Haberdashers' Academies Trust South

Financial Scheme of Delegation

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Financial Scheme of Delegation

1. Purpose

The Department for Education Academy Trust Handbook requires Trusts to have a written scheme of financial delegation.

Financial oversight

*Trustees and management **must** maintain robust oversight of the academy trust.*

*The trust **must** take full responsibility for its financial affairs, stewardship of assets and use resources efficiently to maximise outcomes for pupils.*

Scheme of delegation

*The board cannot delegate overall responsibility for the academy trust's funds. However, it **must** approve a written scheme of delegation of financial powers that maintains robust internal controls. The scheme of delegation should be reviewed annually, and at the next available board meeting when there has been a change in trust management or organisational structure that would impact the effectiveness of any existing scheme of delegation.*

The academy trust should have a finance committee to which the board delegates financial scrutiny and oversight, and which can support the board in maintaining the trust as a going concern.

This scheme of financial delegation, approved by the Trust's Finance Committee and Trust Board, identifies finance-related activities and shows who is responsible for such activities.

Scope

The intended scope of this policy is for all Haberdashers' Academies Trust South and its academies.

2. Aims

In drawing up this scheme of financial delegation, the Trust has applied the following principles:

- Compliance with the statutory and regulatory framework including, in particular, the requirements and guidance in the Academy Trust Handbook and the terms of the Funding Agreements for each of the academies in the Trust;
- Compatibility with existing internal financial controls so that delegation reinforces other measures to reduce the risk of fraud and abuse;
- Clear approved policies within which line managers and budget holders can make operational decisions within agreed limits without having to seek higher authority;
- Delegating responsibility as low down in the organisational structure as is reasonable so that local knowledge can inform spending decisions and help secure best value for money;
- Taking a Trust-wide view only on matters affecting all academies, leaving academy-specific spending decisions to academy-based managers;
- Reinforcing accountability by ensuring that, wherever practicable, budget holders themselves take decisions on matters affecting the budgets for which they are responsible so that individuals do not have authority to spend other people's money.
- Clear accountability at the governance and executive level for risks and responsibilities.

Implementation

3. LIMITS ON DELEGATED AUTHORITIES

3.1 Matters reserved for the Trust Board

The following matters are specifically reserved for approval by the Trust Board:

1. Approval of annual Trust and School budgets;
2. Approval of Annual Report & Accounts including setting or reserve allocations;
3. Any proposal for material amendment to the accounting policies;
4. Any major change in policies on
    a. Investment management
    b. Cash management (including approved list of counterparties)
5. Sales or purchases of Trust owned property assets or entering or ending long leases (Notification of and consent from the DfE may also be required);
6. Any contract with any Trustee, governors or senior manager or with any person or entity connected with any of them;
7. Receipt of gifts above £25k other than from the Trust's two established sponsors;
8. Receipt of payments in exchange for sponsoring/naming rights;
9. Variations in authorisation levels for purchases/leasing/hiring contracts and any other matters controlled by the Financial Scheme of Delegation;
10. Any decisions to apply to the DfE for approval for borrowing by the Trust;

3.2 Matters requiring Department for Education approval The academy trust has autonomy over financial transactions arising in the normal course of business. However, some transactions have delegated authority limits beyond which trusts must obtain prior DfE approval, regardless of the source of funds. This includes instances when part or all of the cost is covered through insurance. These transactions include:

- Novel, contentious and/or repercussive transactions
- Special payments
- Liabilities and write-offs
- Freehold and leasehold sales, purchases and tenancy agreements
- Leasing

Further information is detailed in Annex B

4. USING THE SCHEME OF FINANCIAL DELEGATION

This Scheme of Financial Delegation, approved by the Trust Finance Committee and Trust Board, defines and constrains financial powers so that it is clear who is responsible. This is set out in a table of duties which have been broken down into delegated authority groups:

- **Trust Board –** The Trust Board, the non-executive body accountable for all aspects of the conduct and performance of the schools across the Trust.
- **Trust Committee** with delegated responsibility, for example the Finance Committee or the Audit & Risk Committee. At one meeting a year, the Finance Committee and the Audit & Risk Committee hold a joint meeting.

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- **The Chief Executive Officer (CEO)** – The CEO, who is also the Trust's Accounting Officer as defined by the Academy Trust Handbook.
- **Senior Director: Finance –** The Chief Financial Officer of the Trust as identified to the DfE and defined by the Academy Trust Handbook
- **DDoF/FBP/SBM –** The Deputy Director of Finance, Finance Business Partners and the School Business Manager of each School, this includes Assistant SBMs, where applicable.
- **Principals /Senior Executive Directors** – The Principal of each of the schools within the Trust, and the Senior Directors within the Central Trust Team.
- **Other Staff** – other employees of the Trust, with specific roles detailed as appropriate.

Further information on the role and responsibilities delegated to the Trust Committees is set out in the Trust's Terms of Reference and the Trust's Scheme of Delegation for Governance and Leadership.

The Scheme of Delegation table includes the following letters to detail who is accountable and responsible for doing each item:

R	**Responsible** Those responsible for delivery of the task and who do the work to ensure that it is completed. Can be shared between groups or individuals with appropriate expertise.
A	**Accountable (may also be approver)** Those ultimately answerable for the correct and thorough completion of the deliverable or task, and who delegate the work to those responsible.
C	**Consulted** Those whose opinions are sought before the decision is made and with whom there is two-way communication. These are important stakeholders or have relevant specialist knowledge.
S	**Support** Those who provide support to those responsible for delivering the task.
I	**Informed** Those who are kept up to date on progress and key information once decisions are made or tasks completed.
* A	Delegations marked with an asterisk highlight a statutory expectation or one necessary to comply with our Articles of Association or Funding Agreement.
A	Delegations marked in bold with blue circle signify that this matter has been reserved for that approving body (The Trust Board or Department for Education) only. The full list of matters reserved is included on a separate page before the delegation tables and in Annex B.

Supportive information to provide further detail about approvals and responsibilities relating to that activity are listed under the relevant row.

Where financial limits are shown within the delegations table, the relevant role holds both decision making authority and responsibility within that threshold. Detailed thresholds are summarised in Annex C.

