

# SPECIALIST LEARNING TRUST

## Scheme of Delegation Of Financial Powers

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| Date approved by Trustees | September 2023   |
| Date of next review       | Autumn Term 2024 |

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## Statement of intent

In accordance with the ESFA's 'Academy trust handbook' (ATH), this document outlines the delegation of financial powers within the Specialist Learning Trust at Glebe School.

The trust is committed to providing a high standard of education and care, whilst ensuring that robust internal controls are in place to ensure that value for money, high standards of financial propriety, compliance with the trust's legal responsibilities and efficient use of resources is achieved. The internal control systems outlined in this document will be implemented at all times with the aim of ensuring that the trust acts in an effective and transparent manner.

This Scheme of Delegation of Financial Powers has been reviewed and approved by the board of trustees and will be reviewed and updated as appropriate in line with this policy.

## 1. Legal framework

This scheme of delegation has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ESFA (2022) 'Academy trust handbook 2022'
- The Companies Act 2006

This policy operates in conjunction with the following trust policies:

- Gifts, Hospitality and Anti-bribery Policy
- Tendering and Procurement Policy
- Lettings Policy
- Asset Control Policy
- Whistleblowing Policy
- Local Financial Procedures Manual

## 2. Responsibilities of the trust members

In regard to the trust's accounts, the members are responsible for appointing external auditors to give an opinion, other than where the Companies Act 2006 permits the trustees to appoint.

In accordance with the letter of engagement, the members will vote on any proposals to remove external auditors – reasons for removing an auditor must be provided.

## 3. Responsibilities of the trust board

A written scheme of delegation of financial powers will be approved by the board of trustees, ensuring that there are adequate operational controls in place for all the financial processes within the trust. The board of trustees is responsible for ensuring that the trust is operating in accordance with the law, its articles of association, its charitable objects, its funding agreement and the ATH.

The board of trustees is responsible for taking ownership of the trust's financial sustainability and its ability to operate as a going concern – this includes the proper stewardship of assets, ensuring regularity, propriety, and value for money in the trust's activities, and the efficient use of resources to maximise outcomes for pupils.

Annual budgets will be formally approved by the board of trustees prior to the start of the new financial year.

Budgetary control reports from the finance committee will be discussed at least once per term.

All capital plans for the trust, as recommended by the finance committee, will be received and approved by the board of trustees on an annual basis.

A Declared Conflicts of Interests Register for all board members and staff with financial responsibilities will be kept and maintained by the board of trustees.

The board of trustees is responsible for the following:

### **External audit**

- Appointing a suitably qualified CFO who is employed by the trust – prior ESFA approval is required if the trust, in exceptional circumstances, proposes to appoint a CFO who will not be an employee.
- Appointing a finance committee to oversee financial scrutiny and oversight and support the board in maintaining the trust as a going concern.
- Appointing external auditors where the Companies Act 2006 permits it to do so – see [section 2](#) – and notifying the ESFA when an auditor is removed or resigns.
- Receiving the reports of the findings of any external audit from the external auditor.
- Cooperating with external auditors and implementing reasonable recommendations where necessary.
- Ensuring there is an appropriate, reasonable and timely response to the auditor’s findings.
- Retendering the external audit contract at least every five years and considering the relevant points in the ATH when evaluating.

### **Liaising with the ESFA**

- Seeking the ESFA’s approval and meeting statutory requirements for any element of staff severance payment or compensation payment which is more than £50,000 above any contractual entitlement.
- Informing the ESFA if it suspects any irregularity affecting resources.
- Obtaining approval from the Secretary of State via the ESFA for the following transactions which are beyond the limits specified in the ATH:
  - Additional funding
  - Writing off debts and losses
  - Entering into guarantees, letters of comfort and indemnities
  - Acquiring freeholds
- Cooperating with the ESFA if they require financial information to help inform any audits of the trust.
- Keeping, and declaring to the ESFA, records pertaining to related party transactions, to highlight that all transactions have been conducted in accordance with the high standards of accountability and transparency.
- Seeking approval from the ESFA for any novel, contentious or repercussive investments.
- Seeking approval from the ESFA for ex-gratia transactions.
- Notifying the ESFA if a deficit budget is proposed.
- Complying with any financial notices to improve.

