

**Edmonton Academy Trust
Financial Delegation 2018-19**

ACTION	RESPONSIBILITY	ACCOUNTABLE TO:	FREQUENCY	LIMITS OF AUTHORISATION
Budget				
Preparation of initial budget plans	Executive Headteacher	FA&P committee	Annually	
Preparation of final budget for approval	Executive Headteacher	Governing body	Annually	
Delegation of Budgets to Budget Holders	Executive Headteacher	FA&P committee	Annually	Various
Preparation of Budget Holder Guidelines	Executive Headteacher	FA&P committee	Annually	
Monitoring of individual budgets	Budget Holder	SBM and ultimately Executive Headteacher	Termly	
Monitoring of budget via Quarterly returns	Executive Headteacher	FA&P committee	as per calendar	
Monitoring of monthly payroll reports	SBM	Executive Headteacher	Monthly	Chair of FA&P to do periodic checks
Authorisation of virements between budget headings	Executive Headteacher	FA&P committee	Ad-hoc	Over £5000 after referral to the FA&P Committee
Monthly budget report	SBM	Executive Headteacher	Monthly	Reports are sent to the Chair of FA&P
Spending				
Authorisation of day-to-day expenditure	Executive Headteacher	FA&P committee	Daily	Up to £50,000 Over £50,000 after referral to the FPH & S Committee
Ordering of Goods and services	Finance Officer	SBM	Ad hoc	As per individual services
Authorisation of orders	Executive Headteacher	Executive Headteacher	Ad-hoc	Deputy Executive Headteachers: Up to £5,000 Executive Headteacher: over £5000. In practice the majority of orders are signed by the Executive Headteacher

Scheme of Financial Delegation 2018-19 updated 010918

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Commitment of orders onto cash accounts	Finance Officers	SBM	As soon as order placed	
Hardship fund	Family Liaison officers	SBM	adhoc	Up to £50 without reference. Over £50 authorised by Deputy Head
Confirmation of delivery of goods	Budget holders	Finance Officer	Ad-hoc	
Checking of invoices for accuracy and VAT	Finance Officer	SBM	Ad-hoc	
Certifies invoice for payment	Executive Headteacher or other signatory	FA&P committee	Ad-hoc	Less than £5000, certified by Finance Team/cost centre managers. All invoices over £5000 referred to Executive Headteacher
Cheque, Direct debit or standing order authorisation signatory	Any 2 of: Deputy Head, Executive Headteacher, SBM	Executive Headteacher	Ad-hoc	Any over £5000 requires Executive Headteacher signature. In practice most cheques are signed by the EHT
Authorisation of Petty Cash reimbursements to Staff	Executive Headteacher or Deputy Head (only if Executive Headteacher is absent)	FA&P committee	Ad-hoc	Up to £20 cash Over £20 cheque
Use of HSBC Commercial Card	Finance Officer	Executive Headteacher	With express permission of Executive Headteacher	Executive Headteacher will authorise any expenditure on card and authorise any paperwork. Finance
Monitoring of Petty Cash reconciliation	SBM	Executive Headteacher	Weekly	
Maintenance of education visit records	Finance Officer	SBM	Annually	
Preparation of school journey income and expenditure statement	Finance Officer	SBM	Annually	
Maintenance of Free school meals records	Admin Officer	Finance Officer	Ad-hoc	
Recording of other school income	Finance Officer	SBM	Ad-hoc	
Preparation other school income for banking	Finance Officer	SBM	Weekly	

ACTION	RESPONSIBILITY	ACCOUNTABLE TO:	FREQUENCY	LIMITS OF AUTHORISATION
Premises and Systems				
Undertaking capital works, R&M	SBM	Executive Headteacher	Ad-hoc	Up to value of £10000 -one quotation. Over £10000-three quotations
Maintenance of inventory records	Budget holders/HOD	SBM	Annual return	
Disposal of inventory items	SBM	Executive Headteacher	Ad-hoc	Up to £5000 Above this refer to Governors – see delegation
Annual inventory check	Finance Officer	SBM	Annually	Any missing items to be reported to Executive Headteacher within 24 hours
Back-up of Computerised records	SBM	SBM	Daily	Any failures to be reported to Executive Headteacher within 24 hours.
Planning and implementation of major works including capital schemes	SBM	Executive Headteacher	Ad-hoc	
Payment of invoices for Capital construction work	Finance Officer	SBM		Schedule as per PID with limits as set out on the PID
Staffing				
Appointment of Staff	Executive Headteacher	Trustees		Up to but not including deputy Headteachers and the Executive Headteacher
Appoinment of staff via agencies	Executive Headteacher	Trustees		EHT has authority to pay 'finders fees' to agencies.
Authorisation of Agency/supply timesheets	Cover Manager	Deputy head responsible for administration of cover	Ad-hoc	All invoices are checked by the Finance Office before presentation to the Executive Headteacher for payment

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Authorisation of Agency/supply timesheets for exam invigilators	Examinations officer	Deputy head responsible for the administration of exams	Ad-hoc	All invoices are checked by the Finance Office before presentation to the Executive Headteacher for payment
Authorisation of rewards and motivation payments	Executive Headteacher	FA&P committee	termly	according to Rewards and Motivation policy
Authorisation of payroll forms* for newly employed members of staff	Executive Headteacher	FA&P committee & Staffing	Ad-hoc	
Authorisation of Payroll	Executive Headteacher	Trustees	monthly	SBM verifies payroll return and sends to EHT for authorisation
Register of Business Interests and 'Fit and proper' declarations	Executive Headteacher	Members	annually	EHT to arrange for documents to be produced and held in a central file
Authorisation of payroll forms* for changes in staff circumstances	Executive Headteacher	Staffing Committee for pay reviews	Ad-hoc	Chair of Governors authorises any changes to Executive Headteacher arrangements.

Accounts and Reporting

Preparation of budget reports to Governors	Executive Headteacher	FA&P committee	Quarterly	
Preparation of draft accounts	SBM	Executive Headteacher	Annually	
Preparation of budget monitoring reports for ESFA	Finance Officer	Executive Headteacher	Termly	
Completion of Monthly VAT returns	Finance Officer	SBM	Termly	
Preparation and authorisation of projected year end balances	Finance Officer	Executive Headteacher	Annually	
Preparation of trial balances	SBM	Executive Headteacher	Annually	
Writing Off of debts	SBM	Executive Headteacher	Quarterly	writing off a debt of up to £1000 by EHT, over £1000 refer to FA&P. All debt recovery activity is reported to FA&P.

ACTION	RESPONSIBILITY	ACCOUNTABLE TO:	FREQUENCY	LIMITS OF AUTHORISATION
Internal audit arrangements	SBM	Executive Headteacher	Annually	Arrangements are agreed with FA&P and implemented by EHT
External audit arrangements	SBM	Executive Headteacher	Annually	

Trust development and Salmon's Brook School

Preparation of budget reports to Trustees	Executive Headteacher	Trustees	Quarterly	The ESFA/DfE is the purchasing/budget holder for the development of Salmon's Brook and the Trustees delegate all functions to the Executive Headteacher. Any spending that may relate to or affect EAT or ECS should be referred to the Trustees where it is above £50,000
Working with the ESFA/DfE	Executive Headteacher	Trustees	Quarterly	
Making purchasing decisions and operational decisions regarding Salmon's Brook	Executive Headteacher	Trustees	Quarterly	

* The Trust changed payroll provider from September 2018 and will move gradually to on-line systems. Therefore 'forms' refers to both paper and electronic.