Working examples

Example 1 – Budget Virement

An in-year budget virement request and approval is covered by row 4.1.5. If a £75,000 in-year budget virement was requested, this would fall within the delegated financial approval limit of the CEO. The Finance Committee would not approve the virement but would be informed through management reporting. If the virement request was for £150,000 the request would be submitted to the Finance Committee for approval.

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP /SBM	Principals/ Senior Executive Directors	Other Staff
4.1.5	Identify and approve in-year budget adjustments Over/Under spends (virement) with no diminution of planned contribution to Central reserves		**A (>100k)**	**A/R (50–100k)**	**A/R (≤50k)**	**R (≤5k)**	**R (5–30k)**	
			Approves adjustments over £100,000 individually and over £500,000 cumulatively during the year.	Approves Individual adjustments within academy budgets between £50,000 and £100,000 and up to £500,000 cumulatively.	Approves individual adjustment s to academy budgets up to £50,000 and up to £100,000 cumulatively during the year in consultation with Principals.	SBM approves virements of up to £5,000	Principals approve all virements of £5,000 to £30,000	

Example 2 – Reserves drawdown

A request to draw down £40,000 from reserves for expenditure not included within the current budget is covered by row 4.18.1. As this exceeds the Senior Director: Finance approval limit of £20,000 per school, the request would be submitted to the CEO for approval. The Finance Committee would not approve the drawdown but would be informed through financial reporting. If the reserves drawdown request exceeded the CEO's delegated limit, or caused cumulative drawdowns to exceed that limit, the request would be submitted to the Finance Committee for approval.

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP /SBM	Principals/ Senior Executive Directors	Other Staff
4.18.1	Approve drawdown of reserves for expenditure not within the current budget		**A**	**A**	**A/R**			
			Approve over £250k cumulative in year.	Up to £250k cumulative in year and not exceeding £50k per Primary school and £100k per Secondary school/Central Services	Up to £50k cumulative in year and not exceeding £20k per school.			
			Accountability varies according to financial threshold.					

Example 3 – School Trip Float

A request for a £750 cash float for a residential school trip is covered by row 4.2.4. This would fall within the delegated approval limit of the School Business Manager. If the float request was for £1,500, the request would be submitted to the Senior Director: Finance for approval.

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP /SBM	Principals/ Senior Executive Directors	Other Staff
4.2.4	Ensure robust financial management of floats for School trips.				**A (>£1k)** Approves floats in excess of £1,000	**R (≤£1k)** SBM agrees float up to £1,000 and approves expense report on return.		

Delegation of Duties: Finance

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.1	*Annual revenue budget*							
4.1.1	Set the financial parameters for the schools' budgets and 3-year forecasts		**C**	**A/R**	**R**	**I**	**I**	
				Agrees the structure, process and timetable and high-level objectives.	Proposes structure process and timetable. Reports progress to Principals and CEO.	FBP administers process – issues data requests, collates responses, etc.	Ensure links to priorities in School and Trust Development and Asset Management Plans	
4.1.2	Prepare pupil number forecasts for next budget and 3-year forecast for approval by the Trust Board		**I**	**A**	**S**	**I**	**R**	
4.1.3	Prepare detailed balanced budget each year (income and expenditure, balance sheet, cash flow forecast) and 3-year financial summaries, in accordance with Trust's strategy		**S**	**R**	**A/R**	**S**	**C/S**	**S**
				Oversees structure, process and timetable. Monitors progress.	Proposes structure process and timetable. Reports progress to Principals and CEO. Consolidated final draft budget.	FBP designs spreadsheets. Costs non-pay items, Inputs data. SBM provides costs staff salaries.	Ensure links to priorities in School and Trust Development and Asset Management Plans Determine staffing requirements to match curriculum needs. Determine allocations for academy- based	Budget holders respond to data requests.

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
							second- tier budgets, e.g. learning resources.	
4.1.4	Review and approve the Trust and school budgets annually, including the 3-year plan for the finances of the Trust	**A** Academy Trust Handbook requirement that full Trust Board approves annual budget – cannot be delegated.	**S**	**R**	**R**			
4.1.5	Identify and approve in-year budget adjustments Over/Under spends (virement) with no diminution of planned contribution to Central reserves		**A (>100k)** Approves adjustments over £100,000 individually and over £500,000 cumulatively during the year.	**A/R (50–100k)** Approves Individual adjustments within academy budgets between £50,000 and £100,000 and up to £500,000 cumulatively.	**A/R (≤50k)** Approves individual adjustments to academy budgets up to £50,000 (over £30,000 if exceeds Principals approval) and up to £100,000 cumulatively during the year in consultation with Principals.	**R (≤5k)** SBM approves virements of up to £5,000	**R (5–30k)** Principals approve all virements of £5,000 to £30,000	
4.2	*Other revenue budget activities*							
4.2.1	Agree year-end GAG carry forward including transfer to reserves for future capital projects (within limits set by the Funding Agreement)	**A** Trust Board as part of annual accounts approval.	**S**	**C**	**R** Recommends arrangements	**I**	**I**	
4.2.2	Ensure appropriate charging and remissions policy is in place and is		**S** Finance Committee approves policy.	**A** Accounting Officer	**R** Agrees and proposes policy	**C/S**	**I**	**I/S**

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
	implemented correctly across all schools.							
4.2.3	Ensure robust financial management for school visits. (trips)				**S**	**R**	**A/R**	**R**
						SBM approves budget, accounts for income and arranges payments for properly authorised invoices and other expenditure.	Approves educational plans and risk assessments. Agrees contribution (if any) from school funds.	Visit organiser prepares educational plan, draft budget, and risk assessment. Collects records and pays across parental contributions in line with procedures.
4.2.4	Ensure robust financial management of floats for School trips.				**A (>£1k)**	**R (≤£1k)**		**R**
					Approves floats in excess of £1,000	SBM agrees float up to £1,000 and approves expense report on return.		Organiser completes an expense form with receipts on return.
4.3	*Annual capital budget*							
4.3.1	Agree annual capital budget to meet needs of schools within available funding.	**A**	**S**	**R**	**R**	**C/S**	**C/S**	**S**
		Full Trust Board approves final budget taking account of views Finance Committee	Finance Committee consider budget. Finance Committee		Proposes draft budget.		Executive Teams approves projects up to£50,000. Proposes projects >£50k	Head of Capital Works supports Project scoping and delivery

