



HEART
EDUCATION TRUST

Financial Scheme of Delegation

September 2022

Last Reviewed: 30 September 2022

Next Review Due: 30 September 2023

Adopted by: The Strategic Board of Trustees on 30 September 2022

The HEART Education Trust Documents Review Record:

Version:	Date Amended:	Amended By:
1	25 April 2016	Business and Operations Executive
1.1	20 May 2015	Business and Operations Executive
1.2	9 June 2016	Business and Operations Executive
2	4 November 2016	BOE
2.1	14.03.17	COO
3	4.10.17	COO
4	9/10/18	FC
4.1	7/12/18	COO
4.2	11/12/18	COO
5.1	20/05/2021	COO
5.2	22.2.22	COO
5.3	16.03.22	COO
5.4	20.07.22	CFO
5.5	5.9.2022	Interim CEO
5.6	23.09.2022	Interim CEO
5.7	30.09.2022	Interim CEO

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

TERMS OF REFERENCE

The Strategic Board

The Strategic Board of Trustees has wide discretion over its use of the Trust's funds. It is ultimately responsible for the proper stewardship of those funds and for ensuring economy, efficiency and effectiveness in their use – the three key elements of value for money. It must also ensure that it uses its discretion reasonably, and takes into account any and all relevant guidance on accountability and propriety.

It is specifically responsible for ensuring that the Trust's funds are used in accordance with: the law; the Strategic Board's powers under the Funding Agreement (including the Articles of Association which set out the powers of the Trust and its governance arrangements); and the Academies Financial Handbook (as amended from time to time). This includes ensuring that financial plans are prepared and monitored, satisfying itself that the Trust remains a going concern and financially sustainable. The Strategic Board is also responsible for ensuring rigour and scrutiny in budget management (including setting the budget, challenging pupil number estimates and monitoring financial performance against the budget).

The Strategic Board should also be aware of the statutory duties of company directors, which are set out in the Companies Act 2006 and include the duties to:

- exercise their powers only for a proper purpose;
- promote the academy's success;
- exercise independent judgement;
- exercise care and skill; and
- avoid conflicts of interest.

The Chief Financial Officer

The Strategic Board has appointed the Head of Finance as the Trust's Chief Financial Officer (CFO). In accordance with ESFA's Academies Financial Handbook, the delivery of the Trust's detailed accounting processes has been delegated by the Strategic Board to the CFO. The CFO plays both a technical and leadership role, including ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets, and ensuring the delivery of annual accounts.

The CFO has the following responsibilities:

- the preparation of the Trust's three year budget;
- the preparation of the monthly financial Management Information and completion of the month end checklist processes identified in the Finance Policy;
- recommending appropriate revisions to the Trust's annual budget on a termly basis;
- co-ordinating and facilitating the provision of all required information to the Trust's auditors during each financial year's audit process;
- ensuring ongoing compliance with the Trust's programme of internal scrutiny;

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- preparation and submission of the Trust's annual BFR3Y and BFRO to ESFA and any supplemental budget forecast return in respect of new joiner academies;
- preparation and submission of the Trust's annual audited Accounts Return to ESFA;
- submission of the Trust's annual audited accounts to the ESFA;
- preparation of the annual Trustee's Report and Governance Statement that accompanies the audited accounts;
- ensuring that the existence of the ESFA's Academies Financial Handbook has been brought to the attention of each Trustee and Budget Holder;
- maintenance of the Trust's Gifts and Hospitality Register;
- maintenance of the Trust's Register of Business and Pecuniary Interests.

Finance Committee

The Finance Committee is a sub-committee of the Strategic Board, appointed by the Strategic Board. The Committee acts in accordance with the Terms of Reference that set out its delegated powers and responsibilities as agreed by the Strategic Board. Additional delegated powers of the Committee are set out in this Financial Scheme of Delegation.

