



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Scheme of Delegation of Financial Powers

Date	September 2017
Written by	Finance Director
Adopted by Trust Board	
Adopted by LGB	
Review Date	September 2018
Consulted with NJCC	Not required

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Budgeting and Reporting

Role	Value	Delegated Authority	Method	Review Period
Budget setting process		Education Director and Principal	Agree academy improvement priorities	Annual
		Academy Principal and Hub Finance Manager	Draft budget plan	Annual
		Education Director, Finance Director and CEO	Agree budget plan	Annual
		Governing Body	Approve budget plan for submission to the Finance Committee	Annual
		Trust Board	<p>Approve or reject budget after applying 2 Tests:</p> <p>If the Trust Board require the Governing Body to reconsider the budget then it must provide a full explanation to the Governing Body of the reasons and the timescales by which an alternative budget should be provided.</p> <p>If the Trust Board has lost confidence in the ability of the Governing Body to set a budget that meets the Tests', it will provide a full written explanation to the Governing Body for its judgement.</p> <p>Under these wholly exceptional circumstances, the Chief Executive Officer will take responsibility for recommending a budget plan to the board.</p>	Annual
Budget holders responsibilities	As per the individual budgets set	Principal, School Business Office/Manager and Hub Finance Manager	Budget monitoring is the responsibility of the budget holder and the budget must not be overspent at any time during the year unless through prior agreement from the appropriate authorisation level.	Monthly



Monthly Management Accounts		Finance Manager in conjunction with School business/office manager and Principal	All transactions to be processed and reconciled by the academies Central Finance Team for the timely checking and production of the monthly management accounts.	Monthly
ESFA Reporting		Accounting Officer in conjunction with Chief Finance Officer, (Astrea Auditors and Financial Consultants at year end statutory accounts).	An annual Financial Reporting Timetable will be released by the ESFA dates and requirements will be included on this timetable.	



Income

Role	Value	Delegated Authority	Method	Review Period
Collection and receipt of cash and cheques	Any	School Business/Office manager or delegated administration assistant	Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger. All on site cash and cheques must be locked in the safe until banking.	Daily
Sales invoices	Up to £15,000	School Business/Office Manager	All sales invoices must be processed through the financial management system, and issued in a timely manner.	As required
	£15,001 to £100,000	As above plus Principal	Principal to authorise the issuing of sales invoices above £15,001.	As required
Sales invoices	Over £100,001	Finance and Audit Committee	Finance committee to approve the issuing of sales invoices above £100,001.	As required
Banking of cash and cheques	Any	School Business/Office Manager or delegated administration assistant	Cash and cheques should be banked on a regular basis and should not be allowed to accumulate above £1,000. Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.	As required
Reconciliation of bank accounts		Central Finance Officers and Finance Accounts Assistant with oversight from Financial Controller	Bank accounts should be fully reconciled on Day+5 on a monthly basis by someone other than the person doing the banking. Bank reconciliations should then be signed dated by the Financial Controller every month and filed.	Monthly



Petty Cash		School Business/Office Manager of delegated administration assistant	Petty cash should be kept in a locked tin and stored in the school safe. Petty cash payments should be kept below £25. Receipts must be provided for any claim. Pre approval from the appropriate budget holder (Principal) must be obtained before any purchases take place. Period checks should take place by finance consultant or responsible officer	Weekly
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Purchases and Payments

Role	Value	Delegated Authority	Method	Review Period
Purchase orders	Up to £1,000	School Business manager/Office Manager and budget holder	Orders should be placed with approved suppliers unless agree otherwise with School Business/Office Manager. Orders should be written on approved purchase order pro forma and authorised before being processed in the financial management system, and before order is placed with supplier. Approved paper based orders should be entered into the financial management system by someone other then the person who approved the order.	Monthly
	£1,001 to £10,000	Principal, Deputy Principal.	As above.	Monthly
	£10,001 to £25,000	Principal and Deputy Principal with notification to the Finance Director.	As above however minimum three quotes must be written if it's a new supplier or acquisition.	Monthly
	Over £25,000	Education Director in conjunction with the Finance Director.	Formal tendering process to be undertaken.	Monthly
Payment by BACs	Up to £20,000	Two signatories required from either of the Principal, Deputy Principal, Executive Principal or Finance Director.	Individual payments to any supplier to the value of £20,000 need to be signed by two individuals in the delegated authority column. Payment notifications must be accompanied by authorised	As necessary



Role	Value	Delegated Authority	Method	Review Period
			supporting documentation.	
	£20,001 to £100,000	Two signatories including one from the above list plus the Executive Education Director	Payment notification must be accompanied by authorized, supporting documentation.	As necessary
	Above £100,000	Three signatories required from Executive Director of Education, Finance Director and CEO of Trust	Payment notification must be accompanied by authorised supporting documentation.	As necessary
Charge Card	Limited to £1.5k	Principal, School Business Manager and delegated administration assistant	Must be kept in the safe when not in use. All transactions must be supported by a receipt. Orders should be placed only by card holder. Reconciliation should be checked by someone other than the person who places the orders.	Monthly
Standing orders and direct debits	As per limits for cheque of BACs payments	Sign off by two Directors as per banking signatory mandate requirement	No changes can take place to the bank accounts unless signed off by two Directors as per the banking signatory mandate.	As necessary
Liabilities and Write-Offs	1% of total annual income or £45,000 (whichever is smaller) per single transaction.	Principal or Education Director	Anything above these limits must be approved by Secretary of State through the ESFA	Annual



Role	Value	Delegated Authority	Method	Review Period
Purchase or sale of any freehold property	Any	ESFA approval required		Annual
Granting any leasehold or tenancy agreement	Any	ESFA approval required		Annual
Taking up any leasehold or tenancy agreement for more than three years	Any	ESFA approval required		Annual



Wages and Salaries

Role	Value	Delegated Authority	Method	Review Period
Appointment of additional Staff	Up to senior leadership team	Principal with budget approval from the Executive Board.		Annual
	Deputy Principal	Director of Education		Annual
	Principal	Director of Education		Annual
Appointment of replacement Staff	Up to senior leadership team	Principal		Annual
	Deputy Principal	Director of Education		Annual
	Principal	Director of Education		Annual
Payroll Processing		School Business/Office Manager and Principal	School Business/Office Manager to check monthly payroll and make any necessary changes or adjustments. Monthly payroll and any changes must be authorised and signed off on by the Principal. Payroll reports and payments made will be checked and reconciled by the Central Finance Team on a monthly basis.	Monthly



Contracts of employment		School Business Manager or delegated administration assistant	All employee contracts need to be kept up to-date. Any contract changes need to be authorised by the appropriate authority level as per (Appointment of staff) authority and filed in the staff members file (central record). These contracts will be periodically checked by Central HR and the auditors.	As required
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Assets

Role	Value	Delegated Authority	Method	Review Period
Asset register	£1,500	Business/Office Manager or on-site ICT staff member and Hub Finance Manager	Any assets to the value of £1,500 individually will need to be recorded in an asset register.	Monthly and annually