



Scheme of Financial Delegation

December 2017

Approved by the Board on 07.12.2017
Review Date: December 2019

Definitions

Board of Directors (B): statutorily responsible for finances of trust

Audit Committee (AC): committee of the Board responsible for reviewing financial accounts and controls

Accounting Officer (AO): statutorily responsible to Parliament for finances of trust, regularity, probity & value for money

Executive Director (Education) (ED): Champion of standards. Challenges HT and LGB on financial choices made. Gets deeply involved when something goes wrong. At present our CEO carries out this role in Secondary schools.

Executive Director (Finance and Operations) (FD) : Trust's Chief Financial Officer, technical and leadership role, ensuring sound and appropriate financial governance and delivery of accounts.

Hub Governing Body (HGB): no financial responsibility

Local Governing Body (LGB): in a well run school able to use school budget to make choices in conjunction with HT. Key in budget setting and monitoring. Where an EAB (Education Advisory Board) is in place they carry out the financial roles of the LGB

Head Teacher (HT): in a well run school able to use school budget to make choices in conjunction with LGB. In our Teaching Schools the Head of Teaching School has the same level of budget responsibility for the teaching school budget as a head teacher EDs in our schools.

School Business Manager (SBM): in a well run school has authority delegated from the HT

Budget Holder (BH): controls budget in their area of responsibility

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	B Board of Directors	AO Accounting Officer	ED Executive Director (Education)	FD Executive Director (Finance & Operations)	LGB Local governing Body	HT Head Teacher	BH Budget Holder
Budget & Accounts							
Set annual balanced budget	Review and approve individual and consolidated budget and set overall strategy as regards holding of reserves and school contributions to central costs	AO, ED & FD review budgets presented by LGB and present their recommendations to the Board	AO, ED & FD review budgets presented by LGB and present their recommendations to the Board	AO, ED & FD review budgets presented by LGB and present their recommendations to the Board	Recommend balanced school budget that should be presented to Board	Prepare budget for school in accordance with school improvement priorities and take to LGB. Advice on preparation to be sought from CAT Finance team	Prepare budget for their budget responsibilities only and submit to HT
School in deficit or setting a deficit budget when all school reserves taken into account	Review and approve the deficit recover plan. Review termly progress reports	Recommend to directors that deficit recovery plan should be approved and review termly reports	Recommend to directors that deficit recovery plan should be approved and review termly reports	Review appropriateness of deficit recovery plan. Recommend to directors that deficit recovery plan should be approved and review termly reports	Recommend deficit recovery plan to Board. Review school's progress through termly reports	Prepare deficit recovery plan with support from CAT finance team and ED. Prepare termly reports and report any concerns to the FD	
Budget monitoring	Review termly budget monitoring reports for the trust and individual schools	Review monthly budget monitoring reports for the trust and individual schools	Review monthly budget monitoring reports for the trust and individual schools	Prepare monthly budget monitoring reports for the trust and individual schools and present to directors	Review termly monitoring reports for individual schools	Prepare monthly monitoring reports with support from CAT finance team	Manage spend within the budget set and review at least termly

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Change budget in year – within original budget envelope set.	Changes to individual school budgets made by LGB are reported to Board.	Changes that are within the budget envelope agreed by directors are reported to the FD, AO and ED.	Changes that are within the budget envelope agreed by directors are reported to the FD, AO and ED.	Changes that are within the budget envelope agreed by directors are reported to the FD, AO and ED. FD to produce termly report for B	Approve changes to budget in year as long as the school remains within the overall budget set and approved by directors. HT reports changes under their limit and LGB approve changes over HT limit	Recommend changes in line with school improvement plan and model financial implications. Approve changes up to £5,000 (budgets <£1m) £10,000 (budgets > £1m) and recommend larger changes to LGB	
Change budget in year which would result in an individual school spending more than originally budget	Approve any changes to a school budget that would result in the overall budget position of the trust deteriorating by more than £100,000. Receive reports from AO on changes to budgets that result in the budget position of the trust overall deteriorating	AO, ED and FD review changes in budgets that would result in the overall budget position of the trust deteriorating. AO Approves changes up to £100,000 and recommend to Board over that amount	AO, ED and FD review changes in budgets that would result in the overall budget position of the trust deteriorating.	AO, ED and FD review changes in budgets that would result in the overall budget position of the trust deteriorating.	Scrutinise the HT proposal and recommend to AO, ED and FD where LGB consider appropriate.	Recommend to LGB that they ask for permission to make changes to budget that result in the budget position of the school deteriorating from the position set at the start of the year	
Approve Annual Accounts and ESFA returns by appropriate deadlines	Review and Approve	Approve and ensure submitted by relevant deadlines		Prepare and approve where required. File all statutory financial documents			

