensure that the school meets for 380 sessions in a school year				✓
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
<b>Information For Parents</b>	65	To prepare and publish the school prospectus				✓
	66	To prepare and publish the school profile	✓			

	67	To ensure provision of free school meals to those pupils meeting the criteria				✓
	68	Adoption and review of home-school agreements		✓		
<b>GB Procedures</b>	69	To draw up instrument of government and any amendments thereafter	✓			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	71	To appoint and dismiss the clerk to the governors	✓			
	72	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			
	73	To appoint and remove community or sponsor governors.	✓			
	74	To set up a Register of Governors' Business Interests	✓			
	75	To approve and set up a Governors Expenses Scheme	✓			
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	77	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	78	To regulate the GB procedures (where not set out in law)	✓			
<b>Federations</b>	79	To consider forming a federation or joining an existing federation	✓			
	80	To consider requests from other schools to join the federation	✓			
	81	To leave a federation	✓			
<b>Extended Schools</b>	82 *	To decide to offer additional activities and to what form these should take	✓			
	83	To put into place the additional services provided	✓			
	84	To ensure delivery of services provided				✓
	85 *	To cease providing extended school provision	✓			

\*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

**ST OSWALD'S CE PRIMARY**

**RESOURCES COMMITTEE**

**1 COMPOSITION**

At least 3 members of the governing body with voting rights.

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance Roles, Procedures and Allowances Regulations 2013.

*(This committee might informally invite one or two people with an appropriate financial background, to provide specialist support, on a non-voting basis).*

**2 QUORUM**

The quorum for the meeting and any vote will be three governors who are members of the committee, or more.

**3 TERMS OF REFERENCE OF THE COMMITTEE**

- i To prepare and agree a budget plan each year.
- ii to monitor the budget termly and make any in year changes;
- iii to prepare and monitor a Governors' Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits;
- iv to consider and make decisions concerning any proposal involving recurring expenditure and any proposal involving non-recurring expenditure not provided for in the Governors' Scheme of Financial Delegation;
- v to be responsible for contractual arrangements in respect of items approved by the governing body in accordance with Council Standing Orders and Financial Regulations including the opening of tenders and decisions concerning acceptance;
- vi to consider and decide on proposals from other committees involving additional expenditure;

- vii to consider the annual accounts and audit reports in respect of non-LEA provided funds;
- viii to consider audit reports on the school from the City Treasurer;
- ix to determine the arrangements and the scale of charges for the letting of school premises;
- x to ensure that a Register of Governors Interests is maintained and regularly updated; and
- xi to consider and make decisions on any matter involving finance or financial management referred to it by the governing body.
- Xii to consider and make decisions on any other resource matters referred to by the Governing Body

#### **4 FUNCTIONS DELEGATED TO HEADTEACHER**

As per the Governors' Scheme of Financial Delegation.

#### **5 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the Chair shall be determined by the governing body or by the committee and reviewed annually. The governing body shall appoint a clerk to the committee.

#### **6 MINUTES**

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the Clerk to the governing body.

#### **7 CONVENING MEETINGS**

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the Headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration s/he may determine a shorter period of notice.

## SCHEME OF DELEGATION TO THE HEADTEACHER

***Terms of delegation (all figures are indicative and will need to be agreed by the Governing Body in the context of the size of the school's budget.)***

The Headteacher shall have delegated power to undertake all functions delegated to the Governing Body under the Education Reform Act 1988 pursuant to the LMS Scheme except that:

1. he/she shall comply with all policy directions given to him/her from time to time by the Governing Body;
2. he/she shall have the authority to expend all monies allocated to individual or specific items in the approved budget without further reference to the Governing Body;
3. where no such specific item exists in the budget he/she shall not enter into any financial commitment in excess of 0.5% of the delegated budget or £2,500 whichever is the lesser, without the consent of the Governing Body or in the case of an urgent matter, the Chair thereof;
4. the above delegation shall not apply in respect of the appointment of staff. It shall be for the Governing Body to determine from time to time the extent of the power of the Headteacher to deal with staffing matter;
5. the Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £2,500 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof;
6. the Headteacher shall not transfer funds between "current" and "investment" accounts, unless a policy to do so has been agreed by the Governing Body.
  - The Governing Body has agreed to the "Vera Rigby Account" being used to support the school development plan.
7. the Headteacher shall submit to the Governing Body at least once each term, and on such further occasions as the Governing Body may specify, a report on all expenditure incurred and commitments entered into, together with detail of any income generated, since the last such report to the Governing Body; this report to include a comparison of these latest figures with the school's budget for the year;
8. any proposal to incur expenditure on new or significantly different policies to be the subject of a report by the Headteacher to the Governing Body; the report to include details of cost in both the current and further years;
9. the Headteacher shall have the power to nominate the Deputy Headteacher or another named (senior) member of staff to exercise the powers of this delegation during any period of absence;
10. the Headteacher and any other person nominated under Regulation (9) above shall ensure that at all time the Financial Regulations and Standing Orders relating to schools with delegated budgets be complied with.

