



Schedule of Delegation

Roles and Responsibilities of the Trust Board

Approve an ongoing development plan and take stock of the progress of the plan on an annual basis.

Approve the trusts' medium term financial plans and review these documents in the light of any significant factors that come to the attention of the Trust Board.

Approve the trusts' annual budget and arrange its submission to the Department for Education (DfE).

Approve the monitoring reports and the projected out-turn position quarterly.

Approve any financial returns required by the DfE, and annual accounts required for submission to Companies House

Consider the Audit report and the action plan for implementing the recommendations proposed by the Executive Principal.

Review the implementation of the recommendations by the Trust.

Set house rules for a purchasing policy, and monitor and review the rules.

Approve budget overspends in excess of £35,000.

Approve orders for budgeted items and services above £35,000.

Approve the charging policy for income.

Approve and periodically review the policy for security arrangements at the trusts' sites, including procedures for call-out and key replacements.

Approve the policy for disposal of surplus stock and equipment and the sale of property.

Approve and write off bad debts accruing to the Trust for a value above £1,000.

Authorise items for disposal above a residual value of £1,000.

Approve service contracts for cleaning, catering and grounds maintenance as well as other service contracts, which last for more than one year and incur costs in excess of £1,000 per year.

Approve operating leases for equipment used by the Trust, which exceed an annual commitment above £5,000.

Consider budget revisions.

Ensure there is a Data Protection Registration covering any data the Trustees may hold, as distinct from data held by Trust employees.

Ensure the maintenance of a Register of Business Interests of Trustees and staff.

Consider and approve Chairman's action taken in respect of urgent items, which lie within the roles and responsibilities of the Trust Board. In the absence of the Chairman, the Vice-Chairs of the Trust Board may also take such action.

Roles and responsibilities of the Resources and Workforce Development Committee

Recommend to the Trust Board its responsibilities for ensuring that all grants receivable from the Department for Education, and other bodies are used only in line within the authorities set by those bodies.

Consider the Trusts development plans and review and monitor the expenditure allocated to meet the targets against the budgeted plan.

Consider the Trusts' medium term budget plan in the light of the development plan, the level of future resources and other relevant information.

Consider the Trusts' budget, relevant key issues and the proposal for a balanced budget for the approval of the Trust Board

Monitor and control expenditure against the budget at appropriate intervals during the financial year and take remedial action as necessary. The committee will liaise with other appropriate committees in taking such action and report that action to the Trust Board.

Set a charging policy for consideration by the Trust Board.

Agree and determine the charges for the letting of the Trust premises and grounds.

Undertake an assessment of risk management for insurance purposes at the Trust.

Open bank accounts for public and private funds and approve and vary signatories.

Consider the returns required by the DfE on an annual, quarterly or other periodic basis in respect of public and private funds and submit those returns following adjustment or other qualification for approval to the Trust Board.

Approve and write off bad debts accruing to the Trust for values from £500 to £1,000.

Authorise expenditure for budgeted items and services from a value of £30,000 up to £35,000.

Approve budget overspends of values from £10,000 to £25,000.

Approve operating leases for equipment used by the Trust where the annual commitment is between £1,000 and £5,000.

Consider budget revisions.

Prepare business procedures for approval by the Trust Board which take into account best financial practice and the guidance included in the Academies Financial Handbook.

Advise the Trust Board on any spending requests over and above the delegated powers granted to this committee.

Consider and approve the committee Chairman's action taken in respect of urgent items, which lie within the roles and responsibilities of the Resources and Workforce Development Committee. The Chairman of the Personnel Committee may take such action in respect of urgent personnel related matters of a financial nature. The Chairman or Vice-Chairs of the Trust Board may also take Chairman's action on behalf of this committee.

Roles and responsibilities of the Executive Principal

The Executive Principal is identified in the funding agreement with the DfE as being the Accounting Officer.

The role and financial responsibilities of the Executive Principal cover the budgetary, planning, control and reporting subheadings as follows:

Budget management

Prepare the Trust's development plan in consultation with Trust staff and the committees of the Trust Board for consideration by the Resources and Workforce Development Committee, and then the Trust Board.

Secure the implementation of the development plan with the collective support of the Trust staff.

Financial planning: the Medium Term Financial Plan

Prepare a five-year medium term budget on the basis of the cost of current policies, together with the proposals for change drawn from the Trust's development plan, and estimate the level of future resources.

Annual Budget Plan

Prepare the Trust's draft annual budget, on the basis of the agreed objectives of the Trust as set out in the development plan; the budget is for consideration by the Resources and Workforce Development Committee.

Budget monitoring and control

Approve budget overspends up to a value of £10,000.

Monitor and control expenditure against the budget during the financial year; this includes the preparation and approval of reports for the Resources and Workforce Development committee and Trust Board and the production of a register of staff responsible for managing budgets.

Annual timetable for budget management

Arrange a timetable with key dates for annual budget management.

Financial reporting to the DfE and to Companies House

In conjunction with the Chair of Trustees, review and approve all year-end accounts and any financial returns required by the DfE or by the Companies Act 1985.

Audit and Inspection Reports

Produce a formal response to the Audit report, and an action plan showing how the recommendations will be implemented.

Retention and disposal of accounting records

Maintain complete financial accounts and full supporting financial records for a period of seven years.

Computer systems and the Data Protection Act 1998

Ensure that the Trust complies with the requirements of the Data Protection Act 1998.

