



FAITH • HOPE • LOVE • HONESTY • SOLIDARITY • SERVICE • REFLECTION • JUSTICE • DETERMINATION • KINDNESS • ATTENTIVENESS • PRACTICAL WISDOM • PRAYER

Scheme of Delegation 2021/22

Audience:	Central Team and all other CMAT employees
Policy Owner:	James McGeachie – Accounting Officer
Policy Prepared By:	Rachel Abbott – Senior Finance Manager
Policy Model:	Compliance – all CMAT academies use this policy
Review:	Annually
Version Number:	3 (August 2021)

“Trust, faith and love can accomplish all things for our whole community.”
 St Thérèse of Lisieux

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: center;">Primary Schools</th> <th style="width: 50%; text-align: center;">Secondary Schools</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Less than £1,000 Head Teacher</td> <td style="text-align: center;">Less than £1,000 Budget Holder</td> </tr> <tr> <td style="text-align: center;">£1,001 to £10,000 Finance Manager</td> <td style="text-align: center;">£1,001 to £2,000 Head Teacher</td> </tr> <tr> <td style="text-align: center;">£10,001 to £20,000 Senior Finance Manager</td> <td style="text-align: center;">£2,001 to £10,000 Finance Manager</td> </tr> <tr> <td style="text-align: center;">Greater than £20,001 COO or Finance & Estates Committee</td> <td style="text-align: center;">£10,001 to £20,000 Senior Finance Manager</td> </tr> <tr> <td></td> <td style="text-align: center;">Greater than £20,001 COO 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 £20,001 COO or Finance & Estates Committee	£10,001 to £20,000 Senior Finance Manager		Greater than £20,001 COO or Finance & Estates Committee
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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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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.			
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		✓	

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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)		✓	

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