



Pope John XXIII Catholic Multi-Academy Company

SCHEME OF FINANCIAL DELEGATION

Approved by Finance and Resources Committee: 15th September 2015

Ratified by the Board of Directors: --/--/--

Date of Review: 1st September 2016

**For: Corpus Christi Catholic Primary Academy
Holy Rosary Catholic Primary Academy
Our Lady and St Chad Catholic Academy
St Mary's Catholic Primary Academy**

Pope John XXIII Catholic Multi-Academy Company- Scheme of Financial Delegation

The Board of Directors has these powers duties and responsibilities:	Overall Duty A1. To approve a written Scheme of Financial Delegation of its financial powers and duties, as approved by the Finance and Resources committee on behalf of the Board of Directors. The scheme must satisfy the Directors' ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the Pope John XXIII Multi Academy Company (MAC). The Scheme of Financial Delegation must be operated with the Financial Procedures of the Pope John XXIII Multi Academy Company.
	Audit A2. To oversee the arrangement for the appointment of external auditors; and to inform the Education Funding Authority (EFA) in the event of the removal or resignation of the auditors of the Pope John XXIII Multi Academy Company. A3. To receive summary reports of the external auditor, the internal auditor where appropriate and the MAC's Audit Committee. A4. To appoint the Accounting Officer and to receive summary reports from the Accounting Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities and to make the Board aware of any financial irregularities that arise. A5. To inform the EFA of any irregularity affecting resources. A6. To prepare an annual report and accounts, incorporating accounting policies approved by the Board of Directors, and have them audited by a statutory auditor.
	Budgets/Budgetary Control A7. To oversee the preparation of the draft financial statements for each Academy prior to the annual audit and to approve the audited financial statements prior to submission to the Secretary of State by 31 December. A8. To ensure that each Academy Committee has approved the Academy's budget by the Summer Term, prior to the start of each financial year, and reported their budget to the Board of Directors' meeting at the end of the Summer term. The Board must then approve a balanced MAC budget and minute the approval. A9. To receive regular reports from the Finance and Resources Committee on its actions under delegated powers and its oversight of MAC budgets A10. To authorise all virements in excess of £50,000 between or within budget headings, for each Academy within the MAC. Details of all virements, approved and authorised by the Finance and Resources Committee to be reported to the Board of Directors.
	Contracts A11. To maintain a Register of Business interests for all Directors, Academy Representatives, and Academy staff involved in the shortlisting or awarding of contracts on behalf of the Pope John XXIII Multi Academy Company. To maintain a Register of Gifts and Hospitality for each Academy and for the Board of Directors A12. To ensure that the requirements for managing connected party transactions are applied across the MAC. A13. To authorise the advertising of tenders above the OJEU (Official Journal of the European Union) limit, and to authorise the award of such tenders.