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
			reviews projects >£50k. Once approved Finance Committee maintains oversight of projects on behalf of Trust Board.				Oversees all projects	
4.3.2	Manage effective allocation of Academies/Trust Capital Grant awards from DfE		**A** Finance Committee approves the programme of work within the asset management plan	**C**	**R** Manages capital expenditure and contracts plans against annual budget	**C/S**	**C/S**	**S** Head of Capital Works manages the Condition survey schedules of works and proposes activity within an asset management plan.
4.4	*Income*							
4.4.1	Securing DfE Grant income, ensuring returns and claims are fully completed and submitted on time.			**A** Accounting Officer	**R** For finance- related returns.			**R** Director of Strategy and Innovation and Data Insights team for non-financial returns, e.g. pupil census.
4.4.2	Ensuring Sponsorship income recorded and administered correctly.	**S**	**S** Finance Committee	**R/A** Application to sponsor.	**R** Oversees sponsorship funds, e.g.	**I/S**	**R/S** Preparing and submitting	

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
			Approves gifts policy		Haberdashers' Company, Temple Grove Trust.		grant/funding reports. Ensuring funds spent correctly.	
4.4.3	Approval of decision to receive payment in exchange for sponsorship / naming rights	**A**	**S**	**C**	**R**		**C**	
4.4.5	Approval of receipt of gifts above £25k other than from the Trust's two established sponsors	**A**	**S**	**C**	**R**		**C**	
4.4.6	Ensuring lettings policy implemented correctly.		**S**	**A**	**S**	**R**	**S**	**S**
			Finance Committee approves policy and fee structure	Accounting Officer	Reviews fee structure annually and recommend changes.	SBM implements lettings policy,	Reviews operation of lettings and supports safeguarding requirements.	Premises team delivering lettings service
4.4.7	Ensure all amounts (debt) due to the trust and each school is collected in a timely manner		**S/I**	**A**	**S**	**R**	**I**	**S**
			Finance Committee approves Debt Management Policy. Aged debt listing included in management accounts.	Accounting Officer	Approves exceptional debt collection measures.	DDoF reviews monthly aged debtor report and escalates concerns. SBM chasing debts		Collection of income via ParentPay

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.5	*Purchase of goods and services, including capital items*							
4.5.1	Ensure purchase orders, expenditure and contracts comply with DfE requirements and Trust policies and procedures.		**S/I**	**A/S**	**R**	**R**	**S**	**R**
			Finance Committee approves Procurement Policy.	Approvals as required Accounting Officer	Operation of agreed policy and procedures	Operation of agreed policy and procedures	Approvals as required	Following policy and process
4.5.2	Invite competitive tenders as appropriate and place orders		**S/R**	**A/R**	**R**	**R**	**R**	**S**
			Finance Committee agrees framework including authorisation limits for each role. Committee also approves high-value procurement.	Approves orders in line with limits set out in authorisation limit annex. Accounting Officer	Approves orders and invites tenders in line with limits set out in authorisation limit annex.	Approves orders and invites tenders in line with limits set out in authorisation limit annex.	Approves orders and invites tenders in line with limits set out in authorisation limit annex.	H&S and procurement manager supports the process of tendering for services
4.5.3	Review of the contracts register covering recurring supply with > 12 months term and an annual expenditure > £50,000 excluding all staff contracts and capital purchases.		**I**		**S**	**C**	**C**	**R**
			Finance Committee reviews contract register and updates on trust-wide procurement		Reviews the contract register and makes recommendations for procurement tender exercises as appropriate			H&S and procurement manager maintains a contract register above £50k.
4.5.4	Reporting and approval of Related Party Transactions under the Academy Trust	**C/I**	**C/I**	**A**	**R**	**C/S**	**C/S**	**C/S**
				Accounting Officer	Submits forms to DfE	Identifies possible RPTs	Identifies possible RPTs	Identifies possible RPTs

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
	Handbook requirements							
4.5.5	Approval of decision to enter into a contract with any Trustee, governor or senior manager or with any person or entity connected with any of them	**A**	**S**	**C**	**R**		**C**	
4.6	*Invoice and Order processing and payments*							
4.6.1	Check receipt of deliveries to ensure goods received are as expected (nature, quantity and condition).							**R/A** Any responsible employee to confirm goods received to correct quantity and quality.
4.6.2	Ensure prompt and appropriate invoice / order authorisation.			**R**	**R**	**R**	**R**	**R**
				Under the Purchase Order System , purchase orders are authorised in line with the approval limits stated in the scheme and set out in Annex C. Invoices which do not require an order to be raised i.e. utilities will also be processed through the Purchase Order System allowing for electronic authorisation. Tenders will be accepted in line with limits set out in authorisation limit in annex C. Budget holder checks invoice against order value, quantity and supplier.				

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.6.3	Opening of new bank account, approving signatories for bank mandate and budget holders authorisation limits for orders and payments.		**A** Finance Committee approves "A", "B" and "C" signatories and sets limits for bank mandate. Finance Committee approves opening of new bank accounts and the authorisation limits for budget holders.	**S** CEO is an "A" signatory.	**R** "A" signatory	**S** Trust SBM and DDoF are "B" signatory.		
4.6.4	Retain invoices and other financial records securely for appropriate period.			**A** Accounting Officer	**S**	**R** Original invoices are stored electronically within the finance system.	**S**	**S**
4.6.5	Applications and authorisation of business credit/debit cards.	**S** CEO credit card approved by Chair of Board	**S** Approves policy	**A**	**R** Approves applications and sets authority limits.	**S** DDoF implements procedures to ensure transactions properly recorded in finance system. Maintains list of cardholders.	**R** Line managers approve the credit cards statements and receipts	**S**