**APPENDIX D**

**St. Oswald's C. E. Primary School**


**GOVERNORS AUTHORITY TO POSTHOLDERS**

<b>TASK</b>	<b>PERSONS AUTHORISED</b>	<b>POSTS HELD</b>	<b>NOTES</b>
Ordering educational supplies within school budget	Rupert Griffiths Linda Collier Val Gill Debbie Massey SBM Teachers as assigned	Headteacher Deputy Head Administrative Officer Admin Asst LA Budget Holders	
Ordering domestic supplies within school budget	Rupert Griffiths	Headteacher	Under PFI most domestic supplies are the responsibility of Sewells
Ordering office supplies within school budget	Rupert Griffiths Linda Collier Val Gill Debbie Massey SBM	Headteacher Deputy Head Administrative Officer Admin Asst LA	
Ordering any items in excess of £1,500	Rupert Griffiths	Headteacher	
Ordering any items which would cause expenditure to exceed any budget heading by £500 plus	Rupert Griffiths	Headteacher	
Ordering any items which would cause expenditure to result in an overall overspend	Rupert Griffiths	Headteacher	
Checking and signing for educational deliveries	SBM Peri-bursar Val Gill Debbie Massey	LA LA Administrative Officer Admin Asst	<u>Segregation of Duty</u>  Where staffing allows there should be a segregation of duties between the persons who: <ul style="list-style-type: none"> <li>• orders the goods,</li> <li>• checks the delivery note,</li> <li>• checks the invoice, and</li> <li>• signs the cheques.</li> </ul>
Checking and signing for domestic deliveries ordered by the school	Val Gill Debbie Massey	Administrative Officer Admin Asst	
Checking and signing for office supply deliveries	Val Gill Debbie Massey	Administrative Officer Admin Asst	
Checking invoices	Rupert Griffiths Peri Bursar SBM	Headteacher LA LA	
Authorising invoice payment	Rupert Griffiths Linda Collier Peri Bursar SBM	Headteacher Deputy Head LA LA	
Signing cheques on School Budget - HSBC	Rupert Griffiths Linda Collier Debbie Nott Val Gill	Headteacher Deputy Head Teacher Administrative Officer (any two of three)	



Signing cheques on School Fund	Rupert Griffiths Linda Collier Val Gill	Headteacher Deputy Head Administrative Officer (any two of three)	
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Signed.....Chair of Governors                      .....Date

		<b>City of York Council Delegated Authority Scheme - Authorisation Certificate</b>							
		<b>Name of School:</b>							
		<b>Position</b>						<b>School DfE No:</b>	
<b>Name (please print)</b>	<b>Position</b>	<b>Purchasing &amp; Payment</b>		<b>Contracts</b>		<b>Salaries &amp; Wages</b>		<b>Specimen Signature</b>	<b>Specimen Initials</b>
		Net Maxi mum Order Value	Net Maximum Invoice Value	Auth Y/N*	Max Value	Appt Forms Y/N*	T/Sheets & Other Pay adjustment Y/N*		
Rupert Griffiths	Headteacher	Unlimited	Unlimited	Y	Unlimited	Y	Y		
Linda Collier	Deputy Headteacher	£2,500	£2,500	Y	£2,500	N	Y		
Valerie Gill	Administrator	Nil	Nil	N	Nil	N	Y		
				Y N		Y N	Y N		
				Y N		Y N	Y N		
				Y N		Y N	Y N		
				Y N		Y N	Y N		
				Y N		Y N	Y N		
<b>Signature of Chair of Governors</b>						<b>Print Name</b>			
<b>Date</b>						<b>Key - * Delete either Y or N as appropriate</b>			
<b>When completed, please return to, Schools Business Support Team, West Offices, Station Rise, York. YO1 6GA</b>									
<b>Approved for Chief Finance Officer</b>						<b>Print Name</b>	Richard Hartle		