

**Appendix A – Scheme of Financial Delegation – St Francis of Assisi Catholic Academy Trust**

AREA OF RESPONSIBILITY	LEVEL OF RESPONSIBILITY						
Financial Management	TB	TBC	LGB	CEO	HT	CFO	Other
Ensure the Trust’s Academies continuing compliance with the DfE’s School Resource Management Self-Assessment Tool (SRMSAT).					✓	✓	
To review the Trust’s Academies self-assessment against the DfEs SRMSAT on an annual basis and the action plan drawn up to address issues identified, as required.		✓					
Review the Trust’s Academies continuing compliance with the DfE SRMSAT checklist.	✓					✓	
To review the Trust’s Financial Regulations and all corresponding financial policies for approval by the Trust Board annually.		✓				✓	
Approval of the Trust’s Financial Regulations document.	✓						
Approval of the Trust’s financial policies (Scheme of Financial Delegation, Financial Regulations, Fixed asset policy, gifts and hospitality policy etc.)	✓						
To review the Governor/Trustee induction pack to ensure that the information is still relevant and up to date.		✓					
Ensure that there is an induction pack for new Governors/Trustees, tailored to reflect the individual structure of the Trust and its Academies.	✓						
Ensure that all relevant financial updates are brought to the attention of the Trust Business Committee / Local Finance Committee.					✓	✓	
To consider all relevant financial updates and to advise the Governing Body of any issues affecting the Trust’s financial administration.		✓					
Trust Improvement Plan – Financial Implications	TB	TBC	LGB	CEO	HT	CFO	Other
Prepare a fully costed improvement plan setting out the aims of the Trust.					✓	✓	
Secure the implementation of the improvement plan with the collective support of the Trust and Academy staff.					✓	✓	
Consider the draft Trust development plan, review and monitor it.		✓					
Approve an ongoing improvement plan and take stock of the progress of the plan on a 5 yearly basis.	✓						
Financial Planning	TB	TBC	LGB	CEO	HT	CFO	Other

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Prepare a three-year medium term budget (MTFP) on the basis of the cost of current policies, the proposals for change (drawn from the Trust's improvement plan) and estimates of the level of future resources.					✓	✓	
Approve the Academy's MTFP and review this document in the light of the Trust's budget assumptions.			✓				
Consider the Trust's MTFP in the light of the development plan and the level of future resources.		✓		✓			
Approve the Trust's MTFP and review this document in the light of any significant factors that come to the attention of the Trust Board.	✓						
Annual Budget Plan	TB	TBC	LGB	CEO	HT	CFO	Other
Undertake benchmarking exercises on an annual basis for review by the Trust Business Committee.					✓	✓	
Consider the benchmarking work undertaken by the Academies in the Trust and propose changes, as required, to ensure that the Trust's budget achieves value for money.		✓					
Ensure regular benchmarking analysis using the KPI provided by the exec.			✓				
Prepare the Trust's draft annual budget, based on the agreed objectives of the Trust as set out in the improvement plan, MTFP and key issues paper for consideration by governors					✓	✓	Finance Managers/Finance Leads - Assistance on Academy level budgets
Consider the draft Trust and Academies budgets and key issues (links to the Trust improvement plan and MTFP) and the proposal of the balanced budget for the year for the approval of the Governing Body.		✓					
Approve the Trust's annual budget and submission of the DfE Budget Forecast Return.	✓						
Annual Timetable for Budget Management	TB	TBC		CEO	HT	CFO	Other
Prepare a timetable with key dates for annual budget management.					✓	✓	Chair of Trust Board
Ensure that meetings are timetabled taking into consideration financial deadlines.	✓						Chair of Trust Board

