

**HOLY TRINITY C.E. PRIMARY SCHOOL,**  
**SUNNINGDALE**

**PURCHASING POLICY**

**June 2008**

**INTRODUCTION**

The full Governing Body has a duty to ensure the effective, economic and efficient financial management of Holy Trinity C.E. Primary School.

In particular, the full Governing Body has an obligation to ensure that all available finance is targeted appropriately in order to meet the school's objectives and raise educational standards.

**AIM**

As part of the financial management of the school, the Governors and staff will ensure that any expenditure commitment adheres to the "best value principles" of comparing, challenging, competing and consulting.

Governors are involved in the financial management of the school at a strategic level whilst allowing the Headteacher and Finance Officer/Bursar to have sufficient control at an operational level.

The purchasing policy outlined in this document sets out the guiding principles to be used by the Governors, Headteacher and Finance Officer/Bursar with regard to any school expenditure at an operational/strategic level outside any staffing costs.

**OBJECTIVES**

The objectives are to:-

- Ensure effective use of budgets.
- Ensure best value principles are followed and that we obtain value for money from any financial commitments.
- Ensure purchasing arrangements are in support of the School Improvement Plan.

**PURCHASING PROCESS**

- Competitive estimates will be obtained for any regular expenditure exceeding £1,000, with three written quotations being required for any one off expenditure exceeding £1,000.
- Where the Royal Borough of Windsor and Maidenhead or the diocese has recommended a supplier for any particular expenditure, the Governors, Headteacher

or Finance Officer/Bursar reserve the right not to seek estimates or written quotations as outlined above.

- In exceptional circumstances (e.g. - the need to respond immediately to incidents such as storm damage, urgent repair work etc.....) it may not be necessary to obtain the necessary competitive estimates or written quotes as outlined above.
- Within the levels of delegation outlined below, the Headteacher can delegate purchasing accountability to the Finance Officer/Bursar as long as they operate within the delegation levels outlined

### LEVELS OF DELEGATION

| <b>Income Source</b>  | <b>Finance &amp; Resources Committee</b>   | <b>Headteacher</b>   |
|---|--|--|
| Approved annual budget submitted to LA or any Capital Expenditure       | <p>Expenditure not to exceed £10,000 on any one item specified in the budget.</p> <p>Expenditure not to exceed £5,000 for items not agreed within the budget.</p> <p>Anything above to be approved by the Full Governing Body</p> <p>To report to governing body any possibility of an over/under spend.</p> | <p>Expenditure not to exceed £5,000 on any one item specified in the budget.</p> <p>Expenditure not to exceed £500 for items not agreed within the budget.</p> <p>Anything above to be approved by the Finance and Resource Committee</p> <p>To report to the Finance and Resources Committee any possibility of an over/under spend.</p> <p>May review expenditure between all budget codes excluding Staffing but may not exceed the agreed total allocation for any heading within the budget plan.</p> |
| Private School Funds (not earmarked for any other specific application) | Any available sum on any one item.   | Up to £500 on any one item.  |

This policy was approved by the Governing Body on 8<sup>th</sup> July 2008

This policy will be reviewed every three years

Next review date June 2011