Accounting Officer

In accordance with ESFA's Academies Financial Handbook, the Trust's Chief Executive Officer(CEO) is the Accounting Officer and has overall responsibility for the Trust's activities including its financial activities. The Accounting Officer is personally responsible to Parliament and to the accounting officer of the ESFA for the resources under his / her control. The essence of the role is a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for the keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; for ensuring value for money; and for the efficient and effective use of all the resources in their charge. Essentially accounting officers must be able to assure Parliament and the public of high standards of probity in the management of public funds.

Much of the financial responsibility has been delegated to the CFO but the Accounting Officer still retains responsibility for:

- ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the ESFA guidance issued to academies;
- ensuring that the annual audited accounts return is produced in accordance with the requirements of the ESFA;
- completion of the accounting officer's statement on governance, regularity, propriety and compliance for inclusion in the Trust's annual report;
- assuring the Strategic Board that there is compliance with the ESFA's Academies Financial Handbook and the Funding Agreement.

BUDGET HOLDERS

The below identifies the relevant category for each Budget Holder in respect of the thresholds set out within this Financial Scheme of Delegation:

Tier 1 Budget Holders: Head of Finance
Facilities Manager
Head of People
IT Manager
Head of Quality Assurance (Inclusion)

Tier 2 Budget Holders: Academy Headteacher (Henderson Green);
Academy Headteacher (Lingwood);
Academy Headteacher (Valley);

Tier 3 Budget Holders: Academy Headteacher (Heartsease)

Tier 4 Budget Holders: Chief Executive Officer;
Director of Education.

THRESHOLD VALUES IN THIS POLICY

All threshold values referenced within this Financial Scheme of Delegation are **exclusive of VAT** save as to those threshold values stated in the Public Contracts Regulations 2015.

OTHER REFERENCES THROUGHOUT THIS POLICY

Regularity - the requirement to deal with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and ESFA's Academies Financial Handbook, and compliance with internal trust procedures. This includes spending public money for the purpose intended by Parliament.

Propriety - the requirement to deal with expenditure and receipts in accordance with Parliament's intentions and the principles of parliamentary control. This covers standards of conduct, behaviour and corporate governance.

Value for money- achieving the best possible educational and wider societal outcomes through the economic, efficient and effective use of all the resources in the trust's charge, the avoidance of waste and extravagance, and prudent and economical administration.

Budgeting and Reporting

Process	Value	Delegated Authority	Method	Review Period
Budget Setting Process		Executive Board in consultation with Strategic Board	Set Trust strategy and strategic objectives for whole Trust and each component function / department	Annual
		Academy Headteachers in consultation with Director of Education	Agree school improvement priorities in relation to the academy's strategic objectives set by the Trust and devise a School Improvement and Development Plan (SIDP)	Annual
		Academy Headteachers in consultation with Head of Quality Assurance (Inclusion)	Agree SEND improvement priorities in relation to the academy's strategic objectives set by the Trust and the Trust's inclusion strategic objectives and devise SEND Development Plan	Annual
		Academy Headteachers in consultation with Head of Quality Assurance (Inclusion)	Agree EAL priorities in relation to the academy's strategic objectives set by the Trust and the Trust's inclusion strategic objectives and devise EAL Development Plan	Annual
		Academy Headteachers in consultation with Director of Education	Agree Pupil Premium priorities and devise Pupil Premium Strategy	Annual
		Academy Headteachers in consultation with Director of Education	Agree PE and Sport premium priorities and devise PE and Sport Strategy	Annual
		Head of Finance in consultation with Budget Holders and Executive Board	Draft and agree 3 year Head Office and Academy budget plans	Annual
		Head of Finance	Prepare 3 year consolidated Trust budget plan	Annual
		Finance Committee	Review individual Academy budget plans, Head Office budget plan, and consolidated Trust budget plan and:	Annual

