

Appendix A - Financial Scheme of Delegation for SMART (South East Cornwall Multi Academy Regional Trust)

	Authority to:	Trust Board	Chief Executive Officer	CFO	Business Managers/Client Managers	Finance Teams	Headteacher	SLT	Budget Holder
Budgets:									
1	Prepare a Budget				✓		✓	✓	✓
2	Allocate a Budget	✓	✓				✓		
3	Approve a Budget	✓							
4	Approve Virement	✓<£20,000	✓>£20,000	✓			✓		
5	Monitor a Budget	✓	✓	✓	✓	✓	✓	✓	✓
Staff:									
1	Appoint Staff	✓	✓	✓			✓		
2	Determine Pay and Conditions	✓	✓	✓					
3	Vary Pay and Conditions	✓	✓	✓					
4	Certify payments/ variations to staff	Chair	✓	✓					
5	Admit staff to/amend payroll records				✓	✓			
Orders and payment for goods and services:									
1	Certify Orders			✓					
2	Certify Invoices			✓	✓		✓	✓	✓
3	Control official stationery			✓	✓	✓			
4	Approve petty cash disbursements		✓	✓			✓	✓	✓
5	Holding & dispersing cash from petty cash				✓	✓			
6	Sign cheques for petty cash						✓	GN,LE,CD	
7	Draw on petty cash			✓				✓	

	Authority to:	Trust Board	Chief Executive Officer	CFO	Business Managers/Client Managers	Finance Teams	Headteacher	SLT	Budget Holder
8	Open formal tenders received			✓	✓				
9	Evaluate formal tenders			✓	✓				
10	Accept formal tenders			✓	✓				
Banking arrangements:									
1	Order cheques			✓	✓				
2	Sign cheques						✓	GN,LE,CD	
3	Give instruction to bank ie SO, DD, withdrawal of cash or special services						✓	GN,LE,CD	
Security and money:									
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		✓	✓					
Income:									
1	Determine fees & charges/ profit margins		✓	✓					
2	Determine credit control arrangements			✓					
	Authority to:	Trust Board	Chief Executive Officer	CFO	Business Managers/Client Managers	Finance Teams	Headteacher	SLT	Budget Holder
3	Control official stationery				✓	✓			

4	Raise invoices				✓	✓			
5	Collect and receipt income				✓	✓			
6	Write off income outstanding	✓ >£5,000	✓ >£1,000	✓ >£1,000					
7	Waive income/charges receivable		✓	✓					
Assets:									
1	Sell assets	✓>£20,000	✓>£2,000	✓<£1,000					
2	Write off assets	✓>£20,000	✓>£2,000	✓<£1,000					
3	Rent or lease assets	✓	✓	✓					
4	Maintain fixed asset register				✓	✓			✓
Financial systems and records:									
1	Manage/operate/have access to or alter financial systems and records (including computer systems & records)		✓	✓	✓	✓			
Financial information:									
1	Certify as being correct financial information which is to be supplied to external bodies		✓	✓					

KEY

CD – Chris Dickson, Data & Personnel Manager, saltash.net community school

GN – Linda Griffin, Deputy Headteacher, saltash.net community school

LE – Brendan Lee, Assistant Headteacher, saltash.net community school

Note – For payments over £20,000, the Chief Executive 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 Finance Director to alert him/her of the payment and to provide details.

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