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.6.6	Petty cash drawings.					**A/R** Approving the school petty cash drawings up to £500		
4.7	*Salaries and pensions*							
4.7.1	Application and implementation of Pay policy for executive and central staff	**I** Role as Employer	**A** People Committee and Finance Committee approve variations from national pay scales. Pay tables are prepared and published on the intranet	**R**	**R** Pay tables are prepared and published on the intranet	**S** Processing of payroll each month	**R**	**S** Senior Director: People works with Senior Director: Finance to prepare and publish pay scales
4.7.2	Implement Trust pay policies for staff in school	**I** Role as Employer	**A** People Committee and Finance Committee approve variations from national pay scales. Pay tables are prepared and published on the intranet	**R**	**R** Pay tables are prepared and published on the intranet	**S** Processing of payroll each month	**R**	**S** Senior Director: People works with Senior Director: Finance to prepare and publish pay scales
4.7.3		**S**	**S**	**A**	**S**	**S**	**R**	

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
	Ensure suitable staffing structure and posts in curriculum plans.	Trust Executive level posts approved by People Committee		Review budget modellers and approves any variations in roles during the year (outside of agreed budget)	Reviews costing.	SBM costs posts.	Propose posts (curriculum modellers)	
4.7.4	Filling of vacancies - existing posts within available budget			**R/I**	**I**	**S**	**R/A**	**S**
				Appoints Principals of Schools, appoints Executive Team			Appoints the staff of the school	HR team support recruitment
4.7.5	Changes to existing pay, e.g. interim pay revisions, acting up allowances, additional hours.			**A**	**S**	**S**	**R**	**S**
				Approves if outside budget and Senior Director: Finance confirms funding available.	Identifies available budget.	SBM and DDoF actions payroll changes in line with HR changes in HRIS.	Propose and approve if within budget.	HRAs and HRBPs update pay changes in HRIS
4.7.6	New Position (not in budget)			**A**	**S**	**S**	**R**	**S**
				CEO approves if outside budget	Identifies /confirms available budget	FBP confirms if budget available and will approve if in budget	Requests new role/position.	HR team supports recruitment
4.7.7	Academy temporary staff – short- term sickness cover					**S**	**A/R**	**S**
						FBP will vire budget	Principal approves - funded from academy budget.	HR team supports recruitment/ cover
4.7.8				**A**	**S**	**S**	**R**	**S**

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
	Other academy temporary staff (e.g. cover for long-term sickness, maternity cover and temporary posts to meet peaks in workload)			CEO approves if outside budget	Identifies /confirms available budget	FBP confirms if budget available and will approve if in budget	Requests new role/position.	HR team supports recruitment
4.7.9	Trust staff – temporary appointments			**A** CEO approves	**S** Identifies /confirms available budget	**S** FBP will vire budget	**R** Senior Directors propose	**S** HR team supports recruitment/ cover
4.7.10	Agree and approve the CEO's remuneration	**A/R** Trust Board approves approve with robust evidence-based process						**S** Senior Director: People oversight and support
4.7.11	Approve Annual pay reviews and contract changes for Trust Senior Executive Team and Academy Principals.	**A/R** People Committee, approve with robust evidence-based process		**R** CEO proposes	**S** Identifies /confirms available budget		**I**	**S** Senior Director: People oversight HRAs and HRBPs update pay changes in HRIS and issue letters

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.7.12	Approve Annual reviews of pay of Academy Senior leadership teams			**C/I**		**S**	**R/A**	**S**
						SBM actions approved pay progression in payroll		Senior Director: People oversight HRAs and HRBPs update pay changes in HRIS and issue letters
4.7.13	Annual reviews of pay of teaching staff.					**S**	**R/A**	**S**
						SBM actions approved pay progression in payroll	Principal undertakes threshold assessment and approves consequent pay changes.	HRAs and HRBPs update pay changes in HRIS and issue letters
4.7.14	Annual reviews of pay of all other non- teaching support staff.					**S**	**R/A**	**R/S**
						SBM actions approved pay progression in payroll	Moderates pay progression within band.	Line manager reviews performance HRAs and HRBPs update pay changes in HRIS and issue letters
4.7.15	Approve requests for overtime, annual and special leave.	**A/R**		**A/R**	**A/R**	**A/R**	**A/R**	**A/R**
		Chair of Trust approves		CEO approves requests from	Senior Director: Finance approves	SBM approves requests from	Principals approve special leave and	Line manager approves annual leave.

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
		requests from CEO		other members of Executive Teams.	requests from Direct Reports	school-based non-teaching managers	overtime requests from teaching staff.	
4.7.16	Approve individual timesheets, overtime and expense claims within existing policies or contracts of employment.	**A/R** Approves CEO's expenses.		**A/R** Approves expenses etc. for other members of Executive Teams.	**A/R** Approves expenses for Direct Reports	**A/R** SBM approves expenses for school-based non-teaching managers.	**A/R** Approve for teaching staff	**A/R** Line manager/ budget holder approves.
4.7.17	Certify payroll documents before payments are made.			**A/R** Approves payment of final payroll	**R** Reviews payroll at Stage 1 and approves payment of final payroll	**R** DDoF checks payroll at stage 1 and stage 2 BMs Approve relevant changes in HRIS Approve monthly payroll for respective school	**R** Approve changes in HRIS Approve monthly payroll for respective school	**S** HRAs and HRBPs manage paperwork and changes in HRIS
4.7.18	Ensure compliance with requirements of the Teachers and Local Government Pension Schemes.				**A** Oversees payment of contributions to TPS and LGPS and signs off returns	**R** DDoF maintains TPS and LGPS control account reconciliations		**R** Payroll & Pensions Manager is responsible for communicating personal pension decisions to payroll bureau.

