

Scheme of Delegation

Powers and Duties for the Board of Trustees

The Board of Trustees shall be responsible for:

General

Approval of a written scheme of delegation of its financial powers and duties to its Audit Committee, Finance Committee, the CEO and other staff. The Scheme must satisfy the Trustees ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the Trusts.

Budgets/Budgetary Control

Formally approving the annual Trusts budgets prior to the start of each financial year

Considering Monitoring reports from the Finance Committee at every meeting with relevant explanations and documentation where required

Purchasing

Maintenance of a Register of Business Interests for all Trustees and Trust staff with financial responsibilities

Authorisation of the award for Tenders above £100,000

Acceptance of tenders other than the most financially favourable, or late tenders, should be report to the Finance Sub Committee

Income

Authorisation of the write off 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 funding letter)

Security of Assets

Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £1,000

Accounts and Audit

Review the draft financial statements prior to audit and approval of the audited financial statements prior to submission to the Secretary of State by 31 December

Receiving the reports of the external auditor

Receiving the reports of the Responsible Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities

Informing the EFA if it suspects any irregularity affecting resources

Powers and Duties Delegated to the Finance Committee

The Finance Committee shall be responsible for:

General

Exercising the powers and duties of the Trustees in respect of the financial administration of the Trust, except for those items specifically reserved for the Trustees and those delegated to the CEO and other staff.

Reporting on decisions taken under the delegated powers to the next meeting of the Trustees

Budget/Budgetary Control

Reviewing the annual Trust budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Trustees

Considering budgetary control reports on the Trusts financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Trustees

Reporting to the Trustees all significant matters and any actual or potential overspending

Purchasing

Reviewing the award of orders and contracts over £10,000 and up to £100,000

Insurance

Ensuring that arrangements for insurance cover are in place and adequate

Security of Assets

Ensuring that there are annual independent checks of assets and the asset register

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 £1,000 and reporting such authorisations to the board

Powers and Duties Delegated to the Audit Committee

The Audit Committee shall be responsible for:

Accounts and Audit

Appointment of external auditors

Reviewing the Draft financial statements and highlighting any significant issues to the Trustees, prior to submission to the Secretary of State by 31 December

Reviewing the internal audit reports on the effectiveness of the financial procedures and controls. These reports must also be reported to the Trustees.

Financial Powers and Duties Delegated to the CEO and Deputy to CEO

General

The CEO and Deputy CEO has delegated powers and functions in respect of internal organisation, management and control of the Trust, the implementation of all policies approved by the Trustees and for the direction education.

Budgetary control

Reviewing income and expenditure reports and highlighting actual or potential overspending to the Finance Committee

Financial Management

Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

Purchasing

Authorising orders and controls over £1,000 to £10,000 in conjunction with the Principal Finance Officer and reporting all significant purchases to the trustees

Reviewing orders and contracts awarded up to £10,000

Ensuring that all contracts and agreements conform to the Financial Regulations

Payroll and Personnel

Certifying the payment of salaries each month, in conjunction with the Principal Finance Officer

Authorising the Staff Expenses

Authorising permanent changes to the Trusts establishment

Banking Arrangements

Reviewing the cash flow position of the Group

Authorisation the monthly Bank Reconciliations

Security of Assets

Ensuring that there are annual independent checks of assets and the asset register

Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stock, stores, cash, information and records etc. under his/her control

Accounts and Audit

The operation of financial processes within the Trust, ensuring that adequate operational controls are in place and that the principles of internal control are maintained

Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information

Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer

Financial Powers and Duties delegated to the Principal Finance Officer

The Principal Finance Officer shall be responsible for:

Budgets/Budgetary Control

Preparing an annual draft budget plan for consideration by the Finance Committee and Trustees before the start of the relevant financial year

Monthly monitoring of expenditure and income against the approved budget and submitting reports on the Trusts financial position to every meeting of the Finance Committee. Any actual or potential overspending shall be reported to the Finance Committee.

Purchasing

Authorising orders and contracts up to £1,000 in conjunction with Budget holders and reporting all purchases to the CEO & Deputy CEO for review

Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.

Retention of quotes obtained for goods, works and services

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 for inspection by authorised persons

Ensuring the appropriate division of duties between staff responsible for processing orders, received deliveries and processing payments

Payroll and Personnel

Notifying the payroll provider of any matters affecting payments to employees

Ensuring that the monthly payroll is checked, and certifying it for payments in conjunction with the CEO & Deputy CEO

Checking the Staff expenses in accordance with the expense policy

Income

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

Banking Arrangements

Maintaining proper records of account and processing monthly bank reconciliation's

Producing weekly/monthly/yearly cash flow statements

Insurance

Notifying the Finance committee on any eventuality that could affect the Trust's insurance arrangements

Security of Assets

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

Information and Communication Systems

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.

Financial Powers and Duties Delegated to Budget Holders

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 CEO and the Principal Finance Officer



Budgets/Budgetary Control

Appointed 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 Officers/Principal Finance Officer.

