



# INSPIRE EDUCATION TRUST

## FINANCE POLICY

**Policy Devised:** 22<sup>nd</sup> January 2016  
**Adopted on:** 27<sup>th</sup> January 2016  
**Review date:** 15<sup>th</sup> February 2017



# **Introduction**

The purpose of this policy is to ensure that the Academies within the Inspire Education Trust maintains and develops robust systems of financial control, which conform to the requirements of both propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our Funding Agreements with the Department for Education.

## **1 Organisation**

### **The Board of Directors and Local Governing Bodies**

The Directors and Governors will manage their affairs in accordance with the high standards as detailed in the "Guidance on Codes of Practice for Board Members of Public Bodies" and in line with the Nolan principles of public life:

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merits.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

## **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **1.1 Managing the Academy Finances**

The Board of Directors has overall responsibility for administration of the Multi Academy finances. The main responsibilities of the Board of Directors are prescribed in the Funding Agreement between our Academies and the DfE. The main responsibilities include:

- Ensure the grant from the DfE is used for the purposes intended;
- Approval of the annual budget;
- Ensure a Scheme of Delegation is in place;
- Ensure assets are managed;
- Ensure accurate accounting records are maintained;
- Ensure the budget monitoring statements are a true and accurate record on income and expenditure.

### **1.2 The Finance Committee**

**The main responsibilities of the Finance include:**

- Initial review and authorisation in principle of the annual budget;
- Regular monitoring of actual expenditure and income against budget;
- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the DfE guidance issued to academies;
- Authorising the award of contracts over £10,000.
- Reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and controls. These reports must be reported to the Governing Body.

### **1.3 The Executive Principal**

The Executive Principal has overall executive responsibility for the Academies within the Inspire Education Trust. The Principal retains responsibilities for:

- Approving new staff appointments within the authorised establishment;
- Authorising contracts between £5,000 and £10,000 in conjunction with the Business Manager;

The funding agreement identified the Executive Principal as the Accounting Officer who is personally responsible to the Governing Body for:

- Ensuring regularity and propriety;
- Prudent and economic administration ;
- Avoidance of waste and extravagance;
- Efficient and effective use of available resources; and
- The day to day Organisation, staffing and management of the Academy.

The Accounting Officer has the duty to take action if the Board of Directors or Chair is contemplating a course of action, which he or she considers an infringement of propriety or regularity. Objections should be put in writing to the Board of Directors details sent to the Permanent Secretary of State and the Academy's external auditors.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities.

#### **1.4 The Business Manager**

**The main responsibilities of the Business Manager are:-**

- The day to day management of financial issues;
- The management of Academy's financial position;
- The maintenance of effective systems of internal control; and
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Academy;
- Preparation of monthly management accounts;
- Ensuring forms and returns are sent to the DfE in line with their reporting deadlines.

#### **1.5 Internal Audit**

The Inspire Education Trust will engage an external auditor to carry out a programme of risk review and checking of financial controls and, systems once a term. The auditors will report directly to the Finance and Audit Committee and will confirm that:

- The financial responsibilities of the Governing Body are being properly discharged;
- Resources are being managed in an efficient; economic and effective manner;
- Sound systems of internal financial control are being maintained; and
- Financial considerations are fully taken into account in reaching decisions.

A programme of checks will be agreed with the Board of Directors and the auditors will carry out financial reviews in order to provide the Board of Directors and indirectly the Department for Education with the required assurance.

The auditors will undertake the checks and balances in line with the recommendations shown in Annex C 2.3 of the Academies Financial Handbook.

## **1.6 Other Staff**

All staff are responsible for the security of Academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and conformity with the requirements of the Academy's financial procedures.

## **1.7 Register of Interests**

It is vital that Directors and staff act, and are seen to act, impartially. All members of the Board of Directors are therefore required to complete a declaration of business interests. The Head teacher and other senior staff are also required to complete declaration.

Declarations should include all business and pecuniary (monetary) interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons such as a parent, spouse, child, cohabitee and business partner where that person could exert influence over a governor or member of staff.

