



Financial Scheme of Delegation within the Multi Academy Trust

Decision Level 1:	Diocese of Coventry Multi Academy Trust Board (MAT)
Decision Level 2:	MAT Resources Committee (MRC)
Decision Level 3:	Chief Executive Officer (CEO)
Decision Level 4:	Head of Finance (HoF)
Decision Level 5:	Local Governing Body (LGB)
Decision Level 6:	Head teacher / Executive Head teacher* (HT)

* Items may be delegated to staff within the academy unless otherwise indicated.
Schemes of financial delegation should exist within each academy

Financial Schemes of Delegation								
			Decision Level					
Key Function	No	Tasks	MAT 1	MRC 2	CEO 3	HoF 4	LGB 5	HT 6
Purchasing and Procurement <i>(subject to budgetary constraints)</i>	F.1	Placing orders for goods and services <i>(3 quotes required for items over £5,000)</i>	To authorise spend over £25,000 Formal tendering process [i]		To authorise spend up to £25,000 at Central MAT and academies		To approve Headteacher's recommendation to spend up to £10,000 in line with the budget To recommend spend over £10,000 to the CEO for approval	To recommend spend up to £10,000 to the Local Governing Body for approval
	F.2	Tendering Process	To authorise tenders for orders over £25,000 Formal tendering process [i]	To monitor tenders for transactions over £25,000	To undertake tenders over the value of £25,000 on behalf of the MAT Board			
	F.3	Register of Business Interests	To complete an annual declaration of business interest		To ensure all central staff with financial responsibility and/or significant spending powers and all directors complete an annual declaration of business interest and the Register of Interest is published on the MAT website annually.		To ensure all governors complete an annual declaration of business interests and the Register of Interests for governors and staff is published on the academy website annually.	To ensure all staff with financial responsibility and/or significant spending powers complete an annual declaration of business interest
	F.4	Authorising invoices <i>(Invoices should not be authorised by the person who placed the order and checks should be made that the correct tendering process has been followed)</i>	To authorise invoices/payments over £25,000		To authorise invoices/payments for Central MAT and academies up to £25,000	To authorise invoice/ payments up to £10,000 for Central MAT		To authorise invoice/payments up to £10,000 for Academy
	F.5	Making payments <i>(signing cheques, BACS payments and other bank transfers)</i>			To make payments for approved costs for the academies or Central MAT with one other approved bank signatory <i>(See F.13)</i> and within approved bank authorisation levels	To make payments for the academies or Central MAT with one other approved bank signatory <i>(See F.13)</i> and within approved bank authorisation levels		To make payments for the academy with one other approved bank signatory <i>(See F.13)</i> and within approved bank authorisation levels

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Annual Budget and Financial Management	F.6	Approval of Annual Budget	To approve the annual budget for the Multi Academy Trust	To review and recommend annual budget to MAT Board	To review and recommend annual budget to MAT Resources Committee	To review and recommend annual budget to CEO	To review and recommend annual budget to Head of Finance	To prepare annual budget in consultation with Head of Finance and Local Governing Body
	F.7	Monthly Budget Summary and Periodic Management Accounts	To monitor monthly budget summary and periodic management accounts for the academies and Central MAT, taking action where necessary.	To report on monthly budget summary and periodic management accounts for the academies and Central MAT to the MAT Board, recommending action where necessary.	To report on monthly budget summary and periodic management accounts for the academies and Central MAT to the MAT Resources Committee, taking action where necessary.	To report on monthly budget summary and periodic management accounts for the academies and Central MAT to the CEO, recommending action where necessary.	To review monthly budget summary and periodic management accounts for the Academy and take action where necessary.	To prepare monthly budget summary and periodic management accounts for review by Head of Finance and the appropriate Local Governing Body Committee
	F.8	Authorised to make virements between cost centres / codes <i>(without increasing overall budget)</i>		To monitor virements across the Trust, taking action where necessary	To approve virements To report on approved virements to the MAT Resources Committee	To review and recommend virements to the CEO	To monitor virements at the academy, taking action where necessary	To recommend virements to the Head of Finance To report on virements to the Local Governing Body termly
	F.9	Use of reserves or increase of overall annual budget	To approve the use of reserves or increase in budget	To review and recommend the use of reserves or increase in budget to the MAT Board	To review and recommend the use reserves or increase in budget to the MAT Resources Committee	To review and recommend the use of reserves or increase in budget to the CEO	To recommend the use of reserves or increase in budget to the Head of Finance	To recommend the use of reserves or increase in budget to the Local Governing Body
	F.10	Control Accounts Reconciliation		To monitor the reconciliation of control accounts for the Central MAT and the academies	To review and approve the control accounts reconciliations provided by the Head of Finance in accordance with the MAT financial timetable	To produce the control accounts reconciliations for review and approval by the CEO		To review and approve the control accounts reconciliations provided by the Academy Business Manager in accordance with the MAT financial timetable