			<ul style="list-style-type: none"> a) Approve the Academy budget plans and head office budget plan as submitted; or b) instruct the Head of Finance to reconsider one or more of the Academy budget plans and/or Head Office budget plan (including full explanation of the Committee’s reasons and timescales by which an alternative budget should be provided); <p>and</p> <ul style="list-style-type: none"> c) recommend the consolidated budget for approval by the Strategic Board as submitted; or d) recommend the consolidated budget for approval by the Strategic Board as amended by the Committee (providing a full explanation as to why these amendments are being recommended by the Committee). 	
		Strategic Board	<p>Approve or reject the consolidated Trust budget based on the advice of the Finance Committee, seeking further detail and / or clarification (where necessary) in relation to the individual Academy budget plans from which it is drawn.</p> <p>Where the Strategic Board rejects the consolidated Trust budget, the individual budget(s) responsible for this decision shall be withdrawn and the Strategic Board should appoint the CEO to set an alternative budget for submission to the Strategic Board directly (providing a full explanation to the Finance Committee for this decision).</p>	Annual

Budget Holders responsibilities	As per the individual budgets set	Budget Holders	Budget monitoring is the responsibility of the Budget Holder and must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level.	Monthly
Monthly Management Information		Head of Finance	All transactions to be processed and reconciled by the Finance Department for the timely checking and production of the monthly management accounts as per the Financial Timetable set out in the Month End Checklist (see Finance Policy). Where this timetable cannot be achieved, management accounts should be produced no later than 30 days after the period end unless consent from the Strategic Board to extend this timeframe is obtained.	Monthly
Virements	Up to £2,000	Budget Holder	Must be recorded in the management information	As necessary
	£2,001 to £10,000	Head of Finance	Must be recorded in the management information	As necessary
	£10,001 - £50,000	CEO	Must be recorded in the management information	As necessary
	£50,001 and over	Strategic Board	Must be recorded in the Board minutes	As necessary
ESFA Reporting		Strategic Board	An annual Financial Reporting Timetable will be released by the ESFA dates and requirements will be included on this timetable	As necessary to ensure compliance

Income

Process	Value	Delegated Authority	Method	Review Period
Collection and receipt of cash and cheques	Any	Academy Support Manager / Trust Finance Assistant	Cash must be receipted by the Academy Support Manager (academies) or Trust Finance Assistant (Head Office) using the Receipt of Cash Form for all receipts. All on site cash and cheques must be locked in the safe until banking.	Daily
Sales Invoices	Up to £50,000	Head of Finance	All sales invoices must be processed by the Finance Department through the Trust's accounting software, and issued in a timely manner.	As required
	Over £50,000	Finance Committee	Finance Committee to approve the issuing of sales invoices above £50,000, and then as above	As required
Academy banking of cash and cheques	Any	Academy Support Manger / Trust Finance Assistant	<p>All cash and cheque receipts must be counted by two individuals prior to being banked and the values recorded on the Receipt of Cash form.</p> <p>Cash and cheques should be banked as soon as reasonably practicable and in any case should not be allowed to accumulate above £1,000.</p> <p>Once banked, the Academy Support Manager must electronically send the Receipt of Cash form and a scanned copy of the paying in slip to the Finance Department. The Trust Finance Assistant must then record the receipt on the Financial Management System.</p>	As required