## **2 Annual Budget**

The Business Manager is responsible for the preparing and obtaining approval for the annual budget. The Finance Committee and then the Full Governing Body must approve the budget.

The approved budget must be submitted to the DfE each year by the deadline set by DfE and the Executive Business Manager is responsible for establishing a timetable, which allows sufficient time for the approval process and ensures the submission date is met.

The annual budget will reflect the best use of resources available to the Academy for the forthcoming year and will detail how those resources will be utilised.

The budget planning process will incorporate the following elements:-

- Forecasts of likely pupil numbers to estimate the amount of DfE grant receivable;
- Review of other income sources;
- Historical review of past performance against budgets;

- Identification of efficiency and budget containment actions;
- Annual review of expenditure headings to reflect known changes.

The draft budget should be presented to the Executive Principal, Head teacher, the Finance and Audit Committee and Full Governing Body together with a supporting report for approval. Once the draft budget is agreed this should be communicated to all responsible budget holders to ensure they are aware of the overall budgetary constraints.

### **3. Budget Management**

The Executive Principal, Chair of Finance, Chair of Resources Committee and Chair of Directors will receive monthly budget monitoring reports from the Business Manager on current spend against budget and forecast outturn expenditure.

Recommendations will be suggested regarding appropriate action to be taken to correct any significant over or under spending and plans formulated for consideration at the Finance Committee.

The Executive Principal may delegate elements of the budget to staff where this is appropriate. These budget holders must operate within the same objectives and controls as those agreed for the Academy as a whole. Delegated budget holders will be provided with sufficient information to enable them to perform adequate monitoring and control. Such budget holders are accountable to the Executive Principal who is responsible for ensuring mechanisms exist to enable such delegated budgets to be monitored and managed.

Any potential overspends against the budget must in the first instance be discussed with the Executive Principal. The accounting system will not permit payments to be made against an overspend budget without the approval of the Executive Principal.

The Finance Committee will continually monitor the quality of the financial information presented to the Committee to ensure that what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative.

All delegated budget holders will receive finance training to enable them to manage their budgets effectively and efficiently.

Limits of Authority are outlined in the Academy's Scheme of Delegation, which is updated each year.

## 4. Accounting System

All financial transactions must be recorded on the accounting package. Access rights within the Academy's accounting package are defined for each user with a unique ID and password.

- All financial transactions relating to the Academy's budget must be recorded using the accounting package. There must be a clear audit trail for all financial transactions from the original documentation to accounting records. Finance records must be stored for 7 years in accordance with the Companies Act.
- Only authorised staff will be permitted access to the accounting records, which should be securely retained when not in use.
- Authorisation and supervisory controls should be adequate to ensure transactions are properly recorded or that errors are identified.
- All records should be protected against unauthorised modifications, destruction, disclosure or loss whether by accident or intention.
- The finance system must be protected by robust back up procedures

### Transaction Processing

- All journal transfers will require signed authorisation by the Business Manager.
- Bank Transactions should be input by the Finance Assistants, and are reconciled by the Office Managers, countersigned by the Business Manager and taken to the Board of Directors Finance Committee meetings.
- The Business Manager will ensure monthly reconciliations in respect of the control accounts and payroll suspense.

## 5 Monitoring of Payroll

The Board of Directors will approve a personnel establishment for the Academy. Changes can only be made to this establishment with the express approval in the first instance to the Finance and Resources Committees who must ensure that adequate budgetary provision exists for any establishment changes.

The Executive Principal has the authority to appoint staff within the authorised establishment. The Head teacher will maintain personnel files for all members of staff, which include contracts

of employment. All personnel changes must be notified, in writing, to the Business Manager to enable robust budget monitoring of the Salaries budgets.

All Payroll transactions relating to Academy staff permanent or casual will be processed through the payroll system. Payments for employment will not be made to staff or visiting lecturers through any other mechanism.

All personnel files shall be stored in a lockable cabinet. Only the Executive Principal, Head teacher, Business Manager and Office Manager will have access to staff files but individuals can request to see their own files in line with data protection policies.

The Business Manager is responsible for keeping the staff personnel database up-to-date via the personnel recording system.