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Appoint auditors	Members appoint. Board recommend	Recommend		Procure, produce reports for AC & Recommend			

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Income							
Set a remissions and charging Policy	Review and approve CAT standard			Prepare CAT standard		Implement	
Debt recovery policy	Review and approve CAT standard			Prepare CAT standard		Implement	
Accept customer as a suitable person or business to have on site, to sponsor or advertise in school publications				Provide guidance to HT on request	Receive HT report	Approve (can delegate to SBM)	
Enter into leases or licences of over 1 year		Approve		Recommend course of action to AO	Review HT recommendation and recommend to AO & FD	Recommend that lease or licence should be entered into	
Raise sales invoice within 30 days						Responsible for (can delegate)	
Issue credit note		Authorise over £1000		Up to £1000		Up to £100 per customer per annum	
Write off debt	Approve over £1,000. NB over £45,000 must be approved by ESFA	Approve up to £1000		Recommend course of action to AO	Review HT recommendation and recommend to AO & FD	Up to £100 per customer per annum. Recommend over that amount	

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	B Board of Directors	AO Accounting Officer	ED Executive Director (Education)	FD Executive Director (Finance & Operations)	LGB Local governing Body	HT Head of School	BH Budget Holder
Bank							
Reconciliation of main bank account		Review monthly reports		Prepare Monthly reconciliations and reports			
Reconciliation of any other bank accounts held						Review monthly reconciliations (can delegate to a SBM who dos not carry out reconciliations)	
Making payments using banking software		Approve bank signatories and limits		Recommend Bank signatories and limits			
Setting up standing orders or direct debits		Approve over £1,000 and up to ESFA limits		Approve up to £1,000			
Cash position	Receive report on cash position			Prepare report on cash position termly			
Operate Petty Cash account/ School Fund		Approve limits by school		Review transactions and reconciliation annually. Recommend individual school limits		Delegate operation to staff in school and have an overview	

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	B Board of Directors	AO Accounting Officer	ED Executive Director (Education)	FD Executive Director (Finance & Operations)	LGB Local governing Body	HT Head of School	BH Budget Holder
Purchasing							
Placing an order or entering into a contract			Over £40,000		Up to £40,000 and within budget	Up to £10,000 (Budgets over £1,000,000) £5000 (Budgets up to £1,000,000) and within budget. Secondary up to £5,000 can be authorised by SBM and Primary up to £2,000. HT can authorise all orders/ invoices for catering provision or exam fees.	Up to £1,000 and within budget
Entering into a contract or lease of over 1 year	Approve over £10,000 total value		Review before signature all contracts under £10,000 total value	Sign all contracts over 1 year irrespective of value		Maintain a contracts register in school. Recommend contract to ED	
Authorising an invoice as payable as goods or services are received, suitable and priced as ordered						Over £1,000. In Secondary up to £5,000 can be authorised by SBM, in Primary up to £2,000 can be authorised by SBM	Up to £1,000
Making a payment from a school petty cash account/ School Fund						Up to £1,000. Can delegate payments up to £150 to other staff in school (SBM up to £1,000)	

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Using the school/ Trust charge card			Up to £5000 per month	Up to £5000 per month (can be delegated to central team)		Up to £5000 per month. Approve spend by budget holders/ finance staff in school	Up to £1,000 per month

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Staffing							
Authorisation of expense claims	For AO the FD signs monthly expenses and report to Board	ED and FD	HT	Staff in central team.		Teaching and support staff in school. Can delegate to SBM where in post	
Authorisation of overtime or supply payments				Staff in central team.		Teaching and support staff in school. Can delegate to SBM where in post	
Staff severance payments, compensation payments or ex gratia payments	Over £10,000. NB over £50,000 non-contractual and all ex gratia payments require ESFA approval	Approve up to £10,000					
Bonuses	Approve Bonus Policy and approve all bonuses awarded in line with Policy		Approve award of TLR 3				

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Assets							
Inventory				Review annually		Maintain an inventory of assets held in school	
Investments	Agree an investment policy			Implement investment policy			
Acquiring or disposing of freehold land or buildings	With prior ESFA approval						
Disposal	Review all sales or disposals over £10,000		Approve sale or disposal over £10,000		Approve sale or disposal up to £10,000	Approve sale or disposal up to £1,000 value	

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Probity							
Internal Audit	(AC) Appoint internal auditor. Direct priorities and receive reports.						
Whistleblowing Policy	Approve	Receive reports		Receive reports			
Risk Management	(AC) Review key risks and measures implemented to mitigate	Identify & implement measures to mitigate		Identify & implement measures to mitigate			
Insurance	Review Insurance arrangements			Procure appropriate insurance for the Trust			

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