

Financial Schemes of Delegation

**Key**  
 A = Approve  
 R = Recommend  
 C = Consult  
 P = Prepare and Propose

Area	Finance	Members	Trust Board	Finance and Audit Committee	CEO	LGB	Headteachers & Heads of School	Notes
<b>Financial Probity</b>	Appoint Chief Financial Officer for delivery of the Trusts detailed accounting processes		A		R			CEO is the Accounting Officer.
	Approve Trust's scheme of financial delegation		A	R	P			
	Receive and respond to external auditor's report (management letter)		A	R	P		C	CEO holds finance team to account to then propose.
	Receive and respond to internal auditor's report		A	R	P		C	
	Agree Chief Executive Officer pay award		A			A	C	CEO line manages Headteachers/HoS
	Agree the Headteacher and Head of School pay awards					A	C	CEO line manages Central Team
	Agree Trust Central Team Pay Award			C	A			
<b>Ordering Goods and Services</b>	Ensure robustness of the benchmarking and trust wide value for money		A	R	C			
	Develop, approve and review trust wide procurement strategies and efficiency savings protocol			C	A			CEO holds finance team to development and delivery
	Up to £5,000 in a single transaction and within delegated budget with a single written quote					A		Approved by Headteacher, delegated to local Business Managers and/or budget holders. Authorising invoices not preceded by an official order or where the invoice exceeds the order value by more than 10%.
	Over £5,000 and up to £10,000 in a single transaction and within delegated budget; minimum three written quotes				A		R	With the exception of Secondary Headteachers/Heads of School, SFM and Business and Finance Director who are able to approve at this level. Authorising invoices not preceded by an official order or where the invoice exceeds the order value by more than 10%.
<b>Entering into Commercial Contracts (Including Operating Leases)</b>	Over £10,000 and up to £50,000 in a single transaction and within delegated budget; minimum three written quotes				A		R	Approved by CEO, delegated to Business and Finance Director. Authorising invoices not preceded by an official order or where the invoice exceeds the order value by more than 10%.
	If minimum three written quotes cannot be fulfilled, authorisation can be obtained by Business and Finance Director or JM				A			Delegated to the Business and Finance Director or SFM
	Over £50,000 in a single transaction: full tender process including considering advertising in OIEU			A	R			Approved by Finance and Audit Committee, proposed by Business and Finance Director
<b>Signing of Service Level Agreements</b>	Up to £5,000 over the life of the contract with a single written quote				A		R	Approved by CEO, delegated to Business and Finance Director.
	Over £5,000 and up to £100,000 over the life of the contract; minimum three written quotes				A		R	Approved by CEO, delegated to Business and Finance Director.
<b>Staff Expenses</b>	Over £100,000 over the life of the contract: in a single transaction: full tender process including considering advertising in OIEU		A	R	P			
	Up to £100,000 over the life of the contract				A		R	
<b>Salary Payments</b>	Academy level approval prior to full Trust authorisation				A			
	Final approval of whole-trust salary BACS payment				A			
<b>Banking</b>	Academy employees				A		A	Delegated to budget holders
	Headteachers/Heads of School approved by CEO				A			
	CEO up to £500 (single claim) approved by Director of Business and Finance				A			
	CEO over £500 (single claim) approved by Chair of Trust Board		A					
	Central Trust Team employees approved by line manager					A		
	BACs payment authorisation up to £100,000				A			Delegated to Director of Business and Finance up to £100,000 as a result of individual expenditure(s) already having been approved in line with ordering goods and services section (and being prepared by SFM).
<b>Budget Setting</b>	BACs payment authorisation over £100,000			A	A			CEO plus a signatory from the Finance Committee
	Bank mandate - Trust bank account; set, review and amend		A		A		R	In consultation with Director of Business and Finance and SFM
	Bank mandate - Academy level bank account; set, review and amend				A		R	In consultation with Director of Business and Finance and SFM