### **5.1 Monitoring of the salaries budgets**

The Business Manager will undertake a monthly reconciliation between current months and previous months gross salary advising the Executive Principal of any variances.

The Business Manager will randomly check the calculation of gross and net pay each month to ensure that the budget is being charged correctly.

At least twice a year the Business Manager will check each member of staff gross pay against the payroll system to the contract of employment.

## **6 Purchasing**

The Multi Academy Trust will aim to achieve best value for money for all its purchases ensuring that services are delivered in the most economical, efficient and effective way, within available resources, and with independent validation of performance achieved wherever practicable. The Executive Principal and Headteacher are responsible for ensuring procedures are in place for testing the market, placing of orders and paying for goods and services by following the general principles of:

- Probity - an approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny.
- Accountability - the process whereby individuals are responsible for their actions and decisions.
- Fairness - that all those dealt with by the Academy are dealt with on a fair and equitable basis.

The Business Manager will ensure that there is a clear separation of duties within the finance

team, which would, if combined, enable one individual transaction to record a complete transaction.

## **6.1 Orders for Goods and services**

Orders will be raised via the financial system except petty cash via a receipt of requisition form signed by a relevant budget holder. Where the value of an order is over £5000, the requisition must be accompanied by copies of two competitive quotes obtained.

Telephone/direct verbal ordering will be permitted only in situations where raising an official order is not practicable and with prior approval from the Executive Principal. In such cases, a written confirmation order will be raised as soon as possible, normally within 24 hours.

No spend should take place without budget approval irrelevant of the mechanism used such as Charge Card or petty cash.

## **6.2 Payment of Accounts**

Invoices will be paid when the budget holder has shown approval that goods or services have been received and are of the quality expected; any discrepancies must be notified to the Office Manager for appropriate action to be taken.

No photocopied or faxed invoices will be paid.

The Office Manager will ensure that cheques are sent out with the required numbers of signature and that all controlled stationery is stored in a locked cupboard.

All cheques and cash are to be stored in the safe and the keys held within a locked cabinet.

## **7 Authorisation limits**

The Executive Principal has the delegated authority to proceed with **projects up to £10,000** (subject to the rules concerning quotes and tenders below).

- **A project estimated at over £5,000 and not more than £10,000** may proceed without referral to Directors in that price range as part of the School Development Plan. If not previously approved, the project will be referred to the Finance and Audit Committee. The approval to proceed, together with any conditions, will be recorded in the Minutes.

- **A project over £10,000 will be subject to the following rules:**

Whether or not it has been included in the School Development Plan the planned project will always be referred to Finance and Audit Committee for consideration in light of the budgetary situation at the time.

If it is not practical to obtain approval from a full meeting of the Finance and Audit Committee where required by the rules above, the Chair of that Committee may agree the Value decision. The decision will then be reported back to the Finance and Audit Committee at its next meeting.

## **8. Value for Money**

For quotes and tenders, the following limits will apply unless *the purchase forms part of an existing contract*:

- At least three written quotations will be obtained for all purchases over £5,000 and up to £10,000. Written details of quotations obtained should be prepared and retained for audit purposes.
- All goods and services ordered with a value of over £10,000, or for a series of contracts, which total over £10,000 must be subject to formal tendering procedures.
- Purchases over £170,000 may fall under EU procurement rules, which require advertising in the Official Journal of the European Union.

## **9. Forms of Tender**

There are three forms of tender procedure: open, restricted and negotiated and the circumstances in which each procedure should be used are described below:

### **9.1 Open Tender:**

This is where potential suppliers are invited to tender. The budget holder must discuss and agree with the Business Manager how best to advertise for suppliers. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds.

### **9.2 Restricted Tenders:**

This is where suppliers are specifically invited to tender and are appropriate where:

- There is a need to maintain a balance between the contract value and administrative costs;

- A large number of suppliers would come forward or because the nature of the goods are such that only specific suppliers can be expected to supply the Academy requirements;
- The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

### **9.3 Negotiated Tender:**

The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:

- The above methods have resulted in either no or unacceptable tenders;
- Only one or very few suppliers are available;
- Extreme urgency exists;
- Additional deliveries by existing supplier are justified;
- Suppliers are already approved as part of the Coventry LA tendering process.

