



GUILSBOROUGH MULTI ACADEMY TRUST

Scheme of Delegation

- 1. Governance Action**
- 2. Powers and Duties Delegated to the Finance and Staffing Committee**
- 3. Financial Powers and Duties Delegated to the Finance Director**
- 4. Financial Powers and Duties Delegated to Other Staff**
- 5. Summary of Financial Authorisation Levels**

Date of review – October 2015

1 Circumstances requiring governance action

The Directors may require a governance action where:

- 1.1 The Academy has a deficit budget (both revenue and capital) in excess of £50,000

2 Powers and Duties Delegated to the Joint Finance and Staffing Committee, Guilsborough Academy Trust and Naseby CE Primary Academy

The Finance and Staffing Committee shall be responsible for:

General

- 2.1** Exercising the powers and duties of the Governing Bodies in respect of the financial administration of the Academies, except for those items specifically reserved for the Members, Governing Bodies and those delegated to the Executive Headteacher and other staff.
- 2.2** Reporting on decisions taken under delegated powers to the next meeting of the Governing Bodies.

Budgets/Budgetary Control

- 2.3** Reviewing the annual Academy budgets prior to the start of each financial year and recommending its acceptance, or otherwise to the Governing Bodies and Members.
- 2.4** Considering budgetary control reports on the Academies financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Governing Bodies.
- 2.5** Authorisation of virement of sums between budget heads, as approved and authorised by the Executive Headteacher, Associate Headteacher, Head of School and Finance and Business Director, which are to be formally notified to the Finance and Staffing Committee who shall minute the notification.
- 2.6** Reporting to the Governing Bodies all significant financial matters and any actual or potential overspending.

Purchasing

- 2.7** Authorising the award of orders and contracts over £10,000 and up to £100,000.
- 2.8** Tenders other than the most financially favourable, or late tenders, can only be accepted by the Finance and Staffing Committee, who shall minute the reasons for their decision.

Income

- 2.9** Authorisation of the write off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual Academies Financial Handbook).

Insurances

- 2.10** Ensuring that arrangements for insurance cover are in place and adequate.

Security of Assets

- 2.11** Ensuring that there are annual independent checks of assets and the asset registers.
- 2.12** Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of up to £5,000 and reporting such authorisations to the Governing Bodies.

Personnel

- 2.13** Authorising permanent changes to the Academies establishment.

Accounts and Audit

- 2.14** Reviewing the draft financial statements and highlighting any significant issues to the Governing Bodies, prior to submission to the Secretary of State by 31 December.
- 2.15** Reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and control. These reports must also be reported the Governing Bodies.

3 Financial Powers and Duties Delegated to the Director

The Finance Director shall be responsible for:

Budgets/Budgetary Control

- 3.1 Preparing an annual draft budget plans for consideration by the Finance and Staffing Committee, Governing Bodies and Directors before the start of the relevant financial year.
- 3.2 Monthly monitoring of expenditure and income against the approved budgets and submitting reports on the Academies financial position to every meeting of the Finance and Staffing Committee. Any actual or potential overspending shall be reported to the Finance and Staffing Committee.
- 3.3 Recommend virements between budget headings, as appropriate, to the Executive Headteacher.

Purchasing

- 3.4 Authorising orders and contracts over £1,000 and up to £5,000 in conjunction with Budget Holders.
- 3.5 Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- 3.6 Retention of quotes obtained for goods, works and services.
- 3.7 Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- 3.8 Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Payroll and Personnel

- 3.9 Notifying the payroll provider of any matters affecting payments to employees.
- 3.10 Ensuring that the monthly payroll is checked, and certifying it for payment in conjunction with the Executive Headteacher and Associate Headteacher.

Income

- 3.11 Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

Banking Arrangements

- 3.12 Maintaining proper records of account and reviewing monthly bank reconciliations.

Insurances

- 5.13 Notifying the Finance and Staffing Committee on any eventuality that could affect the Academy's insurance arrangements.

Security of Assets

- 3.14 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

Information and Communication Systems

- 3.15 Maintaining the standards of control for such systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.

4 Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Regulations.

The following responsibilities are delegated to other staff in addition to the Executive Headteacher, Associate Headteacher, Head of School and Finance Director:

Budgets/Budgetary Control

4.1 Heads of Departments appointed as Budget Holders are responsible for checking and certifying monthly statements of expenditure against their delegated budget and for reporting any errors or irregularities to the Finance Director. Any actual or potential overspending shall also be reported to the Finance Director.

Purchasing

4.2 Budget Holders can authorise orders up to £1,000 provided it is within the scope and remaining balance of their delegated budget, orders between £100 and £300 require a second signatory within the department and orders over £300 require second signature from SLT linked to department

4.3 The following members of staff, in addition to the Executive Headteacher and Finance and Business Director, are authorised to open tenders in the presence of another authorised person:

- Associate Headteacher
- Head of School

4.4 The following members of staff are authorised to receive and check goods:

- Budget Holders
- Administrators nominated by the Budget Holder

Payroll

4.5 Budget Holders can authorise time records and authorise overtime within their delegated budget.

5 Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	Up to £1,000	Budget Holder	Selection from preferred supplier list unless agreed otherwise with FD
	£1,001 to £5,000	As above plus Finance and Business Director	Minimum of two quotes for £1,001 to £3,000 and three quotes £3,001 to £30,000
	£5,001 to £10,000	As above plus Executive Headteacher	
	£10,001 to £20,000	As above plus Finance and Staffing Committee	
	£20,001 to £100,000	As above plus Finance and Staffing Committee	Formal tendering process, including advertising in OJEU
	Over £100,000	Director Level	(if over the OJEU threshold)
	Authority to accept other than lowest quotation or tender	Finance and Staffing Committee	
Signatories for cheques, BACS payment authorisations and other bank transfers	Any	Two signatories from: <ul style="list-style-type: none"> - Finance Director - Assistant Business Manager - Associate Headteacher - Head of School 	
Signatories for EFA grant claims and EFA returns	Any	Two signatories (or as required by EFA) from: <ul style="list-style-type: none"> - Finance Director - Executive Headteacher - Nominated Governor 	
Virement of budget provision between budget heads	Any	Finance and Staffing Committee	

Disposal of assets	Up to £5,000	Finance and Staffing Committee	
	£5,001 to £20,000	As above plus Directors	
	Over £20,000	As above, plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant, or transferred from an LA at nominal consideration	
Write-off of bad debts	Any	Finance and Staffing Committee, plus Directors and EFA approval if debts to be written off are above levels detailed in the annual Academies Financial Handbook	
Purchase or sale of any freehold property	Any	EFA approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	EFA approval required	
Raising invoices to collect income	Up to £5,000	Finance Director	
	£5,001 to £10,000	As above plus Executive Headteacher	
	£10,001 to £100,000	As above plus Finance and Staffing Committee	
	Over £100,000	Director Level	