



ATLAS Multi Academy Trust

Schedule of Financial Delegation

Trust sub-committee: Resources Committee

Co-ordinator: Phil O'Neill

Last Reviewed: Autumn 2019

Next Review: Autumn 2020

St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

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| 1. | POLICY REGARDING THE DELEGATION OF BOARD OF DIRECTORS |
| 2. | FINANCIAL POWERS AND DUTIES |
| 2.1 | <p>The Board of Directors of ATLAS Multi Academy Trust is responsible for the financial management of each school to ensure the best possible education for its students. Many of the Directors responsibilities can be delegated to committees or individuals.</p> <p>To ensure sound financial control, this policy statement specifies the decisions of the full Board of Directors 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 Board of Directors and properly recorded.</p> <p>The policy takes into account:</p> <ul style="list-style-type: none">i) The National and Local Scheme for Financing Schoolsii) The School's Financial Regulationsiii) The School's Financial Proceduresiv) The School's Standing Orders on Procurement and Contracts <p>Directors 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 Executive Head Teacher. The Board of Directors, 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 Executive Head Teacher delegates tasks to other members of staff, the Executive Head Teacher remains accountable to the Board of Directors.</p> |

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| | The full Board of Directors will review this policy every year. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | TERMS OF REFERENCE FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE BOARD OF DIRECTORS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | <p>The Board of Directors are responsible for the financial management of the school. In order to allow the school to function efficiently, delegation to the Executive Head Teacher, Head Teacher and possibly to other members of staff, will be necessary. The extent and level of any such delegation is determined by the Board of Directors. The Executive Head Teacher may then delegate to other staff as appropriate. These details are included in the schedule of financial delegation (see Appendix 1).</p> <p>Abbreviations used in this policy</p> <table> <tr> <td>EHT</td> <td>Executive Head Teacher</td> </tr> <tr> <td>HT</td> <td>Head Teacher / Principal</td> </tr> <tr> <td>TBM</td> <td>Trust Business Manager</td> </tr> <tr> <td>AH</td> <td>Assistant Head</td> </tr> <tr> <td>TFM</td> <td>Trust Finance Manager</td> </tr> <tr> <td>FM</td> <td>Finance Manager</td> </tr> <tr> <td>FT</td> <td>Finance Team</td> </tr> <tr> <td>NM</td> <td>Network Manager</td> </tr> <tr> <td>PM</td> <td>Premises Manager</td> </tr> <tr> <td>PA</td> <td>Head Teacher's PA</td> </tr> <tr> <td>HRM</td> <td>Human Resources Manager</td> </tr> <tr> <td>SLT</td> <td>Senior Leadership Team</td> </tr> <tr> <td>SAGE</td> <td>Financial Management System</td> </tr> <tr> <td>ESFA</td> <td>Education Funding Agency</td> </tr> <tr> <td>FSS</td> <td>Financial services for schools (LA)</td> </tr> <tr> <td>OM</td> <td>Office Manager</td> </tr> </table> | EHT | Executive Head Teacher | HT | Head Teacher / Principal | TBM | Trust Business Manager | AH | Assistant Head | TFM | Trust Finance Manager | FM | Finance Manager | FT | Finance Team | NM | Network Manager | PM | Premises Manager | PA | Head Teacher's PA | HRM | Human Resources Manager | SLT | Senior Leadership Team | SAGE | Financial Management System | ESFA | Education Funding Agency | FSS | Financial services for schools (LA) | OM | Office Manager |
| EHT | Executive Head Teacher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HT | Head Teacher / Principal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBM | Trust Business Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AH | Assistant Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TFM | Trust Finance Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FM | Finance Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FT | Finance Team | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NM | Network Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PM | Premises Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PA | Head Teacher's PA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HRM | Human Resources Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLT | Senior Leadership Team | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SAGE | Financial Management System | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ESFA | Education Funding Agency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSS | Financial services for schools (LA) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OM | Office Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX 1

