

Financial Scheme of Delegation	Board of Directors and Committees			Academy Based Leadership Team				Admin Team
Function	Board of Trustees	Human Resources and Finance Committee	Chair of Trust Board	CEO (Accounting Officer for Multi-Academy)	Executive Principal	School Leaders	Trust Business Manager/Deputy Federation Business Manager	Office Managers/School Secretaries
Compliance/Assurance								
Comply with all Trust Board policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide assurance that Trust Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure separation of duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure internal controls operate correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain register of interests							<input type="checkbox"/>	<input type="checkbox"/>
Maintain register of eligibility to serve							<input type="checkbox"/>	
EFA Budget forecast return	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Approve financial statements	<input type="checkbox"/>	<input type="checkbox"/>						
Approve whole Government accounts return	<input type="checkbox"/>							
Respond to Audit reports and recommendations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
FMGS return	<input type="checkbox"/>	<input type="checkbox"/>						
Policy Review								
Finance, Accounting and Resources Policy		<input type="checkbox"/>						
Charges and Remissions Policy		<input type="checkbox"/>						

Counter Fraud, Theft and Corruption Policy		<input type="checkbox"/>						
Financial Risk Management Policy		<input type="checkbox"/>						
Best Value Statement		<input type="checkbox"/>						
Annual renewal of insurance policy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Scheme of Delegation - Draft 1	Board of Directors			Leadership Team				
Annual revenue budget								
Prepare				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve	<input type="checkbox"/>							
Monitor				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain records							<input type="checkbox"/>	<input type="checkbox"/>
Reconcile data - Academy a/cs							<input type="checkbox"/>	<input type="checkbox"/>
Reconcile data - card accounts							<input type="checkbox"/>	<input type="checkbox"/>
Financial Scheme of Delegation	Board of Directors and Committees			Academy Based Leadership Team				Admin Team
Function	Board of Trustees	Human Resources and Finance and Committee	Chair of Trust Board	CEO (Accounting Officer for Multi-Academy)	Executive Principal	Headteachers and School Leaders	Trust Business Manager/Deputy Federation Business Manager	Office Managers/Admin Staff
Prepare formal budget monitoring							<input type="checkbox"/>	<input type="checkbox"/>
Make recommendations to Trustees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Review outturn report	<input type="checkbox"/>	<input type="checkbox"/>						
Transfers money from Academy a/c to card a/cs							<input type="checkbox"/>	

Inter-school bank transfers (agree levels)		Up to		Under	Under		Under	
Personnel and Payroll								
Annual salary and threshold review		<input type="checkbox"/>						
Annual check of salary paid versus				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Authorise Academy monthly payroll				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Authorise claim forms including mileage				<input type="checkbox"/>	<input type="checkbox"/>			
Commitments and Expenditure								
Authority to commit expenditure	>£25000	>£20000	>£150	£15,000	£15,000	£500	£500	
Contracts, SLAs and equipment leases				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certification of orders	>£25000	>£20000	>£150	£15,000	5,000	£500	£500	
Receive goods/services						<input type="checkbox"/>		<input type="checkbox"/>
Authorise invoices for payment				<input type="checkbox"/>	<input type="checkbox"/>			
Authorise petty cash/card payments				<input type="checkbox"/>	<input type="checkbox"/>	up to	up to £50	
Sign cheques/BACs - Academy a/c (any 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		TBM	
Sign cheques/BACs - Imprest/card a/c (any 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Card payments on a/c's				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income								
Manage income activity							<input type="checkbox"/>	<input type="checkbox"/>
Cash / cheque receipting							<input type="checkbox"/>	<input type="checkbox"/>
Debtors								
Approval to write-off debts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Approval of effective economic and effective		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Implement debt recovery procedures in line with				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Scheme of Delegation	Board of Directors and Committees			Academy Based Leadership Team				Admin Team
Function	Board of Trustees	Human Resources and Finance Committee	Chair of Trust Board	CEO (Accounting Officer for Multi-Academy)	Executive Principal	Headteachers and School Leaders	Trust Business Manager/Deputy Federation Business Manager	Office Managers/School Secretaries
Asset Management								
Security of property and assets and				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security of cash				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data protection registration							<input type="checkbox"/>	<input type="checkbox"/>
Comply with GDPR/data protection rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retain data and records in line with				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of inventories							<input type="checkbox"/>	<input type="checkbox"/>
Check and certify inventories				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve write-off of assets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
Maintain Fixed Asset Register							<input type="checkbox"/>	<input type="checkbox"/>
Physical check of fixed assets							<input type="checkbox"/>	<input type="checkbox"/>
Authorise loan of Academy equipment				<input type="checkbox"/>	<input type="checkbox"/>			
Maintain loan book								<input type="checkbox"/>
Maintain key/key code register								<input type="checkbox"/>

