



DELEGATED AUTHORITY LISTING

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Delegated Authority Listing for Hasmorean High School Academy as at 27th June 2016

1. Applies to School Funds

A. For all budgeted payments excluding payroll

Amounts	To be authorised by	Budget Held
Up to £500	All Curriculum Leaders Assigned Budget Holders Network Manager	Departmental Budget Assigned Budget (eg ICT, G&T) ICT Budget
Up to £1,000	Premises Manager	Premises Budget
Up to £2,500	Exams Officer Director of Learning	Exams Budget Departmental/Assigned Budget
Up to £5,000	Head of Operations / Headteacher	All
Up to £15,000	Head of Finance	All
Up to £25,000	Executive Headteacher	All
Up to £50,000	Finance Committee Governor	All
Up to £100,000	Finance Committee	All
No limit	Governing Body	All

B. For payroll payments

Amounts	To be authorised by	Budget Held
For routine payments through the monthly payroll up to £600,000	Head of Finance plus on of Head of Operations, Headteacher or Executive Headteacher	All
For routine payments through the monthly payroll over £600,000	Minuted approval by the Finance Committee	All
For non-routine payments up to £1,000	Head of Finance / Headteacher	All
For non-routine payments over £5,000	Executive Headteacher	All
For non-routine payments up to £40,000	Finance Committee / Standards Committee Governor	All
For non-routine payments up to £100,000	Finance Committee	All
No limit	Governing Body	All

C. For asset disposals

Amounts	To be authorised by	Budget Held
Up to £1,000	Head of Finance	All
Up to £10,000	Executive Headteacher / Headteacher	All
Up to £25,000	Finance Committee	All
No limit	Governing Body	All

D. For bad debt write-offs

Amounts	To be authorised by	Budget Held
Up to £500	Head of Finance	All
Up to £1,500	Executive Headteacher / Headteacher	All
Up to £5,000	Finance Committee	All
No limit	Governing Body	All

E. For budget changes

Amounts	To be authorised by	Budget Held
Up to £10,000	Head of Finance	All
Up to £50,000	Executive Headteacher / Headteacher	All
Up to £100,000	Finance Committee	All
No limit	Governing Body	All

Reviewed & approved by Stone King:

Checked by Jacqueline Rashbass – Chair of Finance Committee

Ratified by Governors Finance Committee June 2016

Next Review June 2019