



# Henley Bank High School

Henley Bank High School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,  
company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

# **Henley Bank High School**

## **Schedule of Financial Delegations 2023**

This Schedule of Financial Delegations applies to Henley Bank in accordance with and pursuant to the GLT Finance Policy and Procedures. If there is any ambiguity or conflict then the GLT Finance Policy and Procedures takes precedence.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to the GLT Finance Policy and Procedures and this Schedule of Financial Delegation. In their implementation, school staff must take account of any advice given to them by the GLT Director of Finance, GLT Head of Finance, CEO and/or Board of Trustees. If there is any question or doubt, the GLT Director of Finance should be consulted.

The Board of Trustees delegates the overall authority and responsibility for the management of the school's revenue budget, and any other budget delegated by the Board of Trustees, to the Headteacher. The Headteacher may delegate part of the overall budget to individual Budget Holders in line with the priority needs of the school and the School Development Plan.

The Headteacher is responsible for the operational management of the school. The administration of financial procedures may be delegated to other members of staff at the discretion of the Headteacher. This delegation is set out in the following Schedule of Financial Delegations.

The Schedule is the responsibility of: Headteacher

The Schedule was approved by the Governing Body on: 5<sup>th</sup> October 2023

## **SCHEDULE OF DELEGATIONS**

The following tables summarise the main authorities and responsibilities delegated by the Headteacher within the school in accordance with the GLT Finance Policy and Procedures 2023.

### **Financial Control Thresholds**

Suspected fraud, theft or irregularity	Above cumulative £200 in any financial year	Notify GLT Head of Finance
Gifts and Hospitality	All benefits received or paid in excess of £50	Record in Gifts and Hospitality Register
Monitoring	Monthly variances in excess of £10,000 from approved budgets	Report to GLT Head of Finance with plan of corrective actions

### **Fixed Assets**

Responsibility for maintaining School Inventory		Faye Cutler, PA to Headteacher & Admin Manager
Responsibility for maintaining Loan Book		Michael Brewis - IT Rhian Williams -SEN
Responsibility for monthly stock take if assets > £2,000		Faye Cutler, PA to Headteacher & Admin Manager
Inventory of School Assets	Assets above £200	Include in school inventory
	Assets above £2,000	Notify GLT Head of Finance for inclusion into Fixed Asset Register
	Differences in physical count in excess of £1,000	Notify GLT Head of Finance
Asset disposal	Assets recorded on school Inventory	Authorised by Headteacher Approved by Governing Body
	Assets recorded on Trust Fixed Assets Register	GLT Head of Finance approval required
Asset Depreciation	Land & Buildings	35 years
	IT Equipment	3 years
	Furniture and Fittings	4 years
	Motor Vehicles	5 years
Stock Takes	If value of stocks exceeds £2,000	Monthly
	Differences in physical count in excess of £200	Notify GLT Head of Finance

Acquisition and disposal of freeholds on land and buildings	Board of Trustee approval required
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### Financial Assets

Panel of authorised signatories on banking mandate		Delegated to GLT Head of Finance
Safe keyholders		Names
Responsibility for reconciling bank statements with PSF		Delegated to GLT Head of Finance
Bank Account Name	Sort Code	Account Number
Henley Bank High School	30-98-36	57394460
Henley Bank High School	30-98-36	57394868
Insured amount of cash on school premises (including Petty Cash)		N/A
Petty Cash	Amount (Headteacher discretion up to Trust Limit of £200)	Authorised by Head Approved by GB
Responsibility for reconciling Petty Cash receipts with cash balance		N/A
Corporate Purchase/Credit Cards		Authorised by Head Approved by GB
Name	Individual Limit	Total school limit
Finance Officer	£3,500	£5,000
Faye Cutler	£1,000	
Clare Lane	£500	
Card Payment Machine		Authorised by Head Approved by GLT Head of Finance
Responsibility for management/administration of card payment machine		N/A
Borrowing including overdrafts and bank loans		Board of Trustee approval required

### Income

Lettings and hire of facilities	Conducted through Greenshaw Learning Services Limited	Schools accrue income at 97%
Local Cash Accounting System		Bromcom
Responsibility for recording student income on the Local Cash Accounting System		Shared finance officer
Debt Write-Offs	Less than £1,000	Authorised by Headteacher Approved by Governing Body
	Above £1,000 cumulative in the year	Board of Trustee approval required
Granting a lease on land and buildings		Board of Trustee approval required
Guarantees, Indemnities and Letters of Comfort		Board of Trustee approval required

### Expenditure

Limit for single Purchase Orders delegated to Headteacher		£75,000
Procurement Policy	Orders up to £2,000	One quotation
	Orders from £2,000 but less than £10,000	Two quotations
	Orders from £10,000 but less than £75,000	At least three written comparable quotations. Seek advice on aggregation from the GLT Head of Procurement
	Orders from £75,000	Formal Tender with GLT Head of Procurement approval
Contracts and Service Level Agreements	Maturity of one year or less AND total liability within the Headteacher's Delegated Authority	Authorised by Headteacher, Approved by Governing Body, Notify GLT Head of Procurement for inclusion into Contracts Register
	Maturity greater than one year OR total liability exceeds the Headteachers Delegated Authority	GLT Head of Procurement approval required

Operating Lease	GLT Director of Finance approval required
Finance Lease, Finance Agreement, Hire Purchase Agreement or Leaseholds on Land and Buildings	Not permitted under any circumstances

#### Staff Expenditure

Responsibility for maintaining Register of Interests	Faye Cutler, PA to Headteacher & Admin Manager
Responsibility for maintaining Gifts and Hospitality Register for benefits received with a value > £50	Faye Cutler, PA to Headteacher & Admin Manager
Responsibility for authorising payroll	Stephen Derry, Headteacher
Responsibility for reconciling payroll with PSF	Delegated to GLT Head of Finance
Special payments including severance payments, compensation payments and ex-gratia payments	Board of Trustee approval required

## **Henley Bank High School Workflow**

REQ

Entered by Requestor

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REQ AUTH

From £0 - £approval limit authorised by Budget Holder as per table below

From £approval limit - £9,999.99 authorised by as per table below

From £10,000 - £74,999.99 authorised by (Stephen Derry)

From £75,000 - infinity authorised by GLT Director of Finance (Anita Martin)

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PORD

Created by Shared Finance Team

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GRN

Entered by Requestor

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INV

Entered by Shared Finance Team

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INV AUTH

Authorised by budget holder

### **Authorisation Cover in case of notified absence**

<b>Authoriser</b>	<b>Replaced By</b>
Budget Holder	Stephen Derry
Stephen Derry	Isabel Ambrose