### **Approval and authorisations**

- Approving whistleblowing procedures, which are published on the trust’s website, and ensuring individuals’ right to whistleblow.
- Using the ESFA’s contact form to request ESFA approval prior to any transaction taking place that goes beyond the academy trusts delegation limits.
- Obtaining prior ESFA approval before making a special staff severance payment where:
  - An exit package which includes a special severance payment is at, or above, £100,000.
  - The employee earns over £150,000.

Ensuring there's awareness of the risk of cybercrime and ensuring there are proportionate controls to allow appropriate action to be taken where a cyber security incident has occurred; the trust will obtain permission from ESFA to pay any cyber ransom demands, where applicable.

### **Scrutiny, review and oversight**

- Recognising that there will only be a single budget forecast return (BFR) as the trust is no longer required to submit a separate budget forecast return outturn. The outturn information is now permanently included within the BFR.
- Explaining its policy for holding reserves in its annual report.
- Ensuring that the trust is following the recommended operational and internal controls provided by the board of trustees.
- Ensuring that financial plans are prepared and monitored to confirm the trust remains a going concern and financially sustainable.
- Reviewing the trust's Asset Register on an annual basis and reviewing the Risk Register at least annually.
- Reviewing financial reports prior to the submission of the audited financial statements to the Secretary of State by 31<sup>st</sup> December each year.
- Including contingency and business continuity planning as part of risk management procedures.
- Ensuring sound internal control, risk management and assurance processes are in place.
- Ensuring the protocol and requirements for managing related party transactions are followed and applied.
- Ensuring adequate insurance cover is obtained in compliance with legal obligations.
- Ensuring the governance statement, published alongside the annual accounts, meets the requirements of the ATH.

### **Appointing an audit and risk committee**

- Appointing an audit and risk committee, in line with the following requirements:
  - The trust will combine the audit and risk committee with the finance and operations committee as the trust's annual income does not exceed £50 million.
  - The audit and risk committee will meet at least three times a year.
  - The audit and risk committee will direct the trust's programme of internal scrutiny, ensure that risks are being addressed appropriately through internal scrutiny, and report to the board of trustees on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.
  - There will be clear terms of reference in place which describe the remit of the audit and risk committee, including advising on the adequacy of financial and non-financial controls and risk management arrangements in the trust. The committee must also direct a programme of internal scrutiny and consider the results and quality of any external audit.
  - Employees of the trust are not permitted to be members of the audit and risk committee; however, the accounting officer and CFO will attend, wherever possible, committee meetings to provide information and participate in discussions.
  - The chair of trustees will not be the chair of the committee.

- Only appointed members of the audit and risk committee, who have been approved by the board of trustees, will vote on any matters – the committee can, however, appoint non-voting members to advise the committee
- Members of the audit and risk committee will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

### **Appointing staff**

- Appointing a headteacher, who will also be the trust's accounting officer.

The board will delegate headteacher performance management to the headteacher pay review committee on an annual basis, as well as any resulting pay awards.

The headteacher pay review committee will comprise the chair of the board and two other trustees.

All headteacher and senior leadership appointments will be approved by the board.

The chair of the board of trustees and the accounting officer are responsible for ensuring that the capacity of executive and senior leaders to control and influence does not conflict with the requirements for managing connected party transactions.

The board of trustees will inform the ESFA if it suspects any irregularity regarding trust funds and instances of fraud or theft exceeding £5,000 in a financial year.

## **4. Delegated powers of the accounting officer**

The accounting officer also acts as an executive leader, and is, therefore, responsible for ensuring that these roles do not overlap so that there is no ambiguity about who is accountable for the financial management and integrity of the trust.

The accounting officer is personally responsible to Parliament, the public and to the ESFA for the financial resources under the trust's control. This does not remove the responsibility of the trustees for the proper conduct and financial operation of the trust.

The accounting officer is personally responsible for assuring the board of trustees that the trust is compliant with the ATH and the funding agreement.

The accounting officer is required to advise the board of trustees in writing if, at any time, in their opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or ATH.

The accounting officer will advise the board of trustees in writing if the board appears to be failing to act where required to do so by the terms and conditions of the ATH or funding agreement.

Where the board of trustees continues to act in ways not in accordance with the specified conditions, the accounting officer will consider the reasons the board gives for its decision. If the accounting officer still considers that the action proposed by the board is in breach of the articles, the funding agreement or the ATH, the accounting officer is responsible for notifying the ESFA's accounting officer immediately and in writing.

Each year, the accounting officer is required to complete and sign a statement on regularity, propriety and compliance, which is submitted to the ESFA along with the audited accounts.

