

BASE ACADEMY – FINANCIAL SCHEME OF DELEGATION - 2025/26

SCHOOL	FULL TRUST BOARD	RESOURCES COMMITTEE	EXECUTIVE HEAD TEACHER	FINANCE MANAGER/HEAD OF SCHOOL
Commitment to purchase – purchase orders	Over £20,000	£10,000 - £20,000	Up to £10,000 per order	Up to £5,000 per order
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 trust 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 Trust Board approval	Reviewed by Resources committee with recommendation the full Trust Board for approval	Authorisation if an existing approved post	None
Salaries - change in salary rate	Full Trust Board approval	Reviewed by Resources Committee with recommendation the full Trust Board for approval		None
Salaries - overtime claims	None	None	Up to £2,000 per claim	Up to £1000 per claim
Salaries - expense claims	None	None	Up to £1,000 per claim	Up to £500 per claim
Salaries - monthly payroll run	None	None	None	FM checks monthly reports/ liaises with payroll over any discrepancies and checks monthly invoices agreed to the reports – paid by DDM
Settlement agreement		Approval in line with Academy Trust Handbook		
Write-off of fixed asset	Trustees notified	Approval in line with Academy Trust Handbook	None	None
Write-off of bad debt	Trustees notified	Approval in line with Academy Trust Handbook	None	None

Date of next review: September 2026