



FINANCE SCHEME OF DELEGATION 2026 - 2027

Review Frequency	Annual
Reviewed	Summer 2026
Next Review Date	Summer 2027
Approved by Trust Board	Summer 2026

Change Log

Date	Changes to Policy
May 2026	Updated Charge card groups and limits, including limit in use
May 2025	- Updated Operating Estates and Catering Lead roles to Trust Estates Lead / Trust Operations Lead to reflect role changes - Updated Charge card groups and limits, including limit in use - Added CFO write off authority up to £5,000 - Added Board of Directors approval for finance leases that are on the DfE approved list – to reflect change in ATH - Updated CFO limit on quotes to £100,000 - Removed the requirement for an official tender on any purchase over £75,000 – now three quotes minimum and tender where appropriate - Operational Finance Lead added to list of signatories for cheques - Commercial banking online value of batches submitted in 3-day period value increased to £1,000,000 as per bank update - Any references to ESFA amended to DFE - Accessibility and Language support updated
May 2024	- Added Catering Lead to PS Financials workflow Orders and Invoices - Limit £1,000 - Updated Charge card groups and limits, including limit in use
April 2023	- Safe key holders removed – no longer have safe - Card and card reader list updated with change in finance team and removal of COO - HOA amended to Head Teacher - COO removed throughout document
August 2022	- Write off value for DFE approval amended to £45,000 from £250,000 as per ATH - Charge card details updated with Jacobstow and removal of Exec Head (JS)
May 2022	- CFO assigned to Emma Clark, COO added, Finance Manager title amended to Operational Finance Lead and assigned to Tracey Berryman, HR Manager title amended to People Lead, Deputy Director of Education title amended to Deputy CEO - Cheque signing values removed, all cheques to be signed by any of the named signatories - Petty cash categories removed - Charge card details updated with Lifton and Premises - Additional card reader for new Assistant Finance lead - Removal of Covid appendix
June 2021	- PS Financials workflow - Orders and Invoices - Delegated authority changed - Up to £3k - Business support team delegated to Assistant Finance Manager - Commercial Banking Card Holder - Tracey Berryman - Assistant Finance Manager added
March 2021	- Finance Assistant removed from cheque signatory - Signatories for payroll Bacs split between A and B signatories £15k - £35k order approval, Deputy CEO removed, Director of Education added - Cheque signatories - Deputy CEO removed, Director of Education and People Lead added - Bacs signatories - Deputy CEO removed, Director of Education and People Lead added - Commercial Banking Card Holder - Lynn Atkinson removed and Tara Henderson and Emma Bone added. Tracey Cleverly title changed to CEO
January 2021	- Interim Finance Manager amended to Finance Manager - Assistant Estates & Services Manager approval up to £1,000 for Premises orders and invoices added
November 2020	- Added Assistant Finance Manager to approve Bacs runs and raise sales ledger invoices - Trust Lead Governance changed to Chief Operating Officer (COO)
September 2020	- Added values for approving gift register items - Added Sandy Dorrell as card reader holder
March 2020	Spending decisions which could be considered bespoke or contentious added to Scheme

	• Ordering goods, quotes and tenders up to £4,999 best value approach • Ordering goods, quotes and tenders £5k to £10k - 3 quotes • Assistant Finance Manager removed • Raising income - changed from Finance Manager and Assistant Finance Manager to Finance Manager and Finance Assistant • Credit cards reviewed and values updated • Appendix added - Covid 19 - Financial/HR risks to be considered
January 2020	• AH Finance Manager removed and EC Finance Manager added • PS Financials workflow • Orders and Invoices - Delegated authority changed • Up to £3k - Business support team delegated to Katie Lyes

Accessibility and Language Support

If you require this policy in an alternative format or language, please contact the Finance Team. We are committed to ensuring that all colleagues have access to our policies and can fully understand and engage with them and will work with you to provide the necessary support and resources

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1. Financial Scheme of Delegation