Each year, the accounting officer is required to share the annual 'Dear Accounting Officer' letter from the ESFA with the trust's members, trustees, chief financial officer and other members of the SLT. They must also arrange for it to be discussed by the board of trustees and take action where appropriate to strengthen the trust's financial system and controls.

It is the responsibility of the accounting officer to demonstrate how value for money has been achieved.

## 5. Delegated powers of the finance and operations committee

The finance committee will:

- Always comply with the trust's trustee code of conduct.
- Take responsibility for appointing a professional clerk to advise and guide the committee of their duties and responsibilities, and to record minutes of all committee meetings.
- Be responsible for undertaking and attending relevant training when appropriate.
- Take responsibility for reporting to the board of trustees on the proceedings, recommendations and decisions of the committee.
- Exercise the powers and duties delegated to it by the board of trustees in relation to the financial administration of the trust.
- Meet as regularly as necessary, but at least once a term.
- Review information regarding the financial performance of the trust at least three times a year, taking all necessary action to ensure ongoing viability and sustainability.
- Be responsible for reviewing the trust's financial statements and highlighting any significant issues to the board of trustees, prior to submission to the Secretary of State.
- Report on decisions taken under their delegated powers at each meeting of the board of trustees
- Be responsible for reviewing the reports of the CFO regarding the effectiveness of the trust's financial procedures and controls, reporting any findings to the board of trustees.
- Review the annual budget prior to the start of the financial year and its acceptance, or otherwise, will be given to the board of trustees.
- Report all significant financial matters and any potential overspending to the board of trustees.
- Ensure an effective Pay Policy is developed and implemented.
- Reviewing all pay awards annually.
- Review the trust's estates rolling maintenance programme and capital plan on an annual basis.
- Be responsible for ensuring that appropriate insurance arrangements are in place for the trust.
- Be responsible for the purchase of goods and services, in line with the agreed authorisation levels outlined in Appendix A, will be authorised by the finance committee and reported to the trust board.
- Authorise expenditure on goods and services between £10,001 and £50,000 in value.
- Direct the authorisation for goods and services, as necessary, in line with Appendix A.
- Withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.



- Advise the board of trustees on accounting and finance-related policies, the trust's accounts, and the trust's annual report, including the process for reviewing the accounts prior to submission for audit.
- Be responsible for reviewing and offering advice with regards to the development of anti-fraud policies, whistleblowing processes and arrangements for special investigations.

## 6. Headteacher pay review committee

The headteacher pay review committee will:

- Always comply with the trust's trustee code of conduct.
- Take responsibility for appointing a professional clerk to advise and guide the committee of their duties and responsibilities, and to record minutes of all committee meetings.
- Take responsibility for reporting to the board of trustees on the proceedings, recommendations and decisions of the committee.
- Ensure annual pay award for the headteacher, which should be based on the outcomes of their performance appraisal, is reviewed on an annual basis by the committee, and recommendations for approval to the board of trustees are made. The committee will make certain the headteacher is not involved in setting or reviewing their own remuneration.

## 7. Delegated powers of the audit and risk committee

The audit and risk committee will:

- Always comply with the trust's Trustee Code of Conduct.
- Take responsibility for appointing a professional clerk to advise and guide the committee of their duties and responsibilities, and to record minutes of all committee meetings.
- Be responsible for undertaking and attending relevant training when appropriate.
- Take responsibility for reporting to the board of trustees on the proceedings, recommendations and decisions of the committee.
- Handle all matters relating to auditing, internal scrutiny, finance and risk management.
- Have due regard to all relevant legislation and advise the board of trustees when policies and procedures need to be revised in accordance with updates.
- Seek professional advice to ensure they can carry out their duties effectively.
- Take responsibility for providing the ESFA with any internal scrutiny reports they request and ensuring the audited accounts are submitted to the ESFA by 31 December each year.
- Receive reports, e.g. the annual accounts and management letters, consider any issues raised and the associated management response and action plans, and report necessary actions to the board of trustees.
- Be responsible for directing the trust's programme of internal scrutiny and ensuring it is informed by risk. The committee will report the findings from internal scrutiny activities to the board of trustees.
- Take responsibility for the appointment, re-appointment, dismissal and remuneration of external and regulatory auditors, and for reviewing the quality of their work.
- Review the external auditor's plan each year, the annual report and accounts, the auditor's findings and actions taken by the trust's managers in response to those findings.

- Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment, dismissal or retendering, and produce an annual report of the committee's conclusions and recommendations on this question to advise the board of trustees and members.

With regards to risk management, the audit and risk committee will:

- Report to the board of trustees on the adequacy of the trust's risk management processes.
- Make recommendations and advise on the strategic processes for risk, control and governance, and the governance statement.
- Advise on assurances relating to the management of risk and governance requirements for the trust.

The audit and risk committee must meet at least three times a year and, during these meetings, the committee will carry out the following tasks:

- Agreeing a programme of work annually to deliver internal scrutiny that provides coverage across the year, reviewing the ratings and responses on the trust's risk register to inform the programme
- Reviewing internal and external audit plans for the academic year
- Reviewing the trust's budget forecast returns to ensure their accuracy and compliance with the trust's funding criteria
- Commenting on the annual report and accounts for the previous academic year prior to their finalisation and submission for auditing
- Reviewing the content of the governance statement before it is presented alongside the finalised accounts
- Discussing recommendations and the outcomes of assurance activities from third parties
- Reviewing the trust's land and buildings collection tool (LBCT) to ensure its compliance with the trust's funding criteria
- Reviewing and considering the annual audited accounts
- Discussing the implications of the result of the accounting officer's statement of regularity
- Considering the internal scrutiny report and discussing the progress made against recommendations regarding enhancing financial and other controls and risk management procedures
- Agreeing the committee's annual report to the board of trustees and the accounting officer
- Re-visiting findings from external auditors and reviewing actions in response to audits

## 8. Delegated powers of the headteacher

The headteacher will be responsible for:

- The day-to-day financial management of the trust and its staff.

- Ensuring that the arrangements for the collection of income, purchasing of goods and services, payments and academy assets are in accordance with statutory regulations.
- Preparing and presenting an annual budget to the finance committee prior to the start of the year.
- Reviewing management accounts and highlighted potential overspending to the finance committee and board of trustees.
- Planning, preparing and annually updating a three-year strategic plan in line with the trust's SDP.
- Ensuring that all conflicts of interest concerning staff members with financial responsibility are declared and accurately recorded.
- Ensuring that all trust spending is in accordance with the specified authorisation levels.
- In liaison with the CFO, certifying the payment of salaries each month and authorising any necessary overtime.
- Reviewing annual pay awards, including those in relation to non-teaching staff, on an annual basis and making recommendations for approval to the finance committee.
- Ensuring that full, accurate and up-to-date records are maintained in relation to the trust's finances, and that these are available for audit by the external auditor.
- In conjunction with the CFO and other authorised signatories, approving BACs runs and signing cheques on behalf of the trust.
- Ensuring that the trust bank account does not become overdrawn, in collaboration with the CFO.
- Ensuring that all staff members with access to the trust's online banking have the appropriate level of authority and that the correct procedures are followed, in collaboration with the CFO.
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## 9. Delegated powers of the CFO

The CFO will be responsible for:

- The management of the trust's financial position at a strategic and operational level within the framework of financial control, as determined by the board of trustees, maintaining effective systems of internal control within the trust.
- Ensuring efficient and effective day-to-day management of the trust's finances, liaising with the headteacher, finance committee and board of trustees as appropriate.
- Ensuring there is an appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.
- Ensuring that all required information and documentation is submitted to the DfE and ESFA in line with the specified deadlines.
- Ensuring that all income is accurately accounted for and is promptly collected and banked.
- Assisting the headteacher in preparing and presenting an annual budget to the finance committee prior to the start of the year.
- In liaison with the headteacher, certifying the payment of salaries each month and authorises any necessary overtime in accordance with the trust's agreed policy.
- Notifying the payroll provider of any matters affecting payments to employees.
- Assist in preparing an annual draft budget for consideration by the finance committee and board of trustees prior to the start of the academic year, in collaboration with the headteacher

- Sharing management accounts with the chair of trustees, headteacher and chair of finance, operations and audit committee on a monthly basis and with other trustees at least six times a year.
- Publishing any Notices to Improve (Ntl) issued by the ESFA to the trust's website within 14 days of the Ntl being issued, and it will be keeping it on site until the ESFA lift the notice.
- Maintaining the trust's asset and risk registers.
- In conjunction with the headteacher and other authorised signatories, approving BACs runs and signing cheques on behalf of the trust.
- Maintaining a record of all contracts entered into by the trust, including details of payments, quotes obtained and invoices received.
- Advising the headteacher and the finance committee on purchasing decisions.