Head Office banking of cash and cheques	Any	Trust Finance Assistant	<p>All cash and cheque receipts must be counted by two individuals prior to being banked and the values recorded on the Receipt of Cash form.</p> <p>Cash and cheques should be banked as soon as reasonably practicable and in any case should not be allowed to accumulate above £1,000.</p> <p>Once banked, the Trust Finance Assistant must record the receipt on the Financial Management System.</p>	As required
Reconciliation of bank accounts	Any	Finance Assistant / Head of Finance	Bank accounts should be reconciled by the Finance Assistant on a monthly basis through the Trust's accounting software and authorised by the Head of Finance.	Monthly
Petty Cash	Any	None	Use of petty cash is not permitted.	N/A
Payments from Parents	Any	Academy Support Manger	<p>All payments from parents should be made through the Trust's cashless payment system save as to those amounts directly invoiced by the Trust, where a bank transfer may be used instead.</p> <p>The Academy Support Manager is responsible for creating and managing payment items on the cashless payment system and ensuring that parent accounts on the cashless management system are accurate.</p> <p>The Academy Support Manager is responsible for monitoring balances and immediately informing the Budget Holder of any debts that accumulate</p>	Daily
Refunds	Up to £5,000	Head of Finance	Refunds should be made through the payment method originally used.	As required
	£5,001 and over	CEO	Authorised by the CEO then as above	As required

Intra Company Transfers

Bank Transfers	Up to £500,000	Head of Finance / CEO	Intra-company bank transfers should be made electronically between any Trust bank accounts by the Head of Finance who must first obtain authorisation from the CEO. Transfers must be recorded on PS Financials by the Head of Finance as soon as reasonably practicable	As required
	Over £500,001	Strategic Board	Strategic Board to approve and then as above	As required
Recharges	Up to £500,000	Head of Finance	Intra-company recharges should be made within the Trust's accounting software by the Head of Finance using the recharge nominals only.	Monthly
	Over £500,001	Strategic Board	Strategic Board to approve and then as above. Where prior approval is not possible, Strategic Board should approve as soon as is reasonably practicable following recharge.	Monthly

Purchases and Payments

Process	Value	Delegated Authority	Method	Review Period
Purchase orders: Tier 1 Budget Holders	Up to £1,000	Budget Holder	Purchases to be made in accordance with one of the Purchasing Processes defined in the Finance Policy. Purchase order to be raised and authorised on Electronic Purchasing System.	As required

	£1,001 to £2,500	Head of Finance	<p>Purchases to be made in accordance with one of the Purchasing Processes defined in the Finance Policy.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£2,501 to £10,000	Head of Finance	<p>Value for money form completed. In exceptional circumstances, the Value For Money Form (Single) may be used where fewer than 3 suppliers are able to fulfil the specification set by the Budget Holder. However, this will only be authorised by the Head of Finance where evidence is provided to show that this is the case.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£10,001 to £40,000	CEO	<p>Value for money exercise to be carried out in accordance with Government Guidance “Buying low to medium cost things”</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£40,001 to £100,000	CEO	<p>Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold”</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	Over £100,000	Strategic Board	<p>Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold”</p>	As required

			<p>OR (if the contract price inclusive of VAT exceeds the thresholds set out within the Public Contracts Regulations 2015*)</p> <p>Formal tender in accordance with the procedures laid down in the Public Contracts Regulations Public Contracts Regulations 2015*.</p> <p>In either case, Board approval must be obtained via majority resolution at a fully quorate meeting. After which, order to be placed on Electronic Purchase System for authorisation by CEO. Once order is authorised on Electronic Purchase System, the order may be placed with supplier.</p>	
Purchase orders: Tier 2 Budget Holders	Up to £2,500	Budget Holder	<p>Purchases to be made in accordance with one of the Purchasing Processes defined in the Finance Policy.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£2,501 to £10,000	Head of Finance	<p>Value for money form completed. In exceptional circumstances, the Value For Money Form (Single) may be used where fewer than 3 suppliers are able to fulfil the specification set by the Budget Holder. However, this will only be authorised by the Head of Finance where evidence is provided to show that this is the case.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£10,001 to £40,000	CEO	<p>Value for money exercise to be carried out in accordance with Government Guidance “Buying low to medium cost things”</p>	As required