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<p>The Board of Directors has these powers duties and responsibilities:</p>	<p>Income</p> <p>A14. To authorise the write off of debts not collectable (the Secretary of State’s prior approval is also required if debts to be written off are above the value set out in the annual funding letter).</p>
	<p>Security of Assets</p> <p>A15. To authorise the disposal of the individual items of equipment and materials owned by the Pope John XXIII Multi Academy Company that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5000</p>
	<p>Personnel</p> <p>A16.. To authorise permanent changes to staffing at each Academy.</p> <p>A17. To approve the Pay Policy for the MAC annually.</p>
<p>The Finance and Resources Committee has these powers, duties and responsibilities:</p>	<p>Overall Duty</p> <p>B1. To approve a written Scheme of Financial Delegation of the MAC’s financial powers and duties setting out responsibilities and duties of: the Board of Directors, the Finance and Resources Committee, the Audit Committee, Academy Committees, Accounting Officer, Business Director, Principals and other staff. The Scheme of Delegation must satisfy the Finance and Resource Committee’s responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the MAC and Academies. <u>The Scheme of Financial Delegation should be operated in conjunction with the Financial Procedures of the MAC</u></p>
	<p>Audit</p> <p>B2. To receive the reports of the external auditor, the internal auditor and of the MAC Audit committee; and implement recommendations.</p> <p>B3 To receive the reports of the Accounting Officer on the use of resources, systems of internal financial control and discharge of financial responsibilities and implement recommendations..</p> <p>B4 To inform the EFA, on behalf of the MAC, if it suspects any irregularity affecting resources and report on such irregularities to the Board of Directors.</p>
	<p>Budgets/Budgetary Control</p> <p>B5. To review the draft financial statements prior to the annual audit and to submit them to Board of Directors for approval prior to submission to the Secretary of State by 31 December each year.</p> <p>B6. To approve each Academy’s budget as part of the overall MAC budget by the Summer Term meeting prior to the start of each financial year.</p> <p>B7. To submit the MAC budget to the Board of Directors for formal approval prior to submission to the EFA at the start of each financial year.</p> <p>B8. To receive budgetary control reports at each of its meetings (at least termly), from each Academy Committee (or Academy Finance Committee as appropriate), with relevant explanations and documentation.</p> <p>B9. To authorise all virements between or within budget headings at the level of: £20,000 to £50,000 for Primary Academies and £30,000 - £50,000 for the Secondary Academy and to receive information on details of all virements, approved and authorised by the Principal/Academy Committees and the Business Director within their virement limit.</p>

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The Finance and Resources Committee has these powers, duties and responsibilities:	Contracts B11. To accept tenders other than the most financially favourable or late tenders and minute the reasons for their decision. B12. To authorise the advertising of tenders from £50,000 to OJEU limit and authorising the award of such tenders – using the formal tender process,
	Income B13. Authorisation of the write off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).
	Security of Assets B14. To authorise the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with a current value of between £750- £5,000 owned by the MAC

The Audit Committee has these powers, duties and responsibilities:	Overall Duty C1. To provide assurance over the suitability of, and compliance with, the MAC's financial systems and operational controls- taking into account the risks and complexity of the MAC operation. C2. To operate so as to achieve internal scrutiny which delivers objective and independent assurance. Staff may not be members of the Committee.
	Risk C3. To provide assurances to the Board of Directors that risks are being adequately identified and managed by <ul style="list-style-type: none"> • reviewing the risks to internal controls • agreeing a programme of work to address, and provide assurance on, risks identified C4. To provide appropriate information on the Audit Committee's work to inform the governance statement that accompanies the MAC annual accounts.

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The Accounting Officer has these powers, duties and responsibilities:	<p>General</p> <p>D1 A specific responsibility for financial matters; including a personal responsibility to Parliament, and to the EFA’s Accounting Officer, for the financial resources under the MAC’s control. The Accounting Officer must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:</p> <ul style="list-style-type: none"> • Value for money • Regularity • Probity <p>D2 To report regularly to Audit Committee, Finance and Resources Committee and Board of Directors as necessary to fulfil his/her duties</p>
	<p>Compliance</p> <p>D3. To take personal responsibility (which must not be delegated) for assuring the Board of Directors that there is compliance with the EFA handbook and the funding agreement.</p> <p>D4. To advise the Board in writing if, at any time, in his or her opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or EFA handbook.</p> <p>D5. To advise the Board in writing if the Board appears to be failing to act where required to do so by the terms and conditions of the EFA handbook or funding agreement.</p> <p>D6. To consider the reasons the Board gives for its decision if it pursues a course of action not authorised by the funding agreement or EFA handbook. If the Accounting Officer still considers that the action proposed by the Board is in breach of the articles, the funding agreement or this handbook, the accounting officer must notify the EFA’s Accounting Officer immediately, and in writing.</p> <p>D7. The Accounting Officer must inform the EFA of any instances of irregularity or impropriety, or non-compliance with the terms of the MAC’s funding agreement or the EFA financial Handbook.</p>
	<p>Annual Statement</p> <p>D8 To complete and sign a statement on regularity, propriety and compliance each year and submit this to EFA with the audited accounts.</p>
	<p>Value For Money statement(VFM)</p> <p>D9. To demonstrate how the trust has secured value for money via the governance statement in the audited accounts. (Trusts are no longer required to submit a separate value for money statement to the EFA)</p>