	Credit cards - Trust allocation				A			£25,000 limit
	Credit cards - Academy allocation				A			£1,000 for Primary Schools and £17,000 for secondary school.
	Signatories for cheques payment authorisations (other than salary) up to £1,000				A			Any one signatory on the bank mandate which includes CEO
	Signatories for cheques payment authorisations (other than salary) over £1,000 and up to £20,000			A	A			Any two signatories on the bank mandate
<b>Budget Monitorize</b>	Academy Level balanced budget set in line with budget timetable				A	C	R	
	Trust Central Services budget; set in line with budget timetable				A			
	Whole Trust consolidated budget		A	C	R			
	Virement of budgets (change of allocation)				A		R	
<b>Trust Reserves</b>	Academy level medium term (3-5 year) forecasting			C	A		R	
	Whole Trust medium term (3-5 year) forecasting			A	R			
	Academy level ongoing budget monitoring				C	C	C	Monthly Management Reports produced by Business Managers
<b>Levy</b>	Whole Trust ongoing budget monitoring overview				C	C		Monthly Management Reports produced by SFM
	Compliance with monthly close down procedures for each month end in line with timetable				C		A	
<b>Income Generation</b>	Review of whole Trust month end position		C	C	R			
	Allocation of Trust reserves		A	R	P			
<b>Policyes</b>	Trust returns to the SFA		C	A				
	To agree the annual levy for central services - the % contribution that each school makes to the Trust for agreed central services		A	C	R			Any income generated belongs to the relevant Academy to spend within that year (subject to any restrictions on that income). Any remaining surplus at year end will revert to Trust reserves.
<b>Miscellaneous</b>	Income generation and support of educational activities within each individual school within the year							
	To establish, publish and review a Trust charging and remissions policy		A	C	R			
	Grant claims: approval and signing				A		R	
<b>Appointments</b>	Fixed asset disposals: up to £20,000 in net book value				A	C	R	
	Fixed assets disposals: £20,000+ (DfE approval required where assets funded with >£20,000 DfE grant or transferred from LA at nominal consideration)		A		R	C	C	ESFA approval required for disposal of freehold L&B & heritage assets
	Write off bad debts: up to £1,000				C	A		
	Write off bad debts: £1,000+ (ESFA approval required where 1% of total annual income or £45,000 (whichever is smaller) per single transaction)		A		R			
<b>Dismissals</b>	Appointment and determine pay of Chief Executive		A		C			
	Appointment and determine pay of Trust Leadership Team		C		A			
<b>Settlement Agreements</b>	Appointment and determine pay of other central Trust team posts				A			
	Appointment and determine pay of Headteachers and Heads of School		C		A	C		In line with group size and recruitment and retention issues.
<b>Pay</b>	Appointment and determine pay of all academy posts				A		R	
	Dismissal of Chief Executive		A					
	Dismissal of all other staff				A			
<b>Redundancies</b>	Up to £20,000 (non-statutory/non-contractual)				A			
	Up to £50,000 (non-statutory/non-contractual)		A		R			
<b>Terms and Conditions</b>	Over £50,000 (non-statutory/non-contractual)		A					Plus ESFA in accordance with the Academies Financial Handbook
	Salary review requests (including regrading) up to £80,000 gross salary				A			
	Salary review requests (including regrading) over £80,000 gross salary		A		P			
	Additional payments/responsibility payments - Chief Executive		A					
<b>Redundancies</b>	Additional payments/responsibility payments - all staff				A		R	
	Additional payment for external work e.g. through teaching school				A		R	
<b>Terms and Conditions</b>	Additional payment for external work e.g. through teaching school				A		R	
	Decision to make redundancies and staffing restructures with a reduction in headcount		A		R	C	C	
<b>Terms and Conditions</b>	Decision to make redundancies and staffing restructures with no reduction in headcount				A	C	C	
	If health retirement applications		A		R			
<b>Terms and Conditions</b>	Revisions to individual's terms and conditions (to include any deviation from the standard terms and conditions of employment)				A		R	