			Purchase order to be raised and authorised on Electronic Purchasing System.	
	£40,001 to £100,000	CEO	Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold” Purchase order to be raised and authorised on Electronic Purchasing System.	As required
	Over £100,000	Strategic Board	Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold” OR (if the contract price inclusive of VAT exceeds the thresholds set out within the Public Contracts Regulations 2015*) Formal tender in accordance with the procedures laid down in the Public Contracts Regulations Public Contracts Regulations 2015*. In either case, Board approval must be obtained via majority resolution at a fully quorate meeting. After which, order to be placed on Electronic Purchase System for authorisation by CEO. Once order is authorised on Electronic Purchase System, the order may be placed with supplier.	As required
Purchase orders: Tier 3 Budget Holders	Up to £2,500	Budget Holder	Purchases to be made in accordance with one of the Purchasing Processes defined in the Finance Policy. Purchase order to be raised and authorised on Electronic Purchasing System.	As required
	£2,501 to £5,000	Budget Holder	Value for money form completed. In exceptional circumstances, the Value For Money Form (Single) may be	As required

			used where fewer than 3 suppliers are able to fulfil the specification set by the Budget Holder. However, this will only be authorised by the Head of Finance where evidence is provided to show that this is the case. Purchase order to be raised and authorised on Electronic Purchasing System.	
	£5,001 to £10,000	Head of Finance	Value for money form completed. In exceptional circumstances, the Value For Money Form (Single) may be used where fewer than 3 suppliers are able to fulfil the specification set by the Budget Holder. However, this will only be authorised by the Head of Finance where evidence is provided to show that this is the case. Purchase order to be raised and authorised on Electronic Purchasing System.	As required
	£10,001 to £40,000	CEO	Value for money exercise to be carried out in accordance with Government Guidance “Buying low to medium cost things” Purchase order to be raised and authorised on Electronic Purchasing System.	As required
	£40,001 to £100,000	CEO	Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold” Purchase order to be raised and authorised on Electronic Purchasing System.	As required
	Over £100,000	Strategic Board	Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold”	As required

			<p>OR (if the contract price inclusive of VAT exceeds the thresholds set out within the Public Contracts Regulations 2015*)</p> <p>Formal tender in accordance with the procedures laid down in the Public Contracts Regulations Public Contracts Regulations 2015*.</p> <p>In either case, Board approval must be obtained via majority resolution at a fully quorate meeting. After which, order to be placed on Electronic Purchase System for authorisation by CEO. Once order is authorised on Electronic Purchase System, the order may be placed with supplier.</p>	
Purchase orders: Tier 4 Budget Holders	Up to £2,500	Budget Holder	<p>Purchases to be made in accordance with one of the Purchasing Processes defined in the Finance Policy.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£2,501 to £10,000	Budget Holder	<p>Value for money form completed. In exceptional circumstances, the Value For Money Form (Single) may be used where fewer than 3 suppliers are able to fulfil the specification set by the Budget Holder. However, this will only be authorised by the Head of Finance where evidence is provided to show that this is the case.</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	£10,001 to £40,000	CEO	<p>Value for money exercise to be carried out in accordance with Government Guidance “Buying low to medium cost things”</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required

	£40,001 to £100,000	CEO	<p>Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold”</p> <p>Purchase order to be raised and authorised on Electronic Purchasing System.</p>	As required
	Over £100,000	Strategic Board	<p>Internal tender following Government Guidance “Buying high-value things under the Public Contracts Regulations (PCR) procurement threshold”</p> <p>OR (if the contract price inclusive of VAT exceeds the thresholds set out within the Public Contracts Regulations 2015*)</p> <p>Formal tender in accordance with the procedures laid down in the Public Contracts Regulations Public Contracts Regulations 2015*.</p> <p>In either case, Board approval must be obtained via majority resolution at a fully quorate meeting. After which, order to be placed on Electronic Purchase System for authorisation by CEO. Once order is authorised on Electronic Purchase System, the order may be placed with supplier.</p>	
Payment by cheque, BACs or Faster Payment(excluding payroll and CIF projects)	Up to £150,000	Bank Signatories	<p>Two signatories required from the approved Trust signatories of whom at least one must be a Panel A signatory and one must be a Panel B signatory (as approved by the Strategic Board from time to time)</p> <p>Cheques or payment notification must be accompanied by authorised supporting documentation</p>	As required

