

SOUTH ESSEX COLLEGE

FINANCIAL REGULATIONS DELEGATION SCHEDULE

Type Of Expenditure / Monetary Commitment	Delegated Manager	Budget Holder	Senior Management Team	Senior Leadership Team	ESS Team Manager	ESS Finance Office Manager	Director of Finance	Deputy Principal & CEO	Principal & CEO	Policy & Resources Committee	Corporation
New Company, JV, Partnership				No Authority					All		
All contracts & agreements with third parties				No Authority				All		Reported in accordance with appendix M	
Capital property acquisitions				No Authority				All		£100,001-5,000,000	Over £5,00,001
Premises related building work				No Authority				£10,000-500,000 - as approved budget	Over £500,000 - as approved budget		only if outside approved budget
Capital expenditure requisitions				No Authority			£0-£10,000	£0-50,000	£0-£250,000		only if outside approved budget
All fixed asset disposals				No Authority			£0-£5,000	£0-10,000	All		Reported to Committee
Revenue Expenditure - Purchase requisitions	£0-£1000	£0-£2,000	£0-£10,000	£0-£20,000	No Authority		SMT	£0-£50,000	£0-£9999999		only if outside approved budget
Revenue Expenditure - No requisitions & exceeded value	£0-£1000	£0-£2,000	£0-£10,000	£0-£20,000	No Authority		SMT	£0-£50,000	£0-£9999999		only if outside approved budget
Supplier payment runs (Finance approval)								£0-1,000 - one bank signatory. Over £3,000 - Two bank signatories			
Bacs payment approval	£0-£1000	£0-£2,000	£0-£10,000	£0-20,000	No Authority		SMT	£0-50,000	£0-9999999		N/A
Bacs payment approval (Finance approval)								Plus bank signatories as above. Where the budget holder is a bank signatory - a different bank signatory is required			
Cheque Payment	£0-£1000	£0-£2,000	£0-£10,000	£0-20,000	No Authority		SMT	£0-50,000	£0-9999999		N/A
Cheque Payment (Finance approval)								Plus bank signatories as above. Where the budget holder is a bank signatory - a different bank signatory is required			
Bad Debt Write Off		No Authority		Over £5,000	No Authority		All	£0-20,000	£0-9999999		Reported to Committee
Approval of monthly payroll				No Authority				Any 2 of these			N/A
Severance Payments				No Authority				Up to £25,000 or one years gross salary - whichever is the greater			Reported to Committee
Salary Advances				No Authority				£0-1,000	£0-9999999		N/A
Staff Loans				No Authority				£0-5,000	£0-9999999		N/A
Overseas Travel				No Authority					All		Over £1,000 (for senior post holders)
Sales order request - Invoices (Financial authority)		No Authority			£0-£5,000	£0-£10,000	£0-£20,000	£0-75,000	Over £75,000		N/A
Sales order request - Credit Notes (Financial authority)		No Authority			£0-£500	£0-2,500	£0-£5,000	£0-50,000	Over £50,000		Reported to Committee if over £50,000
Petty Cash (claims over £50 follow the Bacs payment approval limits)	£0-£50	£0-£50	£0-£50	£0-£50	All		If ESS Team Manager is unavailable				N/A
Petty Cash Advance				No Authority			£0-£250	£0-£1,000	Over £1,000		N/A

* where documents overlap ie overseas travel as bacs/ petty cash - the highest required of authority in the above table is to be taken

Limits changed to be brought in line with Finance system
Previously not shown
Recommendation change to bank madate - Cheques single signature to £3,000. If approved amend these areas to £3,000

Senior Leadership Team (SLT)	Bank Signatory	Senior Management Team (SMT)	Bank Signatory
		All of SLT plus:	
Principal	Y	Assistant Principal Learning & Standards	N
Deputy Principal & Chief Executive	Y	Assistant Principal Teaching & Learning	N
Vice Principal Curriculum & Quality	Y	Assistant Principal Curriculum Resources	Y
Vice Principal Student Support & Adult Programmes	Y	Director of Management Information Services	N
Vice Principal Corporate Resources	N	Director of Finance	Y