

**BASE ACADEMY – FINANCIAL SCHEME OF DELEGATION - 2024/25**

<b>SCHOOL</b>	<b>FULL TRUST BOARD</b>	<b>RESOURCES COMMITTEE</b>	<b>EXECUTIVE HEAD TEACHER</b>	<b>FINANCE MANAGER/HEAD OF SCHOOL</b>
<b>Commitment to purchase – purchase orders</b>	Over £20,000	£10,000 - £20,000	Up to £10,000 per order	Up to £5,000 per order
<b>Authorisation of Invoices</b>				Previously approved and authorised items
<b>Virements</b>	Above £5,000	£2,000 - £5,000	Up to £2,000 per item	As required
<b>Budget approval</b>	Full Trustees Board approval	Detailed review by Resources committee with a recommendation that the budget should be approved by the full trust board	Presentation to Resources committee	Preparation of Budget with Exec. Head and Finance Manager
<b>Approved supplies list</b>	Delegated to Resources Committee	Reviewed annually	None	Reviewed regularly and presented to Resources committee annually
<b>Contract placement</b>	None	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis
<b>Purchase payments</b>	None	None	None	Previously approved and authorised items
<b>Salaries - new employee</b>	Full Trust Board approval	Reviewed by Resources committee with recommendation the full Trust Board for approval	Authorisation if an existing approved post	None
<b>Salaries - change in salary rate</b>	Full Trust Board approval	Reviewed by Resources Committee with recommendation the full Trust Board for approval		None
<b>Salaries - overtime claims</b>	None	None	Up to £2,000 per claim	Up to £1000 per claim
<b>Salaries - expense claims</b>	None	None	Up to £1,000 per claim	Up to £500 per claim
<b>Salaries - monthly payroll run</b>	None	None	None	FM checks monthly reports/ liaises with payroll over any discrepancies and checks monthly invoices agreed to the reports – paid by DDM
<b>Settlement agreement</b>		Approval in line with Academy Trust Handbook		
<b>Write-off of fixed asset</b>	Trustees notified	Approval in line with Academy Trust Handbook	None	None
<b>Write-off of bad debt</b>	Trustees notified	Approval in line with Academy Trust Handbook	None	None

**Date of next review: September 2025**