

**Tenax Schools Trust**  
**Scheme of Financial Delegation (Financial Authorisation Levels)**

**Material overspending compared to the approved budget**

*Where a school is proposing to overspend part of its annual budget by making savings elsewhere in its budget and this is in excess of £7,500 (primary) or in excess of £30,000 (secondary) than prior approval for this spend should be formally sought from the Chief Financial Officer (CFO) or Group Financial Controller (GFC), notifying the Finance, Audit and Risk Committee (and a formal minute recorded).*

*Where a school is proposing to overspend its overall approved net school annual budget, and where this would mean forecast carry forward reserves at end of current year were less than £25,000 or it would reduce budget carry forward reserves by 10% or more, then prior approval for this spend should be formally sought from the CFO or GFC, consulting with the Finance, Audit and Risk Committee (and a formal minute recorded).*

<b>Delegated duty</b>	<b>Value (inc VAT)</b>	<b>Delegated Authority</b>
Ordering goods & services <sup>1,2</sup>	Up to £1,000	Budget holder or headteacher (or delegate)  Budget holder or SBM (or delegate) at Bennett
	£1,001 - £5,000	Headteacher  (Bennett up to £10,000 – SBM/headteacher)
	£5,001 - £25,000	CFO or GFC  3 separate suppliers should be approached for quotes, unless otherwise agreed by CFO. Proof of best value to be noted
	£25,001 - £50,000	Finance, Audit and Risk Committee  3 quotes from separate suppliers should be obtained, unless otherwise agreed by CFO or GFC. Proof of best value to be noted
	>£50,001	Finance and Audit Committee  Tenders invited as per tendering procedures
Invoices <sup>1</sup>	Any	Headteacher, SBM or budget holder
Cheques and payment authorisations (including BACS payments other than payroll) <sup>1,3</sup>	<£25,000	2 authorised bank account signatories (as approved by CFO)
	>£25,001	As above and one of CEO, CFO, or Chair of Finance, Audit and Risk Committee

Business Charge Card Expenditure <sup>1</sup>	Primary	<£5,000	Card signatory and headteacher; CEO/CFO/GFC where cardholder is headteacher
	Secondary	<£30,000	Card signatory and SBM; or CFO/GFC where cardholder is SBM
	Tenax (inc SCITT and TSH)	<£30,000	CEO or CFO or GFC CEO for CFO expenditure; CFO for CEO expenditure;
Expense Claims and Petty Cash <sup>1</sup>	Against budget holders delegated budgets		Budget holder
	As above but budget holder is claiming		SBM
	SBM		Headteacher
	Headteacher		CFO or CEO or GFC
	CFO		CEO
	CEO		CFO
	Governor or Trustee		CFO or GFC
Payroll	BACs	Any	Headteacher & SBM  (Bennett – SBM and HR manager)
	Absence requests	Any	Headteacher, or another member of school Leadership Team in an emergency (CEO or DPE for HT requests)
	Timesheets	Any	Manager approving work has been carried out, counter-signed by the headteacher or SBM
	Severance Payments	Any	CEO, reporting to CFO
Disposal of Assets	<£5,000		SBM reporting to CFO
	>£5,001		CFO or GFC reporting to Finance and Audit Committee
Write-off bad debts	<1% of total annual income or £1,000 (whichever is smaller)		SBM reporting to CFO or GFC

	>1% of total annual income or £1,000	Finance, Audit and Risk Committee
Receiving income	Any	Headteacher and SBM
Raising invoices to collect income	Any	SBM or delegate
Budget Allocation	Any	Prepared by SBM with headteacher, in conjunction with CFO; approved by Finance, Audit and Risk Committee
Bank Statements	Any	Reconciled by SBM or delegate; signed by headteacher (SBM at Bennett)
Monthly Reporting	Any	SBM and headteacher, reviewed by CFO or GFC, reported to Finance, Audit and Risk Committee
VAT submissions	Any	Headteacher (SBM at Bennett)
Staffing appointments/changes in contract	Non-leadership  Leadership Scale	Headteacher <ul style="list-style-type: none"> <li>Where schools are operating &gt;85% (staffing costs/GAG revenue), headteachers (or via SBMs) must consult with CFO before taking any staffing decision</li> <li>Where schools are operating &lt;85%, headteachers (or via SBMs) must consult with CFO on any staffing decision that could push over 85%</li> </ul> CEO, with salary ranges determined by Pay and HR Committee, and appointments reported to Pay and HR Committee

<sup>1</sup> There should always be 3 separate authorised people involved in approving and processing orders, invoices, expense claims, petty cash and payments to ensure sufficient segregation of duties

<sup>2</sup> Any single item of expenditure or total value of contract within budget holder's delegated budget

<sup>3</sup> No member of staff is permitted to authorise expenditure, or to sign cheques/BACs payable to themselves or to someone closely connected to themselves or in whom they have a pecuniary interest

SBM should be taken as School Business Manager or delegate/equivalent

Headteacher should be taken as Director of Teacher Training and Development or Operations Director for the SCITT, and Director of Teacher Training and Development or Director of Altius/TSH for Altius and TSH; CFO or GFC for Tenax

**Appropriate approval by delegated authority must be noted either through written signature on documentation or via email authorisation, (a copy of which should be stapled with the paperwork) or recorded in minutes of the appropriate meeting.**