

BASE ACADEMY - SCHEME OF FINANCIAL DELEGATION

SCHOOL	DIRECTORS	RESOURCES COMMITTEE	EXECUTIVE HEAD TEACHER	FINANCE MANAGER/HEAD OF SCHOOL
Commitment to purchase – purchase orders	Over £10,000	£5,000 - £10,000	Up to £5,000 per item	Up to £1,000 per item
Authorisation of Invoices				Previously approved and authorised items
Virements	Above £5,000	£2,000 - £5,000	Up to £2,000 per item	As required
Budget approval	Full Trustees Board approval	Detailed review by Resources committee with a recommendation that the budget should be approved by the full Trustee board	Presentation to Resources committee	Preparation of Budget with Exec. Head and Finance Manager
Approved supplies list	Delegated to Resources Committee	Reviewed annually	None	Reviewed regularly and presented to Resources committee annually
Contract placement	None	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis
Purchase payments	None	None	None	Previously approved and authorised items
Salaries -new employee	Full Trustees Board approval	Reviewed by Resources committee with recommendation the full governing board approves	Authorisation if an existing approved post	None
Salaries -change in salary rate	Full Trustees Board approval	Reviewed by Resources committee with recommendation the full governing board approves		None
Salaries - overtime claims	None	Up to £2,000 per claim	Up to £2,000 per claim	None
Salaries - expense claims	None	Up to £1,000 per claim	Up to £1,000 per claim	Up to £500 per claim
Salaries - monthly payroll run	None	None	Up to agreed BACS limit	None
Settlement agreement		Approval in line with Academy Financial Handbook		
Write-off of fixed asset	Trustees notified	Approval in line with Academy Financial Handbook	None	None
Write-off of bad debt	Trustees notified	Approval in line with Academy Financial Handbook	None	None