Purchasing

Budget Holders can authorise orders up to £500 provided it is within the scope and remaining balance of their delegated budget

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

-  Cost Centre Budget Holders (see attached)
-  Staff nominated by the Budget Holders

Scheme of Delegations

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services	Up to £500	CEO, Deputy to CEO, Principal Finance Officer & Budget	Selection from preferred supplier list unless agreed

		Holder	otherwise with Principal Finance Officer
	£500 to £1,000	CEO, Deputy to CEO, Principal Finance Officer	
	£1,000 to £10,000	CEO & Deputy to CEO	Minimum of 3 quotes
	£10,000 to £50,000	CEO & Deputy to CEO plus Finance Committee	Formal Tendering Process
	Over £50,000	CEO & Deputy to CEO As above plus the Board of Trustees	
	Authority to accept other than lowest quotations or tender	CEO	
Signatories for Cheques, BACS payments authorisation and other Bank transfers	Any	Two signatures from CEO Deputy to CEO Principal Finance Officer	
Signatories for EFA grant claims and EFA returns	Any	Two signatures from CEO Deputy to CEO Principal Finance Officer	
Disposal of Assets	Over £500	Board of Trustees	
Write Off of Bad Debts	Up to £1,000	Board of Trustees	
	Over £1,000	As above plus EFA	
Purchase or sale of any freehold property		EFA approval	
Granting or take up of any		3 – 5 years Board Approval	

leasehold or tenancy agreement exceeding three years		Over 5 years EFA Approval	
Raising invoices to collect income		Principal Finance Officer	

Cost Centre Code	Cost Centre Descriptions	Budget Holder
C1001	Conversion Costs - Abbeyfield	Albin Wallace
C1002	Conversion Costs – South End Junior	Albin Wallace
C1003	Conversion Costs - Kings Lodge	Albin Wallace
C1004	Conversion Costs – Monkton Park	Albin Wallace
C1005	Conversion Costs – Wrenn	Albin Wallace
C1006	Conversion Costs – Windmill	Albin Wallace
C1007	Conversion Costs - Rushden Community College	Albin Wallace
C1008	Conversion Costs – Thorplands Primary	Albin Wallace
C1009	Conversion Costs – Clarendon Academy	Albin Wallace
C1010	Conversion Costs – Pembroke Park Primary	Albin Wallace
C1011	Conversion Costs – Risdene	Albin Wallace
C2000	Fellowship Day	Cost centre will be deleted
E1000	Staffing Costs	Johnson Kane
E1002	Staffing Expenditure	Johnson Kane
E1003	Other Staffing Costs	Lizzie Rowe
G1000	Governance Costs	Johnson Kane
G1001	Bank Charges	Johnson Kane
I1000	Management Fee	Sue Robinson
I1001	Start-up Grants	Johnson Kane

I1002	School Improvement Grant – Wrenn	Johnson Kane
I1003	Bank Interest	Sue Robinson
I1004	Fund Raising	Lizzie Rowe
L1001	Service Level Agreements	Sue Robinson
L1002	General Legal Costs	Johnson Kane
O1000	Office Costs	Hayley Eaton
O1002	ICT Costs	Albin Wallace
O1003	Marketing Costs	Lizzie Rowe
P1000	Property Costs	Sue Robinson
P1001	Energy Costs	Sue Robinson
P1002	Cleaning Costs	Hayley Eaton
R1001	Reserves	Johnson Kane
R2000	Working Capital Loan	Sue Robinson
S1000	School Costs – Blackthorn	Sue Robinson
S1001	School Costs – Olympic	Sue Robinson
S1002	School Costs– Pembroke	Sue Robinson
S1003	School Costs – Risdene	Sue Robinson
S1004	School Costs – Ruskin	Sue Robinson
S1005	School Costs – South End	Sue Robinson
S1006	School Costs – Thorplands	Sue Robinson
S1007	School Costs – Warwick	Sue Robinson
S1008	School Costs – Windmill	Sue Robinson
S1009	School Costs – Kings Lodge	Sue Robinson
S1010	School Costs – Monkton Park	Sue Robinson
S1100	School Costs - Abbeyfield	Sue Robinson
S1001	School Costs – Clarendon	Sue Robinson
S1003	School Costs – Desborough	Sue Robinson
S1004	School Costs - Rushden	Sue Robinson
S1005	School Improvement – General	Julie Cathcart
T1001	Leadership Days	Lizzie Rowe
T1002	ICT Meetings	Albin Wallace
T1003	Bursar Meetings	Sue Robinson
T1004	TEF Meetings	Lizzie Rowe
T1010	Office Training	Lizzie Rowe

The Principal Finance Officer has overall responsibility for the maintenance and operation of this policy. That person maintains a record of concerns raised and the outcomes and will report as necessary to board.

This policy shall be subject to yearly review.