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Budget Monitoring and Control	TB	TBC	LGB	CEO	HT	CFO	Other
Approve virements between budget headings. Movements above this value to be referred to the Resources Committee before being undertaken.		£10,001- £20,000		£10,001- £20,000	£5,001- £10,000	Up to £5,000	
Approve virements between budget headings in excess of the delegation to the Sub Committee.	> £20,001						
Advise the Trust Business Committee and Local Finance committee of all budget movements (e.g. virements, allocation of additional funding, etc.) undertaken where not otherwise approved in advance by the Finance Committee or Governing Body.					✓	✓	
Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound.	✓	✓					
Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Trust Business Committee and Local Finance committee and the production of a register of staff responsible for managing budgets.		✓			✓	✓	Finance Managers / Finance Leads – Monitoring of individual Academy budgets to assist the CFO
Monitor and control expenditure against the budget during the financial year.		✓				✓	
Review the budget monitoring reports and the projected out-turn position.	Termly	✓	✓		Monthly	Monthly	
The control and monitoring of delegated budgets.						✓	Departmental Budget Holders
Ensure that earmarked funds and large or trading activities are separately monitored and reported to governors.					✓	✓	
Budget Monitoring and Control	TB	TBC	LGB	CEO	HT	CFO	Other
Monitor earmarked funds, trading activities and large Academy operations, (e.g. catering, sports facilities, extended Academy activities, hirings, etc) to ensure that the allocations are spent in accordance with the recognised terms and within the allocation set out in the budget.		✓	✓				
Financial Reporting to the Authority	TB	TBC	LGB	CEO	HT	CFO	Other

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The preparation of the year-end accounts and other returns required by the DfE / Local Authority for consideration by the Head Teacher of each Academy.						✓	Finance Leads – Assist the CFO with these tasks
In conjunction with the Chair of the Trust Board, approve all year-end accounts and any financial returns required by the DfE / Local Authority.	Chair				✓	✓	
Ensure that an Annual Audit is completed for the Trust and the Auditors are provided with the requested information in a timely manner.		✓			✓	✓	Finance Leads – Assist the CFO with the Academy specific requested information
Audit and Inspection Reports	TB	TBC	LGB	CEO	HT	CFO	Other
Produce a formal response to the Internal Audit report and an action plan showing how the recommendations will be implemented.				✓	✓	✓	
Consider the recommendations set out in Internal Audit report and the action plan proposed by the CEO / CFO & Head Teachers for implementing these.	✓	✓	✓				
Ensure that the recommendations agreed by the Trust and its Academies have been implemented.	✓	✓			✓		
Retention and Disposal of Accounting Records	TB	TBC	LGB	CEO	HT	CFO	Other
Ensure maintenance of complete financial accounts and full supporting records for all accounts (both official and unofficial). (Refer also to the Financial Systems section below.)			✓		✓	✓	Finance teams – Assist the CFO with these tasks
Retention and Disposal of Accounting Records	TB	TBC	LGB	CEO	HT	CFO	Other
The retention, secure storage and disposal of accounting records in accordance with both legal and Local Authority requirements.						✓	Finance teams / DCFO – Assist the CFO with these tasks
The maintenance of full financial records for all accounts.						✓	Finance teams / DCFO – Assist the CFO with these tasks
Computer Systems and the Data Protection Act 1998	TB	TBC	LGB	CEO	HT	CFO	Other
Ensure that the Trust and its Academies complies with the requirements of the Data Protection Act 1998.				✓	✓		IT Manager/Support in each Academy
Ensure that the Trust Academies Data Protection registration are renewed annually.				✓		✓	

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The setting up and maintenance of access profiles for system users and the production and security of back-up disks and files.					✓		IT Manager / IT Lead in each Academy
Banking Arrangements	TB	TBC	LGB	CEO	HT	CFO	Other
Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Academies Trust Handbook and any effect that this may have on the way the annual budget is advanced to the Trust and its Academies.	✓						
Authorise BACS payments for individual Academies.				Yes – 3 votes (BACS)	Yes – 3 votes (BACS)	Yes – 3 votes (BACS)	
Authorise cheque payments if required for the Trust				✓			Chair and Vice Chair of Trust Board
The control and reconciliation of the Trust Academies bank accounts for consideration by the Academy’s Head teacher and the CEO at Trust level.						✓	Finance teams
Approve the bank reconciliation on a monthly basis.		✓			✓		
Prepare payroll reports and data for payroll Bureau							Finance teams
Authorise payroll in accordance with the procedures outlined below					✓	✓	
Petty Cash	TB	TBC	LGB	CEO	HT	CFO	Other
Agree, with the Trust Board, an appropriate amount of petty cash to be held, currently £100 and the periodic check of completeness of financial records.					✓	✓	
The maintenance of accounting records, the security and regular reconciliation of petty cash.						✓	Finance teams and Central Finance Team
Personnel and Payroll	TB	TBC	LGB	CEO	HT	CFO	Other
Review the staff structure of the Trust and its Academies on an annual basis.				✓	✓		
The maintenance of an authorised signatory list for employment contracts and pay documents.							Head’s PA or HR lead
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).						✓	Head’s PA or HR lead