SCHEDULE OF FINANCIAL DELEGATION

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| Activity | Board of Directors (BODS) | ATLAS Resource Committee (ARC) | STAGS Finance, Premises and Operations Committee (FPO) | Executive Head Teacher (EHT) | Head Teacher / Principal (HT) | Local Governing Body (LGB) | Staff | Comments |
|---|---------------------------|--------------------------------|--|------------------------------|-------------------------------|-------------------------------------|------------------------|---|
| 1. Accounting | | | | | | | | |
| 1.1 Adhering to accounting policies and guidelines issued by the ESFA | Approval | Recommend to BODs | Recommend to BODs | | | | TBM TFM FM FT | TBM to review policies annually |
| 1.2 Maintaining accurate, reconciled and up to date records to provide financial and statistical information. | | Approval | Approval | | | Shared with Chair of LGB for noting | TFM FM FT | TBM – monthly review of records |
| 2. Assets | | | | | | | | |
| 2.1 Arranging security of buildings, furniture, equipment, stock, stores and cash. | | | | | | | TBM FM FT PM | |
| 2.2 Maintaining an asset register and inventory of all movable items of equipment and security marking such items. | | | | | | | FM TFM PM NM | FM to maintain Fixed Asset register for audit and insurance purposes |
| 2.3 Checking annually the asset register and inventory to verify the location and condition of each item of equipment in line with school policy. | | | | | | | TBM | This needs to be someone different to the person who maintains the register |

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| 2.4 Authorising the disposal of unusable or obsolete equipment included in the asset register/inventory. | | Sign off any disposals over £500 | Sign off any disposals over £500 | Sign off any disposals under £500 | Sign off any disposals under £500 | | | Obtain written approval from ESFA if Capital Grant in excess of £20,000 |
| 2.5 Maintaining a record of all property borrowed by staff. | | | | | | | TBM NM | Register reviewed regularly by HT |
| 3. Audit | | | | | | | | |
| 3.1 Availability of records and documents for inspection by the External Auditors. | | | | | | | TFM TBM FT HT Clerk | Auditors to prepare statutory accounts, assisted by FM and ensure records are in order for inspection |
| 3.2 Receiving the report from an audit inspection and implementing any recommendations. | Summary report | Presentation of findings | Presentation of findings | Approval of Statutory Accounts | | | TBM FM | Resource Comm. to review draft report first then to Board of Directors |
| 3.3 Maintaining a register of pecuniary and business interests for governors. | Report received by Governing Body | | | | | Provide report to BODS | Clerk | Assisted by HT and PA |
| 3.4 Reconciling bank statements on at least monthly basis | | | | Approval | Approval | | FT | Signed monthly by HT |
| 3.5 Maintaining a record of all petty cash holdings in the school. | | | | | | | FM FT OM | FT to reconcile cash monthly. TBM to check on a random basis |

| 4. Budget | | | | | | | | |
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| 4.1 Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the School self-evaluation form (SEF) and the Asset Management and Premises Development plans. | Chair of Resource Committee present to full Board of Directors to gain approval. | TBM to present to Resource Committee / Governing Body | TBM to present to Resource Committee / Governing Body | Agreement | Agreement | To note | TBM FM | To prepare and present draft to EHT/HT and SLT |
| 4.2 Approving the final budget. | Board of Directors approves budget | Makes recommendation to full Board of Directors | Makes recommendation to full Board of Directors | | | | TBM FM | Present to ARC and FPO |
| 4.3 Notifying the approved budget to ATLAS Trust within the agreed timescale | Chair of Board of Directors to obtain Trust approval | | | | | | TBM | TBM will issue a budget timetable to meet ESFA reporting deadlines |
| 4.4 Monitoring actual year to date income and expenditure against budget and explain variances | Approval | Receive monthly management accounts. | Receive monthly management accounts. | Review monthly management accounts Monthly | Review monthly management accounts Monthly | | FM | Prepare monthly management accounts monitored monthly and reported to Finance com. Once per term |
| 4.5 Approving transfer between budget headings within agreed limits. | | Approve budget reallocations more than £5,001 and above | Approve budget reallocations more than £5,001 and above | Approve budget reallocations less than £5,000 | | | | |

| 5. Income | | | | | | | | |
|--|------------|---------------------------------|---------------------------------|--|--|--|----------------|---|
| 5.1 Approving a lettings policy and fees e.g. music tuition, school meals on an annual basis | For noting | Receive recommendation from TBM | Receive recommendation from TBM | | | | TBM | |
| 5.3 Reception and banking promptly all income. | | | | | | | FM FT OM | Monitored by TBM |
| 5.4 Preparation of receipts for banking | | | | | | | FT OM | |
| 5.5 Physical banking of monies | | | | | | | FM FT | FM and FT/OM to bank additional monies as necessary Cash collection contracted to Loomis |
| 5.6 Approve procedures for chasing outstanding income due to the school (debt recovery policy) | Approval | Recommend policy to BODS | Recommend policy to BODS | | | | TBM | To review policy |

