



AURORA ACADEMIES TRUST

SCHEME OF DELEGATION

Revised November 2016

Area of Responsibility	Level of Responsibility				
	Trust Board	Finance and Audit Committee	CEO	Finance Director	Other
Financial Management					
Ensure the Trust's continuing compliance with Academies Financial Handbook			✓		
To review the Trust's Financial Procedures Manual and all corresponding financial policies for approval by the Trust board biennially		✓			
Approval of the Trust's Financial Procedures Manual	✓				
Ensure that all relevant financial updates are brought to the attention of the Finance Committee / Trust board				✓	
To consider all relevant financial updates and advise the Trust board of any issues affecting the Trust's financial administration		✓			
Three year financial planning					
Prepare a three-year consolidated budget for the Trust				✓	
Consider the three-year consolidated budget for the Trust		✓			
Approve the three year consolidated budget and review this document in the light of any significant factors that come to the attention of the Trust Board.	✓				
Annual financial planning					
Undertake benchmarking exercises on an annual basis for review by the Finance Committee				✓	
Consider the benchmarking work undertaken by the Trust and propose changes, as required, to ensure that the Trust budget achieves value for money.		✓			
Prepare the draft academy budgets based on the agreed objectives of the Trust as set out in the strategic plan, the academy improvement plans and Trust three year plan				✓	Business Managers

Consider the draft Trust and academy budgets		✓			
Approve the Trust and academy budgets	✓				
Prepare a timetable with key dates for annual budget management				✓	
Ensure that meetings are timetabled taking into consideration financial deadlines.			✓		
Monthly financial reporting					
Prepare monthly management accounts for the Trust and academies showing expenditure against budget				✓	Business Managers
Review the monthly management accounts and any projected surplus or deficit.		✓			
Budget Monitoring and Control					
Monitor and control expenditure against the budget during the financial year.			✓ (central budget)	✓ (all budgets)	Business Managers (school budgets)
Withdraw Scheme of Delegation in the event of projected in year and/or cumulative deficits at any individual school/central office	✓				
Ensure that any trading activities are separately monitored and reported to the Trust Board.				✓	
Financial Reporting to the Education Funding Agency					
The preparation of the annual financial statements and other financial returns required by the EFA, including the annual Budget Forecast Return.				✓	
The preparation of other returns required by Companies House					Company Secretary
Approve the audited annual financial statements and any financial returns required by the EFA	✓				
Audit Reports					
Produce a formal response to the annual financial statements management report and Responsible Officer audit reports, together with an action plan showing how the recommendations will be implemented.				✓	

Consider the recommendations set out in any auditor's report and the action plan proposed by the Finance Director for implementing these.		✓			
Ensure that the recommendations agreed by the Trust have been implemented.		✓	✓	✓	
Retention and Disposal of Accounting Records					
Ensure maintenance of complete financial accounts and full supporting records for all accounts				✓	Business Managers
The retention, secure storage and disposal of accounting records in accordance with both legal and EFA requirements.				✓	Business Managers
The maintenance of full financial records for all accounts.				✓	Business Managers
Financial Systems					
Undertake an annual review of the controls within the Trust's financial systems				✓	Executive team
Banking Arrangements					
The signing of cheques or authorisation of BACS payments (two signatories always required) <i>NB the cheque/BACS signatory must have no connection to the cheque/BACS payee</i>			✓	✓	CEO, Regional Director, Headteachers, Business Managers
Use of Trust corporate cards for purchasing goods up to the card limit of up to £2,000 per month			✓		Headteachers and Business Managers
The control and reconciliation of the academy bank accounts for consideration by the Finance Director				✓	Business Managers
Approve the bank reconciliation on a monthly basis.				✓	Headteacher
Petty Cash					
Agree an appropriate amount of petty cash to be held and the periodic check of completeness of financial records				✓	Business Managers
The maintenance of accounting records, the security and regular reconciliation of petty cash.					Business Managers
Personnel and Payroll					
Review and approve the staff structure of the Trust and academies annually, as supported by the approved annual	✓				

