

Financial Scheme of Delegation

2026 / 2027

Delegated duty	Value	Academy delegated authority budgeted spend	Central delegated authority budgeted spend	Method
Ordering goods and services (raising requisitions) Signatories for cheques, BACS payment authorisation and other bank transfers	Up to £999	Academy admin manager or office and business manager	n/a	
	Up to £4,999	n/a	As above, plus senior finance business partner, financial accountant, senior catering managers and service delivery leads	Minimum 3 quotes for purchases of £5,000 and above
	£1,000 to £24,999	As above, plus principal / head of school / SCITT director / CfG director	n/a	
	£5,000 to £24,999	n/a	As above, plus centre of excellence / head of service delivery	
	£25,000 to £99,999	As above, plus school and college trust leaders	As above, plus school and college trust leaders	
	Over £100,000	As above plus accounting officer	As above plus accounting officer	Over £50,000 requires a formal tendering process including advertising in FTS (if over FTS threshold)
	Over £250,000 (unbudgeted and non-grant funded)	Finance committee	Finance committee	
	Authority to accept other than lowest quotation or tender	Approval from the delegated authority at the next level up	Approval from the delegated authority at the next level up	
Procurement waiver	Up to £49,000	Head of finance	Head of finance	
	£50,000 to £99,000	Chief finance officer	Chief finance officer	
	Over £100,000	Accounting officer	Accounting officer	
Signatories for DfE grant claims and DfE returns	Any	Two signatories (or as required by DfE) from: • school and college trust leader • head of finance • accounting officer	Two signatories (or as required by DfE) from: • school and college trust leader • head of finance • Accounting officer	
Disposal of assets (excluding land and	Up to £999	Senior finance business partner	Senior finance business partner	

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buildings where DfE approval is needed)	£1,000 to £9,999	Principal / head of school / head of finance	Head of finance	
	Over £10,000	As above plus accounting officer	As above plus accounting officer	
Write off bad debts	Up to £10,000	Head of finance / school and college trust leader	Head of finance / chief finance officer	
	£10,000 to £45,000	As above plus accounting officer	As above plus accounting officer	
	Over £45,000	As above plus DfE approval	As above plus DfE approval	
Purchase or sale of any freehold property	Any	DfE approval required	DfE approval required	
Granting / take up of any leasehold or tenancy agreement exceeding 3 years	Any	DfE approval required	DfE approval required	
Raising invoices to collect income	Up to £50,000	Academy admin managers / administrators	Line managers	
	£50,001 to £100,000	As above plus principal / head of school / head of finance	As above plus head of finance	
	Over £100,000	As above plus accounting officer	As above plus accounting officer	
Payroll	BACS run	Head of finance / senior finance business partner	Head of finance / senior finance business partner	Central HR check / principal or head of school review and approve
	Honoraria up to £1,500	Principal / head of school / SCITT director	Head of finance	Review together and approve
	Honoraria over £1,500	As above plus accounting officer	As above plus accounting officer	
	£1 - £49,999 payment on termination of employment relating to contractually guaranteed amounts only (e.g. pay in lieu of notice with no termination of redundancy payment)	Principal / head of school / SCITT director / head of HR / chief finance officer	Head of HR and head of finance / chief finance officer	
	£50,000 and above – payment on termination of employment relating to contractually guaranteed	As above plus accounting officer	As above plus accounting officer	



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	amounts only e.g. pay in lieu of notice with no termination of redundancy payment)			
	£1 - £49,999 severance payment (e.g. redundancy payment, termination payment or other non-contractual payment arising out of leaving)	Principal / head of school / SCITT director plus head of HR, head of finance and chief finance officer	Head of HR, head of finance and chief finance officer	
	£50,000 and over severance payment (e.g. redundancy payment, termination payment or other non-contractual payment arising out of leaving)	As above plus accounting officer / school and college trust leader / DfE	As above plus accounting officer / school and college trust leader / DfE	