The Academy Committee for each Academy has these powers, responsibilities and duties:	<p>General</p> <p>E1. To exercise the powers and duties delegated to it by the Finance and Resources Committee in respect of the financial administration of the Academy, except for those items specifically reserved for the Finance and Resources Committee and those delegated to the Principal or other staff by this scheme of delegation.</p> <p>E2. To report on decisions taken under delegated powers to the next meeting of the Finance and Resources Committee.</p>
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	<p>Audit</p> <p>E3. To receive the reports of the Accounting Officer on the effectiveness of the financial procedures and control and implement recommendations as required.</p>
<p>The Academy Committee for each Academy has these powers, responsibilities and duties:</p>	<p>Budgets & Budgetary Control</p> <p>E4. To consider and approve the annual budget for the Academy in the Summer term; to be reported to the Finance and Resources Committee at the end of the Summer Term for approval as part of the overall MAC budget to be submitted to the EFA.</p> <p>E5. To consider budgetary control reports on the Academy's financial position at every meeting (at least termly) and to take appropriate action to contain expenditure within the budget and report significant financial matters to each meeting of the Finance and Resources Committee including any actual or potential overspend.</p>
	<p>E6 To approve the virement of sums between and within budget heads, subject to a limit of £20,000- £30,000 for Secondary and £10,000 to £20,000 for Primary. Details of all virements, approved and authorised by the Academy Committee are to be formally notified to the Finance and Resources Committee who shall minute the notification.</p>
	<p>Contracts and purchasing</p> <p>E7. To authorise the award of contracts or purchases of under £50,000.</p>
	<p>Insurance</p> <p>E8. To ensure that adequate arrangements for insurance cover are in place.</p>
	<p>Security of Assets</p> <p>E9 To ensure that there are annual independent checks of assets; and to maintain an up- to date asset register.</p>
	<p>E10 To review the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with a current value under £750 owned by the Academy and to report such authorisations to the Finance and Resources Committee.</p>

<p>The Principal of each Academy has the following powers duties and responsibilities:</p>	<p>General</p> <p>F1. The Principal has delegated powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Finance and Resources Committee and the Board of Directors, and for the direction of teaching and the curriculum.</p>
	<p>Accounts</p> <p>F2 The Principal has responsibility for the operation of financial processes within the Academy, to ensure that adequate operational controls are in place and that the principles of internal control are maintained.</p> <p>F3. To ensure that full, accurate and up to date records are maintained in order to provide financial and statistical information.</p>

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<p>The Principal of each Academy has the following powers duties and responsibilities:</p>	<p>Audit</p> <p>F4. To ensure that all records and documents are available for audit by the EFA, the appointed external auditors, the internal auditor and the Accounting Officer.</p>
	<p>Budgetary control</p> <p>F5 In conjunction with the Business Director and external finance support as necessary, to oversee the preparation of a draft 3-yearly budget at the end of the Summer term for consideration and approval by the Finance and Resources Committee</p> <p>F6.. To review income and expenditure reports and to highlight actual or potential overspending to the Academy Committee.</p> <p>F7. To authorise the virement of sums between and within budget heads, subject to a limit of £20,000 for Secondary Academies and £10,000 for Primary Academies. Details of all virements, approved and authorised by the Principals are to be formally notified to the Academy Committee who shall minute the notification.</p>
<p>The Principal of each Academy has the following powers duties and responsibilities:</p>	<p>Contracts</p> <p>F8. To exercise, in conjunction with the Academy Committee, the following powers and duties of the Finance and Resources Committee in respect of the Financial Procedures relating to Contracts;</p> <ul style="list-style-type: none"> a) To ensure that all contracts and agreements conform to the Financial Procedures. b) To accept quotations up to £20,000 in value for Secondary Academies and £10,000 for Primary academies. c) To receive and retain custody of all tenders. d) To authorise senior members of staff to open tenders. e) To sign contracts on behalf of the Academy Committee.
	<p>F9. To authorise contracts and expenditure of up to £20,000 for Secondary Academies and £10,000 for Primary Academies in conjunction with the Business Director.</p>
	<p>Financial Management</p> <p>F10. To ensure the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Procedures.</p>
	<p>Security of Assets</p> <p>F11. To ensure that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under his/her control.</p> <p>F12. To authorise the disposal of assets with a current value of under £750 and to notify to Academy Committee</p>
	<p>Personnel</p> <p>F13. To approve new staff appointments within the authorised establishment.</p> <p>F14. The Principal, with the agreement of the Academy Committee, may delegate approval of new staff appointments to Vice Principals.</p>