budget					
Appointment of senior leadership team members	✓		✓		
Approval of performance related pay policy	✓				
Recruitment of staff within the agreed staff structure of the Trust and academies			✓		Headteachers
Recruitment of staff beyond the agreed staff structure of the Trust and academies		✓			
The filing and storage of personnel and pay records (including person specifications and interview notes for a least 12 months).					Business Managers
Authorise pay increases in accordance with the performance related pay policy			✓		
Authorise all employee-related expenses to be paid through payroll (e.g. employees' overtime, special allowances, travel expenses, etc).			✓ (Central staff)		Headteacher
Implement the Trust pay policy and appointment procedures for all staff employed by the Trust.			✓	✓	Company Secretary
Purchasing – provision of goods and services					
Approve procurement policy	✓				
Monitor purchasing regulations to ensure compliance by the Trust.		✓		✓	
Maintain a contracts register for the Trust				✓	Business Managers
Act as Contract Manager and monitor contracts on an on-going basis.				✓	Business Managers
Review contracts on an on-going basis (and as part of ensuring the Trust continues to achieve 'best value')			✓	✓	Business Managers
Ensure that a minimum of three written quotes are obtained for purchases and contracts valued at over [£1,000 and up to a value of £10,000.			✓	✓	Business Managers
Ensure that a minimum of 3 tenders are obtained for purchases and contracts valued between £10,001 and £100,000.			✓	✓	

Ensure that EU regulations are applied for all contracts over the EU threshold.	✓				
Leasing					
The maintenance of a register of all operating leases held by the Trust (other types of leases or borrowing is prohibited)				✓	Business Managers
Orders for Goods and Services and Payment of Accounts					
The maintenance of an authorised signatory list for orders (subject to the limitations agreed).				✓	Business Managers
The authority for the signing of official orders for the purchase of goods and services up to £1,000 (one signatory required)					Business Managers
The authority for the signing of official orders for the purchase of goods and services between £1,000 and £5,000 (one signatory required)			✓	✓	Headteachers
The authority for the signing of official orders for the purchase of goods and services between £5,001 and £25,000 (two signatories required)			✓	✓	Regional Standards Council/Regional Directors
The authority for the signing of official orders for the purchase of goods and services between £25,001 and £50,000		✓			
VAT					
To monitor the regulations on VAT, ensuring compliance by the Trust.				✓	
To complete and submit the reimbursement claim for VAT				✓	
The signing of the VAT reimbursement claims.				✓	
Income					
Approve the charging policy.		✓			
Draw up proposed charges for the various areas of Trust income, including lettings on an annual basis.					Business Managers
Approve the annual review of charges for the various areas of Trust income		✓			
Set suitable controls for the recording and collection of monies due					Business Managers

The control and collection of all income.					Business Managers
The preparation of receipts for banking.					Business Managers
The physical banking of monies.					Business Managers
Income					
Approve procedures for chasing outstanding income due to the Trust (debt recovery policy).		✓			
Write off bad debts	>£1,000	< £1,000			
Ensure the security of monies held on site.				✓	Business Managers
Security of Assets, Stocks and Other Property					
Produce and implement a policy for security arrangements at the Trust (including procedures for call-out and key replacements)				✓	
Approve and periodically review the policy for security arrangements at the Trust.		✓			
To determine a value above which assets should be recorded on the Trust's inventory.		✓		✓	
Ensure the physical security of the Trust's assets, and maintain and periodically inspect an up-to-date inventory.				✓	
To determine a value above which discrepancies in the inventory should be reported to the Finance Committee.	✓				
The physical inspection of the inventory on an annual basis or through an on-going programme of (random) sample checks.				✓	
Approve the policy for disposal of surplus stock and equipment and the sale of property, other than land buildings.	✓				
Authorise items for disposal above a value of £5,000		✓			
Maintain a register of key holders.			✓		Business Managers
Insurance					
Initiate adequate insurance cover for the Trust, and maintain a register of policies taken out.				✓	

Undertake an assessment of risk management for insurance purposes at the Trust.		✓		✓	
Health and Safety					
Ensure an appropriate health and safety policy is in place and is reviewed at least annually ¹	✓				Regional Standards Council/Local Academy Boards
Safeguarding					
Ensure appropriate safeguarding procedures are in place and review such procedures at least annually ²	✓				Regional Standards Council/Local Academy Boards

¹ See DfE guidance “Health and Safety: advice on legal duties and powers” February 2014 and HSE guidance at <http://www.hse.gov.uk/services/education/index.htm>

² See DfE guidance “Keeping children safe in education” September 2016