

**POLICY FOR THE DELEGATION
OF THE FINANCIAL POWERS AND
DUTIES OF THE TRUSTEES**

South Downs Education Trust

Approval sought by the TRUSTEES on

Summer 2023

Review Date

Autumn Term 2023

POLICY REGARDING THE DELEGATION OF TRUSTEE FINANCIAL POWERS AND DUTIES

The Trustees & Governors of South Downs Education Trust (SDET) are responsible for the financial management of the school to ensure the best possible education for its pupils.

Many trustee and governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body/Trustees and properly recorded.

The policy takes into account:

- i) Academy Trust Handbook 2022
- ii) SDET Finance Policy

The Academies Financial Handbook sets out the duties and obligations of academy trusts which have a funding agreement with the Secretary of State.

Trustees/Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

The Trustees will review this policy annually.

Signed:..... Dated:.....

**Chair of Trustees TERMS OF REFERENCE FOR THE DELEGATION
OF THE FINANCIAL POWERS AND DUTIES OF THE TRUSTEES/GOVERNING BODY**

Trustees and Governors are responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the CEO (Accounting Officer), and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although it is suggested that the governing body consider delegating as many responsibilities as practicable to the CEO. The CEO may then delegate to other staff as appropriate.

A shaded box indicates that such delegation is not permitted because of national regulations or would not be best practice

Activities are listed in alphabetical order and not according to level of importance.

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
Accounting						
1. Adhering to accounting policies and guidelines issued by EFA including the Academy Trust Handbook 2022.	Trustees and FACC	√		√	√	
2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information.				√	CFO	
Assets						
3. Arranging security of buildings, furniture, equipment, stock, stores and cash.					OD	
4. Maintaining an inventory of all movable items of equipment and security marking such items.					√	

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
5. Checking annually the inventory to verify the location and condition of each item of equipment.		√			√	
6. Authorising the disposal of unusable or obsolete equipment included in the inventory which has a reported capital value of over £500+	FACC up to £2500 and Trustees £2501+				Under £500 delegated authority to CFO	
7. Maintaining a record of all property borrowed by staff.					√	
Audit						
8. Availability of records and documents for inspection by the schools Auditors.				√	√	
9. Implementing recommendations arising from the annual audit.		√		√	√	
10. Receiving the report from the auditors and the response to the Action Plan.	Trustees	√				
11. Adopting and promoting a Confidential Reporting Policy.	√					
12. Maintaining a register of pecuniary and business interests for governors/trustees/board.	Trustees				CFO on behalf of trustees	
13. Maintaining a register of pecuniary and business interests for staff.					CFO	
14. Providing reconciled bank statements to the Auditors within notified timescales.					CFO	
15. Maintaining a record of all cash holdings in the school.					√	

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
16. Signing of all cheques drawn / approval of all BACS payments made in accordance with the bank mandate				√	√	Mandate states 2 to sign at all times – Plus £1000+ must be CFO/Finance Manager and Headteacher/Head of school /Deputy Head
Budget						
17. Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established in school development plan.				√	√	
18. Approving the final budget.	Trustees					
19. Notifying the approved budget to the EFA by the agreed timescale in July annually.				√	CFO	CFO to prepare and submit, CEO to approve submission
20. Monitoring income and expenditure and ensuring corrective action taken where necessary.	Trustees and FACC	√		√	√	Monitored on at least a monthly basis and reported to Trustees each half term and Chair of Trustees monthly
21. Approving transfer between school level budget headings (virements) within agreed limits.		√		√	√	All virements must be reported to the next FACC meeting. Max. £50,000 between individual cost centres without prior approval of FACC/ Chair of Trustees
Governor Expenses						

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
22. Establishing procedures for governors/trustees to claim expenses	Trustees					
Income (including lettings)						
23. Approving a school lettings policy and fees		√				
24. Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another				√	√	
25. Notifying Trust Auditor where there is suspicion of money laundering activity. (Detailed in the Authority's Anti-Money Laundering Policy)	Trustees and FACC	√		√	√	
26. Writing off of debts	Trustees	√			√	CFO up to £100 only.
Information and Communication Systems						
27. Controlling systems, security and privacy of data	Trustees			√		
28. Registering under Data Protection legislation					OD	
Insurance						
29. Ensuring the academy is adequately insured for all risks.				√	OD	
30. Reviewing insurance cover on a regular basis in the light of a risk assessment				√	OD	