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						(Pay records)	
Periodically reconcile gross pay with contracts and other authorised documents.					✓	✓	
Determine employee status for all individuals working on behalf of the Trust and its Academies using HR guidance where applicable.					✓		Head's PA or HR lead
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc.).					✓	✓	Budget Holders
Approve all payments made to the CEO personally, This maybe in the form of a monthly list i.e. reimbursement of payments for goods / services purchases on behalf of the Trust and / or personal expenses incurred, e.g. travel expenses. (refer also to the banking arrangements section above.)							Chair of the Trust Board
Approve all payments made to the Head teacher personally, This maybe in the form of a monthly list i.e. reimbursement of payments for goods / services purchases on behalf of the Trust and / or personal expenses incurred, e.g. travel expenses. (refer also to the banking arrangements section above.)			✓				Chair of the Local Governing body of the Academy to which the expense relates
Implement the Trust pay policy and appointment procedures for all staff employed through the Trust.	✓	✓				✓	
Implement the Trust and Academies payroll in accordance with the procedures outlined above						✓	
Provide the executive with sufficient information so that they can make a Head teacher pay recommendation to directors.			✓				
Ensure the executive are able to co-ordinate the Head teacher appraisal process, to include the LGB and external review as appropriate.			✓				
<b>Purchasing – provision of goods and services</b>	<b>TB</b>	<b>TBC</b>	<b>LGB</b>	<b>CEO</b>	<b>HT</b>	<b>CFO</b>	<b>Other</b>
Set house rules for a purchasing policy, monitor and review the rules in accordance with DfE guidelines.	✓						
Monitor purchasing regulations to ensure compliance by the Trust (including provision for checking if IR35 requirements)					✓	✓	
Act as 'Chief Officer' for the letting of contracts.	✓				✓		

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Maintain a Contracts Register in accordance with DfE guidance.		✓				✓	Finance Leads
Act as Contract Manager and monitor contracts on an on-going basis.						✓	
Review contracts on an on-going basis (and as part of ensuring the Trust continues to achieve ‘best value’)	✓	✓			✓	✓	
Ensure that at least 1 quote is obtained for purchases up to £5,000 wherever possible.						✓	Estates Manager and Finance Leads
Ensure that a minimum of 3 written quotes are obtained for purchases between £5,001 and £50,000.						✓	Finance Leads
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued over £50,000.		✓					
Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.	✓				✓	✓	Estates manager and caretakers
<b>Leasing</b>	<b>TB</b>	<b>TBC</b>	<b>LGB</b>	<b>CEO</b>	<b>HT</b>	<b>CFO</b>	<b>Other</b>
Seek approval for any proposed leases, other than operating leases, from the DfE, so that guidance in the Academies Trust Handbook is adhered to.					✓	✓	
The maintenance of a register of all leases held by each Academy in the Trust (if not included in the Trust’s Contract Register).						✓	Finance Leads
<b>Orders for Goods and Services and Payment of Accounts</b>	<b>TB</b>	<b>TBC</b>	<b>LGB</b>	<b>CEO</b>	<b>HT</b>	<b>CFO</b>	<b>Other</b>
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).						✓	
The authority for the signing of official orders for the purchase of goods and services up to the value of £2000, other than by the Head Teacher.						✓	Budget holders (Counter signed by Finance Lead)
Control the placing of orders for the purchase of all goods and services, up to a value of £5,000.					✓	✓	Budget holders (Counter signed by the CFO/HT)
Approve orders for all goods and services (excluding trip expenditure as expenditure covered by income from students).	Above £50,000			Between £10,001 and £50,000	Between £5,001 and £10,000	Up to £5,000	Finance Managers/Finance Leads - Up to £2,000

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Approve capital projects	✓						
The confirmation of the receipt of goods and services.							Budget Holders
The preparation of cheques for payment of services. (Cheque payments are only applicable in rare circumstances)							Finance Staff
The preparation of online payments for goods and services for examples BACS.							Finance Staff
Approval of online payments such as BACS				3 votes	3 votes	3 votes	
Approval of cheque payments				✓			Chair and Vice Chair of Trust Board (2 out of 3 signatures (with CEO) needed)
VAT	TB	TBC	LGB	CEO	HT	CFO	Other
To monitor the regulations on VAT, ensuring compliance by the Trust.						✓	
To complete and submit the reimbursement claim for VAT on a monthly basis.						✓	Finance teams
To oversee the reimbursement claims for VAT on a monthly basis.						✓	
The signing of the VAT reimbursement claims.					✓	✓	
Income	TB	TBC	LGB	CEO	HT	CFO	Other
Set a charging policy for consideration by the Trust Board.		✓			✓	✓	
Approve the charging policy.	✓						
Draw up proposed charges for the various areas of Trust and Academy income, including lettings, music tuition and school meals, on an annual basis.					✓	✓	

