

Schedule of Delegated Authorities

Delegated Authority		Expenditure		Contracts***	Finance leases***	Operating leases***	Loans (eg Salix)****	Investments and acquisitions	Asset disposals*	Annual or other budgets	Employee Recruitment and /or amendment to T&C's		Staff redundancy and terminations	Banking transactions **	Payroll approval *****	Bank Account generation	Expenses	Write off of Bad Debts*****	Accounts approval
Budget Holder	Finance Supporter	In Budget	Not Budget								In Budget	Not Budget							
Trustee Board	Finance Committee	>£50k	>£10k	Unlimited	Unlimited £, maximum 5 years	Unlimited	Unlimited	Unlimited	Unlimited*	Unlimited	Unlimited	Unlimited	Unlimited. Directors must approve all severance payments	If Required	If Required	If Required	>£5k Co signatory to Director expenses	<£45k	Yes
Chief Executive	Finance and Operations Director	<£50k	<£10k	<£50k	<£50k	<£50k	<£50k	Recommends	NBV <£10k	Recommends	Approves School Senior Leadership Team and central reports	Approves School Senior Leadership Team and central reports within £10k budget tolerance	Approves contractual payments only <£10k	<£50k	All , Co Signatory only on LAAT	Yes	<£5k	<£10k	Recommends
Head Teacher/Executive head	Finance Manager/Business and Operations Manager	<£10k	<£1k	<£10k	No	<£5k	Recommends	Recommends	NBV <£1k	N/A	Up to School Senior Leadership Team	Recommends	Recommends	<£2k	Own School	No	<£1k	<£1k	No
Head Teacher/Executive head	Business and Operations Partner	<£5k	<£0.5k	<£5k	No	<£5k	Recommends	Recommends	Recommends	N/A	Up to School Senior Leadership Team	Recommends	Recommends	<£2k	Own School	No	<£0.5k	No	No
Head of school/ Central department managers	Business and Operations Partner	<£5k	<£0.5k	<£5k	No	<£5k	Recommends	Recommends	Recommends	N/A	Recommends	Recommends	No	<£2k	Own School	No	<£0.5k	No	No
Departmental Budget Holders	Business and Operations Partner	<£1.5k	No	No	No	No	N/A	N/A	Recommends	N/A	Recommends	Recommends	No	<£1k	No	No	No	No	No

*For disposals of assets purchased with a capital grant of >£20k, premission from the ESFA must be sought

** Excludes BACs transactions in respect of approved invoices

*** Contracts and leasing relates to the annual value. Finance leases may require approval from the ESFA, therefore further guidance should be sought from the Finance and Operations Director. Schools should not be arranging individual contracts for centrally procured areas of spend.

**** ESFA approval is required for the write off of bad debts exceeding the lower of either 1% of turnover or £45k

*****The use of loans is highly restricted by the ESFA. Please refer to the Finance Director for further advice

***** Payroll can be signed off the Exec Head Teacher/Head Teacher/Head of School in conjunction with either the Business and Operations Manager or Finance Manager