



Scheme of Financial Delegation 2020/21

Audience:	Central Team and all other CMAT employees
Policy Owner:	Louise Wilson – Accounting Officer
Approved:	12/10/2020
Policy Prepared By:	Rachel Abbott – Senior Finance Manager
Policy Model:	Compliance – all CMAT academies use this policy
Review:	Annually
Version Number:	2.2 (October 2020)

Task	School	Central Finance	Notes												
Purchasing Goods and Services															
Purchase Order Raised	✓		All orders raised via PS Purchasing portal Suppliers should be selected from the Trust's approved suppliers list												
Purchase Order Authorised	✓	✓	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Primary Schools</th> <th style="width: 50%; text-align: left;">Secondary Schools</th> </tr> </thead> <tbody> <tr> <td>Less than £1,000 Head Teacher</td> <td>Less than £1,000 Budget Holder</td> </tr> <tr> <td>£1,001 to £10,000 Finance Manager</td> <td>£1,001 to £2,000 Head Teacher</td> </tr> <tr> <td>£10,001 to £20,000 Senior Finance Manager</td> <td>£2,001 to £10,000 Finance Manager</td> </tr> <tr> <td>Greater than £20,000 CEO or Finance & Estates Committee</td> <td>£10,001 to £20,000 Senior Finance Manager</td> </tr> <tr> <td></td> <td>Greater than £20,000 CEO or Finance & Estates Committee</td> </tr> </tbody> </table>	Primary Schools	Secondary Schools	Less than £1,000 Head Teacher	Less than £1,000 Budget Holder	£1,001 to £10,000 Finance Manager	£1,001 to £2,000 Head Teacher	£10,001 to £20,000 Senior Finance Manager	£2,001 to £10,000 Finance Manager	Greater than £20,000 CEO or Finance & Estates Committee	£10,001 to £20,000 Senior Finance Manager		Greater than £20,000 CEO or Finance & Estates Committee
Primary Schools	Secondary Schools														
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	Greater than £20,000 CEO or Finance & Estates Committee														
Goods/Service Received	✓		Via PS Purchasing portal												
Invoice Processed		✓	All invoices received directly into the Central Finance Team. Any invoices sent to the school should be uploaded onto the Finance Portal												
Payment to supplier		✓	All payments are made via BACS												
Remittance advice issued to supplier		✓	All remittances are issued via email												

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<p>Multi-Pay Card Purchases – Purchases must demonstrate best value and the card should only be used where no alternative purchase option is available (or there is a significant monetary benefit). <u>Note:</u> normal purchase ordering processes for approval must be followed with proof of purchase retained for audit purposes.</p>			
Purchase Goods	✓		Multi-pay card used to purchase goods where no alternative purchase option is available
Invoice/Receipt	✓		Invoices/Receipts should be uploaded onto the Central Finance Portal within five working days
Payment Processed		✓	
Monthly Statement		✓	Payments reconciled against the bank and supporting documentation
Other Payments (e.g. Refunds)			
Request for payment	✓		A payment request is submitted to the Central Finance Team via the Central Finance Portal
BACS Payment		✓	In the first instance all payment requests are paid via a BACS payment
Cheque Request	✓		If no alternative payment option is available a cheque request is submitted to the Central Finance Team via the Central Finance Portal
Cheque Payment		✓	Cheque raised, approved and despatched
Other Cash Income			
Dinner Money (online cashless payments)			
Money allocated to pupil/student account as per cashless payment report	✓		
Receipt for total amount on cashless payment		✓	

Task	School	Central Finance	Notes
report raised on finance system			
Income reconciled as part of the bank reconciliation process		✓	
Trip and Extra-curricular Activities Income (cash)			
Money collected from parent/pupil/student	✓		
Money allocated to pupil/student record	✓		Trip records maintained by school
Money counted and banked	✓		Paying-in slip shared with the Central Finance Team via the Central Finance Portal
Receipt for total amount raised on the finance system		✓	
Income reconciled as part of the bank reconciliation process		✓	
Trip and Extra-curricular Activities Income (online cashless payments)			
Money allocated to pupil/student account as per cashless payment report	✓		Trip accounts maintained by school
Receipt for total amount on cashless payment report raised on the finance system		✓	
Income reconciled as part of the bank reconciliation process		✓	
Sales Income (Lettings, Music Lessons, etc...)			
Service provided (letting, music lesson, etc...)	✓		Sale to be recorded on the Sales Invoice Log/Lettings Calendar on the Central Finance Portal

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Invoice raised and issued to customer or parent		✓	
Payment received and allocated against invoice		✓	
Sales Receipts		✓	Sales Receipts issued via email
Income reconciled as part of the bank reconciliation process		✓	
Outstanding debts chased and recovered	✓	✓	School chase parent debts Central Finance chase other debts
Debt Control			
Monthly Review of Debtors		✓	Information shared with the school
Chasing Debts – parents' short term (Up to 60 days)	✓		Dinner money, trips, extra-curricular activities and music tuition, etc...
Chasing Debts – parents' long term (Greater than 60 days)	✓		
Chasing debts – All Other		✓	Lettings and other services provided to external organisations
Cash Management			
Management of central bank account		✓	
Cash-flow Forecasts		✓	
Investments		✓	Investments of surplus reserves, recommendations made to the Directors of the Trust for approval

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Budget Monitoring			
Budget setting	✓	✓	This will be a collaborative process between Central Trust and Headteacher
Budget Monitoring		✓	Includes a minimum of one meeting per term with the Headteacher and a senior member of the Central Finance Team.
Financial Reporting		✓	Includes a monthly financial management report which will be shared with the Headteacher and the Local Governing Body.
Audit and Preparation of Financial Statements			
Audit preparation (Year End and internal audit)		✓	Note: Schools should maintain accurate records of cash collected
Preparation of financial statements		✓ External Audit	In collaboration with the Central Finance Team.
Submission of financial statements to Companies House and the ESFA		✓	
ESFA Financial Returns			
Academies Accounts Return (AAR)		✓	
Land and Building Collection Tool (LBCT)	✓	✓	In collaboration with NRCDES, Schools and Estates Manager.
Budget Forecast Return Outturn (BFRO)		✓	
Budget Forecast Return (BFR)		✓	