**Lunesdale Learning Trust**

**Scheme of Financial Delegation**

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| **Delegated Duty** | **Value** | **Delegated Authority** | **Method** |
| Preferred Suppliers Lists | £0 to £100,000 | Reviewed by MAT Exec for ratification at Audit & Risk Committee | Developed and periodically reviewed. |
| **Ordering** goods, services and contracts (including staffing).  All invoices and contracts can be signed by the relevant budget holder or project manager once the commitment has been approved as described here.  Where an annual contract is in place and has been appropriately authorised according to the Financial Scheme of Delegation, individual monthly invoices can then be authorised by appropriate budget holder. | Up to £1,000 | Budget Holder or headteacher | Selection from preferred supplier list where applicable. |
| £1,000 to £5,000 | Authorised by MAT Exec. | Selection from preferred supplier list where applicable plus evidence of Best Value. |
| £5,001 to £30,000 | MAT Exec |  |
| £30,001 to £100,000 | As above plus Finance Audit & Risk Committee | Three Quotes or evidence of Best Value |
| Over £100,000 | Trust Board | (if over the OJEU threshold – Advertised Tender) |
|  | Authority to accept other than lowest quotation or tender | Proposals agreed as per authorisation levels above. |  |
| Exam Fees | Any level | Commitment entered into by a member of the exams team and invoices at all levels authorised by that team. |  |
| IT  All invoices and contracts can be signed by the relevant budget holder or project manager once the commitment has been approved as described here. | Recurrent Licence Fees | Authorised by Network Manager and reported to MAT Exec | Reported via monthly IT budget tracking spreadsheet, submitted to MAT Exec at the beginning of each calendar month. |
| £0 – 500 : Ad hoc consumables | Authorised by the Network Manager and reported to MAT Exec |
| New Licences and Capital commitments (single items over £250 each and bulk hardware purchases) | Approval by MAT Exec of proposals (including three quotes or evidence of best value) developed by the Network Manager. |
| Payment authorisation for high value items | Items specifically defined with schemes approved by FAR. | Following check against agreed project budgets, authorisation by a member of MAT Exec | BACS |
| Payroll | Following check against agreed payroll budget, authorisation by members of MAT Exec | BACS |
|  | Expenditure relating to school trips | Trips Coordinator, Finance Department and payment authorisation signatories.  International trips have budget and expenditure agreed by Leadership Team and Headteacher authorises payments within budget. | Expenditure is approved by the trips coordinator.  The Finance Department verify that the trip balance is sufficient to support the transaction.  The standard payment authorisation procedure applies. |
| Signatories for cheques | Any | 2 signatories (A and B, B and C or A and C) from the following:   * + - ‘A’ Signatories – Trustees     - ‘B’ Signatories – Executive Head / Deputy Head     - ‘C’ Signatories – Company Secretary   Furthermore, if the value is over £30,000, one of the signatories must be category A |  |
| Procedure for BACS / Chaps payments or transfers |  | The following are authorised to post payments:   * N Carruthers * D Sutton * N Harrison   The following are authorised to authorise payments:   * A Johnson * T Power * F Pearson * S Houghton * C O’Neill * R Chapman |  |
| Use of credit card | Any – reserved for use only when purchase via invoiced account is unavailable. | Delegated authority levels relating to procurement of goods or services described above apply. | Budget holder must complete  a request slip.  This slip must be signed by  either the CFO or Headteacher  before the credit card is  released for use. |
| Signatories for ESFA grant claims and ESFA returns | Any | Two signatories (or as required by EFA) from:  - COO / CFO  - AO  - Trustees |  |
| Disposal of assets | Up to £5,000 | Finance, Audit & Risk Committee |  |
| £5,001 to £20,000 | As above plus Trust Board |  |
|  | Over £20,000 | As above, plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant, or transferred from an LA at nominal consideration |  |
| Write-off of bad debts | Up to £1,000 | Finance, Audit & Risk Committee |  |
|  | Over £1,000 | As above plus EFA approval |  |
| Purchase or sale of any freehold property | Any | ESFA approval required |  |
| Granting or take up of any leasehold or tenancy agreement exceeding three years | Any | ESFA approval required |  |

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