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	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.7.19	Approval of Staff benefits national schemes with no budget implications for the Trust. e.g. Ride2Work, computers for teachers, childcare vouchers.					**A/R** SBM endorses applications and arranges payroll deductions or additions.	**S**	**S** Payroll and Pensions Manager responsible for communicating personal loans/salary sacrifice to payroll bureau.
4.7.20	Approval of Ex-gratia payments, discretionary bonus outside pay policy (below DfE limit of £50,000)	**A** Chair of People Committee to approve any discretionary bonus payments to Direct reports of the CEO following consultation with Chair of Finance Committee		**A/R** CEO authorises all payments greater than £1,000 up to £50,000.	**S/R** Identifies available budget. Reviews all requests and can authorise up to £1,000.	**S** SBM reviews all requests.	**R** Principals approve up to £1,000 within available budget.	**S** HR team support process and then implement the payment
4.7.21	Approval of Non-contractual termination payments.	**A** Chair of People Committee to approve any non-contractual payments to Direct reports of the CEO following		**A/R** CEO approves all payments up to £50,000.	**S/R** Reviews requests. Recommendation to CEO.	**S** SBM reviews all requests to check compliance with HR best practice	**R** Makes recommendation to CEO in respect of the school staff.	**S** Oversight from Senior Director: People. HR team support process and then

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
		consultation with Chair of Finance Committee						implement the payment
4.7.22	Approval of staff loans or advances – exceptional requests only.					**S**	**A/R**	**S**
							Principal approves (from school's budget)	HR team support process and then implement the payment
4.8	*Accounting*							
4.8.1	Maintain trust-wide compliance with the financial requirements of the Funding Agreements, the Academy Trust Handbook, and other DfE requirements.	**S**	**R**	**A**	**R**	**R**	**S**	**S**
		Audit and Risk Committee monitors the operation of internal financial controls.		CEO responsible as Accounting officer	Ensures compliance	Ensures compliance locally.		
4.8.2	Accounting policies: Approval of proposals for material amendment to the accounting policies.	**A***	**S**	**C/I**	**R**	**C/I**		
		Trust Board owns the accounting policies	The Finance Committee should initiate/recommend accounting policies, having regard to the view of the Audit and Risk Committee, to the Trust Board.		Proposes accounting policies in line with DfE requirements and kept under review.			

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.8.3	Undertake month-end financial procedures.				**A** Reviewed and approved by Senior Director: Finance.	**R/S** DDoF oversees the control account reconciliations on a monthly basis and takes corrective action as appropriate.		**S** Month-end tasks delegated to members of the central finance team
4.8.4	Prepare monthly management accounts. (Reports to include projected out-turns, explanation of variances and proposed actions where appropriate).	**I**	**I**	**A** Accounting Officer	**R**	**R** FBPs prepare monthly management accounts. Distributes monthly monitoring reports to budget holders.	**C/I**	**I**
4.8.5	Review of Trust management accounts at regular intervals consistent with the Academy Trust Handbook	**R** Chair of Trust receives management accounts on monthly basis.	**S** Finance Committee receives management accounts on monthly basis	**A/R** Accounting Officer	**R/S**		**S**	**I**
4.8.6	Monitor projected free reserves to ensure the Trust remains within policy constraints.	**S**	**R**	**A/R** Accounting Officer	**R**			
4.8.7	Monitor the schools' financial performance and challenge where		**R**	**A/R**	**R**		**S** Receive and act on monthly management	**I** Budget holders receive and act on monthly

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
	there are variances to budget						accounts for each academy.	monitoring reports.
4.8.8	Responsible for compliance with all Trust financial policies and procedures,		**I** Reviews and approves financial policies	**A** Accounting Officer	**R/S**	**R/S**	**R**	**R**
4.8.9	Maintenance of financial records .	**A*** Trustee responsibility under Companies Act		**R** Accounting Officer	**R**	**R** SBM (DDoF for Trust records).	**S**	**S/R** Finance Officers role
4.8.10	Prepare year-end statutory accounts and DfE annual accounts return			**R/A** Accounting Officer. Completes regularity report within annual statutory accounts	**R**	**R/S** DDoF prepares annual report and accounts and accounts return. FBP support in year-end processing.		
4.8.11	Approve year-end statutory accounts and DfE annual return, including settling of reserve allocations	**A** 	**S** Joint Finance and Audit and Risk Committee considers accounts and recommends to Trust Board.	**R**				

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.8.12	Formal submission of annual report, accounts and return, auditors' post audit report, and internal scrutiny review.	**A**	**S**	**R**	**R**			
4.9	*Audit*							
4.9.1	Make financial records available for inspection by external auditor.	**A*** Companies Act requirement			**R** Oversees the conduct of the external audit	**R** FBPs and SBMs support Deputy Director of Finance with relevant information requests.		**S**
4.9.2	Appointment and removal of external auditors	**R** Audit and Risk Committee selects, monitors, and reviews independence. Also agrees scope, fees and timetable for audit. Makes recommendation of the appointment to Trust Board and the Members.			**S** Organises selection arrangements and proposes scope and timetable.	**S**		

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
		Members are ultimately Accountable for appointment.						
4.9.3	Receive external auditor's post audit report. Ensure an appropriate, reasonable and timely response to any findings and recommendations.	**R/A** Audit and Risk Committee		**S** Oversees the implementation plan as Accounting officer	**R** Implement action arising from report.	**S** DDoF	**I**	**I**
4.9.4	Appoint and remove internal auditors	**A/R** Audit and Risk Committee approve the appointment of internal auditors		**S**	**S**	**S**		
4.9.5	Keep internal financial controls under review. via programme of Internal Scrutiny.	**A/S** Audit and Risk Committee agree the programme of work.		**C/I** Accounting officer uses the IA programme outcomes to support the statement of regularity.	**R** Identifies areas of concern and proposes work programme for approval.	**R/S** Implements recommendations in respect of financial control improvements, and tracks progress		
4.9.5	Approves and keep under review a Scheme of Financial Delegation (this document).	**A**	**S** Finance Committee approves and	**C**	**R** Keeps under review and proposes changes.			

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
			recommends to the Board					
4.10	*Trustees/Directors*							
4.10.1	Payment of expenses.		**S** Finance Committee approves expenses policy. Individual governors claim as appropriate.		**A** Authorises claims.	**R** DDoF arranges payment.		
4.10.2	Ensure Register of interests for governors & directors and senior Trust employees is maintained and up to date	**R/A** Trustees/Directors accountable for register. Individual trustees and committee members register any interests.		**R** All members of Executive Teams register any interests.	**R** .	**R**	**R**	**S** Head of Governance maintains and up-dates register.
4.11	*Assets (excluding IT Equipment)*							
4.11.1	Arrange security of buildings, furniture, equipment, stock and cash.			**A** Accounting Officer	**R** Senior Director of Finance has overall responsibility for safety and security of Trust buildings and equipment.	**R** DDoF ensures arrangements in place for central Trust assets. SBMs ensure arrangements for academy assets.	**R** Principals have overall responsibility for safety and security of buildings and equipment at their academy.	**S** Head of Capital Works provides recommendations on external security measures.

