

Scheme of Financial Delegated Authority (Appendix A)

Area	Description	Members	Board of Trustees	Trust Resource Committee	Local Governing Body	CEO & DFO & Chair of Trustees	Level A & Level B or 2 x Level B	Chief Executive Officer	Director of Finance & Ops	Headteacher	Business Manager	Budget Holder
Budget setting and monitoring	Approve the Trust annual budget		X									
	Review the Trust annual budget			X								
	Review and recommend individual school annual budget				X							
	Monitor Trust budgets throughout the year			X								
	Monitor individual school budgets throughout the year				X							
Budget amendments	Approval to utilise prior year reserves			X								
	Virements (are not permitted by the Trust)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contracts	Revised Trust current year budget estimate during the year		X									
	Purchases and contracts over £100,000		X									
	Purchases and contracts between £50,000 and £100,000			X								
	S							X				
	Purchases and contracts between £10,000 and £25,000								X			
	Purchases and contracts between £10,000 and £1,000									X		
Payments	Purchases and contracts between under £1,000										X	X
	Invoices above £50,000					X						
Writing off debts	Invoices below £50,000						X					
	Writing off outstanding debts between £1,000 and either 1% of total annual income or £45,000, whichever is smaller		X									
	Writing off outstanding debts between £500 and £1,000			X								
Fixed assets disposal	Writing off outstanding debts up to £500							X				
	Fixed assets disposals over £100,000 (other than land and buildings)		X									
	Fixed assets disposals £50,000 and £100,000 (other than land and buildings)			X								
	Fixed assets disposals between £25,000 and £50,000 (other than land and buildings)							X				
Staffing	Fixed assets disposals up to £25,000 (other than land and buildings)								X			
	Approving annual staffing structure alongside the annual budget		X									
	Approve increases to or significantly reorganise staffing structures, or make redundancies		X									
	Review and recommend increases to or significantly reorganise staffing structures, or make redundancies			X								
Financial manual and policies	Approve staffing structure changes within the agreed annual budget							X				
	Approve financial manual and policies		X									
	Review and recommend financial manual and policies			X								
Auditors	Approve banking arrangements		X									
	Appointment of external auditors	X										
	Appointment of internal auditors			X								