

Financial Scheme of Delegation

Key

Accountable (approver)	✓	Directly answerable <i>Can delegate tasks to those responsible</i>
Responsible	R	Responsible for delivery individually or in a group <i>May need to report back to approver</i>
Monitor	M	Monitors implementation, progress or outcomes as applicable <i>May need to report back to those responsible or accountable</i>
Consulted	C	Provides feedback before a decision is made <i>Two-way communication</i>
Informed	I	Kept up to date on progress and/or key information
Committees	The relevant Board Committee will have oversight of specific areas as delegated and where needed will refer to the Board and/or Members for key decision points: AR&F = Audit, Risk & Finance P&R = People & Remuneration G&Q = Governance & Quality [LGB responsibilities are shown in a separate column]	

1.	Financial Management	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
1.1	Compliance with the Academy Trust Handbook			All (M)	✓/R		
1.2	Trust Financial Scheme of Delegation		✓	AR&F (M)	R	I	C
1.3	Trust finance policies, procedures and controls			AR&F (✓/M)	R		C
1.4	Approve the central top-slice		✓	AR&F (C)	R/M	I	C
1.5	Set the Reserves Policy		✓	AR&F (C)	R/M	I	C
1.6	Trust Financial Procedures Manual				✓/M		
1.7	Trust Financial Strategy		✓	AR&F (M)	R/M		C

2.	Financial Planning	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
2.1	Trust consolidated three-year budget plan		✓	AR&F (M)	R/M		
2.2	Academy three-year budget plans		I	AR&F (M)	✓/M	I	
2.3	Annual budget cycle and timetable		I		✓		R

3.	Financial Reporting	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
3.1	Trust Annual Report and Accounts	I	✓	AR&F (M)	R	I	I
3.2	Approve DfE statutory returns		I	AR&F (✓)	R		

4.	Budget Monitoring and Control	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
4.1	Consolidated Trust monthly management accounts Termly management accounts		M <i>Via Chair</i> M	AR&F (M)	R ✓/R		
4.2	Academy monthly management accounts				R/M		✓
4.3	Forecast outturn reports				R/M		✓
4.4	Monitor monthly expenditure including all additional school funds				I		✓
4.5	Report monthly expenditure including all additional school funds				I		✓
4.6	Approve revenue expenditure – budgeted – within payment authority limits as set out in section 7.1				M		✓/R
4.7	Approve revenue expenditure – unbudgeted - within payment authority limits as set out in section 7.1				✓/M		R
4.9	Approve bad debt write off in accordance with the Academy Trust Handbook			AR&F (✓)	R/M		

5.	Audit	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
5.1	Appoint/reappoint External Auditors	✓	C	AR&F(R)	C		I
5.2	Appoint the Trust's Internal Auditor		✓	AR&F (R)	C		I
5.3	Programme of internal scrutiny for financial and non-financial controls		✓	AR&F (C/M)	R		
5.4	Audit report and management letter		✓	AR&F (M)	R		

6.	Cash Management	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
6.1	Cash position and management		I	AR&F (M)	✓		
6.2	Investments		✓	AR&F (C/M)	✓/R		
6.3	Approve non-property lease arrangements		✓	AR&F (C/M)	R		

7.	Banking	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
7.1	Authorise payments (two signatories) –						
(a)	<£50,000						✓
(b)	£50,001-£100,000				✓CFOO DCEO		
(c)	£100,001-£200,000				✓CEO		
(d)	>£200,001		✓				
7.2	Authorisation of credit card holders and spending limits				✓/M		I
7.3	Control and reconciliation of bank accounts				R/M		✓

8.	Payroll and Personnel	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
8.1	Trust Pay Policies		✓	P&R(C)	R	I	C
8.2	Approve changes to trust-wide terms and conditions of employment		✓	P&R(C/M)	R		I
	Consider Executive team terms and conditions		✓	P&R(C/M)	R		
8.3	Executive appointments		✓	P&R(C/M)	R	I	I

	Professional services appointments			P&R(I)	✓/R		I
8.4	Principal / Headteacher appointments		✓	P&R(C/M)	R	C	
8.5	SLT/SMT appointments			P&R(I)	✓/M	C	R
8.6	Pay progression for Executive		✓	P&R(R)	C/M		I
	Pay progression for Principals/Heads			P&R(✓)	R	C	I
	Pay progression for Professional services				✓/R/M		
	<i>Including performance management reviews and setting pay increases</i>						
8.8	Pay arrangements for SLT/SMT performance management reviews and setting pay increases			P&R(I)	✓/M	C	R
8.9	Pay arrangements for all other staff including performance management reviews and setting pay increases (within relevant policy)				M		✓/R
8.10	Approve expenses for CEO		✓ <i>Via Chair</i>		M		
8.11	Determine academy staffing structures in accordance with approved budgets		I		✓		R
8.12	Approval of appointments falling within the approved budget				M		✓/R
8.13	Approve appointments falling outside of the approved budget		✓	P&R(C/M)	R		
8.14	Approve exit payments exceeding contractual notice (e.g. settlement agreements, redundancy etc.) over the approval limit of £50k as set in the ATH			P&R(✓/M)	R		

8.15	Approve early retirement, where there is a cost to the organisation		I		✓/R		
8.16	Approve flexible retirement, where there is a cost to the organisation		I		✓/R		
8.17	Approve pension discretions, where there is a cost to the organisation			AR&F (✓)	M/R		
8.18	Monitor Gifts and Hospitality Register		I		✓/R		
8.19	Monitor and reporting related party transactions		I	AR&F (M)	✓/R		

9.	Capital	Members	Board	Board Committee	Chief Executive	LGB	College/ School Leader
9.1	Approve Trust property or capital strategy, including the associated capital funding plan		✓	AR&F (C/M)		C	
9.2	Approve contracts to deliver capital plans		✓	AR&F (C)			
9.3	Approve Trust annual capital budget for and any material changes to it		✓	AR&F (C/M)			
9.4	Approve annual capital budget for the College/ school and any material changes to it				✓	C	C
9.5	Approve the acquisition or disposal of property, including any mortgage or lease*		✓*	AR&F (C/M)			
9.6	Approve capital expenditure – budgeted				I/M		✓/R
9.7	Approve capital expenditure – unbudgeted (up to £100k)				✓/R		
9.8	Approve capital expenditure – unbudgeted (over £100k)		✓	AR&F (C/M)	R/M		

*For Collyer's approval would also be required by The Collyer Endowment CIO