

UNITED SCHOOLS TRUST
Kingsteignton School



SCHEME OF DELEGATION

1. Powers and Duties Reserved for the Board of Trustees
2. Financial Powers and Duties Delegated to the Chief Financial Officer
3. Financial Powers and Duties Delegated to the Principal
4. Financial Powers and Duties Delegated to other Staff
5. Summary of Financial Authorisation Levels

1. Powers and Duties Reserved for the Board of Trustees

The Board of Trustees shall be responsible for:

General

- 1.1 Approval of a written scheme of delegation of its financial powers and duties to the Principal and other staff. The scheme must satisfy the Board of Trustees ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the academy. The Scheme of Delegation should be operated in conjunction with the Financial regulations of the Academy.

Budgets/Budgetary Control

- 1.2 Formally approving the annual Academy budget at least two months prior to the start of each financial year.
- 1.3 Authorisation of all virements in excess of £30,000

Purchasing

- 1.4 Maintenance of a Register of Business Interests for all trustees and those academy staff with financial responsibilities.
- 1.5 The Board of trustees will seek the agreement of the DfE to invite tenders above £75,000 and authorising the award of such tenders.
- 1.6 Tenders other than the most financially favourable, or late tenders, can only be accepted by the Board of Trustees who shall minute the reasons for their decision.

Income

- 1.7 Authorisation of the write-off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

Security of Assets

- 1.8 Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5,000

Accounts and Audit

- 1.9 Appointment of external auditors.
- 1.10 Reviewing the draft financial statements prior to audit and approval of the audited financial statements prior to submission to the Secretary of State by 31 December.
- 1.11 Receiving the reports of the external auditor.
- 1.12 Receiving the reports of the Responsible Officer on the use of resources, systems of internal financial control and discharge of financial responsibilities
- 1.13 Informing the DfE if it suspects any irregularity affecting resources.

2. Financial Powers and Duties Delegated to the Principal

The Principal has delegated powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Board of Trustees and for the direction of teaching and the curriculum.

The Principal shall be responsible for:

Budgetary Control

- 2.1 Reviewing income and expenditure reports and highlighting actual or potential overspending to the Board of Trustees

Financial Management

- 2.2 Ensuring the arrangement for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

Purchasing

- 2.3 Authorising orders and contracts up to £5,000 in conjunction with the Chief Financial Officer.
- 2.4 Ensuring that all contracts and agreements conform to the Academy's Financial Regulations

Payroll and Personnel

- 2.5 Approving new staff appointments within the authorised establishment.
- 2.6 Certifying the payment of salaries every month, in conjunction with the Chief Financial Officer.

Security of Assets

- 2.7 Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.

Accounts and Audits

- 2.8 The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- 2.9 Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- 2.10 Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer.

3. Financial Powers and Duties Delegated to the Chief Finance Officer

The Chief Financial Officer shall be responsible for:

Budgets/Budgetary Control

- 3.1 Preparing an annual draft budget plan for consideration by the Board of Trustees before the start of the relevant financial year.
- 3.2 Monthly monitoring of expenditure and income against the approved budget and submitting reports on the Academy's financial position to every meeting of the Board of Trustees. Any actual or potential overspending shall be reported to the Board of Trustees.
- 3.3 Approving virements with between budget headings up to a value of £10,000 and reporting such approval to the Board of Trustees.

Purchasing

- 3.4 Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- 3.5 Retention of quotes obtained for goods, works and services.
- 3.6 Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- 3.7 Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Payroll and Personnel

- 3.8 Notifying the payroll provider of any matters affecting payments to employees.
- 3.9 Ensuring that the monthly payroll is checked, and certifying it for payment in conjunction with the Principal

Income

- 3.10 Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

Banking Arrangements

- 3.11 Maintaining proper records of account and reviewing monthly bank reconciliations.

Insurances

- 3.12 Notifying the Board of Trustees on any eventuality that could affect the Academy's insurance arrangements.

Security of Assets

3.13 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

Information and Communication Systems

3.14 Maintaining the standards of control for such systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the Data Protection Act.

4. Financial Powers and Duties Delegated to Other Staff

Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Regulations.

At present, there are no Members of Staff with delegated responsibilities.

5. Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising requisitions)	£1000 to £5,000	Principal or CFO	Market testing
	£5,001 to £30,000	Board of Trustees	Three written quotations, except where no other suitable alternatives
	£30,001 to £75,000	Board of Trustees	EU Formal tendering process including advertising in OJ (if over the OJEU threshold)
	Over £75,000	Board of Trustees plus DfE	
	Authority to accept other than lowest quotation or tender	Board of Trustees	
Signatories for cheques, BACS payment authorisations and Other bank transfers	To £30000	Authorised signatory plus one of:	
	>£30000 Additionally requires Board of Trustees approval	<ul style="list-style-type: none"> - Principal - CFO - Trust Secretary 	
Signatories for DfE grant claims and DfE returns	To £30000	Authorised signatory plus one of:	
	>£30000 Additionally requires Board of Trustees approval	<ul style="list-style-type: none"> - Principal - CFO - Trust Secretary 	
Virement of budget provision between budget heads	Up to £10,000	CFO and Principal	
	Over £10,000	As above and Board of Trustees	
Disposal of assets	Up to £250	Principal	
	£251 to £20,000	Board of Trustees	
	Over £20,000	As above, plus DfE approval required for disposal of assets funded with more than £20,000 of DfE grant, or transferred from an LA at nominal consideration	
Write-off of bad debts	Up to £100	CFO	
	£101 to £500	Principal	
	£500 to DfE Funding Letter Limit	Board of Trustees	
	Over DfE Funding Letter Limit	As above plus DfE approval	
Purchase or sale of any freehold property	Any	DfE approval required	
Granting or take up of leasehold or tenancy agreements > 3 years	Any	DfE approval required	
Raising invoices to collect income	Up to £10,000	CFO	
	£10,001 to £100,000	As above and Principal and Board of Trustees	
	Over £100,000	Board of Trustees	

The Scheme of Delegation will be reviewed annually

Reviewed: February 2023

Next Review: February 2024