



Ark St Alban's Academy

Local Scheme of Delegation

Date of last review:	September 2017	Author:	FRD
Date of next review:	September 2020	Owner:	FRD
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	Local Governing Body
School:	Ark St Alban's Academy	Key Contact Name:	Judith Hunt
Key Contact Email:	judith.hunt@arkstalbans.org	Key Contact Phone:	0121 446 1320

Petty Cash

Maximum cash amount to be held on site for petty cash purposes £500.00

Maximum petty cash payments £20.00

Gifts

Gifts over £50.00 value need approval from FRD prior to acceptance

Procurement

A quote or price must be obtained before any order is placed

Expenditure > £50000 to be approved by Local Governing Body

Expenditure < £5000 2 quotes to be obtained

Expenditure > £5000 < £30000 2 **written** quotes to be obtained (which must both be held with the purchase order request

Expenditure > £30000 must be subject to formal tendering procedures

Expenditure > £100000 must be subject to European Procurement rules

Expenditure > £250000 must be approved by ARK Managing Director

Scheme of Delegation

Payroll Approval	Principal or FRD
Employment or other claims < £10,000	FRD
Employment or other claim < £50,000	Principal / Regional Director and Local Governing Body
Employment or other claims > £50,000	MD
Employment or other claims > £250,000	Board



Ark St Alban's Academy

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Ark St Alban's Academy
Conybere Street Birmingham B12 0YH
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Authorisation Levels

Delegated Duty	Value	Delegated Authority
Requisitions for orders, invoice approval, contract signing, employee expenses WITHIN BUDGET	Up to £5000 Between £5,000 and £10,000 Between £10,000 and £50,000 Between £50,000 and £250,000 Between £250,000 and £1,000,000 Greater than £1,000,000	Budget Holder FRD Principal Regional Director and Local Governing Body MD Board
Requisitions for orders, invoice approval, contract signing, employee expenses NOT IN BUDGET	Up to £50,000 Between £50,000 and £250,000 Greater than £250,000	Regional Director and Local Governing Body MD Board
Departmental Budget Overspends (Cumulative)	Less than £250,000 Greater than £250,000	MD Board
Recruitment (Per Individual)	Up to £10,000 Between £10,000 and £50,000 Between £50,000 and £250,000 Greater than £250,000	FRD Principal / Regional Director and Local Governing Body MD Board
Bank Account Cheques	All Values	Two approved signatories
BACS Payments	Up to £25,000 (single payment within a BACS run) Between £25,000 and £250,000 (single payment within a BACS run) Between £250,000 and £1,000,000 (single payment within a BACS run) Greater than £1,000,000 (single payment within a BACS run)	Two approved signatories One approved signatory plus signatory from Central Finance Management Team MD Board
Credit Cards	Up to £10,000	School
Quotations and tendering	Up to £5,000	No formal requirements other than adhering to best value principals; two quotes required (but do not need to be written)
	£5,000 to £30,000	Minimum of two formal written quotes to be obtained (and retained with purchase order request)
	From £30,000 to relevant Official Journal of the European Union (OJEU) limit *	Formal tendering process
	Over OJEU limit	OJEU advertising required in addition to formal tendering (or use of appropriate framework which is OJEU compliant as per procurement policy)
Capital Projects	Any	All works to be approved by Ark Head of Estates / Project Team
Authority to accept other than the lowest quotation	Any	Principal
Disposal of Assets	Up to £30,000 Over £30,000	Principal Board / Risk and Audit Committee (plus SoS)
Write off of bad debts	Up to £5,000 Over £5,000	Principal Board / Risk and Audit Committee (plus SoS)

NB * All public procurement contracts worth more than EC limit, which is roughly £164176 for goods and services or for more than £4.1 million for works must be published in the daily supplement to the Official Journal of the European Union (OJEU)