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.11.2	Maintain asset register (inventory) of moveable furniture and equipment with appropriate security marking.				**A** Fixed Assets Management Policy	**R** DDoF maintains register for central Trust assets. SBMs maintain register for academies.		**S** Facilities teams provide support on the security of moveable assets.
4.11.3	Annual check of items on the asset register.				**A**	**R** DDoF keeps operation of the register under review.		**S** Periodic checks by staff in schools
4.11.4	Authority to dispose of obsolete or unusable furniture and equipment.	**A** NB: See Annex for authorisation limits.	**I**	**C** Reviews major items in case there is a cross- academy interest.	**R**	**R**	**C** Confirms surplus to requirements.	
4.11.5	Maintain register of property borrowed by staff.				**A**	**R** SBM (DDoF for Trust staff)	**C** Approve loans of school property in line with loans policy.	
4.11.6	Oversight, through the Finance Committee, of the condition and fitness for purpose of the Trust's estate		**A** Finance Committee reviews and agrees priorities.	**C** Trust- wide view on priorities.	**R**		**C** Principal reviews condition survey and takes school-level view on school-level priorities.	**R** Head of Capital Works procures condition surveys, reviews outcomes and recommends priorities in conjunction with

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
								Senior Site Supervisors.
4.11.7	Asset Management Plan – repairs and maintenance (R & M)	**A**	**S**	**C**	**R**	**R**	**C/S**	**S**
		Trustees must ensure process is in place.	Finance Committee considers cost of asset management plans as part of reviewing budgets and management accounts.	Trust- wide AMP priorities.			Proposes academy-level AMP priorities. Approves academy R & M projects up to £5,000.	Head of Capital Works supports AMP taking account of condition survey.
4.11.8	Develop and monitor the strategic plan for major capital expenditure, considering all schools' 5 Year Plans		**A**	**C**	**R**		**C/S**	**S**
	Develop capital expenditure priorities for submission in line with the school's 5-year strategic plan		**A**	**C**	**R**		**S**	**S**
	Develop the estates strategy for the Trust with particular attention to the asset management plans and the utilisation of the annual school condition grant		**A**	**C**	**R**		**S**	**S**

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.12	*IT*							
4.12.1	Develop IT strategy		**S** Finance Committee approves IT strategy	**C**	**S** Provides finance and budget support		**R/A** IT Director advises on strategy and proposes strategy in consultation with principals.	
4.12.2	Control of systems including security, access controls including internet access and filtering, use of passwords and privacy of data.	**I** Audit & Risk Committee updated via Risk Registers		**A** Accounting Officer		**S** Informs IT Manager of leavers.	**R/S** Senior Director: Strategy and Innovation has responsibility over IT. Principals authorises new users.	**R** IT Director checks compliance with policy.
4.12.3	Compliance with and registration under data protection legislation.	**I** Audit and Risk Committee Oversees compliance and risk registers		**A** Accounting Officer	**S**	**R**	**I**	**R** Trust Director of Governance and Compliance and IT Director oversee data protection requirements.
4.13	*Voluntary funds and awards of grants*							
4.13.1	Ensure correct administration of voluntary funds e.g. endowment funds and sponsorship accounts.			**S** CEO awards grants from Trust - wide funds.	**A**	**R**	**S/C** Principals award grants from	

Financial Scheme of Delegation

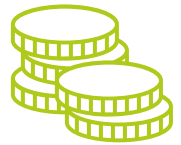
	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
							academy- specific funds.	
4.13.2	Arrange independent audit of accounts and act on auditor's report and recommendations.		**S**	**I**	**R/A**	**R/S**	**S/I**	
					Arranges independent audits as required and acts on recommendation.			
4.13.3	Administer award of grants to individual students and staff members ensuring compliance with grant conditions and keeping of financial records.			**S**	**S**	**R/A**	**S/C**	
				CEO awards grants from Trust - wide funds.			Principals award grants from academy- specific funds.	
4.14	*Insurance*							
4.14.2	Review scope and adequacy of insurance cover to reflect risk assessment. Ensure the Trust Insurances are comprehensive and appropriate		**C**	**A**	**R**		**S**	**S**
								Trust Procurement and Health & Safety Manager manages additional insurance requirements.
4.14.3	Select insurance provider to secure best value if not within the DfE RPA.		**C/I**		**R/A**	**S**		**R/S**
								Trust Procurement and Health & Safety Manager manages additional

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
								insurance requirements.
4.15	*Taxation*							
4.15.1	Ensure compliance with VAT legislation (for trading activities).	**A** Trustees/Directors ultimately accountable.			**S** Ensures compliance.	**R** DDoF oversees VAT submissions each month.		
4.16	*Investments*							
4.16.1	Approval of major change to the investment management policies or cash management policies (including approved list of counterparties	**A**	**S**		**R**	**S**		
4.16.2	Money on Deposit Ensure that surplus cash is kept in an income generating account in line with the Trust policy.		**C/I** Finance Committee approves list of acceptable investments in line with policy.		**A**	**R**		
4.17	*Hospitality and gifts*							
4.17.1	Ensure all entertainment given and received is in line with Trust policy		**S** Finance Committee approves policy.	**A/R** Accounting Officer CEO approves Trust claims in line with policy.	**R** Approve central team claims in line with policy.	**S**	**R** Approve academy-based claims in line with policy.	**S** Compliance with policy

Financial Scheme of Delegation

	Activity	Trust Board	Finance Committee	CEO	Senior Director: Finance	DDoF/FBP/SBM	Principals/ Senior Executive Directors	Other Staff
4.17.2	Ensure all entertainment given and received is in line with Trust policy		**S**	**A/R**	**R**	**S**	**R**	**S**
			Finance Committee approves policy.	Accounting Officer Accepts (or rejects) Trust- wide gifts within policy.	Accepts (or rejects) central team gifts within policy.		Accepts (or rejects) academy-specific gifts within policy.	Compliance with policy
4.18	*Reserves Drawdown*							
4.18.1	Approve drawdown of reserves for expenditure not within the current budget		**A**	**A**	**A/R**		**C/I**	
			Approve over £250k cumulative in year.	Up to £250k cumulative in year and not exceeding £50k per Primary school and £100k per Secondary school/Central Services	Up to £50k cumulative in year and not exceeding £20k per school.			
			Accountability varies according to financial threshold.					