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| 5.7 Writing off of debts | | Over £500 | Over £500 | Up to £500 | Up to £500 | | FM FSS | Present any possible write-offs to HT and TBM Funding Agreement requires the Secretary of State's approval prior to writing off any single debt in excess of £1,000 |
| 6. Security and data protection | | | | | | | | |
| 6.1 Controlling systems, security and privacy of data | | GDPR Policy reviewed annually | GDPR Policy reviewed annually | | | | TBM NM | ensures that the school complies with requirements of the Data Protection Act 1988 And GDPR from May 2018 |
| 6.2 Registering under GDPR legislation | | | | | | | TBM | Ensure registration is renewed annually HT to ensure we are correctly registered |

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| 6.3 Set up and maintain access profiles for system users and the production and security of back-up disks and files | | | | Advises NM of level of access for staff | Advises NM of level of access for staff | | NM HT | NM acts on HT advice to enable appropriate access for staff and maintains list of all staff and their level of access FM enable access to finance package and sets levels |
| 7. Insurance | | | | | | | | |
| 7.1 Reviewing insurance cover in the light of a risk assessment | | Receive report of cover obtained on an annual basis | Receive report of cover obtained on an annual basis | | | | HT TBM | TBM to organise tender exercise as necessary and ensure adequacy of cover |
| 8. reserves | | | | | | | | |
| 8.1 Setting aside funds in reserve Fund | Refer to reserve policy | To annually approve policy | | | | | TBM | TBM to present any investment opportunities and carry out annual review reserve policy |

| 9. Purchasing | | | | | | | | |
|---|----------|----------------------------------|----------------------------------|--|--|--|-----------|---|
| 9.1 Ensuring that all contracts and agreements conform with finance policies and procedures | Approves | Sign contracts £10,001 - £50,000 | Sign contracts £10,001 - £50,000 | All contracts signed by EHT/HT up to £10,000 | All contracts signed by EHT/HT up to £10,000 | | TBM FM | |
| 9.2 Ensure that a minimum of three oral quotes to be examined wherever possible for purchases and contracts valued up to £5,000 | | | | | | | FT | to ensure/collate evidence to Budget holders |
| 9.3 Ensure that two written quotes are obtained for purchases and contracts valued between £5,001 and £10,000 | | | | Approval | Approval | | FT | To ensure/collate evidence Procurement quotes record form to be completed |
| 9.4 Ensuring that a minimum of three written quotations are obtained for goods, works and services valued between £10,001 and £50,000 | | Approval | Approval | | | | FT | To ensure/collate evidence Procurement quotes record form to be completed |
| 9.5 Ensuring that a minimum of four tenders are obtained for goods, works and services between £50,001 and EU limits | | Approval | Approval | | | | | |
| 9.6 Receipting and custody of all tenders | | | | | | | FT TBM | |

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| 9.7 Authorising staff to open tenders | | ARC to determine policy | FPO to recommend to ARC to determine policy | EHT will inform which budget holders can open tenders | | | TBM | |
| 9.8 Establish, review and monitor the purchasing policy | Approval | Recommend to BODS | | | | | | |
| 10. Order and payment of accounts | | | | | | | | |
| 10.1 The maintenance of an authorised signatory list for orders (subject to limitations agreed) | | | | | | | FM FT | |
| 10.2 Authorise the placing of orders for the purchase of all goods and services. | Between £50,001 and EU limits | Between £10,001 and £50,000 | | Between £5,001 and £10,000 | Up to £5,000 | | | Budget holder up to £5,000 |
| 10.3 Confirmation of the receipt of goods and services | | | | | | | FT | Budget holder |

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| 10.4 Making payments when goods have been received to the correct price, quantity and quality standard | | | | | | | FM FT OM | To match delivery notes to orders on SAGE FM/FT/OM will ensure budget holder signs all invoices before payment All invoices, including those with no order (eg catering invoice) to be signed by budget holder |
| 10.5 Preparation of cheques/BACS for payment of goods and services | | | | Approval | Approval | | FM FT | When paying by BACS the FM will issue a list of invoices to be paid When paying by BACS the FM will issue a list of invoices to be paid All cheque signatories to check this before signing |
| 10.6 Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period | | | | | | | FM FSS | to keep all records in locked cabinet or archive store |