Contracts and equipment leases								
To negotiate on behalf of the MAT - to agreed				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Under £3,000				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
£3,000 to £25,000				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
£25,000 to EU Threshold		<input type="checkbox"/>						
Over EU threshold	<input type="checkbox"/>							
Financial Scheme of Delegation	Board of Directors and Committees			Academy Based Leadership Team			Admin Team	
Function	Board of Trustees	Human Resources and Finance Committee	Chair of Trust Board	CEO (Accounting Officer for Multi-Academy)	Executive Principal	Headteachers and School Leaders	Trust Business Manager/ Deputy Federation Business Manager	Office Managers/ School Secretaries
Open formal tenders received	<input type="checkbox"/>							
Evaluate formal tenders	<input type="checkbox"/>							
Accept formal tenders	<input type="checkbox"/>							
Authority to dispose of equipment/assets								
Up to £300 estimated value				<input type="checkbox"/>	<input type="checkbox"/>			
Over £300 estimated value	<input type="checkbox"/>	<input type="checkbox"/>						
Items over £20,000 to be referred to DfE by				<input type="checkbox"/>	<input type="checkbox"/>			

School Organisation								
Pupil admission into school	<input type="checkbox"/>			<input type="checkbox"/>				
Exclusion and suspension				<input type="checkbox"/>	<input type="checkbox"/>			
School closure (for adverse weather etc.)				<input type="checkbox"/>	<input type="checkbox"/>			
Staff absence acknowledgment and cover arrangements						<input type="checkbox"/>		
Long-term staff absence management						<input type="checkbox"/>	<input type="checkbox"/>	
Day-to-day management				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Return to Work interviews and documentation						<input type="checkbox"/>		
Support staff appraisals						<input type="checkbox"/>		
Teacher appraisals				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CEO Appraisal			<input type="checkbox"/>					
School-specific sections of Leadership Report to Trustees						<input type="checkbox"/>		
Termly Leadership Report to Trustees				<input type="checkbox"/>	<input type="checkbox"/>			
Self-evaluation of school						<input type="checkbox"/>		
School Development Plan and review						<input type="checkbox"/>		
Trust Development Plan				<input type="checkbox"/>	<input type="checkbox"/>			
Marketing/Promotion of school				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Management of staff performance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Curriculum plans complete and published on website						<input type="checkbox"/>		
Pupil Progress and Performance monitoring						<input type="checkbox"/>		
Health and Safety: school site and operations						<input type="checkbox"/>		
Adherence to safeguarding policy and CPD within school	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Develop and maintain religious character of school*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adherence to school policies				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Monitoring standards of education	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Statutory Assessments completed and administered accurately						<input type="checkbox"/>		
Ensure arrangements for Looked After Children are in place						<input type="checkbox"/>		

Maintain a positive culture for mental wellbeing	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Liaise with Link Trustee as appropriate	<input type="checkbox"/>					<input type="checkbox"/>		
Ensure an inclusive environment and culture within school	<input type="checkbox"/>					<input type="checkbox"/>		
Report on Pupil Premium, Sports Premium and SEND allocations				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Liaise with Trust SENDs team to engage external support						<input type="checkbox"/>		
Allocate 'Catch up' and Tutoring funding						<input type="checkbox"/>		
Maintain culture to protect children from radicalisation	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor attendance and act in line with policy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Maintain regular communications with parents/carers						<input type="checkbox"/>		
Business Continuity Plan				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ensure effective communication with Trustees				<input type="checkbox"/>	<input type="checkbox"/>			
Supporting development of staff	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

* within Trust's Faith schools