5. BUDGET HOLDERS AND AUTHORISATION LIMITS

The Trust Executive have adopted the following principles to inform the allocation of budget management responsibilities.

- The Trust will use its purchasing power to add value and secure best value in the procurement of goods and services, e.g. IT infrastructure costs such as the telephone system, software licences and internet access, Trust-wide contracts for security and fire safety, and bulk purchase agreements for catering supplies or cleaning materials. Budget managers are expected to take advantage of Trust-wide contracts where these exist.
- All major spending decisions are linked to the Trust Development Plan, and budgets set accordingly. The same principle applies to other areas of expenditure where there is a Trust-wide interest, e.g. Asset Management, Catering, and Digital Strategy.
- Budget management responsibility (and hence budget holders) should normally be located where the service is delivered or the costs incurred.
- Central budgets, strategic decisions and decisions where significant expenditure is involved are taken by Executive Teams. Other spending decisions are delegated/devolved as low down in the organisation as reasonable.
- Special arrangements will be agreed by Executive Teams for "lumpy" budgets such as training, recruitment, sickness cover, and legal fees where there is a risk of fragmentation and poor value for money if devolved to individual budget holders.
- Notwithstanding the principle of delegation, Executive Teams will determine an authorisation limit for each budget holder to restrict the amount of funding that can be committed in a single transaction without further authorisation. Further authorisation, when required, would normally come from the individual's line manager.
- Whenever possible line management and budget management are aligned.
- Principals control most teaching staff budgets but have discretion to delegate day-to-day spending decisions and monthly monitoring activities to Vice-principals, assistant heads and/or Business Managers.
- Budget holders are accountable for all their controllable expenditure. Each month budget holders receive a monthly financial report and will submit a monthly year-end outturn projection, with explanations and proposed corrective action for any significant variances from the agreed budget.
- Training is provided as necessary to support effective budget management.
- All arrangements are transparent, administratively simple, and properly documented.
- A schedule of authorisation limits is attached at Annex C.

6. MONITORING AND EVALUATION

This policy is made available on the Trust website and is subject to annual review.

7. RELATED DOCUMENTS

This policy should be read in conjunction with:

- Scheme of Delegation for Governance and Leadership
- The Terms of Reference of the Trust Board and it's Committees
- Pay policy
- Expenses Policies (Trustees, governors and staff)
- Staff benefits information (including loans and borrowing equipment)
- Lettings and charges Policies
- Credit and debit cards Policies
- Hospitality and acceptance of gifts Policy
- People policies relating to Leave (annual and special) and Overtime
- School Trips and Visits Policy
- Reserves Policy

Financial Scheme of Delegation

ANNEX A

Payment Authorities (Barclays Bank mandate)

Note: Separate arrangements apply to verification and authorisation of monthly payroll payments

Payment run values

Payment values	Signatures required
Under £150,000	Any two signatures
£150,001 - £500,000	Any Two signatures of which one from 'A'

Signatories

'A' signatures	'B' signatures	
Chief Executive Officer	Director of Governance and Compliance	
Senior Director of Finance	Trust SBMs	
	Deputy Director of Finance	

ANNEX B – Limits on Delegated Authorities

(Based on DfE Academy Trust Handbook - September 2025)

Novel, contentious and/or repercussive transactions

Novel, contentious and/or repercussive transactions **must** always be referred to DfE for **prior** approval. DfE may refer such transactions to HM Treasury for approval, so trusts should allow sufficient time for proposals to be considered.

- Novel transactions are those of which the academy trust has no experience or are outside its range of normal business.
- Contentious transactions are those that might cause criticism of the trust by Parliament, the public or the media.
- Repercussive transactions are those likely to set a precedent and cause pressure on other trusts or the broader public sector to take a similar approach and hence have wider financial implications, including where a trust's proposal could cause additional costs to arise for other parts of government.

Special Payments

Certain transactions by public bodies may fall outside their usual planned range of activity and may exceed statutory and contractual obligations. HM Treasury calls these special payments and are subject to greater control than other payments.

They include:

- staff severance payments
- compensation payments
- other types of special payments, including ex gratia payments

Special staff severance payments are paid to employees outside statutory or contractual requirements when leaving public employment. They are different to ex gratia payments.

The academy trust has delegated authority to approve individual staff severance payments provided any non-statutory/non-contractual element is under £50,000 gross (i.e. before income tax or other deductions). Where the trust is considering a non-statutory/non-contractual payment of £50,000 or more, (gross, before deductions), the DfE's prior approval must be obtained before making any binding offer to staff. DfE will refer such transactions to HM Treasury, so trusts should allow sufficient time for proposals to be considered.

Additionally, in accordance with HM Treasury's Guidance on Public Sector Exit Payments, Academy trusts must obtain prior DFE approval before making a special staff severance payment where:

• an exit package which includes a special severance payment is at, or above, £100,000; and/or

• the employee earns over £174,000.

Confidentiality clauses associated with staff severance payments:

- **must not** prevent an individual's right to make disclosures in the public interest (whistleblowing) under the Public Interest Disclosure Act 1998
- are novel, contentious or repercussive, and so **must not** be used unless the trust has obtained prior DfE approval

- **must not** be used to prevent DfE from obtaining sufficient information from trusts to fully assess such payments under its regulatory role

Compensation payments provide redress for loss or injury, for example personal injuries, traffic accidents or damage to property. If an academy trust is considering a compensation payment, it must base its decision on a careful appraisal, including legal advice where relevant, and ensure value for money.

Academy trusts have delegated authority to approve individual compensation payments provided any non-statutory/non-contractual element is under £50,000. Where the trust is considering a non-statutory/non-contractual payment of £50,000 or more DfE's prior approval must be obtained.

Other types of special payment, which go beyond statutory or contractual cover or administrative rules, include:

- ex gratia payments
- extra-statutory payments
- extra-contractual payments
- extra-regulatory payments

These other types of special payment transactions **must** always be referred to DfE for prior approval. Annex 4.13 of Managing Public Money provides examples including, in the case of ex gratia, payments to meet hardship caused by official failure or delay, and to avoid legal action due to official inadequacy.