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| 10.7 Maintain a contracts register | | | | | | | FM NM TBM FT | |
| 10.8 Approving applications for Business/Credit Cards | To approve any applications | To receive recommendation from HT | To receive recommendation from HT | | | | HT TBM FM | |
| 11. Payroll | | | | | | | | |
| 11.1 Certifying pay documents and other time records | | | | Approval | Approval | | TBM | To review payroll changes and payments every month FT to compile payroll every month FT to review draft pay report every month |
| 11.2 Approving salary policy and annually reviewing executive Headteacher and Head Teacher's salary | Delegated to Pay Review Committee to review all salaries annually and to approve all teacher threshold changes | | | EHT/HT reviews SLT salaries and makes recommendations to Pay review committee. | HT proposes salaries and makes recommendations to EHT. | | PMR? ? HT | Review recommend threshold and post threshold increases to EHT Governors pay committee to review salaries annually |

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| 11.3 Filing and storage of pay records | | | | | | | FM | |
| 11.4 Filing and storing of personnel records | | | | | | | HRM | |
| 11.5 Authorise all employee travel expenses to be paid through payroll | | | | Approval | Approval | | | |
| 11.6 Approve all payments to the Head Teacher personally i.e. reimbursement of payments for goods/services purchased on behalf of the school and personal expenses e.g. travel expenses | | Approval For claims over £500 | Approval For claims over £500 | | | | | TBM up to £500 |
| 11.7 Implement the school pay policy and appointment procedures for all staff employed through the school | | | | Approval | Approval | | | |
| 12. Banking arrangements | | | | | | | | |
| 12.1 Open bank accounts and approve signatures thereto | | Approval | | | | | | |
| 12.2 Signing of cheques and BACs Payments | | | | Sole signatory up to a value of £500 EHT Sole signatory up to a value of £999 | HT Sole signatory up to a value of £500 EHT Sole signatory up to a value of £999 | | | EHT + ONE authorised signatories for value £1,000 and over |

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| 12.3 Signing cheques in the absence of the Head Teacher | | | | | | | | Two designated Authorised signatories up to £999 |
| 13. Taxation | | | | | | | | |
| 13.1 Complying with VAT regulations | | | | EHT to approve quarterly claim | | | FT | to compile claim quarterly |
| 14. Best Value | | | | | | | | |
| 14.1 Undertake benchmarking exercises on an annual basis for review by Finance committee | | To receive benchmarking report from TBM | To receive benchmarking report from TBM | | | | TBM | to present findings to Finance com. |
| 15. Voluntary Funds | | | | | | | | |
| 15.1 Administering of voluntary funds | | | | | | | FM | |
| 16. Petty Cash | | | | | | | | |
| 16.1 An appropriate amount of petty cash to be held and periodic check of completeness of financial records. | | | | | | | TBM | Level not to exceed £500 over both floats |
| 16.2 Maintenance of accounting records, the security and regular reconciliation | | | | | | | FM FT FSS | |



ATLAS Multi Academy Trust

Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

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| Title of Policy: | ATLAS SCHEDULE OF FINANCIAL DELEGATION |
| Date: | Autumn 2019 |
| EIA carried out by: | Phil O'Neill |
| EIA reviewed by: | Resources Committee |

| 1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented | |
|---|---|
| <ul style="list-style-type: none"> Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this? | <p>Approved schedule of delegation to the school from the Board of Directors to fulfil legal requirements to ensure that funds are managed, monitored and spent in a way that ensure best value and establishes checks and segregation of duties.</p> |

| 2. Assessment of Impact? To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed | | |
|--|-------|---------------|
| Characteristic | Group | Effect/Impact |
| <ul style="list-style-type: none"> Age Disability Gender reassignment Marriage/civil partnership Pregnancy/Maternity Race Religion or Belief Sex Sexual orientation | | N/A |

| 3. Consultation | |
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| <ul style="list-style-type: none"> • New policy contains information about: Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate | Revised policy recognises the altered legal status of the school as part of ATLAS MAT |
| 4. Decision | |
| <ul style="list-style-type: none"> • Should the new proposal/policy be agreed and any impacts identified following consultations? • What reasonable adjustments are required? | No Issues or adjustments required |
| 5. Action Planning | |
| <ul style="list-style-type: none"> • Any actions identified to address inequality for different groups? • Any actions identified to promote equality and diversity? • Where are these actions recorded and who is responsible for them? | None |
| 6. Monitoring and Review | |
| <ul style="list-style-type: none"> • When will the impact assessment be reviewed? • Who is responsible? | Autumn 2020 |
| 7. Publication of the results of the impact assessment | |
| <ul style="list-style-type: none"> • Results of EIA are published – where and when? • The results are kept as a public record of the EIA – where and when? | With Policy |