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Banking Authority & Cash Management	F.11	Approval to borrow money. <i>(This is not allowed under the funding agreement and must always be a board decision)</i>	To present a proposal to the Secretary of State	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
	F.12	Open a bank account <i>(Accounts must always be opened in the name of the Academy or Trust with the minimum of two signatories)</i>			To authorise the opening of any bank accounts for the Central MAT and academies	To recommend the opening of any bank accounts for the Central MAT and academies to the CEO		To recommend the opening of any bank accounts for the academy to the Head of Finance.
	F.13	Approving bank signatory	To approve bank signatories for the Central MAT Accounts		To recommend the list of Central MAT approved bank signatories to MAT Board for approval	To approve academy bank signatories	To recommend the list of approved bank signatories to Head of Finance for approval	To recommend other approved signatories to the Local Governing Body or appropriate committee from the following: Deputy Head teacher, Member of SLT, Academy Business Manager or Finance Manager.
	F.14	Authorised credit / charge card user (if applicable)		To approve Central MAT credit card users and card limit		To approve academy credit card users and card limit To recommend list of approved credit card users for Central MAT to MAT Resources Committee	To recommend the list of approved credit card users to Head of Finance for approval	To recommend other approved credit card users to the appropriate Local Governing Body committee from the following: Deputy Head teacher, Member of SLT, Academy Manager or Finance Manager.
	F.15	Authorised to administer petty cash		To monitor the administration of petty cash transactions		To administer petty cash transactions for Central MAT Account to the limit of £75 per transaction		To approve a named member of staff to administer petty cash transactions for the academy to the limit of £75 per transaction
	F.16	Authorised to collect income, open postal remittances, empty pay phone/vending machines in the presence of another person.				To approve a named member of staff to collect income, open postal remittances, empty payphone/vending machines in the presence of another person for the Central MAT		To approve a named member of staff to collect income, open postal remittances, empty payphone/vending machines in the presence of another person for the academy
	F.17	Authorised to invoice, receipt and bank income in the presence of another person				To approve a named member of staff to invoice, receipt and bank income in the presence of another person for the Central MAT		To approve a named member of staff to invoice, receipt and bank income in the presence of another person for the academy

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Statutory Reporting (including annual budget and consolidated annual accounts.)	F.18	Completing annual and periodic financial reports to the MAT Board , EFA and/or DfE	To approve annual and periodic financial reports prior to submission to the EFA and/or DfE	To review annual and periodic financial reports to MAT Board, EFA and/or DfE and present to MAT Board for approval	To review annual and periodic financial reports to MAT Board, EFA and/or DfE and present to MAT Resources Committee for review	To prepare annual and periodic financial reports to the MAT Board, EFA and/or DfE. To submit approved reports		
	F.19	Authorised to complete VAT 126 claims				To review and submit VAT 126 claims for the Central MAT		To review and submit VAT 126 claims for the academy
Fixed Assets	F.20	Asset Register	To receive assets reports from the MAT Resources Committee	To review and approve asset register for Central MAT and academies annually		To enter items over the capitalisation limit of £1,000 onto the register for Central MAT	To review the fixed assets register annually	To ensure items over the capitalisation limit of £1,000 are entered onto the register for the academy
	F.21	Security of Assets				To ensure there is adequate security for stores and equipment at Central MAT		To ensure there is adequate security for stores and equipment at Academy
	F.22	Disposal of Assets	To approve the disposal of assets up to value of £44,999. <i>(Approval of EFA required over £45,000. Disposal of land to be agreed with the Secretary of State.)</i>	To recommend the disposal of assets over net book value of £1,000 to the MAT Board	To recommend the sale or destruction of items over a net book value of £1,000 to MAT Resources Committee	To authorise the sale or destruction of items up to net book value of £1,000.	To approve the disposal of items with a net book value below £500. To recommend disposal of assets to Head of Finance for items over net book value of £500	To recommend the disposal of items with a net book value below £500 to the appropriate Local Governing Body committee
	F.23	Loan of Assets			To approve the loan of assets subject to loan register being signed and maintained for Central MAT or academies	To approve the loan of assets subject to loan register being signed and maintained for Central MAT		To approve loan of assets over the net book value of £250 subject to loan register being signed and maintained by Academy
Debts	F.24	Write off bad debts/losses	To approve the writing off bad debt/losses over the value of £1,000	To review and recommend writing off bad debts / losses over value or £1,000 to the MAT Board	To approve writing off bad debt/losses up to the value of £1,000 To recommend writing off bad debt/losses over £1,000 to the MAT Resources Committee	To recommend writing off bad debt/losses up to £1,000 to the CEO	To approve writing off bad debt/losses to the value of £500. To recommend writing off bad debt/losses over £500 to the Head of Finance	To recommend writing off bad debts /losses to the Local Governing Body to the value of £500 To notify the Head of Finance of any bad debt/losses to be written off.

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Pay Roll	F.25	Payroll Administration			To instruct Head of HR to amend the employee files including salary amendments and allowances		To issue Payroll with authorised amendments to the employee files including salary amendments and allowances To inform Head of HR of any authorised amendments to the employee files at the time of change
	F.26	Payroll Payments			To reconcile the staff payments at the Central MAT, comparing figures to previous months gross salary, adjustments, appointments, resignations, pay amendments etc..		To monitor the reconciliation of academy staff payments at the academy monthly, comparing figures to previous months gross salary, adjustments, appointments, resignations, pay amendments etc..
Insurances	F.27	Insurance Premium Renewal			To approve insurance arrangements for Central MAT and academies	To review and propose sums insured, risk and claims handling at central MAT Office and academies	To manage insurance claims at the academy

[i] Purchases over and above the financial levels set below are subject to EU procurement rules:

£164,176 for good and services

£4,104,394 for works