



BORDESLEY MULTI ACADEMY TRUST

SCHEME OF DELEGATION

Adopted on 22/09/2020

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BORDESLEY MULTI ACEDMY TRUST

SCHEME OF FINANCIAL DELEGATION

This Scheme of Financial Delegation forms part of the Trust's overall structure for financial control and management. It is to be applied in conjunction with other Trust documents and policies including the Governance & Management Structure & Terms of Reference, the Finance Policy and Scheme of Delegation (actions delegated to postholders).

The following points should be noted:

- The Trust must operate in line with its Articles of Association and Funding Agreement/s with the DfE and must comply with all financial guidance issued by the Education and Skills Funding Agency (ESFA)
- The Trust must seek prior approval from the ESFA for some actions including, but not limited to, novel, contentious and repercussive transactions; special/compensation payments; write offs; acquisition and disposal of fixed assets, leases, borrowing and related party transactions. Full details of the areas included in this requirement are in Section 5 of the Academies Financial Handbook 2020).
- The Trustees are responsible for appointing auditors whose remit covers all Schools in the Trust and the provision of central services
- The Chief Executive Officer (CEO) and Chief Financial Officer (CFO) must approve the opening/closing of bank accounts
- The Trustees are responsible for determining the budgets for each school in the Trust and for the provision of central services
- The Trustees are responsible for determining capital decisions and capital spend in accordance with the limits set out below
- All delegated financial authorities are, in addition to the values set out below, limited to the value of the approved budget for each budget holder/school/central service
- All non-pay expenditure, ordering of goods and services must be made/committed in accordance with the Trust's Finance Policy.
- The Board of Trustees may withdraw financial delegation for any individual or group acting in breach of this Scheme of Financial Delegation and may take disciplinary action against individuals or groups
- Each school may set its own monetary value limits and frequency of reporting providing they do not exceed those given in this Scheme.
- Contracts must not be split to avoid the limits specified in this document

DELEGATED DUTY	VALUE	DELEGATED AUTHORITY	METHOD
Ordering Goods and Services (excluding salary payments)	Up to £1,000	Budget Holder	Selection from bank of preferred suppliers unless otherwise agreed with Headteacher / Business Manager
	£1,001 - £5,000	Business Manager	Minimum of three quotes
	£5,001 - £20,000	Headteacher	Minimum of three written quotes based on written specification obtained
	£20,001 - £40,000	Headteacher plus Chief Financial Officer	Minimum of three written quotes based on written specification obtained
	£40,001 - £100,000	Finance & Site Committee	Minimum of four formal tenders, based on written specification (see Tendering Procedure)
	Over £100,000	Board of Trustees (with recommendation from Finance & Site Committee)	Minimum of four formal tenders based on written specifications / OJEU guidelines if applicable (see Tendering Procedure)
			Where any of the above criteria are not followed the reasons should be noted and authorised by the next level of approver
	Authority to accept other than the lowest quotation	Next level of approver	Reasons to be noted or minuted (depending on value)
Signatories for cheques	Any	Two signatories from bank mandate	
Virement of budget sums between budget headings	Up to £10,000	Business Manager with reporting to CFO	
	£10,001 - £40,000	CFO with reporting to Finance & Site Committee	
	£40,001 - £100,000	Chief Executive Officer with reporting to Finance & Site Committee	
	Over £100,000	Finance & Site Committee with reporting to Board of Trustees	
Disposal of assets	Up to £1,000	Budget Holder	Reporting to Business Manager

	£1,001 - £5,000	Business Manager	Reporting to Headteacher
	£5,001 - £20,000	Headteacher	Reporting to Chief Financial Officer
	£20,001 - £40,000	Headteacher plus Chief Financial Officer	Reporting to Finance & Site Committee
	£40,001 - £100,000	Finance & Site Committee	Reporting to Board of Trustees
	Over £100,000	Board of Trustees	In accordance with ESFA guidance
			NB ESFA guidance to be checked for disposal of all assets over £20,000
Write-off of bad debts	Up to £100	Business Manager	Reporting to Headteacher
	£101 - £1,000	Chief Financial Officer	Reporting to Finance & Site Committee
	£1,001 - £10,000	Finance & Site Committee	Reporting to Board of Trustees
	Over £10,000	Board of Trustees	In accordance with ESFA guidance
			All of the above only after following procedure for recovery of debts
Purchase or sale of any freehold property	Any	Board of Trustees	In accordance with ESFA guidance ESFA approval required
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	Board of Trustees	In accordance with ESFA guidance ESFA approval required
Raising invoices to collect income	Up to £5,000	Finance Assistant	
	£5,001 - £10,000	Business Manager	
	£10,001 - £20,000	Headteacher	
	£20,001 - £40,000	Chief Financial Officer	
	£40,001 - £100,000	Finance & Site Committee	
	Over £100,000	Board of Trustees	