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<p>The Business Director has these duties and responsibilities:</p>	<p>General</p> <p>G1. The Business Director has responsibility to ensure that individual Academy Business Managers and external support prepare and maintain the following in line with Financial Procedures currently in force.</p>
	<p>Banking Arrangements</p> <p>G2. To maintain proper records of accounts and review monthly bank reconciliations</p>
	<p>Budgets/Budgetary Control</p> <p>G3. To monitor the expenditure and income against the approved budget on a regular basis; and to submit reports on the MAC financial position to every meeting of the Finance and Resources Committee.</p> <p>G4. To report any actual or potential overspending to the Finance and Resources Committee.</p> <p>G5. To prepare a 3 yearly draft budget plan for consideration by the Finance and Resources Committee before the end of the Summer Term.</p>
	<p>Contracts</p> <p>G6. To maintain a register of formal contracts entered into, amounts paid and certificates of completion.</p> <p>G7. To retain quotations obtained for goods, works and services.</p> <p>G8. To maintain a Register of Gifts and Hospitality for the Board of Directors. Staff and Academy Committee Representatives</p>
	<p>Income</p> <p>G9. To ensure all income is accurately accounted for and is promptly collected and banked intact.</p>
	<p>Insurance</p> <p>G10 To notify the Finance and Resources Committee of any eventuality that could affect the MAC's insurance arrangements.</p>
	<p>The Business Director has these duties and responsibilities:</p>
<p>Payments</p> <p>G13. To ensure that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way in accordance with document retention procedures and are readily available for inspection by authorised persons.</p>	
<p>Salaries, Wages and Pensions</p> <p>G14. To notify the payroll provider of any matters affecting payments to employees. To sign off monthly payroll reports. To notify pensions providers of any matters affecting employees' pension contributions and membership of the scheme.</p>	

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The Business Director has these duties and responsibilities:	Security of Assets G15. To maintain a permanent and continuous register of all items of furniture, equipment, vehicles and plant.
	Investments G16. To manage Investments on behalf of the MAC in accordance with the MAC's Investment Policy. G17. To report regularly to the Finance and Resources Committee on management of Investments

Vice- Principals and Assistant Principals and other staff as stated have the following duties and responsibilities:	General H1. Members of staff with delegated responsibilities should be aware that these must be exercised in accordance with Financial Procedures.
	Contracts H2 The following staff, in addition to the Principals and Business Director are authorised to open tenders in the presence of another authorised person: <ul style="list-style-type: none"> • Vice-Principals and Assistant Principals • School Business Managers
	Orders for goods, works and services H3. The following staff, in addition to the Principals and Business Director, are able to authorise orders for goods, works and services: <ul style="list-style-type: none"> • Vice- Principals and Assistant Principals(Primary) -Orders up to the value of £5000 • Head of Departments Secondary- Orders up to the value of £5000
	Receipt of goods H4. The following members of staff are authorised to receive goods <ul style="list-style-type: none"> • Heads of Departments • Finance staff • School Business Managers • Administration staff
	Payments H5. The following staff, in addition to Principals are authorised to certify invoices for payments <ul style="list-style-type: none"> • Vice Principals • Assistant Principals • Head of Departments (secondary)
	Salaries and Wages H6. The following members of staff, in addition to the Principals, are authorised to certify pay documents and time records and authorise pay changes and appointments (excluding documents relating to themselves) <ul style="list-style-type: none"> • Vice-Principals • Assistant Principals • Human Resources Officer(secondary)

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This Scheme of Financial Delegation will be reviewed regularly and at least 3-yearly

Version 1.0	Date approved by Finance and Resources Committee	15 th September 2015
	Date ratified by the Board of Directors:	
	Signature of Chair of Board of Directors.	

