



Financial Scheme of Delegation

Review frequency: Annual

Reviewed by: Chief Financial Officer

Review Date: November 2022

Summary of amendments to this iteration: Removal of committees and replacement with Trust Board for decision making
Replacement of CEO with ISEL
Budget virement limit of £10k authorised by CFO added

Next review date: September 2023

Ratified by: Board of Trustees

This Scheme of Delegation sets down the authority delegated by the Board of Trustees to the various levels within the organisation in relation to its finance and operations.

Delegated duties	Academy	Exec & Operations	Trust Board	Members	ESFA
Budgets					
Approval of annual academy budget	CFO consults with Headteachers regarding proposed budgets	CFO consults with ISEL regarding proposed budgets	Trust Board approve		
Budget virements – to reflect new funding stream, change in budget manager, or correction of cash-neutral budgeting error (e.g. budget assigned to wrong code)		CFO approve	Trust Board Approve		
Budget virements – change in spending priority		CFO approve up to £10k	Trust Board Approve over £10k		
Ordering and raising invoices					
Placing requisitions for goods and services approving invoices	Budget Managers request up to £5000 Headteachers approve up to £10,000 following review of 3 written quotes for expenditure over £5,000	CFO approve up to £25,000 following review of 3 written quotes for expenditure over £5,000 ISEL approve up to £99,999 following review of 3 written quotes for expenditure or a mini tendering exercise for expenditure over £25,000	Trust Board authorise over £100,000, following a competitive tendering process		
Authorising payments by BACS, cheque or online banking		FO prepares and approves level 1 FM/CFO approves level 2			
Charge Card		All team members , subject to receipt of order authorised as above. FO/FM to reconcile			
Raising invoices to collect income		All finance team members approve			
Investments and Banking					
Investments		FD Propose to Trust	Trust Board		

Delegated duties	Academy	Exec & Operations	Trust Board	Members	ESFA
		Finance Committee	approve the placing of deposits with UK banks		
Authorised to bank income		Finance Team members process			
Staffing					
Staff Recruitment	Headteacher proposes to HR	HR prepare CFO/ISEL approve	Trust Board approve recruitment for a ISEL, CFO or Headteacher post.		
Additional hours	Headteacher proposes to HR	HR prepare CFO/ISEL approve			
Post regrade	Headteacher proposes to HR	HR prepare CFO approve			
Staff reorganisation or restructure	Headteacher proposes in consultation with HR, CFO and ISEL	HR/CFO/ISEL review	Trust Board approve		
Redundancy/ severance/ compensation payments		CFO/ISEL contractual plus up to £15k discretionary	Trust Board (chair) over £15k up to £50k discretionary		ESFA over £50k discretionary
Performance related staff payments	Headteacher propose for academy staff	ISEL propose for Headteachers and Trust staff CFO advise Pay Committee	Trust Board authorise all, including exec pay		
Payroll					
Payroll administration and authorisations		FO/FM inputs contractual changes received from HR department into payroll system CFO approve payroll file BACS file approved by 2 of FO/FM/CFO			
Expenses claims	Headteacher authorise expenses claims for travel, and	ISEL authorise expenses claims for travel, and small perishable items up			

Delegated duties	Academy	Exec & Operations	Trust Board	Members	ESFA
	small perishable items up to £40 in value	to £40 in value FO/FM process through payroll			
Fixed Assets and Leases					
Purchase of fixed assets (capitalisation limit £10,000)		CFO approve up to 25,000 ISEL approve up to £99,999	Trust Board approve over £99,999		ESFA approve purchase of freehold land / buildings
Disposal of assets		ISEL or CFO in agreement authorise up to £25,000 net book value	Trust Board authorise over £25,000 net book value		ESFA approve sale of freehold land / buildings, or heritage assets
Leasing assets (operating leases only)		CFO approve up to £25,000 ISEL approve up to £99,999	Trust Board authorise over £99,999		
Finance leases					ESFA approve
Taking up of leasehold interest on land or buildings for a period of >7yrs					ESFA approve
Granting leasehold or tenancy agreements			Trust Board (via Chair) agree prior to ESFA approval		ESFA approve
Estates & Health and Safety					
Use of site outside of term time (except for all year round staff)	Headteacher to request	Facilities Manager to approve			
Modifications to rooms, buildings, site, or access and egress	Headteacher to prepare	Facilities Manager to review	CFO/ISEL approve		
Undertaking potentially hazardous activities	Headteacher to present Risk Assessment	Facilities Manager to review Risk Assessment	ISEL approve		
Accounts and Governance					
Sign-off annual accounts		CFO prepare	Trust Board approve. Sign off by Chair of Trust and Accounting Officer (ISEL)	Members must receive audited annual accounts	
Appoint External Auditors				Members approve, and change every 5	

Delegated duties	Academy	Exec & Operations	Trust Board	Members	ESFA
				years	
Appoint Internal Auditors			Trust Board approves		
Agree programme of Internal Scrutiny work with Internal Auditors			Trust Board approves		
Appointment and dismissal of trustees				Members approve	
Appointment and dismissal of members				Members approve	
Related party transactions		CFO to report ALL such transactions to ESFA using online portal	Trust Board approve up to £20,000		ESFA approve over £20,000 (non salary transactions only)
Management accounts		CFO prepares	Trust Board reviews monthly		
Other					
Write-off bad debts		CFO authorise up to £1,000 ISEL authorise up to £5,000	Trust Board approve over £5,000 up to 1% of Trust income as a single transaction or 5% cumulatively, or up to £45,000 for a single transaction or £250,000 cumulatively		ESFA approve over 1% of Trust income as a single transaction or over 5% cumulatively, or over £45,000 as a single transaction or £250,000 cumulatively
Ex gratia payments					ESFA approve
Novel or contentious transactions					ESFA approve