

Westcountry Schools Trust

Financial Scheme of Delegation 2026/27

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services	Up to £1,000 goods Up to £5,000 services	Budget Holder/SLT Member	Selection from approved supplier list unless agreed otherwise with School Business Accountant/CFO
	£1,001 to £5,000 goods	As above plus SBA and Head of Primary school	Minimum of three prices
	£5,001 to £10,000 goods and services	As above plus Secondary Principal/Head of school	Minimum of three quotes
	£10,001 to £25,000 goods and services	As above plus CFO, Executive Principal if applicable	Minimum of three quotes
	£25,001 to £50,000 goods and services	As above plus CEO	Minimum of three quotes
	£50,001 to £179,000 goods and services	As above plus Finance Committee	Formal tending 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 £179,000 goods and services	As above plus Trust Board	
Ordering capital works including SCA expenditure	Up to £5,000	Budget Holder/SBA/COO for SCA	Selection from approved supplier list unless agreed otherwise with School Business Accountant/CFO
	From £5,001 to £50,000	As per goods and services apart from CEO is only above £50,000	Minimum of three quotes
	£50,001 - £249,999	As above plus CEO	Formal tending process
	£250,000 - £499,999	As above plus Financer Committee	Formal tending process
	Over £500,000	As above plus Trust Board	Formal tending process
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 DfE approval may be 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 upon confirmation of SBA's authorisation for their Academy of the BACS/bank transfer	
Signatories for DfE grant claims and returns	Any	Two signatories: CEO and CFO (or as required by DfE)	
Virement of budget provision between budget headings	Up to £25,000	SBA in conjunction with Principal/Head of Academy,	
	Over £25,000 up to £50,000	As above plus Director of Education and CFO with reporting to the Finance Committee and CEO	
	Over £50,000	As above plus CEO and Finance Committee	

Delegated Duty	Value	Delegated Authority	Method
Expenditure from prior year carry forward	Up to £10,000	SBA and CFO	
	Over £10,000 up to £25,000	As above plus CEO	
	Over £25,000	As above plus Finance Committee	
Raising sales invoices to collect income	Up to £5,000	SBA of Academy	
	£5,001 to £25,000	As above plus Principal/Head of Academy	
	£25,001 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 up to £5,000	As above plus CFO	
	Over £5,000 up to £10,000	As above plus CEO	
	Over £10,000	As above plus Finance Committee (with DfE approval over £45,000)	
Purchase or sale of any freehold property	Any	DfE approval required (all discussions with DfE will be carried out by COO). 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 revenue funding	Under £25,000 individually or cumulatively per academy per annum	SBA plus CFO and CEO	
Purchase of fixed asset from revenue funding	Over £25,000 individually or cumulatively per academy	Finance Committee	
Disposal of assets	Up to £10,000 net book value	Principal/Head of Academy, SBA	
	Over £10,000 net book value	As above plus CFO	
Granting or take-up of any leasehold or tenancy agreement	Any	DfE approval required (All discussions held with DfE will be carried out by COO). 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 (or his/her Deputy)

CFO - Chief Financial Officer (or his/her Deputy)

COO – Chief Operating Officer (or his/her Deputy)

SBA - School Business Accountant/School Business Manager

DfE – Department for Education