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
Investments						
31. Setting aside funds in bank deposit accounts and withdrawing them.					CFO	
Orders and Paying for Goods, Works and Services						
32. Ensuring that all contracts and agreements conform with the Standing Orders		√		√	√	
33. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £75,000 (CARE full value of contract period)				√	√	
34. Accepting tenders and authorising contracts for goods, works and services of £75k+ in value (CARE full value of contract period)	Trustees					Over OJEU limit full European Tender rules to apply
35. Receipting and custody of all tenders					√	
36. Authorising staff to open tenders				√		
37. Not making payments unless goods have been received to the correct price, quantity and quality standard					CFO	
38. Paying the correct person and the correct amount supported by an invoice					CFO	This is the responsibility of the cheque signatories (See 16)
38. Retaining and storing invoices, vouchers and other financial					CFO	

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
records in a secure way for the defined period						
39. Approving applications for Business/Credit Cards				√	√	
Salaries, Wages and Pensions						
40. Notifying the schools payroll provider of any matters affecting payments to employees			√	√	√	
41. Certifying pay documents and other time records				√	√	
42. Approving salary policy and annually reviewing Headteacher's/Head of School salary	Trustees		√ Make recommendation to full Trustees			
43. Occasional gifts in accordance with the Gifts Policy – unrestricted income only				√	√	
Taxation						
43. Complying with VAT regulations					CFO	
Unrestricted Funds						
44. Administering of voluntary funds					CFO	
Audit						
45. Appointing an independent Auditor	Board of members	√				

Activity	Trustees	FACC	Personnel and Pay	CEO Accounting Officer	OD/CFO	Comments
46. Receiving audited annual accounts	Trustees	√				

Account Details		Non-Payroll	Payroll	
Budget Holder	Budget Held	Authorised to Commit up to:(Budgeted)	Routine Payments up to:	Discretionary Payments up to:
Individual Budget Holder including Head of School	Curriculum and Department Budgets	£ Annual budget as agreed	£	£
Bursar/OD/CFO		£50,000 (new contract total)	£550,000 monthly (inc Gross, PEN,NI)	£nil
CEO/Accounting Officer		£75,000 (new contract total)	£550,000 monthly (inc Gross, PEN,NI)	£1,000 per employee per annum
Trustees/Governors		£75,000+	No Limit	No Limit

SSOPC Tendering Requirements

Aggregate value of the Contract	Procurement process	Who approves procurement process?	Who leads procurement process?	Advertising	How many quotes are required?	What type of contract is required?
£0- £7,500 (WHS) £0-£2,500 (C&P)	<ul style="list-style-type: none"> Email/write to supplier; or Place order under a Framework Agreement/Dynamic Purchasing System (“DPS”) that is available to the School 	Governing Body or Headteacher with delegated authority.	Headteacher or other School employee with delegated authority.	Not mandatory.	One written quote.	Trusts or supplier’s standard terms and conditions.
£7,500-£75,000 (WHS) £2,500-£75,000 (C&P)	<ul style="list-style-type: none"> Send suppliers (min 3) request for quotation; or Issue invitation to tender; or Call-off from framework agreement/DPS available to School. 	Governing Body or Headteacher with delegated authority.	Headteacher or other School employee with delegated authority.	Not mandatory but Best Value to be obtained.	Three written quotes.	Trusts or supplier’s standard terms and conditions.
£75,001-EU threshold	<p>Must be fair and transparent process representing Best Value:</p> <ul style="list-style-type: none"> Competitive tender; or Call off from framework agreement/DPS available to the School (seek advice from WSCC Procurement Services); 	Trustees	CFO of Trust with Trust Chairman	School website, trade press or website, and, if appropriate non mandatory OJEU notice and/or advert on Contracts Finder.	As per rules set out in existing contract/ framework or competitive tender	Trusts or supplier’s standard terms and conditions.
At EU Threshold or above	<ul style="list-style-type: none"> Procurement process compliant with PCR 2015; or Call off from framework agreement/DPS available to the School. 	Trustees	CFO of Trust with Trust Chairman	OJEU contract notice and Contracts Finder.	As per rules set out in existing contract/ framework or competitive tender in compliance with PCR 2015 through resourcing portal.	Trusts or supplier’s standard terms and conditions.

- The EU Thresholds from 01.01.18– 31.12.19 are: Supplies - £164,176, Services - £164,176, “Light touch Services” - £589,148 and Works -- £4,104,394
- The value of the contract is the total value over the whole period of the contract, including any possible extensions.
- Where the Public Contracts Regulations 2015 (“PCR 2015”) apply, they apply in addition to the SSOPC and override the SSOPC where there is any conflict.
- Before issuing any request for quotation or invitation to tender, the specification and contract terms and conditions must be completed and provided to all potential suppliers at the same time as the request for quote/ITT is issued.