## 10. Delegated powers of other school staff

Designated staff members will be delegated financial responsibility in order to support the headteacher with the maintenance of the financial controls and procedures in operation at the trust.

Staff members with financial responsibility are aware of the financial regulations which they must act in accordance with.

The following members of staff are authorised to receive and check goods on behalf of the trust:

- Budget holders
- Finance officers and administrators nominated by the CFO

Appointed finance officers and administrators are responsible for checking and certifying monthly statements of expenditure against the delegated budget, reporting any potential overspending to the CFO.

Staff members will notify the CFO of any eventuality that could affect the trust's insurance arrangements, such as a hot works on buildings, building works in excess of £250,000, transportation of pupils in vehicles.

All staff members with financial accountability are responsible for maintaining accurate and up-to-date records regarding their actions in relation to the trust's finances.

## 11. General financial management

Where the trust's transactions go beyond the specified delegated authority limits, prior approval from the ESFA will be sought.

The trust will seek the ESFA's prior approval for borrowing from any source where such borrowing is to be repaid from grant monies or secured on assets funded by grant monies.

All trust funds, including those involving credit cards and online banking, will only be used for business expenditure and all balances will be cleared before interest accrues.

All members of the board of trustees who hold delegated powers are responsible for ensuring that:

- Spending has been for the purpose intended and there is probity in the use of public funds.
- Spending decisions represent value for money.
- Internal delegation levels are applied within the trust at all times.

- A competitive tendering policy is implemented, and the procurement rules and thresholds in [The Public Contracts Regulations 2015](#) are observed
- Relevant professional advice is obtained, where appropriate.

The trust will disclose aggregate figures for all transactions of any amount, and separate disclosure for individual transactions above £5,000, in their audited accounts for the transactions outlined in the ATH.

Relevant financial procedures implemented within the trust are outlined in the following trust policies:

- Pay Policy
- Gifts, Hospitality and Anti-bribery Policy
- Tendering and Procurement Policy
- Lettings Policy
- Asset Control Policy

All special payments, including special staff severance of any value, will be disclosed in total and individually.

All ex-gratia payments will be referred to the ESFA for prior authorisation.

The trust has delegated authority to approve individual compensation payments, provided that any non-contractual element is under £50,000. Where the payment is above this amount, the ESFA's prior approval will be obtained.

All members, trustees, employees and accounting officers with financial responsibility are required to record the details of any relevant business and pecuniary interests – relevant material interests arising from family relationships must also be detailed. This register will be published on the trust's website.

All members, trustees, employees and their relations, and organisations are responsible for ensuring that their connections to the trust are not used for personal financial gain.

Prior approval of the ESFA will be sought for all transactions with connected parties that are perceived as novel, contentious or repercussive.

Prior approval of the ESFA will be sought for the following transactions beyond the delegated limits set out in the ATH:

- Writing-off debts and losses
- Entering into guarantees, letters of comfort or indemnities
- Entering into indemnities which are not in the normal course of business

The trust will always pursue recovery of amounts owed to it, overpayments and payments made in error, irrespective of how they came to be made.

No payments will be made to trustees unless such payments are permitted by the trust's articles of association, or by express authority from the Charity Commission, and the payments will comply with the terms of any agreements entered into with the Secretary of State.

In accordance with the specified authorisation levels in Appendix A, prior approval will be obtained for purchases and payments as necessary, including from external parties such as the ESFA and Charity Commission.

All agreements between the trust and an individual or organisation will be on the basis of an open book agreement, including a requirement for the supplier to demonstrate, if requested, that their charges do not exceed the cost of supply.

All agreements between the trust and an individual or organisation will be supported by a statement of assurance from the individual or organisation confirming that their charges do not exceed the cost of the goods or services supplied.

The DfE's 'Get Information About Schools' (GIAS) will be kept up-to-date and the ESFA will be notified about any changes relating to governance information.

## 12. Monitoring and review

This document is reviewed annually in September by the board of trustees, and immediately when there has been a change in trust management or organisation structure, or if updates to the ATH require changes to be made.

Any changes to this policy will be communicated to members of staff by the headteacher.

