

**Sea View Trust**  
**Scheme of**  
**Delegation of**  
**Financial Authority**  
**2019-20**



# Scheme of Delegation of Financial Authority

**In order to allow The Sea View Trust (the “Trust”) to function effectively, the Board of Trustees of the Trust (the “Board”) delegates financial authority to the Chief Executive Officer (CEO) and the Head Teacher at each academy. The extent and level of any such delegation is determined by the Board and is set out in this Scheme of Delegation of Financial Authority (the “Scheme”).**

This Scheme distinguishes between matters reserved exclusively for the Board’s approval or decision, and matters delegated to other individuals. The Scheme sets out financial limits and signatories applicable to various matters and ensures that there are sufficient operational controls in place for all the financial processes within the Trust.

For the avoidance of doubt, any financial powers not mentioned in this document are reserved matters for the Trust Board.

The new Scheme for The Sea View Trust was approved by the full Board of Trustees at their meeting on 26/11/19.

## FINANCIAL AUTHORISATION LEVELS

	Delegated Duty	Value	Delegated Authority	Method/ Notes
PROCUREMENT	<b>Ordering goods, works and services</b>	Up to £10,000	<ul style="list-style-type: none"> <li>Head Teacher</li> </ul>	Notify School Business Manager  Minimum 3 quotes over £7,500
		£10,001 - £50,000	<ul style="list-style-type: none"> <li>LGB</li> </ul>	Minimum of 3 quotes
		£50,001 - £65,000	<ul style="list-style-type: none"> <li>CEO</li> </ul>	Minimum of three quotes.
		Over £65,000	<ul style="list-style-type: none"> <li>Trust Board</li> </ul>	Formal tendering process including advertising in OJEU (if over the OJEU threshold)
	<b>Authority to accept other than best value quotation or tender</b>	Any	<ul style="list-style-type: none"> <li>Head (up to £5,000)</li> <li>LGB (£5,001 to £30,000)</li> <li>Trust Board (over £30,000)</li> </ul>	Ensure disposal maintains principles of regulatory, proprietary and value for money.

	Delegated Duty	Value	Delegated Authority	Method
SIGNATORIES	Signatories for cheques	Any	Two signatories from: <ul style="list-style-type: none"> <li>• Head teacher</li> <li>• Business Manager</li> <li>• Finance Manager</li> <li>• SLT</li> <li>• CEO</li> </ul>	Any two approved
	Signatories for BACS payments and other bank transfers	Any	Two signatories from: <ul style="list-style-type: none"> <li>• Head teacher</li> <li>• Business Manager</li> <li>• Finance Manager</li> <li>• SLT</li> <li>• CEO</li> </ul>	Any two approved
	Signatories for ESFA grant claims and ESFA returns	Any	One signatory from: <ul style="list-style-type: none"> <li>• Central Team</li> <li>• Chair of Trust</li> </ul>	Dependent on type of return
VIREMENTS	Approving transfer between budget headings	Up to £3,000	<ul style="list-style-type: none"> <li>• Business Manager</li> <li>• Headteacher</li> </ul>	
		£3,001 to £50,000	<ul style="list-style-type: none"> <li>• LGB</li> </ul>	
		Over £50,000	<ul style="list-style-type: none"> <li>• Trust Board</li> </ul>	
ASSETS	Authorising disposal of unusable or obsolete assets	Up to £10,000	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>	Ensure disposal maintains principles of regulatory, propriety and value for money
		£10,001 to £30,000	<ul style="list-style-type: none"> <li>• LGB</li> </ul>	
		Over £30,000	<ul style="list-style-type: none"> <li>• Trust Board</li> </ul>	
	Disposing of heritage assets	Any	<ul style="list-style-type: none"> <li>• Trust Board</li> </ul>	See the Academies Financial Handbook

	Delegated Duty	Value	Delegated Authority	Method
<b>WRITE-OFFS</b>	<b>Write off of Bad Debts/ Losses/ Disposal of Assets</b>	Up to £1,500 per transaction	• Headteacher	
		£1,501 - £10,000	• LGB	
		Over £10,000 to £44,999	• Trust Board	
		Over £45,000	• ESFA/Secretary of State	As stated in the Academies Financial Handbook
<b>LEASES</b>	<b>Finance Leases</b>	Any	• Trust Board and ESFA approval required	See clause in Academies Financial Handbook
	<b>Purchase or sale of any freehold property</b>	Any	• Trust Board	See clause in Academies Financial Handbook
	<b>Granting or take up of any leasehold or tenancy agreement exceeding five years</b>	Any	• Trust Board and ESFA approval required • Local Authority as appropriate	See clause in Academies Financial Handbook
	<b>Operating leases</b>	Up to £10,000	• Headteacher	
		£10,001 to £30,000	• LGB	
		Over £30,000	• Trust Board	
	<b>MISCELLANEOUS</b>	<b>Borrowing</b>	Any	• Trust Board and ESFA approval required
<b>Staff Severance payment or compensation</b>		Non-statutory/ non contractual element, up to £50,000	• Trust Board	See clause in Academies Financial Handbook

	<b>(PILON - Pay in Lieu of Notice)</b>	Over £50,000	<ul style="list-style-type: none"> <li>Trust Board and ESFA approval required</li> </ul>	See clause in Academies Financial Handbook
	<b>Pay roll</b>	As budgeted by school	<ul style="list-style-type: none"> <li>Headteacher</li> </ul>	Payment must be in line with staffing budget allocation. Any significant variance must have prior approval from the Trust
	<b>Expenses</b>	Maximum £500 per employee per month	<ul style="list-style-type: none"> <li>Line Manager countersigned by Headteacher</li> </ul>	
		Over £500 to £1,000	<ul style="list-style-type: none"> <li>LGB</li> </ul>	
		£1,001 to £5,000	<ul style="list-style-type: none"> <li>CEO</li> </ul>	All CEO expenses to be signed by Chair of Trust
	<b>Discretionary payments</b>	£500 per month per individual	<ul style="list-style-type: none"> <li>Headteacher on approval of LGB</li> </ul>	These should be only be considered in extenuating circumstances. Must be in line with Pay Policy.
		Over £50,000	<ul style="list-style-type: none"> <li>Trust Board and ESFA approval required</li> </ul>	See clause in Academies Financial Handbook
	<b>CEO expenditure</b>	£5,000 per annum	<ul style="list-style-type: none"> <li>CEO</li> </ul>	