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APPENDIX A

AUTHORISATION LEVELS

Delegated Duty	Value	Delegated Authority
VIREMENTS		
Virements between and within budget headings (all reported to the BOD-Finance and Resources Committee)	Up to £10,000 - Primary Academy Up to £20,000 – Secondary Academy	Principal
Virements between and within budget headings (all reported to the BOD-Finance and Resources Committee)	£10,000 to £20,000 Primary Academies £20,000 to £30,000 Secondary Academies	Academy Committee
Virements between and within budget headings (all reported to BOD-Finance and Resources Committee)	£20,000 to £50,000 - Primary Academies £30,000 to £50,000- Secondary Academies	Finance and Resources Committee
Virements between and within budget headings (all reported to BOD-Finance and Resources Committee)	Over £50,000	The Board of Directors
BACS PAYMENTS-NON PAYROLL		
BACS payment authorisation	Up to £50,000	Two authorised signatories on mandate
BACS payment authorisation	Over £50,000	3 authorised signatories on mandate
FUNDS FROM EFA		
Funds from EFA designated to each Academy	Value notified by EFA to each Academy	Member of Academy SLT

ORDERS/INVOICES		
Approval of requisitions for orders/invoices Primary Academy	Up to £ 5000 Primary Academy	Vice-Principal or Assistant Principal
	Up to £10,000 Primary Academy	Principal
	£10,000 to £50,000 Primary Academy Items over £20,000 must be reported to BOD-Finance and Resources Committee.	With approval of Primary Academy Committee.

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Delegated Duty	Value	Delegated Authority
ORDERS/INVOICES		
Approval of requisitions for orders/invoices Secondary Academy	Orders up to the value of £5000	Heads of Departments-Secondary
	Up to £20,000 Secondary Academy	Principal
	£20,000 to £50,000	With Approval of Secondary Academy Committee and reported to Finance and Resources Committee Involvement of Chair of Finance and Resources or Chair of BOD
Approval of requisitions for orders/invoices over £50,000	Over £50,000 for Primary or Secondary Academies	Board of Directors
LEASE AGREEMENTS		
Lease Agreements	All	Business Director and Finance and Resources Committee Approval
QUOTATIONS AND TENDERING		
Approval of quotations	Below £1000	Must provide evidence of obtaining Value for Money
	£1000 to £10,000	Two quotations obtained and documented then must be authorised by Budget holder
	£10,001-£50,000	Minimum of three quotations Authorised by Budget holder and Principal
	£50,001 to relevant OJEU limit	Formal tendering process requiring Finance and Resources Committee approval
	Over OJEU limit	OJEU advertising required. Board of Directors approval required
Authority to accept other than lowest quotation	In line for spending limits for Academy Committee	Finance and Resources Committee to be informed
ASSETS		
Disposal of assets	Up to £750	Principal/Academy Committee
(current value)	£750-£5000	Finance and Resources Committee
	Over £5000	Board of Directors

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Delegated Duty	Value	Delegated Authority
DEBTS		
Write off of Bad Debts	Up to £5000	Academy Committee To be reported to Finance and Resources
	£5000 and above	Finance and Resources To be reported to Board of Directors
SIGNATORIES		
Grant Claims DfE returns Capital Bids	Any	Any two (or as required) of Business Director, Principal or other agreed Director signatory
Cheque signatories (non payroll)	Up to £50,000	Any two authorised signatories on mandate
	Over £50,000	2 authorised signatories
Cheques signatories (payroll)	Payroll	2 authorised signatories on mandate
Emergency repairs	Up to £10,000	Principal
	£10,000 to £50,000	Chair of Academy Committee