

**Financial Powers and Responsibilities Delegated to Identified Employees Manual**

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| Responsible for Policy: | Board of Trustees |
| Date: | September 2018 |
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**Financial Powers and Responsibilities Delegated to Identified Employees**

**Overview**

The Trust Financial Procedures Manual and Operational Delegations are granted by the Board of Trustees. This document sets out delegations and responsibilities provided to and placed on the executive posts identified to enable decisions to be made at the appropriate level commensurate with the post holder’s responsibilities. This document is approved in the context of the Trust Board *Finance & Audit Committee and Academy Ambassadors’ Meetings Procedures* and the *LEAP MAT Scheme of Delegation.*

**Part 1 – Committees and Staff**

1. **F&A Committee**

**Monitoring of the CEO/EP and CFO**

* Review to ensure the CEO/EP and CFO are following appropriate financial controls / are being applied to ensure regularity, probity and value for money in relation to the management of public funds

1. **All Staff**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**General**

* At all times, act in a way to ensure regularity, probity and value for money in relation to the management of the Trust’s/public funds.
* Comply with the Academy’s Funding Agreement, including the Academies Financial Handbook and the requirements of this Manual.
* Report any issues of concern regarding expenditure; adherence budget, Trust Financial Policies, Procedures and Delegations to the CEO/EP/CFO. Direct approaches to the Chair of Trustees is available under the Trust’s Whistleblowing Policy.

1. **Chief Executive Officer/Executive Principal (CEO/EP) and Chief Finance Officer (CFO)**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**Monitor and Review Budgets and Expenditure**

* To monitor and review delegated expenditure and ensure compliance with the overall strategic financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern, including where they relate to any actual or potential overspend and all other significant financial matters to the attention of the Board of Trustees or CEO/EP, as appropriate.
* Review to ensure each Principal is following appropriate financial controls to ensure regularity, probity and value for money in relation to the management of public funds.

**Returns**

* Ensure financial forms and returns are sent to the DfE in line with the timetable in the DfE guidance for Trust submissions.

**Asset Security**

* Ensure arrangements are made for the security of assets at all times for all assets, including, but not limited to, buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. at the Academy.

1. **Chief Finance Officer**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**Register of Business Interests**

* Maintain a register of business interests and adhere to procedures to deal with any conflicts of interest and connected party transactions.

**Risk Register**

* With the CEO/EP review and recommend Academy’s Risk Register.

**Approval of Suppliers of Goods / Services**

* Suppliers must be authorised by the CFO where guidance is sought by the Operations/Business Manager.

**Maintenance of Accounting Systems and Records**

* Maintain a suitable accounting system and records, ensuring proper financial records and information to assist the Trust in preparation of the Annual Accounts.

**Monitor and Review Budgets and Expenditure**

* To monitor and review delegated expenditure and ensure compliance with the overall strategic financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern, including where they relate to any actual or potential overspend, and all significant financial matters to the attention of the CEO/EP.

1. **Academy Principals**

**Annex 1 p**rovides a summary of many of the delegations and responsibilities provided to post-holders.

**Reviewing Budgets and Expenditure**

* To monitor and review delegated expenditure and ensure compliance with the overall strategic financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern, including where they relate to any actual or potential overspend, and all significant financial matters to the attention of the CEO/EP.

**Asset Security**

* Within the Principal’s control, ensuring that proper security is maintained at all times for all assets, including, but not limited to, buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. at the Academy.

**DfE Returns**

* Ensure financial forms and returns are sent to the DfE in line with the timetable in the DfE guidance for Academy submissions.

**Pupil Educational Visits**

* To consider and, as appropriate, approve of trips not being adventurous, international and residential trips/visits. Adventurous, international and residential trips/visits are approved by Academy Ambassadors.

**Accounts and Audit**

* The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
* Ensure full, accurate, up-to-date records are maintained to provide financial and statistical information.
* Ensure all records and documents are available for audit.

1. **Finance Staff**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**Implementing this Manual**

* Co-ordinating the implementation of this Manual which sets out the adequate operational systems, and controls to support the requirements of this Manual.

1. **Operations Manager/School Business Manager**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**Financial Procedures Manual**

* To assist the Principal in co-ordinating the implementation of this Manual to ensure adequate operational systems and controls are in place.

**Maintenance and Operation of the Accounting System in the Academy**

* The operation of the Trust’s accounting system maintaining relevant financial records of the Academy

**Reviewing Budgets and Expenditure**

* Regular monitoring of expenditure and income against the approved budget and reporting to the Academy’s Principal.

**Accounts and Audit**

* Assisting with the production of financial reports and the annual accounts.

**Security of Assets**

* Maintaining a permanent and continuous register of equipment and assets under the Trust’s systems.

1. **Heads of Department and others appointed as budget holders**

**Annex 1** provides a summary of many of the delegations and responsibilities provided to post-holders.

**Reviewing Budgets and Expenditure**

* Heads of Department and others appointed as Budget Holders must manage their budgets. Budget Holders are responsible for checking and certifying statements of expenditure against their delegated budget and for reporting any errors or irregularities to the Principal or Operations Manager/School Business Manager. Any actual overspending shall be reported to the Academy Principal.

