



## Appendix A Financial Scheme of Delegation

### Document Summary

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<b>Owner: (Trust or School)</b>	Trust
<b>Governing Committee:</b>	Board of Directors
<b>Statutory or Optional policy:</b>	Statutory

### Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors

Appendix A to the Financial Regulations Manual  
Financial Scheme of Delegation

**1) Purpose of the Policy:**

This appendix details the financial powers of delegation for the Trust.

**2) Consultation Process:**

This policy was developed in consultation with the FAR Committee.

**3) Relationship to Other Policies:**

Financial Regulations Manual  
Scheme of Delegation

**4) Roles and Responsibilities**

<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Method/ Additional Notes</b>
Ordering Goods and Services	Up to £500 – for an individual item only	School Executive Principal/ Principal/Head of School	Use of preferred suppliers recommended and evidence of value for money
	Up to £1,500 – with no individual items over £500	School Executive Principal/ Principal/Head of School	Use of preferred suppliers recommended and evidence of value for money
	£501 to £1,500 – for an individual item only	School Executive Principal/ Principal/Head of School	Minimum of two estimates, internet quotes or price lists
	£1,501 to £5,000	School Executive Principal/ Principal/Head of School plus Chief Financial Officer	Minimum of two estimates, internet quotes or price lists and reported to Local Governing Committee (where is not recurring expenditure)
	£5,001 to £20,000	School Executive Principal/ Principal/Head of School plus Chief Financial Officer	Minimum of three written quotations or use of compliant framework agreement and reported to Local Governing Committee (where is not recurring expenditure)

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	£20,001 to £50,000	As above plus Chief Executive Officer	Minimum of three written quotations or use of compliant framework agreement and reported to Finance, Audit and Resources Committee
	£50,001 to £100,000	As above plus the Finance, Audit and Resources Committee	Formal tendering including use of compliant frameworks and reported to the Board of Trustees
	Over £100,000	As above plus Board of Trustees	Formal tendering including use of compliant frameworks
Signatories for cheques, BACS payment authorisation and other bank transfers	Any	Either two signatories from: CEO, CFO	
		Or one signatory from: CEO, CFO And one signatory from Executive Principal	
Signatories for ESFA grant claims and ESFA returns	Any	One signatory: Chief Executive Officer or Chief Financial Officer	
Virement of budget provision between budget headings	Up to £10,000 with no impact on overall budget	Executive Principal/Principal/ Head of School	
	Between £10,001 & £50,000 with no impact on overall budget	Chief Executive Officer or Chief Financial Officer	
	Between £50,001 and £100,000	Finance, Audit and Resources Committee	
	Over £100,000	Board of Directors	
Disposal of Assets	Up to £1,000	Chief Executive Officer	
	Over £1,000	Finance, Audit and Resources Committee	
	Over £20,000	Finance, Audit and Resources Committee	
Write off Bad Debts	A single amount or cumulative amount up to £1,000	Chief Financial Officer	

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	A single amount or cumulative amount £1,001 to £5,000	Chief Executive Officer	
	A single amount or cumulative amount over £5,000 but under £45,000	Board of Directors	
	£45,000 and over	Prior written approval from ESFA	
Authorisation of Credit Notes	Up to £1,000	Finance Lead	
	Over £1,000	Chief Financial Officer	
Purchase or sale of any freehold property	Any	ESFA approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	ESFA approval required	
Payroll	Monthly Salaries	Approved by school Finance Lead and Executive Principal /Principal/Head of School	
Overtime	All School Staff	Executive Principal /Principal/Head of School	
Staff Expenses	School staff mileage or other expenses claims	Executive Principal/ Principal/Head of School	
	Mileage or other expenses claims for CEO, Executive Principal /Principals/Heads of School, central team employees, Governors and Directors	Chief Financial Officer	Chair of Board delegated authority for existing Chief Financial Officer to approve Chief Executive Officer expenses.
	Mileage or other expenses claims for CFO	Chief Executive Officer	