

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), reporting to the Finance, Audit and Risk Committee.

Where a school is proposing to overspend its overall approved 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.

Delegated duty	Value (Excl. VAT)	Delegated Authority
Ordering goods & services ^{1,2}	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
All purchases over £500 outside of a Direct Debit Arrangement or charge card need to be recorded as a commitment by way of a purchase order being raised on Access.		
Invoices ¹	Any	Headteacher, SBM or budget holder
Cheques and payment authorisations (including D/Ds & BACS payments other than payroll) ^{1,3}	<£25,000	2 authorised bank account signatories (as approved by CFO)
	>£25,001	As above and one of CEO, CFO, GFC or Chair of Finance, Audit and Risk Committee

Business Charge Card Expenditure ¹		
	Primary	<£5,000 Card signatory and headteacher; CEO/CFO/GFC where cardholder is headteacher
	Secondary	<£10,000 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/GFC for CEO expenditure;
Expense Claims ¹	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, Audit & Risk 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 or 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;
Monthly Reporting	Any	SBM and headteacher, reviewed by CFO or GFC, reported to Finance, Audit and Risk Committee
VAT submissions	Now completed and authorised by central services team	
Staffing appointments/changes in contract	Non-leadership	Headteacher <ul style="list-style-type: none"> Where schools are operating >85% (staffing costs/GAG revenue), headteachers (or via SBMs) must consult with CFO before taking any staffing decision Where schools are operating <85%, headteachers (or via SBMs) must consult with CFO on any staffing decision that could push over 85%
	Leadership Scale or salary >£60k	CEO, with salary ranges determined by Pay and HR Committee, and appointments reported to Pay and HR Committee

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

² Relates to any single item of expenditure or total value of contract; and the total payment value for services over a 3-month period paid to a single supplier should obtain the correct authorisation for the combined total as per scheme of delegation.

³ No member of staff is permitted to authorise expenditure, or to sign cheques/release of BACs payable to themselves or to someone closely connected to themselves or in whom they have a pecuniary interest (unless part of the normal monthly payroll where it should be countersigned by 2 other authorised signatories)

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

‘Headteacher’ should be taken as Director of Teaching School Hubs or Operations Director for the SCITT; Teaching School Hubs or Operations Director for KTSH; CFO or GFC for Tenax

Appropriate approval by delegated authority must be noted through written signature on documentation; or via email authorisation and where applicable recorded in minutes of the appropriate meeting (a copy of which should be attached with the paperwork on Access).