**Part 2 - Opening of Tender Documents**

1. At least two of the following members of staff are authorised to open tender documents;

* For formal tenders of a value over £30,000 to £50,000, a Principal with at least one of the following members of staff are authorised to open tender documents;
  + CFO
  + Finance Manager
  + School Business Manager / Operations Manger
* For tenders more than £50,000 to £80,000, the CEO/EP and the CFO.

1. The opening of tenders submitted on a bona fide e-tendering portal or equivalent is permitted

**ANNEX 1**

**Summary of Financial Authorisation and Responsibilities**

| **Delegated Duty** | **Value of the purchase/ contract** | **Delegated Authority\***  **‘and’ = requires joint approval** | **Method/Comment** | **Over-riding Requirement for Academy with in-year Deficit Budget  (Board approved or in-year incurred)** | **Other over-riding Requirement** |
| --- | --- | --- | --- | --- | --- |
| Purchasing/Ordering Goods and Services (raising requisitions) not including lease agreements or local authority purchases | Less than £5,000 | Budget Holder  or  CFO singularly | Selection from previously used or approved suppliers |  | No purchases of any value should be made by an Academy where Central Services purchase and coordinate these, as detailed under the CFO purchasing/contract coordination list. Such purchases will be  co-ordinated by the CFO. |
| Between £5,000 and up to £30,000 | Budget holder **plus** Principal or School Operations Manager/Business Manager  or CFO singularly | Minimum of three quotes unless agreed not appropriate by the CFO | With the Approval of the CEO/EP or CFO |
| Over £30,000 to £50,000 | Academy Principal and School Operations Manager/ Business Manager   or CFO singularly | Formal tendering, Procurement Framework Agreement or Formal EU Tender Process | With the Approval of the CEO/EP or CFO |
| Over £50,000 to £80,000 | CEO/EP or CFO | Formal tendering, Procurement Framework Agreement or Formal EU Tender Process | With the Approval of the CEO/EP or CFO |
| Over £80,000 | F&A Committee | Formal tendering, Procurement Framework Agreement or Formal EU Tender Process | F&A Committee |
| Local Authority contracts | Less than £5,000 | As above for thresholds of approval |  |  |  |
| Signatories for bank accounts, cheques, BACS payment authorisations and other bank transfers | Any Value providing prior purchasing limit authorisations have been gained | CEO/EP, CFO Principal or SLT member  (not the School Operations Manager/ Business Manager) | Authorisation must include signatories from any two members of SLT |  |  |
| Academy Staff appointments and changes to pay band or allowances | External advertisement of a post  New Post  Changes to pay band or allowance(s) not forming part of Performance Management process  Other appointments | Prior approval by the CEO/EP  Academy Principal or School Operations Manager/Business Manager |  | CEO/EP  CEO/EP |  |
| Appointment of Cross-MAT staff, excluding the CEO/EP | ALL | CEO/EP |  |  |  |
| Periodically certifying the Establishment/ Academy Staff Record | ALL | Academy Principal other than Cross-MAT appointments which will be by the CEO/EP or CFO | As a minimum these will be prior to the capture of staffing data as part of Board Meeting financial forecasts process |  |  |
| Authorising time records and overtime claims. | ALL | Academy Principal and School Operations or CFO, other than Cross-MAT appointments which will be by the CEO/EP or CFO |  |  |  |
| Signatories for DfE grant claims and DfE returns | Any Value | CEO/EP or CFO |  |  |  |
| Disposal of assets but not including heritage assets | Less than £3,000 | Academy Principal or School Operations Manager/ Business Manager or  CFO singularly | Residual values should be recovered where it is economic to do so. |  | The disposal of heritage assets is retained by the Board  The disposal of heritage assets is retained by the Board |
| Between £3,000 and up to £19,999 | CEO/EP or CFO | Residual values should be recovered |  |
| Original purchase value £20,000 or higher | Approval by the Board | Residual values should be recovered |  |
| Write-Offs and Liabilities, Entering Guarantees, Indemnities or Letters of Comfort | Write-offs and Liabilities up to £1,000 | Academy Principal or School Operations Manager/Business Manager |  |  |  |
| Write-offs and Liabilities up to £4,999 | CEO/EP or CFO |  |  |  |
| Entering into guarantees, letters of comfort or indemnities in any case | F&A Committee |  |  |  |
| Taking up an operating lease for an asset | Up to £30,000 asset value / total payment and within a 5 year lease agreement | CEO/EP or CFO |  |  |  |
| Novel or contentious transactions | All | Board of Trustees | Novel payments or other transactions are those in which the Trust has no experience, or are outside the range of normal business activity.  Contentious transactions are those which might give rise to criticism of the Trust by the public or the media |  |  |
| Raising invoices to collect income | Any value | Academy Principal or School Operations Manager/Business Manager  or  CFO singularly |  |  |  |