

**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	B	P				
	Receive and respond to external auditor's report (management letter)		A	R	P		C	CEO holds finance team to account to them propose.	
	Receive and respond to internal auditor's report		A	R	P		C		
	Agree Chief Executive Officer pay award		A						
	Agree the Headteacher and Head of School pay awards				A	C		CEO line manages Headteachers/HoTs	
	Agree Trust Central Team Pay Award			C	A			CEO line manages Central Team	
	Ensure robustness of the benchmarking and trust wide value for money			A	R	C			
<b>Ordering Goods and Services</b>	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%.	
	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. Up-scaling of operations means that costs are typically higher. 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, authorisations 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>Entering into Commercial Contracts (including Operating Leases)</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. Up-scaling of operations means that costs are typically higher.
		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. Up-scaling of operations means that costs are typically higher.
Over £100,000 over the life of the contract: in a single transaction: full tender process including considering advertising in OIEU			A	R	P				
<b>Signing of Service Level Agreements</b>	Up to £100,000 over the life of the contract				A		R		
	Over £100,000 over the life of the contract		A	B	P				
<b>Salary Payments</b>	Academy level approval prior to full Trust authorisation						A		
	Final approval of whole-trust salary BACS payment				A				
<b>Staff Expenses</b>	Academy employees						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						
<b>Banking</b>	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 already having been approved in line with ordering goods and services section (and being prepared by Central Finance Team)	
	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		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. Higher secondary school amount due to booking flights for trips.	
	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 Setting</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	Check with auditors	
Academy level medium term (3-5 year) forecasting				C	A	R			
<b>Budget Monitoring</b>	Whole Trust medium term (3-5 year) forecasting			A	B				
	Academy level ongoing budget monitoring				C	C	C	Monthly Management Reports produced by Business Managers	
	Whole Trust ongoing budget monitoring overview			C	C			Monthly Management Reports produced by SFM	
<b>Trust Reserves</b>	Compliance with monthly close down procedures for each month end in line with timetable				C		A		
	Review of whole Trust month end position		C	C	B				
<b>Levy</b>	Allocation of Trust reserves		A		P				
	Trust returns to the ESFA		C		A				
<b>Income Generation</b>	To agree the annual levy for central services - the % contribution that each school makes to the Trust for agreed central services		A	C	R				
	Income generation and support of educational activities within each individual school within the year							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>Policies</b>	To establish, publish and review a Trust charging and remission policy		A	C	R				
	Grant claims: approval and signing		A		R				
<b>Miscellaneous</b>	Grant claims: approval and signing		A		R				
	Field asset disposals: up to £20,000 in net book value				A	C	R		
	Field assets disposals: £20,000 + (DIE approval required where assets funded with >£20,000 DIE 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				
<b>Appointments</b>	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				
	Appointment and determine pay of Chief Executive		A		C				
	Appointment and determine pay of Trust Leadership Team		C		A				
	Appointment and determine pay of other central trust team posts		A		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>Dismissals</b>	Appointment and determine pay of all academy posts				A		R		
	Dismissal of Chief Executive		A		A				
<b>Settlement Agreements</b>	Dismissal of all other staff				A				
	Up to £20,000 (non-statutory/non-contractual)				A				
	Up to £50,000 (non-statutory/non-contractual)		A		R				
<b>Pay</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		P				
	Salary review requests (including regrading) over £80,000 gross salary		A		P				
	Additional payments/responsibility payments - Chief Executive		A						
	Additional payments/responsibility payments - all staff		A		A		R		
<b>Redundancies</b>	Additional payment for external work e.g. through teaching school				A		R		
	Re-designation/increase in hours				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 (if health revenue arrangements)		A		R	C	C		
	Review to individual's terms and conditions (to include any deviation from the standard terms and conditions of employment)				A		R		