



## **FINANCIAL SCHEME OF DELEGATION**

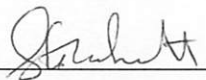
## CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07.02.2017	0.a	Initial Draft
28.03.2017	1.0	Changes agreed at Trust Board Meeting and policy approved 28.03.17
05.04.2017	1.a	Minor changes made by Business Manager
06.04.2017	2.0	Chairs action to approve changes
28.11.2018	2.a	Minor changes made by Business Manager
29.11.2018	3.0	Changes agreed at Trust Board Meeting and policy approved 28.11.2018
18.11.2019	3.a	Minor changes made by Business Manager
27.11.2019	4.0	Changes agreed at Trust Board Meeting and policy approved 27.11.2019
09.12.2020	4.a	Minor changes made by Business Manager
09.12.2020	5.0	Approval at Board Meeting on 09.12.2020
08.12.2021	5.a	Updated following review
08.12.2021	6.0	Approval at Board Meeting on 08.12.2021
November 2022	6.0	No Changes
November 2023	6.a	Updated following review
December 2023	7.0	Approval at Board Meeting on 13.12.2023

## AUTHORISATION

Approved by Trust Board on 13<sup>th</sup> December 2023

Signed:


13-12-23

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Chair of Board Date

## Scheme of Financial Delegation

Fin Regs Page No	Fin Regs Section	Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	CFO	LGB	LGB RHS Sub	Head	Bus Manager	Fin Officer	HOF/ HOD
		Novel and Contentious	Novel and contentious transactions	Yes	Advise									
		Borrowing	Bank loan/overdraft	Yes	Advise									
			Approval of credit cards -business use only (unless charges incurred)		Yes									
26	182-184	Leasing	Finance lease	Yes	Advise		Advise	Advise						
			Lease on land and buildings over 7 yrs	Over 7 years	Under 7 years									
			Granting a lease on land & buildings	Yes	Advise									
			Operating lease – see purchasing section					Aware			As purchasing	As purchasing		
19	124-126	Write-offs subject to £250k ceiling	Debts and losses	>1% of annual income or £45k individual item: OR 2.5% or 5% of annual income cum.	<1% of annual income or £45k individual item: OR 2.5% or 5% of annual income cum.				<5k		Up to £500			
			Entering into guarantees, indemnities (beyond the normal course of business) or letters of comfort											
17	108-111	Special Payments	Staff severance Compensation	50k or more before tax	<50k									
			• Non Statutory											
			• Statutory		>50k				Advise					
			Ex gratia payments	Yes	Advise				Advise					

		Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	Chief Fin. Officer	LGB	LGB RHS Sub	Head	Bus. Mgr.	Fin Officer	HOF/HOD
28	194-195	Property and Assets	Acquiring or disposing of a freehold on land and buildings	Yes	Advise									
			Disposing of heritage assets	Yes	Advise									
			Disposal of assets other than land, buildings or heritage		Yes approve >5k	Yes agree >5k			Yes approve <=5k	Yes agree	Recommend	Assess value		Identify items
			Annual independent check of assets and asset register		Yes	Advise							Yes	
			Maintain an inventory of stock											Yes
			Check the inventory on an annual basis									Yes		Yes
27	185	GAG	Pooling excl PFI		Yes									
			GAG carry forward		Yes				Advise					
5-8	6-24	Review	Approval of a balanced annual budget		Yes	Yes			Recommend	Review for recom to LGB	Review	Prepare		
	7 & 21		Sign and submit budget submission to ESFA by deadline		Yes									
7	20 & 22		Budgetary control / Financial Monitoring Reports		Yes	Approve		Review S/ Prepare MAT	Agree	Receive at every meeting	Review	Prepare		Check and certify ok
	22		Receiving Management Accounts		Yes	Approve		Review S/ Prepare MAT	Agree	Receive at every meeting	Review	Prepare		
	19		Virements		Yes	>20,000			Approve	>5,000 to 20,000	1,001 to 5,000	<=1,000		Check and certify ok
9	33-34		Ensure Value for Money		Yes	Yes			Yes	Yes	Yes	Yes		Yes
9	35-36	Accounts and Audit	Appointment of external auditors		Yes	Review for recom to Board		Conduct procure't process						



[illegible]

		Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	Chief Fin. Officer	LGB	LGB RHS Sub	Head	Bus. Mgr.	Fin Officer	HOF/HOD
9	35-36	Accounts and Audit cont'd	Ensure all records and documents are available for external audit					Yes				Yes		
10	41		Keep all accounting records in accordance with the retention guidelines for schools					Yes				Yes		
9	37	Purchasing	Ensuring Register of Pecuniary Interests is maintained and meets publication requirements		For Board members				For LGB Members			For School staff		
22	155-167		Approving a tender process that will give rise to TUPE implications		Yes			Advise						
			Authority to undertake tenders and determination of process within procurement regulations			>125k		<£125k	>100k - £125k	>80k- <=100k	<=80k	Carry out process		
			Authority to waive tenders		Aware	>£125k		>100k - <=125k	>80k - <=100k	<=80k		Advise		
			Authority to waive 3 quotes requirement					Yes				Advise		
			Authority to open late tenders		Aware	>125k		Advise LGB and below 1250k	>80k - <125k		<=80k	Advise		
			Authority to postpone date or time for receipt of tenders		Aware	>125k		Advise LGB and below 125k	>80k - <125k		<=80k	Advise		
			Opening Tenders				Yes, 2 people	Yes, 2 people			Yes, 2 people	Yes, 2 people		
			Authority to accept tender/quotes		Aware			>125k	>100k - <125k	>80k- <=100k	<=80k	<10k		

		Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	Chief Fin. Officer	LGB	LGB RHS Sub	Head	Bus. Mgr.	Fin Officer	HOF/HOD
19	127-154	Purchasing Cont'd	Negotiating with a contractor to reduce the quotation or tender					>125k	>100k - <=125k	>830k- <=100k	<=80k	<10k		
			Ensuring contractors are pre-qualified and have appropriate insurance cover					Yes				Yes		
			Authorising an order, non-order invoice, operating lease or other liability subject to stated limits					>100k	>60k - <=100k	>40k- <=60k	<=40k	<10k	<3k	Within budget limit
			Authorising an order raised by oneself subject to stated limits					<10k			<10k	<10k		
			Review of Payments over £5k							Yes		Prepare & report		
			Maintain a Contracts Register									Yes	Yes	
			Retention of quotes for goods, works and services									Yes	Yes	
			Ensure invoices are correctly certified, relevant documents retained and stored accessibly									Yes	Yes	
			Ensure appropriate division of duties between staff responsible for orders, receiving deliveries and processing payments					Yes				Yes		
			Ensure all DD's dual authorised								Yes	Yes		
			Receipt of goods									Admin Office		



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		Purchasing Cont'd	Operation of Preferred Suppliers list									Create		Use
13	61-73		Ensure the imprest account is reconciled monthly									Check	Yes	
			Approve changes to petty cash float value					Yes						
			Use school purchase card subject to stated limits									£1,000 per transaction	£750 per trans	£250 per transaction
		Governance	Designate in writing the Trusts Accounting Officer		Yes									
			Appoint a Chief Financial Officer		Yes									
			Ensure Finance Staff are appropriately qualified/experienced			Yes			Yes		Yes	Yes		
			Reporting on decisions taken under delegated powers		Yes	Yes			Yes	Yes	Yes			
			Review and submit FMGS		Yes									
18 & 11	112-123 55-56	Income	Ensure income correctly accounted for, promptly collected and banked					Review				Check	Yes	
			Approving the charging and remissions policy annually		Approve	Agree		Review						
			Approving a debt recovery policy		Approve	Agree		Review						
19	124-126		Approving the write-off of an irrecoverable debt		Yes, approve value >£5k	Yes, agree value >£5k			Yes, approve value <£5k		<=500			



		Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	Chief Fin. Officer	LGB	LGB RHS Sub	Head	Bus. Mgr.	Fin Officer	HOF/HOD
12	57-60	Banking	Dual authorisation on all on-line and cheque transactions and BACS payments								Yes	Yes		
			Monthly Bank Reconciliations								Review	Prepare		
25	168-169	Insurance	Ensuring arrangements are in place and adequate		Approve	Agree		Tender	Approve	Agree				
		Insurance	Notify Board/Govs of any matters affecting insurance			Aware		Report			Report	Report		
			Notify Insurers of any new risks or losses			Aware		Report			Report	Report		
18	88-111	Personnel	Authorising permanent changes to the establishment or contracts of senior staff		Yes									
			New staff appts, dismissals, contract variations, secondments and transfers of staff within existing establishment				Aware				Agree	Prep info		
			Setting the salary scales of the senior staff		Approve	Agree			Advisory		Advisory			
			Certify the payment of monthly salaries				Central MAT Staff	Central MAT Staff			Sch Staff Dual check and certify	Sch Staff Dual Check and certify		
			Notify payroll provider of matters affecting payments to staff				Central MAT Staff	Central MAT Staff				Yes	Yes	

		Action	Who is responsible for?	ESFA	Board	Board Fin. Sub	CEO	Chief Fin. Officer	LGB	LGB RHS Sub	Head	Bus. Mgr.	Fin Officer	HOF/HOD
		Personnel	Authorisation of time sheets and expenses claims				Central MAT Staff	Central MAT Staff			Yes	Yes		Yes
		Information Security	Ensure compliance with the DP Act.		Yes		Yes	Yes	Yes		Yes	Yes		
		Information Security	Approve an ICT security policy		Approve	Produce for MAT			Approve	Produce for Sch.				
			Holding Keys to safes, cash boxes etc								Safe	Safe	Safe & cash boxes	
10	41		Ensure financial records are kept for the specified period				Yes	Yes			Yes	Yes		

CFO  
Dec 2023