

Appendix A - Financial delegation limits

Delegated Duty	Value	Delegated Authority (within budget approved by Trust Board)	Method
Ordering Good and Services (raising requisitions) signature required – within existing allocated budget approved by the Trust Board	Up to £10,000	Primary: Headteacher and budget holder Secondary: Budget Holder (e.g.HOD)	Up to £3,000 - Budget holder obtain at least one quote, with discretion on whether quotations are appropriate, but ensures value for money is sought
	Up to £50,000	Secondary: Headteacher Central budget CFO/CEO Primary: CEO and headteacher	If within approved budget level and spend identified in the budget: Minimum of 2 written quotes between £3,000 and £10,000. At least 3 Written quotes between £10,000 and £50,000 Any procurement of IT or Facilities related goods or services over £5k to be agreed with the DFO in advance of any procurement activity occurring
	Up to £100,000	CEO	£50,000- £177,897 at least 3 Tenders (Good and Services)
	£100,000 and over	Trust Board (in emergency situations the Chair of Trustees can award contracts up to £250k under Chair's actions and report to next Trust Board meeting)	From £50,000 - £4,447,447 (Works) Over £177,897 (the Public Contract Regulations 2015 (PCR2015) threshold for supplies and services Over £4,447,447 (the Public Contract Regulations 2015 (PCR2015) threshold for works.

Ordering Goods and Services –	Up to £10k	CEO	If funds can be vired from other budget headings across the
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Delegated Duty	Value	Delegated Authority (within budget approved by Trust Board)	Method
above approved budget			Trust within overall approved Trust budget.
	Up to £50k	Chair of Trustees	If funds can be vired from other budget headings within overall approved Trust budget. In an urgent situation, that is of low risk to the trust, the Chair can commit up to £50k spend above budget but this has to be reported to the Board.
	Over £50k	Trust Board	
Award Contracts (total value over contract life)	Up to £10,000	Primary: Headteacher	All contracts over £5k should be notified to the CFO/CEO prior to agreeing to aid joint procurement for the Trust Chair can approve if convening Board meeting/seeking approval is not possible or practical given timescales involved but this has to be reported to the Board
	Up to £50,000	Secondary Headteacher/CFO	
	Up to £100,000	CEO	
	Over £100,000	Trust Board	
BACS Authorisations (batch value – excluding payroll)	Up to £25,000	Senior staff Member/Business Manager	Signature on the BACS report or email authorisation if this is not manageable
	Up to £50,000	Headteacher/Business Manager	

Up to £100,000	CFO
Up to £150,000	CEO

Delegated Duty	Value	Delegated Authority (within budget approved by Trust Board)	Method
Credit card transactions	Up to agreed limit	Card holder	Transaction limit of £1,000 unless agreed to exceed this amount with the DFO or CEO
Signatories for cheques DFE grant claims and DFE returns		Two signatories (or as required by DfE) from: <ul style="list-style-type: none"> ● Headteacher ● Business Manager ● Senior staff ● CEO ● CFO 	
Disposals of Asset	Up to £20,000 (purchase value)	Headteacher (notified to CFO if over £3,000)	Completion of disposal form
	£20,000 to £45,000	CEO	As above
	Above £45,000	Trust Board	
Write-off of bad debts	Up to £1,000	Headteacher	Written request and signed by appropriate delegated authority
	Up to £10,000	CFO and CEO	
	£10,000 to £45,000	As above plus Chair of Trustees	
	Over £45,000	As above plus DFE Approval	

Purchase or sale of any freehold property	Any	DfE Approval required	
Granting / take up of any leasehold or tenancy agreements exceeding 3 years	Any	DfE Approval required	

Delegated Duty	Value	Delegated Authority (within budget approved by Trust Board)	Method
Raising Invoices to collect income	Up to £20,000	Finance Manager, Business Manager and/or Headteacher	
	£20,000 to £100,000	As above plus CFO	
	Over £100,000	As above plus Board of Trustees	
Payroll	Authorisation of monthly payroll for each school	Headteacher	Sign the payroll report for school Must ensure pay costs are within agreed budget for the academy
	BACS payment of payroll invoice	Headteacher or Business Manager to sign invoice plus required signatories for BACS	CEO/CFO/Finance Manager to sign BACS
	Sign all starter and leaver forms and change of contract forms.	CEO or DFO (Finance Manager in DFOs absence)	Sign payroll forms for Headteachers and other Trust staff
	Sign off Monthly Claim/Deduction of hours documents/variation report	Chair of Trust	Sign forms for CEO

		Headteacher	Sign forms for any new starter for a school or contract change Recruitment to any vacant or new posts in school must be approved in advance by the central HR team
	Certificate of Travel/Subsistence Claims	Chair of Trustees	Expense claims of CEO
		CEO	Expense claims of Executive Headteacher/Headteacher/Head of School/other trust staff
Delegated Duty	Value	Delegated Authority (within budget approved by Trust Board)	Method
		Headteacher	Expense claims of school employees
	Discretionary payments up to £3,000	Headteacher	Business case must be produced, approved and retained for all discretionary payments
	Discretionary payments up to £20,000	As above plus CEO	
	Discretionary Payments £20,000 to £50,000	As above plus AF&R	
	Discretionary Payments £50,000 and over	As above plus ESFA	

Extract from Academies Trust Handbook (2023) re ESFA approval

Summary of Freedoms and Delegations

This summary is not a substitute for the full handbook

Novel, contentious and repercussive	Novel, contentious and repercussive transactions	Chair of Trustees ESFA agreement required (5.5)
Special Payments	Staff severance and compensation	Chair of Trustees ESFA agreement required if £50,000 or more before tax (5.10 and 5.14)
	Ex gratia payments	Chair of Trustees ESFA agreement required (5.17)
Write-offs and liabilities (subject to £250,000 ceiling)	Writing-off debts and losses	Headteacher up to £1,000
	Entering into guarantees, indemnities or letters of comfort	CEO up to £10,000 Chair of Trustees up to limits below. ESFA consent required if exceeds: <ul style="list-style-type: none"> ● 1% of annual income or £45,000 individually: or ● 2.5% or 5% of annual income cumulatively (5.18 and 5.19)
Acquisition and disposal of fixed assets	Acquiring freehold land/buildings	Trust Board approval ESFA agreement required (5.22)
	Disposing of a freehold on land/buildings	
	Disposing of heritage assets	
	Other Disposals	Trust has full discretion (5.23)
Leasing	Taking up a finance lease	ESFA agreement requires (5.25)
	Taking up a leasehold on land and buildings	ESFA agreement required if lease term seven years or more (5.25)
	Taking up any other lease	Trust has full discretion (5.26)

	Granting a lease on land and buildings	ESFA agreement requires (5.25)
GAG	GAG carry forward	No limits if trust eligible (5.28)
	Pooling by trusts with multiple academies	No limits (except PFI) if trust eligible (5.29)
Borrowing	Loan, overdraft	ESFA agreement required (5.32)
	Credit Cards (for business use)	Trust has full discretion provided charges not incurred (5.32)
Related party transactions	Supplies to the trust from related parties	ESFA agreement required over £20,000 and over associated limits in 5.41