Finance Levels of Authority			
Delegated Duty	Value	Delegated Authority	Method
PS Financials workflow Orders and Invoices	Up to £1,000	Trust Estates Lead / Trust Operations Lead	
	Up to £3,000	Business support team (delegated to Assistant Finance Lead) / Budget Holder	
	£3,001 to £15,000	Operational Finance Lead	
	£15,001 to £35,000	CFO or Deputy CEO	
	£35,000 to £75,000	CEO	
	£75,001 +	CEO plus email (for information) to Chair of Trustees	
Ordering Goods and Services - Quotes and Tenders process	Up to £4,999	Budget Holder/Head Teacher	Best value approach
	£5,000 to £10,000	Budget Holder/Head Teacher	Minimum of 3 quotes
	£10,000 to £15,000	Budget Holder/Head Teacher & Operational Finance Lead	Minimum of 3 quotes
	£15,001 to £100,000	As above plus CFO (PSF System)	Minimum of 3 quotes
	£100,001 to £250,000	As above plus CFO (PSF System) Authorised by CEO via email	Minimum of 3 quotes, or formal tendering process where appropriate OJEU when over £214,904
	Over £250,001 to £500,000	As above plus Audit, Risk and Resources Committee	OJEU
	Over £500,000	As above plus Board Directors	OJEU
	Authority to accept other than lowest quotation or tender	CEO / CFO	
Deputisation for ordering Goods and Services	CFO	CEO	As required to cover absence
Signatories for cheques		Any Two signatories	CEO, CFO, Deputy CEO, People Lead, Operational Finance Lead

Signatories for, BACS payment authorisations and other bank transfers	Up to £25,000	Any one - CEO, CFO, Deputy CEO, Operational Finance Lead, People Lead	
Signatories for, BACS payment authorisations and other bank transfers	Over £25,000	Any Two - CEO, CFO, Deputy CEO, Operational Finance Lead, People Lead	
Signatories for Payroll BACS and associated	£500,000	Two signatories must include at least one A	A's - CEO, CFO, Deputy CEO, B's - Operational Finance Lead, People Lead
Commercial banking online value of batches submitted in 3 day period	£1,000,000	CEO, CFO	
Signatories for DFE grant claims and DFE returns	Any	CEO	
Virement of budget provision between budget heads	Up to £250,000	CEO and CFO	
Virement of budget provision between budget heads	£250,001 and up to £500,000	Audit, Risk and Resources Committee	
Virement of budget provision between budget heads	Over £500,000	Board Directors	
Disposal of Assets	Up to £10,000	CEO or CFO	
Disposal of Assets	Up to £20,000	Audit, Risk and Resources Committee	
Authorisation of Gifts & Hospitality	Over £25 and up to £100	Operational Finance Lead	
Authorisation of Gifts & Hospitality	Over £100 and under £1,000	CFO	
Authorisation of Gifts & Hospitality	Over £1,000	CEO	
Disposal of Assets	Over £20,000	As above plus Board Directors & DFE approval dependant on asset type as defined in the Academy Trust Handbook	
Write-off of bad debts	Up to £5,000	Chief Financial Officer	
	Between £5,000 and £10,000	Chief Executive Officer	
	Between £10,000 and £45,000	Board Directors	
	> £45,000	DFE approval - in line with the Academy Trust Handbook	
Purchase or sale of any freehold property		DFE approval	

Granting or take up of any leasehold or tenancy agreement on land or buildings exceeding a term of 7 years		DFE approval	
Taking up a finance lease on any asset not on the DfE approved list		DFE approval	
Taking up a finance lease on any asset on the DfE approved list		Board Directors	
Raising Invoices to collect income		Operational Finance Lead, Assistant Finance Lead and Finance Assistant	
Charge Cards (Multi pay)		CEO £3,500, Deputy CEO £1,500 Heads £1,000 x14 S-hams Hub £2,000 CFO/Finance £3,000 Estates Lead £3,000 Premises £1,000 x3 People £2,000 Governance £1,000	Business limit £40,000 Limit in use £33,000
Spending decisions which could be considered bespoke or contentious			The Board of Trustees, through the Audit, Risk and Resources Committee will be provided with oversight of any potentially contentious/bespoke spending decisions including and not limited to: conferences and events, hotel stays, unusual expense claims etc. The Board, through the Audit, Risk and Resources Committee, will receive a report on all hotel costs and a commentary on any which have occurred over the agreed limit in the Staff Expenditure Policy.

NB: Where a physical signature is not accessible, email approval is acceptable and must be kept with the associated transactions.

2. Card and Card readers issued

Commercial banking cards and card readers for online payments are issued to the following staff:

- Tracey Cleverly - Chief Executive Officer
- Emma Bone - Deputy CEO
- Tara Henderson - People Lead
- Emma Clark - Chief Finance Officer
- Daniel Jones - Operational Finance Lead
- Robert Saunders - Assistant Operational Finance Lead