

Policy for the Delegation of the Financial Powers and Duties of the Trustees

Policy area	Finance
Policy Author	CFOO
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Related policies/ documents	<ul style="list-style-type: none"> ● Academy Trust Handbook 2023 ● SDET Finance Policy 2023

Document Control

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1 Overview

The Trustees & Governors of South Downs Education Trust (SDET) are responsible for the financial management of the school to ensure the best possible education for its pupils.

Many trustee and governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body /Trustees and properly recorded.

The policy takes into account:

- i) Academy Trust Handbook 2023
- ii) SDET Finance Policy

The Academy Trust Handbook sets out the duties and obligations of academy trusts which have a funding agreement with the Secretary of State.

Trustees/Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

The Trustees will review this policy annually.

Signed:..... Dated:.....

1.1 Terms of Reference

Trustees and Governors are responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the CEO (Accounting Officer), and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although it is suggested that the governing body consider delegating as many responsibilities as practicable to the CEO. The CEO may then delegate to other staff as appropriate.

A shaded box indicates that such delegation is not permitted because of national regulations or would not be best practice

Activities are listed in alphabetical order and not according to level of importance.

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
Accounting						
Adhering to accounting policies and guidelines issued by EFA including the Academy Trust Handbook 2023.	Trustees and FACC	√		√	√	
Maintaining accurate, reconciled and up to date records to provide financial and statistical information.				√	CFOO	
Assets						
Arranging security of buildings, furniture, equipment, stock, stores and cash. Maintaining an inventory of all movable items of equipment and security marking such items.					CFOO √	
Checking annually the inventory to verify the location and condition of each item of equipment.		√			√	

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
Authorising the disposal of unusable or obsolete equipment included in the inventory which has a reported capital value of over £500	FACC up to £2,500 and Trustees £2,501+				Under £500 delegated authority to CFO	
Maintaining a record of all property borrowed by staff.					√	
Audit						
Availability of records and documents for inspection by the schools Auditors.				√	√	
Implementing recommendations arising from the annual audit.		√		√	√	
Receiving the report from the auditors and the response to the Action Plan.	Trustees	√				
Adopting and promoting a Confidential Reporting Policy.	√					
Maintaining a register of pecuniary and business interests for governors/trustees/board.	Trustees				CFOO on behalf of trustees	
Maintaining a register of pecuniary and business interests for staff.					CFOO	
Providing reconciled bank statements to the Auditors within notified timescales.					CFOO	
Maintaining a record of all cash holdings in the school.					√	
Signing of all cheques drawn / approval of all BACS payments made in accordance with the bank mandate				√	√	Mandate states 2 to sign at all times – Plus £1,000+ must be CFOO/Finance Director and Headteacher/Head of school /Deputy Head

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
Budget						
Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established in school development plan.				√	√	
Approving the final budget.	Trustees					
Notifying the approved budget to the ESFA by the agreed timescale in July annually.				√	CFOO	CFOO to prepare and submit, CEO to approve submission
Monitoring income and expenditure and ensuring corrective action taken where necessary.	Trustees and FACC	√		√	√	Monitored on at least a monthly basis and reported to Trustees each half term and Chair of Trustees monthly
Approving transfer between school level budget headings (virements) within agreed limits.		√		√	√	All virements must be reported to the next FACC meeting. Max. £50,000 between individual cost centres without prior approval of FACC/ Chair of Trustees
Governor Expenses						
Establishing procedures for governors/trustees to claim expenses	Trustees					
Income (including lettings)						
Approving a school lettings policy and fees		√				

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				√	√	
Notifying Trust Auditor where there is suspicion of money laundering activity. (Detailed in the Authority's Anti-Money Laundering Policy)	Trustees and FACC	√		√	√	
Writing off of debts	Trustees	√			√	CFOO up to £100 only.
Information and Communication Systems						
Controlling systems, security and privacy of data	Trustees			√		
Registering under Data Protection legislation					CFOO	
Insurance						
Ensuring the academy is adequately insured for all risks.				√	CFOO	
Reviewing insurance cover on a regular basis in the light of a risk assessment				√	CFOO	
Investments						
Setting aside funds in bank deposit accounts and withdrawing them.					CFOO	
Orders and Paying for Goods, Works and Services						
Ensuring that all contracts and agreements conform with the Standing Orders		√		√	√	
Accepting quotations/tenders and authorising orders/contracts for goods,				√	√	

