



Turner Schools Financial Scheme of Delegation

The purpose of this Scheme of Delegation is to set out the responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, Turner Schools. It includes the financial limits and signatories applicable to spending decisions (i.e. placing orders and contracts) and associated payments (by credit cards and BACs). As well as providing clarity on the decision-making process, it will form the basis of financial controls and financial management across Turner Schools (TS).

The under-pinning principle is that almost all spending will be pre-planned considering each school and the MATs position, to ensure balanced budgets. The Trust endeavors to maintain a surplus at 3% of GAG as a minimum. School budgets are developed in consultation with Academy Principals, by the DFO and CEO and approved by the Trust Board. Non-budgeted expenditure requires senior authority.

1	Approval of annual revenue and capital budgets	TS Board of Directors and the Finance, Audit and Risk Committee
2	Monitoring of Income & Expenditure results	Detailed monthly reports prepared for Directors, and for review by Director of Finance & Ops/Financial Controller/School Business Manager with Academy Principals. Summary reports prepared for Local Governing Body Meetings. Consolidated reports prepared for the CEO and Board in addition to the above.
3	Approval of POs within budget: < £1000 £1,000 up to £5,000 > £5,000 up to £10,000	 Budget Holders or Financial Controller Budget holders/Principal & Finance Controller/Director of Finance & Operations Principal and Financial Controller/Director of Finance & Operations

	> £10,000	Financial Controller/Director of Finance & Operations & CEO
4	<p>Approval of non-PO based invoices within budget:</p> <p>< £500</p> <p>£500 up to £5,000</p> <p>> £5,000</p>	<p>Budget holders or Financial Controller</p> <p>Budget Holders/Head of School & Financial Controller/ Director of Finance & Operations</p> <p>Financial Controller/Director of Finance & Operations</p>
5	<p>Approval of recruitment:</p> <p>Permanent teaching staff where the post is at the same or lower cost than in the approved annual budget</p> <p>Permanent teaching staff where the post is not at the same or lower cost than in the approved annual budget</p> <p>Permanent non-teaching staff</p> <p>Long-term Agency staff</p> <p>Short-term Agency staff</p>	<p>Principal and DFO</p> <p>CEO in consultation with the Principal & DFO</p> <p>Principal in consultation with the DFO</p> <p>Principal or Head of School & Financial Controller or DFO</p> <p>Principal or Head of School & Financial Controller or DFO</p>
6	<p>Approval of spend in excess of budget:</p> <p>Total excess of up to £10,000 but where there is contingency within budget.</p> <p>Where there is no contingency in the budget and/or where total excess is greater than £10,000, and/or where any excess spend would result in a consolidated negative position.</p>	<p>Principal, DFO + CEO</p> <p>CEO and two or more TS Board Directors</p>

7	<p>Approval of service/contract invoices (excluding those related to staffing):</p> <p>< £1,000</p> <p>< £5,000</p> <p>> £5,000</p>	<p>Principal & Finance Director</p> <p>CEO &/or Finance Director</p> <p>Two or more TS Board Directors</p>
8	<p>Disposal or write-off of assets:</p> <p>i) Land & Buildings</p> <p>ii) Equipment (inc. vehicles) up to £1k</p> <p>iii) Equipment (inc. vehicles) > £1k</p>	<p>No delegation – AFH – 2.4.22</p> <p>Principal & DFO</p> <p>DFO & CEO</p>
9	<p>Write-off of debts:</p> <p>i) Up to £2,000</p> <p>ii) > £2,000</p> <p>iii) > £10,000</p>	<p>Business Managers or Financial Controller + DFO</p> <p>DFO in consultation with CEO</p> <p>Two or more TS Board Directors</p>
10	<p>Staff redundancy payments and/or settlement agreements:</p> <p>Where the amount is within the usual notice period.</p> <p>Where the amount will require disclosure in the statutory accounts.</p>	<p>CEO in consultation with DFO</p> <p>Chair of TS Board</p>
11	<p>Credit Card Limits (who can spend on cash cards to this limit)</p>	<p>Principal, Business Manager or Financial Controller</p>

	<p>Up to £1000</p> <p>Up to £5,000</p> <p>Up to £20,000</p>	<p>Business Manager or Finance Director</p> <p>DFO or CEO</p>
12	<p>BACs Payments:</p> <p>Approval of payroll</p> <p>Approval of payment runs</p>	<p>DFO + Financial Controller &/or Business Manager</p> <p>DFO + Financial Controller &/or Business Manager</p>
13	<p>Changes to Delegations of Authority</p>	<p>TS Board on recommendation of Finance, Audit and Risk Committee</p>
	<p><u>Other:</u></p> <p>Approval of Accounting Policies</p> <p>Approval of Financial Accounts</p> <p>Approval of Statement of Internal Control</p> <p>Approval of Value for Money Statements</p> <p>Review of RO visit report and approval of management comment and proposed actions</p>	<p>TS Board on recommendation of Finance Audit and Risk Committee</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>Finance Audit and Risk Committee</p>
	<p>Opening of Bank Accounts</p>	<p>Two Board Directors + DFO & Financial Controller</p>
	<p>Bank Signatories</p>	<p>TS Board on recommendation of Finance Audit and Risk Committee</p>