### **9.4 Preparing for Tender**

Full consideration should be given to:

- Object of project;
- Overall requirements;
- Technical skills required;
- After sales service requirements;
- Form of contract.

It will be necessary to rank all the requirements and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

### **9.5 Invitation to Tender**

**An invitation to tender should include the following:**

- Introduction/background;
- Scope and objectives of the project;
- Technical requirements;
- Implementation of the project;
- Terms and conditions of the tender;
- Form of response.

## 9.6 Aspects to consider

### Financial

- Comparison of like with like cost.
- Hidden costs.
- Scope for negotiation.

### Technical

- Qualifications of contractor.
- Experience.
- Descriptions of technical and service facilities.
- Compliance to CDM.
- Certificates.
- Quality control procedures.
- Details of previous sales and references.

### Other considerations

- Pre sales demonstrations.
- After sales service.
- Financial status of supplier.

## 9.7 Tender Opening Procedures

All tenders should be opened at the same time and tender details should be recorded. Two persons should be present at the opening of the tenders as follows:

- For contracts up to £50,000 the Executive Principal and the Business Manager
- For contacts over £50,000 Business Manager or the Executive Principal plus a member of the Finance Committee.

## 9.8 Tendering Procedures

The evaluation process should involve at least two people. Those involved should disclose all interests, which may influence their objectivity.

Those involved must take care not to accept gifts or hospitality from potential suppliers.

Full records should be kept of all criteria used for evaluation and for contracts over £50,000; a report should be prepared to the Finance and Audit Committee.

The accepted tender should be one that is economically most advantageous.

## **10. Cash Purchases**

### **10.1 Small items of Expenditure**

Headteachers may authorise expenditure up to £50. Reimbursements to staff will not be made without receipts and signed authorisation from the relevant Budget Holder. The Headteacher may authorise an increase in this limit to £100 in special circumstances.

VAT receipts will be obtained for purchases where appropriate. - School staff placing orders on behalf of the school must not use their home address as the school will not be able to reclaim VAT.

#### **(i) Academy Trips**

When it is necessary for staff to have access to money during an Academy Trip, every effort will be made to minimise the amount of cash being carried by using travellers cheques or other appropriate means. Authorisation for cash to be taken may be given by the Executive Principal or the Business Manager. The amount authorised will be consistent with the budget previously approved for the visit.

## **11. Income and Banking arrangements**

### **11. 1 Trips**

A lead teacher must be appointed for each trip to take responsibility for budgeting for the trip and collecting the sums due. The lead teacher must prepare a record for each child intending to go on the trip showing the amount due. A copy must be given to the Office.

For those parents making payment at the academy office a receipt must be issued for all monies collected and the value of the receipt and the number of the receipt recorded against the child for whom the payment relates to.

The Office Manager will maintain records of up to date payments made for each child showing the amount paid and the amount outstanding. This record will be sent to the lead teacher on a regular basis and the lead teacher is responsible for chasing the outstanding amounts.

## 11.2 Lettings

The policy for lettings of premises is contained in a separate document. The Policy and charges will be reviewed annually and approved by the Finance and Audit Committee.

The office staff are responsible for maintaining records of bookings facilities and for identifying the sums due for each organisation. Invoices will be prepared monthly in arrears for these facilities.

The office staff will be responsible for chasing outstanding debts. (The DfE prior approval is also required if the debt to be written off is above the value detailed in the funding agreement).

## 11.3 Custody

Official, pre numbered receipts will be issued for all cash and cheques received where no formal documentation exists. All cash and cheques must be held in the Office safe prior to banking. Banking will take place every week or more frequently if the cash sum exceeds £1,000.

The Office Managers are responsible for preparing reconciliations between sums collected, the sums deposited at the bank and the sums posted to the accounting system. Reconciliations must be prepared promptly.

## 11.4 Debtors

Debts under £50 may be written at the discretion of the Headteacher.

Debts arranging from £50 to £100 may be written off only with the approval of the Finance and Audit Committee.

