

## Financial Scheme of Delegation for SMART (South East Cornwall Multi Academy Regional Trust)

Note: The Trust Board is non-operational so all financial decisions will be made in conjunction with the Chief Executive Officer and the Chief Financial Officer

	Authority to:	Trust Board	Chief Executive Officer/AO	CFO	Local Governing Committee	Finance/ Client Managers	COO/ Operations Managers	Finance Teams	Head teacher	SLT	Budget Holder
<b>Budgets (3 year):</b>											
1	Prepare a Budget				✓	✓			✓	✓	✓
2	Allocate a Budget	✓	✓		✓				✓		
3	Approve a Budget	✓ at a quorate TB meeting									
4	Approve Virement	✓	✓ >£20,000	✓ <£20,000					✓ following CFO approval		
5	Prepare & present monthly management accounts					✓					
6	Receive & monitor monthly management accounts	✓		✓	✓				✓		
7	Monitor a Budget	✓	✓	✓	✓	✓		✓	✓	✓	✓
<b>Staff:</b>											
1	Appoint Staff	✓ following approved form in case of CEO/ CFO	✓ following approved form in the case of CFO	✓ following completion of form					✓ following CFO approval		
2	Determine Pay and Conditions	✓	✓	✓					✓ following CFO approval		
3	Vary Pay and Conditions	✓ following approved form in case of CEO/ CFO	✓ following approved form in case of CEO/ CFO	✓ following approved form in case of CEO/ CFO					✓ following CFO approval		
4	Certify payments/ variations to staff	✓ following approved	✓ following approved	✓ following approved					✓ following CFO approval		

		form in case of CEO/ CFO	form in case of CEO/ CFO	form in case of CEO/ CFO							
	<b>Authority to:</b>	<b>Trust Board</b>	<b>Chief Executive Officer/AO</b>	<b>CFO</b>	<b>Local Governing Committee</b>	<b>Finance/ Client Managers</b>	<b>COO/ Operations Managers</b>	<b>Finance Teams</b>	<b>Head teacher</b>	<b>SLT</b>	<b>Budget Holder</b>
5	Admit staff to/amend payroll records					✓	✓	✓			
6	Define & prepare a redundancy business case		✓	✓	✓				✓	✓	
7	Approve a redundancy business case	✓ at a quorate TB meeting									
8	Approve Long Service Award (25 years = £60 voucher)		✓	✓					✓		
<b>Orders for goods and services:</b>											
1	Accept quotes	✓	✓	✓	✓				✓		
2	Certify Orders	✓>EU Threshold	✓>EU Threshold	✓>£20,000 to FTS Threshold		✓<£20,000	✓<£20,000				
3	Certify Invoices			✓		✓	✓		✓	✓	✓
4	Approve petty cash disbursements		✓>£400	✓>£400					✓>£400	✓ <£400	✓ <£100
5	Holding & dispersing cash from petty cash					✓		✓			
6	Sign cheques for petty cash (see key and note below for values)			1A bank signatory			1A bank signatory		1A bank signatory	1A bank signatory	
7	Control official stationery			✓		✓	✓	✓			

8	Open formal tenders received (over £50k)	✓	✓	✓			✓ COO only				
	<b>Authority to:</b>	<b>Trust Board</b>	<b>Chief Executive Officer/AO</b>	<b>CFO</b>	<b>Local Governing Committee</b>	<b>Finance/ Client Managers</b>	<b>COO/ Operations Managers</b>	<b>Finance Teams</b>	<b>Headteacher</b>	<b>SLT</b>	<b>Budget Holder</b>
9	Evaluate formal tenders	✓	✓	✓		✓	✓				
10	Accept formal tenders	✓	✓	✓		✓	✓				
	<b>Banking arrangements:</b>										
1	Order cheques			✓		✓					
2	Sign cheques (see key and note below for values)			1A/2A bank signatory			1A/2A bank signatory		1A/2A bank signatory	1A/2A bank signatory	
3	BACS payments (see key and note below for values)			2A bank signatory			2A bank signatory		2A bank signatory	2A bank signatory	
4	Give instruction to bank ie SO, DD, withdrawal of cash or special services			2A bank signatory			2A bank signatory		2A bank signatory	2A bank signatory	
	<b>Security and money:</b>										
1	Hold keys/spare keys to safes, cash boxes or other lockable money receptacles		✓	✓		✓		✓			
2	Deal with banking of money					✓		✓			
3	Making advances of money		✓ >£1,000	✓ <£1,000							
	<b>Income:</b>										
1	Determine fees & charges/ profit margins		✓	✓							
2	Determine credit control arrangements			✓							

3	Control official stationery					✓	✓	✓			
	<b>Authority to:</b>	<b>Trust Board</b>	<b>Chief Executive Officer/AO</b>	<b>CFO</b>	<b>Local Governing Committee</b>	<b>Finance/ Client Managers</b>	<b>COO/ Operations Managers</b>	<b>Finance Teams</b>	<b>Head teacher</b>	<b>SLT</b>	<b>Budget Holder</b>
4	Raise invoices			✓		✓		✓			
5	Collect and receipt income					✓		✓			
6	Write off income outstanding	✓	✓ <£5,000	✓ <£1,000							
7	Waive income/charges receivable		✓	✓							
<b>Assets:</b>											
1	Sell assets	✓	✓<£20,000	✓<£2,000							
2	Write off assets	✓	✓<£20,000	✓<£2,000							
3	Rent or lease assets	✓ at a quorate TB meeting	✓	✓							
4	Maintain fixed asset register					✓		✓			✓
<b>Financial systems and records:</b>											
1	Manage/operate/have access to or alter financial systems and records (including computer systems & records)		✓	✓		✓		✓			
<b>Financial information:</b>											
1	Certify as being correct financial information which is to be supplied to external bodies		✓	✓							

**KEY**

1A up to and including £1,000

2A over £1,000

'A' bank signatories

Linda Griffin, Deputy Headteacher, Saltash Community School

Karen Ball, Headteacher, Landulph School

Alex Lingard, Headteacher, Liskeard School & Community College

Scott Yalden, Headteacher, Looe Community Academy

Kate Littleddyke, Headteacher, Saltash Community School

Vyvyan Lovell, Headteacher, Trewidland Primary School

Jo Lombard, Chief Financial Officer

Steve Green, Business Manager, Looe Community Academy

Chris Pickles, Operations Manager, Liskeard School & Community College

Anton Steinhardt, SMART IT Officer

**Note** – For payments over £20,000, the Chief Financial Officer will countersign the expenditure in addition to the normal signatories. When a BACS payment is then authorised an email will be sent from the Chief Financial Officer to the Chief Executive Officer to alert him/her of the payment and to provide details

**FTS (Find a Tender Service) for procurement** – as at 1<sup>st</sup> January 2021: £181,302 for goods and services; £4,551,413 works