

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services	Up to £1,000	Budget Holder/SLT Member	Selection from current supplier list unless agreed otherwise with School Business Accountant/CFO
	£1,001 to £5,000	As above plus SBA and Head of Primary	Minimum of three prices
	£5,001 to £10,000	As above plus Secondary Principal, Director of Education	Minimum of three quotes
	£10,001 to £25,000	As above plus CFO	Minimum of three quotes
	£25,001 to £50,000	As above plus CEO	Minimum of three quotes
	£50,001 to £150,000	As above plus Finance Committee Member	Formal tendering process, including using Find A Tender (if over the PPN threshold) Note: If a contract is for a number of years the full cost of the contract must be considered
	Over £150,000	As above plus Trust Board	
Operating leases or contracts over 1 year	Any	All contracts and leases must be approved in line with the above and signed centrally by the CEO or CFO	
Finance leases	Any	All finance leases must be referred to CFO as ESFA approval is required	
Signatories for cheques		Two signatories from: CFO, SBA, Core Finance Manager, and Principal/Head of Primary Over £50,000 Three signatories required of which one must be the CFO	
BACS payment authorisations and other bank transfers	Any	CFO or CFO plus SBA for their Academy BACS/bank transfer	
Signatories for ESFA grant claims and returns	Any	Two signatories: CEO and CFO (or as required by ESFA)	
Virement of budget provision between budget headings	Up to £10,000	SBA in conjunction with Principal/Head of Academy,	
	Over £10,000 up to £25,000	As above plus Director of Education and CFO with reporting to the Finance Committee and CEO	
	Over £25,000	As above plus CEO	
Delegated Duty	Value	Delegated Authority	Method
Changes to budget from prior year carry forward/in year surplus	Any	Principal/Head of Academy, Director of Education plus CFO and CEO	
Raising sales invoices to collect income	Up to £5,000	SBA of Academy	
	£5,001 to £10,000	As above plus Principal/Head of Academy	
	£10,001 to £100,000	As above plus CFO	
	Over £100,000	As above plus CEO	
Write off of bad debts	Up to £1,000	SBA	
	Over £1,000	As above plus CFO	
Purchase or sale of any freehold property	Any	ESFA approval required (all discussions with ESFA will be carried out by Estates Director). Please notify the CFO in the first instance.	

Purchase of fixed asset from devolved capital funding	Any	In accordance with values for ordering other goods and services. Any non-computer assets also require prior approval of CFO	
Purchase of fixed asset from Schools Condition Allocation (SCA)	Any	Estates Committee	
Purchase of fixed asset from revenue funding	Under £10,000 individually or cumulatively per academy per annum	SBA plus CFO	
Purchase of fixed asset from revenue funding	Over £10,000 individually or cumulatively per academy	Finance Committee	
Disposal of assets	Up to £5,000	Principal/Head of Academy, SBA and Estates Director	
	Over £5,000	As above plus CFO	
Granting or take-up of any leasehold or tenancy agreement exceeding 3 years	Any	ESFA approval required (All discussions held with ESFA will be carried out by Estates Director). Please notify the CFO in the first instance.	
Annual expenditure delegation to WeST sub-committees	Up to £25,000 per annum per committee	Majority vote of members of the committee	Minuted in committee minutes

Note: Any novel, contentious or repercussive transactions must not be authorised without the approval of the CEO, CFO and Board of Directors.

Abbreviations:

CEO – Chief Executive Officer

CFO - Chief Financial Officer

SBA - School Business Accountant/School Business Manager