	1				Re	esponsible Body or F	Role						1
Who is responsible for?						sponsible body or r	tole					4	
	Trust Board of Members	Trust Board of Directors	Trust Chair of Directors	Trust Director for Finance	Trust CEO /	Trust Business and Operations Director	Trust Administrator with HR responsibilty	Academy Admin Assistants	Manager *related		School Headteachers	All Staff *subject to final authorisation by Headteacher / CEO	Clerk to the Trusts Board o Directors
Budgets													
Preparing the academies budgets				1	Yes	Yes	1						
Approving the academies budgets		Yes			103	103							
Submitting the academies budgets to the EFA by 31st July		103				Yes							
Monitoring the academies budgets						Yes							
Providing regular financial monitoring reports to the governing body						Yes							
Authorising an adjustment of budget subject to stated limits		£10,001>			>£10,000								
Financial / Company Compliance and Audit													
Keeping all accounting records in accordance with the retention guidelines for schools						Yes		Yes	Yes	Yes			
Setting up and maintaining effective systems of internal control and reporting all instances of		Yes		Yes	Yes	Yes							
Appointing the Trusts' Audit Firm every 3 years and reviewing annually	Yes												
Responding to recommendations in audit report		Yes											
Ensuring that the register of Pecuniary / Business Interest is maintained and published		Yes											Yes
Preparing the Budget Forecast Return Outturn (with support from the accountant)						Yes							
Approving the Budget Forecast Return Outturn and submitting to EFSA by 18.5.18					Yes								
Producing the end of year accounts (with the support of the accountant) by end of September						Yes							
Ensuring that the audit process is carried out within the agreed times in order to allow for the						Yes							
submission of the year end accounts by 31st December annually													
Approving the year end accounts / audit report before submission to EFSA and Companies House	Yes												
Ensuring submission of the year end accounts to the EFA and Companies House by 31st December Submission of Companies Annual Return via Companies House Web Filing						Yes							
Procurement of goods/services						Yes							
Authorising an order, non-order invoice or other liability to expenditure subject to budget limit for											Up to individual		
learning resources, printing, copying, cleaning and stationery requirements											school budget limits		
Authorising an order, non-order invoice or other liability to expenditure subject to stated limits (input by another member of staff)		£10,001>			>£10,000								
Authorising payments relating to staff gifts (i.e. christmas meal, leavers flowers, celebrations)		£25.01>			>£25								
Self authorising expenditure (excluding Pcards)								<£0	<£50	<£0		<£20	
Authorising payments from the Petty Cash Tins (small items i.e. postage, refreshments, stationery)					£50.01 - £100	>£20, <£50		<£20					
Using the school procurement card subject to stated limits					See appendix 1			See appendix 1	See appendix 1	See appendix 1			
Ensuring that contractors/companies have sufficient insurance arrangements, skills, expertise etc						Yes							
Overseeing the tendering process for goods/services procured as per the Trusts' policies and						tes							
making the buying decision		10000>			£2,001>£10,000								
Carrying out best value comparisons for goods/services with a value of up to £2000						Yes							
Processing Financial Transactions													
Making payments from the Petty Cash Tins (authorised by others or self authorised as per agreed													
limits) Reconciling the Petty Cash accounts each term								<£20					
Raising invoices in respect of goods / services supplied by the Trust						Yes							
Authorising the issue of a credit memo						Yes							
Authorised to sign cheques (2 signatures required)						Yes							
Authorised to load BACS Payments					Yes	Yes							
Authorised to load BACS Payments Authorised to release BACS Payments						Yes							
HR and Payroll					Yes								
Setting the salary scales of the head teacher and other members of the leadership team		Yes											
Appointing or varving contracts of the head teacher of deputy head teacher		Yes											
Authorising appointments, variations of contract, dismissals, secondments and transfers of		· e5			Yes								
Actioning appointments, variations of contract, dismissals, secondments and transfers of					.es		Yes						
Authorising travel & subsistance claims					Yes								
Authorising travel and subsistence claims for the CEO			Yes										
Actioning the payment of travel & subsistence claims						Yes							
Actioning the payment of travel & subsistence claims for the Business Operations Director													
Producing the EOYC Teachers Pensions return annually						Yes							
Approving and submitting the EOYC Pensions return annually by 31st May					Yes								
Ensuring that the payroll provider submits the Annual Services Return to Teachers Pensions						Yes							
Policies and Procedures													
Approving the charging and remissions policy annually		Yes											
Approving the Directors Allowances Policy every 3 years (or sooner if required)		Yes											
Approving a debt recovery policy every 3 years (or sooner if required)		Yes											
Approving the writing off of any debt that has proved to be irrecoverable		Yes											
Maintaining an inventory of assets (caplitalised & non capitalised)						Yes							
Checking the inventory on an annual basis							Yes						
Approving the Write-off of items from the inventory		Yes											
Approving an ICT security policy		Yes											
Holding the key for the academy safe/s					Yes	Yes at RC		Yes at SM & TH Only					
Holding the key for the academy safe/s Deciding how to deal with the sale of any spare equipment the school holds		> £10,000			Yes Up to £10,000	Yes at RC		Yes at SM & TH Only					
Holding the key for the academy safe/s		>£10,000				Yes at RC Yes		Yes at SM & TH Only					