			All Faster Payments must have the prior authorisation of the Head of Finance who will have regard to cost versus benefit.	
	Over £150,001	Chair of the Strategic Board / Bank Signatories	Consent to be obtained from Chair of the Strategic Board then as above	As required
Payroll Payment by Bacs or Faster Payment	Up to £500,000	CEO / Bank Signatories	<p>The CEO will authorise the whole Trust's monthly payroll.</p> <p>Two bank signatories may then authorise the payment from the Trust's bank account, of whom at least one must be a Panel A signatory and one must be a Panel B signatory (as approved by the Strategic Board from time to time)</p> <p>As soon as is practicable after authorisation by CEO, Trust payroll variance report will be reviewed by Chair of Strategic Board and counter approved.</p> <p>In exceptional circumstances (such as correction of a payroll error) CEO may authorise salary payments by faster payment having regard to value for money and business risk</p>	Monthly
	Over £500,000	Strategic Board	Strategic Board approval and then as above	As required
Payments by cheque, BACs or Faster Payment that relate to approved CIF funded projects	Up to £500,000	Head of Finance / Bank Signatories	<p>The Head of Finance will authorise payment in accordance with the conditions of CIF funding and the project funding application.</p> <p>Two bank signatories may then authorise the payment from the Trust's bank account, of whom at least one must be a Panel A signatory and one must be a Panel B signatory (as approved by the Strategic Board from time to time)</p> <p>Strategic Board will be kept informed of the progress of CIF projects and ESFA monitoring forms will be completed by the Head of Finance.</p>	As required
	Over £500,000	Strategic Board / Bank Signatories	Strategic Board approval and then as above	As required

Charge Card – Non Budget Holders	Limited to £250 per card per month	Budget Holder	Purchase order must be authorised by relevant Budget Holder prior to purchase. Limit may be amended by Head of Finance from time to time up to a monthly limit of £1000. For further details, refer to Finance Policy	Monthly
Charge Card – Tier 1 Budget Holders	Limited to £250 per card per month	Budget Holder	Limit may be amended by Head of Finance from time to time up to a monthly limit of £1000. For further details, refer to Finance Policy	Monthly
Charge Card – Tier 2 Budget Holders	Limited to £500 per card per month	Budget Holder	Limit may be amended by Head of Finance from time to time up to a monthly limit of £1000. For further details, refer to Finance Policy	Monthly
Charge Card – Tier 3 Budget Holders	Limited to £750 per card per month	Budget Holder	Limit may be amended by Head of Finance from time to time up to a monthly limit of £1000. For further details, refer to Finance Policy	Monthly
Charge Card – Tier 4 Budget Holders	Limited to £1,000 per card per month	Budget Holder	Limit may be amended by CEO from time to time up to a monthly limit of £2,500. For further details, refer to Finance Policy	Monthly
Standing orders and direct debits	Any	Head of Finance	To be set up with Head of Finance’s authority in accordance with Bank’s own requirements	As necessary
Liabilities and Write-Offs (including those arising under early termination of a contract for services)	Less than 1% of total annual income or £45,000 (whichever is smaller) per	CEO	CEO to consider propriety, regularity and value for money prior to making a decision.	As necessary

	single transaction			
	1% of total annual income or £45,000 (whichever is smaller) per single transaction	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
	Cumulatively, 5% of total annual income in any one financial year per category of transaction	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Purchase or sale of any freehold property	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Granting any leasehold or tenancy agreement	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Taking up any leasehold or tenancy agreement for seven years or more	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Entering into a Finance Lease	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Entering into an Operating Lease	Up to £50,000	Head of Finance	Threshold based on the full price for the entire lease period. Trust to follow purchasing requirements for the level of spend taking account of the whole lease period	As necessary
	£50,001 and over	Strategic Board	Threshold based on the full price for the entire lease period.	As necessary