Liabilities and write-offs

The academy trust must obtain DfE's prior approval for the following transactions beyond the delegated limits described below:

- writing-off debts and losses
- entering into guarantees or letters of comfort
- entering into indemnities which are not in the normal course of business.

The Trust may agree liabilities and write-offs up to the following limits. The delegated limits, subject to a maximum of £250,000, are:

- 1% of total annual income or £45,000 (whichever is smaller) per single transaction.
- Cumulatively, 2.5% of total annual income in any one financial year per category of transaction for any academy trust that have not submitted timely, unqualified accounts for the previous two financial years. This category includes new academies that have not had the opportunity to produce two years of audited accounts.
- Cumulatively, 5% of total annual income in any one financial year per category of transaction for any academy trust that have submitted timely, unqualified accounts for the previous two financial years.

In relation to these limits:

- the trust should always pursue recovery of amounts owed to it, including overpayments or erroneous payments – in practice, however, there will be practical and legal limits to how cases should be handled
- the trust should only consider writing-off losses after careful appraisal, including whether all reasonable recovery action has been taken with the debtor, the trust's insurers, or the risk protection arrangement, and should be satisfied there is no feasible alternative
- the amounts for write-offs are before successful claims from an insurer or the risk protection arrangement
- total annual income is defined as grant income as disclosed in the trust's last audited accounts – DfE should be contacted if the trust has not yet published their first audited accounts

Before accepting liabilities by issuing guarantees, a letter of comfort or indemnity, the trust should secure value for money by appraising the proposal through assessment of the costs and benefits of relevant options.

Financial Scheme of Delegation

Freehold and leasehold sales, purchases and tenancy agreements

In addition to its responsibilities under the Aske Charity Foundation, the Trust must seek and obtain explicit and prior approval from the Secretary of State, via the DFE, before entering into any freehold acquisitions or disposals.

Leasing

Trusts must obtain DfE's prior approval for the following leasing transactions:

- taking up a finance lease on any asset not on the DfE approved list in Changes to leasing agreements for academy trusts for any duration from another party, which are subject to the borrowing restrictions described in paragraphs 5.32 and 5.33 of the Academy Trust Handbook.
- taking up a leasehold or tenancy agreement on land or buildings from another party for a term of seven or more years
- granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party

Other than the above, trusts do not require DfE's approval for operating leases.

Summary of Freedoms and Delegations

This summary is not a substitute for the full handbook.

Novel, contentious and repercussive	Novel, contentious and repercussive transactions	DFE agreement required
Special payments	Staff severance and compensation	DfE agreement required if £50,000 or more before tax.
	Ex gratia payments	DfE agreement required
Write-offs and liabilities (subject to £250,000 ceiling)	Writing-off debts and losses	DfE consent required if exceeds: • 1% of annual income or £45,000 individually; or • 2.5% or 5% of annual income cumulatively
	Entering into guarantees, indemnities or letters of comfort	
Acquisition and disposal of fixed assets	Acquiring freehold land/buildings	DfE agreement required
	Disposing of a freehold on land/buildings	DfE agreement required
	Disposing of heritage assets	DfE agreement required
	Other disposals	Trust has full discretion
Leasing	Taking up a finance lease	DfE agreement required for on any asset not on the DfE approved list
	Taking up a leasehold on land and buildings	DfE agreement if lease term seven years or more.

Financial Scheme of Delegation

	Taking up any other lease	Trust has full discretion
	Granting a lease on land and buildings	DfE agreement required.
GAG	GAG carry forward	No limits if trust eligible.
	Pooling by MATs	No limits (except PFI) if trust eligible.
Borrowing	Loan, overdraft	DfE agreement required
	Credit cards (for business use)	Trust has full discretion provided charges not incurred
Related party transactions	Supplies to the trust from related parties	DfE agreement required over £40,000 and over associated limits.

ANNEX C – Authorisation limits for budget holders

	General purchases and contracts	Bad debts	Disposal of assets	In-year budget virements	Reserves Drawdown	Discretionary payments to staff
Heads of Department	£2,500					
SBMs	£10,000	£1,000	£2,500	£5,000		
Principals	£25,000	£5,000	£5,000	£30,000		£1,000 (Ex gratia)
Deputy Director of Finance	£10,000	£5,000	£5,000			
IT Director	£10,000					
Senior Directors	£25,000					
Senior Director of Finance	£100,000	£25,000	£25,000	£50,000 individually or £100,000 per year	<£20k per school £50,000 cumulative in year	£5,000 (Ex gratia)
Chief Executive Officer	£500,000	£50,000	£50,000	£100,000 individually or £500,000 per year	<£50,000 per Primary school & £100,000 per Secondary school or Central Services and up to £250,000 cumulative in the year	£50,000 (Ex gratia) £30,000 (Termination)
Chairs of Finance/People Committees or Chair of Govs	No limit	Up to 1% of grant income or 2.5% of grant income per year	No limit	No limit	No limit	£50,000 (Ex gratia & Termination) via People & Finance Chairs
Secretary of State	-	>1% of income or 2.5% per year	Freehold, leasehold and tenancy agreements.			>£50,000

ANNEX D: Change Log

Policy Details	
Policy Title:	Scheme of Financial Delegation
Date first created	20 May 2013
Last amendment	October 2026
Owner:	Senior Director: Finance
Approved by:	Finance Committee who recommend to Trust Board for approval
Next review date:	June 2027

Version	Date of change	Summary of change
1 – 17.0	2013-2025	Previous version control information available within archived versions of this document
17.0	2025	• Removal of references to ESFA, replacing with DfE • Updated references to 2025 Academy Trust Handbook • Updates to job titles • Updates to reflect changes in responsibilities for Risk Management.
18.0	2026	Transition to RACSI format, and greater alignment with Scheme of Delegation for Governance and Leadership
19.0	October 2026	4.7.1 and 4.7.2 updated to reflect that the delegation to the People Committee and the Finance Committee is related to the application and implementation of the pay policies. The approval of these policies is through the People Committee only, as stated in the Scheme of Delegation for Governance and Leadership. Therefore reference to approval of the policy by the Finance Committee has been removed.

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