## Authorisation levels

| Duty   | Value                                       | Delegated authority        | Method   | Review period |
|--|---|----------------------------|--|---------------|
| Virements of budget provision between budget headings                | Up to £5,000                                | CFO                        |  | As required   |
|  | £5,001 to £20,000                           | Headteacher                |  |               |
|  | £20,000 to £50,000                          | Headteacher with           | Report to the finance committee  |               |
|  | Over £50,000                                | Finance committee          | Report to the board of trustees  |               |
| Ordering goods and services within the agreed budget                 | Up to limit of department curriculum budget | Department budget holder   | Selection from preferred regular suppliers, unless otherwise agreed with the CFO.                  | Monthly       |
|  | Up to £10,000                               | Headteacher                |  |               |
|  | £10,001 to £50,000                          | Finance committee          | Minimum of three quotes required unless urgent health & safety implications or specialist supplier |               |
|  | Over £50,000                                | Board of trustees          | Formal tendering process, including advertising using "Find a Tender" where necessary.             |               |
| Authorising invoices for payment                                     | Up to £20,000                               | CFO, SBM, DHT              |  | As required   |
|  | £20,001 and over                            | Headteacher                |  | As required   |
| Signatories for cheques, BACS payment authorisations, bank transfers | Any   | Headteacher, CFO, SBM, DHT | Two signatories per transaction are required.  | As required   |

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| Banking cash and cheques  | Any   | Finance officer/assistant  | Cash and cheques kept on school premises will not accumulate above £1,000. Banking will be checked and agreed by another member of staff. | As required |
| Disposal of assets  | Up to £1,000  | Headteacher  | Maintaining the principles of regularity, propriety and value for money.  | As required |
|   | £1,001 to £50,000   | Finance committee  |   |             |
|   | £50,0001 and above  | Board of trustees  |   |             |
|   | Land, buildings and heritage assets   | Board of trustees plus prior written consent of the ESFA                     |   |             |
| Acquiring assets  | Freehold of land or buildings   | Board of trustees plus prior written approval of the ESFA                    |   | As required |
| Writing off debts and entering into indemnities                               | Up to £1,000  | Headteacher  | Anything above these limits required approval by the Secretary of State through the ESFA  | As required |
|   | £1,001 to £10,000   | Finance committee  |   |             |
|   | Below 1% of total annual income or £45,000 (whichever is smaller) per single transaction subject to a maximum of £250,000 | Board of trustees and the ESFA where applicable                              |   |             |
| Special payments, including special staff severance and compensation payments | Up to £49,999   | Board of trustees  |   | As required |
|   | £50,000 and above   | Board of trustees plus ESFA approval before an offer is made to the employee |   |             |
| Ex-gratia payments  | Any   | ESFA prior approval required   |   | As required |



|  |              |  |  |             |
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| Novel or contentious payments                        | Any          | Board of trustees plus prior ESFA approval                   |  | As required |
| Bank cards and online banking                        | Up to £5,000 | CFO, Finance Officer, SBM, DHT and designated budget holders | Charge cards will be kept in a safe and secure location when not in use. Orders require checking by another delegated authority. | Monthly     |
| Leasehold or tenancy agreement exceeding seven years | Any          | Board of trustees plus prior ESFA approval                   |  | As required |
| Borrowing  | Any          | ESFA approval required                                       |  | As required |

## **Separation of Duties – see above for authorisation levels**

### **Ordering goods and services**

(a) Initiating Officer:

A member of staff authorised by the board to sign official orders (or order requisitions where utilised) on behalf of the trust.

(b) Authorising Officer:

A member of staff other than (a) or (c), who passes an invoice for certification, having confirmed receipt of goods or services and checked arithmetical accuracy, quantities, prices etc. to the original order.

(c) Certifying Officer

A member of staff other than (a) or (b) designated by the trust to certify individual invoices for payment. In certifying an invoice for payment the certifying officer is indicating that all relevant financial regulations have been complied with.

(d) Bank Signatories

The trustees determine a minimum of four bank signatories, of which any two should sign each cheque or authorise BACs runs for the trust's bank account. The signatories may include any of the persons (a) to (c) above.

At Glebe School the signatories will be:

- Headteacher
- CFO
- Deputy headteacher
- School business manager

#### **1. Lloyds Business Charge Card**

Lloyd's business charge cards have been approved for the CFO, finance officer and head of sixth form, with each card holding a maximum credit limit of £2,500.

#### **2. Local Cash Facility at Glebe School**

A local arrangement to allow the finance officer and CFO to collect cash withdrawals of up to £800 at Bromley branch of Lloyds has been authorised or up to £500 from any bank cash point in West Wickham.