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
works and services up to £75,000 (CARE full value of contract period)						
Accepting tenders and authorising contracts for go CFOOs, works and services of £75k+ in value (CARE full value of contract period)	Trustees					Over OJEU limit full European Tender rules to apply. NB this may change following the introduction of the Procurement Act 2023
Receipting and custody of all tenders					√	
Authorising staff to open tenders				√		
Not making payments unless goods have been received to the correct price, quantity and quality standard					CFOO	
Paying the correct person and the correct amount supported by an invoice					CFOO	This is the responsibility of the cheque signatories (See 16)
Retaining and storing invoices, vouchers and other financial records in a secure way for the defined periods					CFOO	
Approving applications for Business/Credit Cards				√	√	
Salaries, Wages and Pensions						
Notifying the schools payroll provider of any matters affecting payments to employees			√	√	√	

Activity	Trustees	FACC	Personnel and Pay	CEO/ Accounting Officer	CFOO	Comments
Certifying pay documents and other time records				√	√	
Approving salary policy and annually reviewing Headteacher's/Head of School salary	Trustees		√ Make recommendation to full Trustees			
Occasional gifts in accordance with the Gifts Policy – unrestricted income only				√	√	
Taxation						
Complying with VAT regulations					CFOO	
Unrestricted Funds						
Administering of voluntary funds					CFOO	
Audit						
Appointing an independent Auditor	Board of members	√				
Receiving audited annual accounts	Trustees	√				

1.2 Authorisation levels

Account Details		Non-Payroll	Payroll	
Budget Holder	Budget Held	Authorised to Commit up to:(Budgeted)	Routine Payments up to:	Discretionary Payments up to:
Individual Budget Holder including Head of School	Curriculum and Department Budgets	£ Annual budget as agreed	n/a	n/a
CFOO		£50,000 (new contract total)	£550,000 monthly (inc Gross, PEN,NI)	£nil
CEO/Accounting Officer		£75,000 (new contract total)	£550,000 monthly (inc Gross, PEN,NI)	£1,000 per employee per annum
Trustees/Governors		£75,000+	No Limit	No Limit

1.3 SSOPC (schools standing orders on procurement and contracts) Tendering Requirements

Aggregate value of the Contract	Procurement process	Who approves procurement process?	Who leads procurement process?	Advertising	How many quotes are required?	What type of contract is required?
£0- £7,500 (WHS) £0-£2,500 (C&P)	<ul style="list-style-type: none"> Email/write to supplier; or Place order under a Framework Agreement/Dynamic Purchasing System (“DPS”) that is available to the School 	Governing Body or Headteacher with delegated authority.	Headteacher or other School employee with delegated authority.	Not mandatory.	One written quote.	Trusts or supplier’s standard terms and conditions.
£7,500-£75,000 (WHS) £2,500-£75,000 (C&P)	<ul style="list-style-type: none"> Send suppliers (min 3) request for quotation; or Issue invitation to tender; or Call-off from framework agreement/DPS available to School. 	Governing Body or Headteacher with delegated authority.	Headteacher or other School employee with delegated authority.	Not mandatory but Best Value to be obtained.	Three written quotes.	Trusts or supplier’s standard terms and conditions.
£75,001-EU threshold	<p>Must be fair and transparent process representing Best Value:</p> <ul style="list-style-type: none"> Competitive tender; or Call off from framework agreement/DPS available to the School e.g. Crown Commercial Services 	Trustees	CFOO of Trust with Trust Chairman	School website, trade press or website, and, if appropriate, non mandatory OJEU notice and/or advert on Contracts Finder.	As per rules set out in existing contract/ framework or competitive tender	Trusts or supplier’s standard terms and conditions.

At EU Threshold or above	<ul style="list-style-type: none"> • Procurement process compliant with PCR 2015; or • Call off from framework agreement/DPS available to the School e.g. Crown Commercial Services 	Trustees	CFOO of Trust with Trust Chairman	OJEU contract notice and Contracts Finder.	As per rules set out in existing contract/framework or competitive tender in compliance with PCR 2015 through resourcing portal.	Trusts or supplier's standard terms and conditions.
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1. The EU Thresholds from 01.01.18– 31.12.19 are: Supplies - £164,176, Services - £164,176, "Light touch Services" - £589,148 and Works -- £4,104,394
2. This scheme of delegation will take account of the provisions in The Procurement Bill 2023 which will come into force on 28th October 2024
3. The value of the contract is the total value over the whole period of the contract, including any possible extensions.
4. Where the Public Contracts Regulations 2015 ("PCR 2015") apply, they apply in addition to the SSOPC and override the SSOPC where there is any conflict.
5. Before issuing any request for quotation or invitation to tender, the specification and contract terms and conditions must be completed and provided to all potential suppliers at the same time as the request for quote/ITT is issued.