			Trust to obtain approval from Strategic Board to enter into an operating lease and then follow purchasing requirements for the level of spend taking account of the whole lease period	
Entering into a contract for services	Up to £10,000	Budget Holder	<p>Purchase order to first be approved in accordance with relevant delegated authority.</p> <p>Budget Holder to ensure that contractual terms are not unduly onerous, particularly in relation to early termination or obligations for the Trust.</p> <p>Budget Holder to sign contract</p>	As necessary
	£10,001 to £20,000	Head of Finance	<p>Purchase order to first be approved in accordance with relevant delegated authority.</p> <p>Head of Finance to ensure that contractual terms are not unduly onerous, particularly in relation to early termination or obligations for the Trust.</p> <p>Head of Finance to sign contract</p>	As necessary
	£20,001 to £100,000	CEO	<p>Purchase order to first be approved in accordance with relevant delegated authority.</p> <p>CEO to ensure that contractual terms are not unduly onerous, particularly in relation to early termination or obligations for the Trust.</p> <p>CEO to sign contract</p>	As necessary
	Over £100,000	CEO	<p>Purchase order to first be approved in accordance with relevant delegated authority.</p> <p>Legal advice to be taken in relation to contract terms.</p> <p>CEO to sign contract</p>	As necessary

Novel, contentious or repercussive transactions or indemnities	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Special staff severance payments	Up to £49,999	CEO in consultation with the Head of Finance	Approval to be given in line with requirements of Academy Trust Handbook, including ensuring that value for money is achieved	As necessary
	£50,000 and over	Strategic Board and ESFA approval required	CEO to obtain Strategic Board approval and then Head of Finance to obtain ESFA approval through appropriate methods	As necessary
Compensation payments	Up to £49,999	CEO	Approval to be given in line with requirements of Academy Trust Handbook, including ensuring that value for money is achieved	As necessary
	£50,000 and over	Strategic Board and ESFA approval required	CEO to obtain Strategic Board approval and then Head of Finance to obtain ESFA approval through appropriate methods	As necessary
Ex Gratia payments	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary

* Contract prices must be **inclusive of VAT** when determining if they meet the threshold for the public procurement procedures as set out in the Public Contracts Regulations (PPN 10/21)

Wages and Salaries

Process	Value	Delegated Authority	Method	Review Period
Appointment of Staff	Teaching and Educational Support Staff	Academy Headteacher or Head of Department in conjunction with Executive Board	Appointment to be made in line with Trust guidelines and proforma	As required
	Members of management staff	Executive Board	Appointment to be made in line with Trust guidelines and proforma	As required
	Non-educational support staff	Head of Department in conjunction with Executive Board	Appointment to be made in line with Trust guidelines and proforma	As required
	Members of Executive Board (excluding CEO)	CEO	Appointment to be made in line with Trust guidelines and proforma	As required
	CEO	Strategic Board in consultation with Executive Board	Appointment to be made in line with Trust guidelines and proforma	As required
Payroll Processing	Academy Payrolls	Academy Headteacher / CEO	<p>Monthly payroll and any changes must be authorised and signed off by the Academy Headteacher and counter authorised by the CEO.</p> <p>Payroll reports and payments to be reconciled on the Trust's accounting software by the Head of Finance on a monthly basis and any anomalies should be authorised by the CEO.</p>	Monthly