Debts above the level as detailed in the funding agreement must be submitted to DfE for approval to be written off.

The following debt recovery policy will be applied:

- If payment has not been received 30 days after invoice a reminder will be sent asking for payment within 7 days with a threat of further (unspecified) action to recover the debt.
- Office staff will continue to talk to the debtor and send reminders and if payment is not forthcoming, a further reminder will be sent and a decision will be made by the

Executive Principal whether to continue with any further provision ( for example Lettings).

- The current aged debtors report together with details of any debts written off (under £50) and letters sent will be provided to the Finance Committee termly.

## **12. Bank Accounts**

The opening of all bank accounts must be authorised by the Governing Body who must set out in the Scheme of Delegation the arrangements covering the operation of accounts.

### **12.1 Deposits**

Particulars of any deposit must be entered in a paying in slip and should include:

- The amount of the deposit and
- A reference, name of debtor or number of receipt.

### **12.2 Payments and withdrawals**

All cheques and other instruments authorising withdrawal from the Academy bank account must bear signatures in line with the Scheme of Delegation.

### **12.3 Bank Reconciliations**

The Business Manager must ensure bank statements are received regularly and that reconciliations are performed at least on a monthly basis. Reconciliations will be prepared by the Office Manager and are subject to independent monthly review carried out by the Business Manager.

### **12.4 Cash Flow Forecasts**

The Business Manager is responsible for preparing cash flow forecasts to ensure that the Academy has sufficient funds available to cover day-to-day operations. If significant balances can be foreseen, steps should be taken to notify the Chair of the Finance and Audit Committee.

### **12.5 Investments**

Investments must be made only in accordance with written procedures approved by the Governing Body.

## 13. Fixed Assets

All items purchased with a value of over £3000 (capitalisation limit) must be entered in an Asset Register. The asset register should include the following information:

- Asset description;
- Asset number;
- Serial number;
- Date of acquisition;
- Asset cost;
- Source of funding;
- Expected useful economic life;
- Depreciation;
- Current book value;
- Location;
- Name of member of staff responsible for the asset.

The Asset Register helps to ensure that staff take responsibility for the safe custody of assets, acts as a deterrent for theft, manage effective utilisation of assets and to plan for their replacement and finally to support insurance claims in the event of fire, theft, vandalism or other disasters.

The Depreciation rates approved by the Governing body are as follows:

Buildings		2% straight line
Fixtures & fittings		20% straight line
ICT equipment		33% straight line
Motor vehicles		25% reducing balance

### 13. 1 Security of Assets

All items in the register should be permanently and visibly marked as the Academy's property and there should be a regular annual count other than by the person maintaining the register. Discrepancies should be investigated immediately and if significant reported to the Governing Body.

### 13.2 Disposals

Items which are to be disposed of by sale or destruction must be authorised for disposal by the Executive Principal and where significant should be sold through competitive tender. Academies

within the Multi Academy Trust must seek approval in writing from the DfE if it proposes to dispose of an asset for which a capital grant in excess of £20,000 was paid.

Disposal of equipment to staff is discouraged, as it is difficult to evidence the Trust obtained value for money.

### **13. 3 Loans of Assets**

Items belonging to academies within the Trust must not be removed from the Academy without the authority from the Headteacher. A record of the loan must be recorded in a loan book and booked back to the Academy when it is returned.

## **14 Keys Inventory**

The Key inventory is the responsibility of the Site Service Officer of each Academy to maintain and will be kept up to date at all times. It is the responsibility of staff to report all lost and stolen keys to enable new security measures to be put in place and for the inventory to be updated.

## **15 Computer Systems**

Systems should be in place to protect key computer data and control features will include:

- Back-up Procedures;
- Passwords;
- Disaster recovery plans.

## **16. Reporting**

### **16. 1 The Budget**

The Trust is required to submit a copy of its annual budgets to the DfE. This will be in the format of an income and expenditure statement on an accrual basis.

The Business Manager must ensure that an agreed budget is supplied to the DfE in the required format by the deadline each year summarising the planned income and expenditure for the forthcoming year running from 1<sup>st</sup> September to 31<sup>st</sup> August.