Set up and maintain access profiles for system users and the production and security of back-up disks and files.

Banking arrangements

Act as one of the signatories for all cheques or single payments.
Approve the arrangements made to bank monies.

Personnel and payroll

Periodically reconcile gross pay with contracts and other authorised documents.
Determine employee status for all Trust staff.

Purchasing - provision of goods and services

Monitor purchasing regulations to ensure compliance by the Trust.

Ensure that a minimum of 3 quotes or tenders are obtained for purchases and services valued at over £10,000, either as a single purchase or within a single financial year. Exceptions are permitted where there are insufficient suppliers offering the specified product or service or where goods or services are sourced through an agent which complies with the principles of best value, for example, Hertfordshire Supplies or the Crescent Purchasing Consortium.

Maintain a list of contacts for guidance and advice.

Borrowing and Leasing

Seek approval for any non-exempt leases or borrowings from the DfE.

Orders for goods and services and payment of accounts

Control the placing of orders for the purchase of all goods and services, up to a value of £30,000. The Chairman of the Trust Board must countersign orders above that amount, authorise payments and be a cheque signatory for all payments.

Authorise operating leases for equipment used by the Trust where the annual commitment does not exceed £1,000.

Income

Set suitable controls for the recording and collection of monies due, and for the movement and banking of monies for all accounts under the control of the Trust.
Write off bad debts up to £500.

Ensure the security of monies held on the Trusts' sites.

Security of stocks and other property

Produce and implement a policy for security arrangements at the Trust (including procedures for call-out and key replacements).

Ensure the physical security of the Trust's assets, and maintain and periodically inspect an up-to-date inventory.

Prepare a policy for the disposal of surplus stock and equipment and property, other than land and buildings, and authorise items for disposal up to a maximum value of £1,000.

Maintain a register of key holders.

Insurance

Initiate adequate insurance cover for the Trust, and maintain a register of policies taken out.

Supervise contractors and service providers

Supervise contractors and service providers to ensure the receipt of best value for money and compliance with legislation.

Delegations from the Executive Principal

The Executive Principal delegates the following responsibilities:

Budget monitoring and control

The control and monitoring of budgets is delegated to the CFO.

Annual timetable for budget management

The arrangements of an annual timetable, delegated to the CFO.

Financial reporting

The preparation of the year-end accounts and other returns required by the DfE or under provision of the Companies Act for consideration by the Executive Principal to the CFO.

Retention and disposal of accounting records

The retention, secure storage and disposal of accounting records in accordance with legal requirements, to the CFO.

The maintenance of full financial records for all accounts, to the CFO.

Computer systems and the Data Protection Act 1998

Ensure that the Trust complies with the requirements of the Data Protection Act 1998, to the CFO.

Set up and maintain access profiles for system users and the production and security of back-up disks and files, to the Network and Systems Manager.

Banking arrangements

The signing of cheques or approval of single payments by two signatories to the Principals and the CFO.

The control and reconciliation of the Trust's bank accounts for consideration by the CFO, to the Finance Manager.

The preparation of receipts for banking, to the CFO, and the physical banking of monies to the authorised representative of the nominated courier.

Petty cash

The control of petty cash floats to the Finance Manager.

Personnel and payroll

The maintenance of an authorised signatory list for employment contracts and pay documents, to the HR Manager.

The filing and storage of personnel records, to the HR Manager.

The filing and storage of pay records, to the CFO.

The periodic reconciliation of gross pay with contracts and other authorised documents, to the CFO.

Purchasing – provision of goods and services

The maintenance of a list of contacts for guidance and advice, to the CFO.

Leasing

The maintenance of a register for all leases held by the Trust, to the CFO.

Orders for goods and services and payment of accounts

The maintenance of an authorised signatory list for orders, subject to the limitations agreed, to the CFO.

The authority for the signing of official orders for the purchase of goods and services up to the value of £20,000 other than by the Executive Principal, to the CFO, except for orders from the budgets of the CFO.

The authority for the signing of official orders for the purchase of goods and services up to the value of £10,000 other than by the Executive Principal, to the Principals, except for orders from the budgets of the Principals.

The confirmation of the receipt of goods and services, to nominated budget holders.

The authorisation of the Executive Principal's expense claims, to the Chairman of the Trust Board.

The preparation of cheques and BACS batches for payment of services, to the CFO.

Value Added Tax

To monitor the regulations on VAT, ensuring compliance by the Trust, to the CFO.

To complete and submit the reimbursement claim for VAT on a monthly basis, to the CFO.

Construction Industry Scheme (CIS)

To monitor the CIS regulations to ensure compliance by the Trust, to the CFO.

Income

The control, security and collection of all income, to the Finance Manager.

Security of stocks and other property

The security of physical assets, to the CFO.

The notification of any changes in physical assets, to the Finance Manager.

The physical inspection of the inventory on a rolling annual basis, to the Finance Manager.

The production and implementation of a policy for security arrangements at the Trust, including call out and key replacement procedures, to the CFO.

The maintenance of a key holder register, to the CFO.

Insurance

The maintenance of a register of insurance policies, to the CFO

Supervise contractors and service providers

The supervision of contractors and service providers to ensure the receipt of best value for money and compliance with legislation, to the CFO.

Approved by the Resources and Workforce Development Committee of the Trust Board of Generations Multi Academy Trust

Committee Chairman _____ Dated _____

Approved by the Trust Board of Generations Multi Academy Trust

Chairman of Trustees _____ Dated _____