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Review the provision of adequate free school meals, and ensure the Head teacher reports on this to the executive.			✓		✓		
Consider the proposed charges for the various areas of Academy income for approval by the Governing Body annually.		✓					
Approve the annual review of charges for the various areas of Academy income (the approval to be formally recorded in the Governing body minutes).	✓						
Set suitable controls for the recording and collection of monies due, and for the movement of banking of monies for all accounts under the control of the Academies in the Trust.					✓	✓	
The control and collection of all income.						✓	Finance teams
The preparation of receipts for banking.						✓	Finance teams
The physical banking of monies.							Finance teams
Approve procedures for chasing outstanding income due to the Academies in the Trust (debt recovery policy).	✓						
Write off bad debts. Amounts in excess of this limit to be approved by the Trust Business Committee.					✓	✓	
Approve and write off bad debts accruing to the Academies in the Trust up to the delegation limits (see Academies Trust Handbook); items above the delegation limits must be referred to the DfE for their approval.		✓					
Ensure the security of monies held on site.					✓	✓	Finance teams
Security of Assets, Stocks and Other Property	TB	TBC	LGB	CEO	HT	CFO	Other
Produce and implement a policy for security arrangements at each Academy in the Trust (including procedures for call-out and key replacements)					✓		Estates Manager and site teams
Approve and periodically review the policy for security arrangements at the Academies in the Trust.	✓						

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To keep the Trust's Fixed Asset Register up to date on an annual basis and post depreciation adjustments.						✓	Finance teams
To determine a value above which assets should be recorded on the Trust's Fixed Asset Register. Capital purchases over £2,000 must be added to the Fixed asset register in line with the Trust's Fixed Asset Policy.	✓						
Ensure the physical security of the Trust's assets, and maintain and periodically inspect an up-to-date inventory.					✓	✓	
The security of physical assets.						✓	Site teams
The notification of any changes or disposals in physical assets to the CFO.							IT managers and finance teams
The physical inspection of the Fixed Asset Register on an annual basis or through an on-going programme of (random) sample checks.						✓	Finance teams
Security of Assets, Stocks and Other Property	TB	TBC	LGB	CEO	HT	CFO	Other
Prepare a policy for the disposal of surplus stock and equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of £1,000.					✓	✓	
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.	✓						
Authorise items for disposal? Above £1,001 (If TBC feel concern, they will report to TB)		✓					
Maintain a register of key holders.					✓		
Insurance	TB	TBC	LGB	CEO	HT	CFO	Other
Initiate adequate insurance cover for the Trust and its Academies and maintain a register of policies taken out.					✓	✓	
Undertake an assessment of risk management for insurance purposes at each Academy in the Trust.		✓					
Other	TB	TBC	LGB	CEO	HT	CFO	Other
Annually complete Pecuniary (Business) interest forms	✓	✓	✓	✓			

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Declare Pecuniary (Business) interest at Committee meeting	✓	✓	✓	✓			

**ANNEX A: Quick Reference Procurement and Bad Debt Write off Delegated Levels of Authority for Staff**

**Procurement Delegated Level Of Authority**

Financial Limits (£)	Requirement	Approval by
0 - 2,000	At least 1 written quote	BH & Finance Manager/Lead
2,001 - 5,000	At least 1 written quote	BH & CFO
5,001 - 20,000	Specification and at least 3 written quotes	BH & CFO & HT
20,001 - 50,000	Specification, at least 3 written quotes, written contract	BH & FD & HT & CEO & TBC
Over 50,001	3 formal tenders	BH & CFO & HT & TBC & TB

Key:

BH – Budget Holder

TB – Trust Board

LGB – Local Governing Board

HT - Head Teacher

DfE – Department for Education

ATH – Academies Trust Handbook

TBC – Trust Business Committee

CFO – Chief Financial Officer

DCFO – Deputy Chief Financial Officer

**Bad Debts Delegated Level Of Authority**

Bad Debt Value to be written off (£)	Approval by
0 - 200	HT
201 – delegation limit (as outlined in ATH)	TBC
>delegation limit (as outlined in ATH)	DfE

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