## 16.2 Budget Monitoring

The Trust will submit budget-monitoring returns to the DfE, on an accrual basis, at the stages required by the DfE.

## 16.3 Annual Accounts

As a Charitable company the Trust must comply with company law as set out in the Companies Act 2006. This includes a requirement to prepare a Directors' report and financial statement ('annual accounts') and for these to be independently audited by a registered auditor.

Financial Statements should be prepared to **31st August each year**. They should include:

- Incoming resources from all sources receivable in the period;
- Resources expended on all activities within the period;
- All assets and liabilities of the Academy at the balance sheet date;
- All cash received and expended within the period;
- Notes to the accounts.

The Annual accounts must be submitted by **31<sup>st</sup> December to EFA**. As soon as the DFE deadline, but by no later than **31st May** (9 months after the end of the accounting year), a copy of the Directors annual report and audited final accounts must be sent to Companies House.

## 17. Self-Assessment of management and Governance

The Board of Directors will and the Business Manager will ensure that annually a self-assessment is undertaken in order to provide an annual assurance on the adequacy of the Academy's arrangements for financial management and governance.

The self-assessment will provide assurance to the Academy's Accounting Officer that conditions of funding are being met, and that appropriate systems of control are in place.

The format of the Self-Assessment is set by the EFA.

**Scheme of Delegation**  
**Managing Money**

Authorising order for goods and services and authorising payments

Position	Name	Limit/Restriction
Executive Principal	Kim Docking	£10,000
Headteachers	Rob Darling - Walsgrave Pam Carpenter - Whittle Amy Husband - Clifford Bridge Headteacher at Hearsall	£1,000
Cost Centers		Within budget allocation
Business Manager	Antoinette Heffernan	£5,000

Input of data onto school's computerised finance package

Position	Name	Limit/Restriction
Business Manager	Antoinette Heffernan	
Deputy Business Manager	Lilita Meijere	
Office Manager	Jane Hiscox - Clifford Bridge Christine Eales - Whittle Matthew East - Walsgrave Jo Davies - Hearsall	
Finance Assistants		

Certificate of travel/Subsistence Claims

Position	Name	Limit/Restriction
Business Manager	Antoinette Heffernan	£50
Executive Principal	Kim Docking	£500
Headteachers	Rob Darling - Walsgrave Karen Rossiter - Whittle Amy Husband - Clifford Bridge Headteacher at Hearsall	£50

Authorisation to certify Payroll input documents

Position	Name	Limit/Restriction
Executive Principal	Kim Docking	
Business Manager	Antoinette Heffernan	
Headteachers	Rob Darling Pam Carpenter Amy Husband Headteacher at Hearsall	

Authorisation to write-off bad debts

Position	Name	Limit/ Restriction
Headteachers	Rob Darling Pam Carpenter Amy Husband Headteacher at Hearsall	£250
Executive Principal	Kim Docking	£500
Finance Committee	Graham Wise	£1000
Secretary of State		Detailed in funding letter

Completion of VAT returns

Position	Name	Limit/ Restriction
Office Managers	Jane Hiscox Christine Eales Matthew East Jo Davies	N/A
<b>Authorisation of VAT Return</b>	<b>Name</b>	<b>Limit/ Restriction</b>
<b>Position</b>		
Business Manager	Antoinette Heffernan	N/A
Deputy Business Manager	Lilita Meijere	N/A

Authorisation to make Virements between cost centers

Position	Name	Limit/ Restriction
Business Manager	Antoinette Heffernan	£10,000
Deputy Business Manager	Lilita Meijere	On instruction from Business Manager
Office Managers	Jane Hiscox Christine Eales Matthew East Jo Davies	On instruction from Business Manager £5000
Authorisation of cash/expenses vouchers		
<b>Position</b>	<b>Name</b>	<b>Limit/ Restriction</b>
Headteachers	Rob Darling Karen Rossiter Amy Husband Hearsall Headteacher	£100
Business Manager	Antoinette Heffernan	£100

Renewal Date :

Date of Approval :

Executive principal Signature :

Chair of Board of Directors Signature :