			New staff can only be added to the payroll with the express authorisation of the Academy Headteacher and counter authorisation of the CEO	
	Head Office Payroll	CEO / Chair of Strategic Board	<p>Monthly payroll and any changes must be authorised and signed off on by the CEO.</p> <p>Payroll reports and payments made will to be reconciled on the Trust's accounting software on a monthly basis and any anomalies will be authorised by the CEO.</p> <p>Payroll reports to be counter approved by the Chair of the Strategic Board monthly following processing.</p> <p>New staff can only be added to the payroll with the express authorisation of the CEO</p>	Monthly
Overtime Claims	Overtime Claims	Budget Holders	Overtime claims to be authorised by Budget Holders via Payroll System.	Monthly
Staff Expenses	Staff Expenses	Budget Holder	<p>Staff Expenses (incl. mileage claims) to be authorised by line manager and Budget Holder via Payroll System</p> <p>Academy Headteacher and Head of Department claims to be authorised by Executive Board.</p> <p>CEO and Director of Education expenses will be counter approved by the Chair of the Strategic Board monthly following processing.</p>	Monthly
Staff Absences	Staff Absence payments / non payments	Budget Holder	Staff absence payments / non-payments to be authorised by line manager and Budget Holder via Payroll System.	Monthly

			<p>Academy Headteacher and Head of Department absence payments / non-payments to be authorised by Executive Board.</p> <p>CEO and Director of Education absence payments / non-payments will be counter approved by the Chair of the Strategic Board monthly following processing.</p>	
Contracts of employment		Department manager / CEO	<p>All employee contracts must be kept up to-date by Trust HR Department.</p> <p>Any contract changes or new contracts need to be instructed by the department manager and counter authorised by the CEO.</p> <p>Contracts and contract variations will then be signed on behalf of the Trust by the Head of People and filed in the staff members' file by the HR Department.</p> <p>These contracts will be periodically checked by the Head of Finance and the auditors.</p>	As required

Assets

Process	Value	Delegated Authority	Method	Review Period
Fixed asset register	Under £2,000	Head of Finance	All assets below the value of £2,000 individually should be recorded on the Trust asset management software that should be maintained by the Head of Finance (and checked periodically)	Monthly

	£2,000	Head of Finance	All assets to the value of £2,000 individually will need to be recorded as a fixed asset on PS Financials and the Trust's fixed asset register by the Trust Head of Finance and added to the Trust asset management software.	Monthly
Disposals of fixed assets (excluding freehold land and heritage assets)	Up to £5,000	Head of Finance	Disposals made in accordance with Finance Policy	As necessary
	£5,001 to £50,000	CEO	CEO authorisation and then disposals made in accordance with Finance Policy	As necessary
	£50,001 and over	Strategic Board	Strategic Board authorisation and then disposals made in accordance with Finance Policy	As necessary
Disposals of Freehold Land	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary
Disposals of heritage assets	Any	ESFA approval required	Head of Finance to obtain approval through appropriate methods	As necessary

PFI Academies

Process	Value	Delegated Authority	Method	Review Period
Authority Notice for Change (ANC)	£0	Academy Headteacher	Academy Headteacher to sign ANC on behalf of Trust	As required
	Up to £50,000	Director of Education	Director of Education to sign ANC on behalf of the Trust	As required
	£50,001 to £100,000	CEO	CEO to sign ANC on behalf of Trust	As required
	Over £100,001	Strategic Board	Strategic Board to authorise and then as above	As required

Reserves

Process	Value	Delegated Authority	Method	Review Period
Balance Sheet Reserves	Up to £50,000	Tier 1, 2 and 3 Budget Holders / Head of Finance	Budget Holder to provide proposal and impact statement using Form FRS1. Upon authorisation of Form FRS1 by Head of Finance purchases to be made in accordance with the process for Trust Purchase Orders as per this Financial Scheme of Delegation. Budget Holder to provide termly updates using Annex A to Form FRS1 following expenditure.	As required
	Up to £50,000	Tier 4 Budget Holders	Purchases to be made in accordance with the process for Trust Purchase Orders as per this Financial Scheme of Delegation.	As required
	Over £50,000	Strategic Board	Strategic Board to authorise then as above	As required