

## Financial Scheme of Delegation

2025/26

Delegated duty	Value	Academy delegated authority budgeted spend	Central delegated authority budget spent	Method
<b>Ordering goods and services (raising requisitions)</b>  <b>Signatories for cheques, BACS payment authorisation and other bank transfers</b>	Up to £999	Academy admin manager	Senior catering manager	Minimum 3 quotes for purchases of £5,000 and above
	Up to £4,999	n/a	As above, plus: <ul style="list-style-type: none"> <li>senior finance business partner</li> <li>head of catering</li> <li>estates portfolio manager</li> <li>estates service delivery manager</li> </ul>	
	£1,000 to £24,999	As above, plus principal / head of school	n/a	
	£5,000 to £24,999	n/a	As above, plus: <ul style="list-style-type: none"> <li>centre of excellence</li> <li>head of service delivery</li> </ul>	
	£25,000 to £99,999	As above, plus school trust leaders	As above, plus school and college trust leaders	Over £50,000 requires a formal tendering process including advertising in FTS (if over FTS threshold)
	Over £100,000	As above, plus accounting officer	As above, plus accounting officer	
	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	
<b>Procurement waiver</b>	Up to £49,000	Head of finance CoE	Head of finance CoE	
	£50,000 to £99,000	Chief finance officer	Chief finance officer	
	Over £100,000	Accounting officer	Accounting officer	
<b>Signatories for DfE grant claims and DfE returns</b>	Any	Two signatories (or as required by DfE) from: <ul style="list-style-type: none"> <li>school and college trust leader</li> <li>head of finance CoE</li> <li>accounting officer</li> </ul>	Two signatories (or as required by DfE) from: <ul style="list-style-type: none"> <li>school and college trust leader</li> <li>head of finance CoE</li> <li>accounting officer</li> </ul>	
<b>Disposal of assets (excluding land and buildings where DfE approval is needed)</b>	Up to £999	Senior finance business partner	Senior finance business partner	
	£1,000 to £9,999	Principal / head of school Head of finance CoE	Head of finance CoE	

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	Over £10,000	As above, plus accounting officer	As above, plus accounting officer	
Write off bad debts	Up to £10,000	School and college trust leader Head of finance CoE	Chief finance officer / head of finance CoE	
	£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 CoE	As above, plus head of finance CoE	
	Over £100,000	As above, plus accounting officer	As above, plus accounting officer	
Payroll	BACS run	Head of finance CoE / senior finance business partner	Head of finance CoE / senior finance business partner	Central HR check; principal or head of school review and approve
	Honoraria up to £1,500	Principal / head of school	Head of finance CoE	
	Honoraria over £1,500	As above, plus accounting officer	As above, plus accounting officer	
	£1 to £49,999 Payment on termination of employment relating to contractually agreed amounts only (e.g. pay in lieu of notice with no termination or redundancy payment)	Principal / head of school Head of HR CoE Chief finance officer	Head of HR CoE Chief finance officer / head of finance CoE	Review together and approve
	£50,000 and above Payment on termination of employment relating to contractually agreed amounts only (e.g. pay in lieu of notice with no termination or redundancy payment)	As above, plus accounting officer	As above, plus accounting officer	Review and approve together / exchange of emails
	£1 to £49,999 Severance payment (e.g. redundancy payment, termination payment or other non-contractual	Principal / head of school Head of HR CoE Chief finance officer / head of finance CoE	Head of HR CoE Chief finance officer / head of finance CoE	Review together and approve

Delegated duty	Value	Academy delegated authority budgeted spend	Central delegated authority budget spent	Method
	payment arising out of leaving)			
	£50,000 and over Severance payment (e.g. redundancy payment, termination payment or other non-contractual payment arising out of leaving)	As above, plus: <ul style="list-style-type: none"> <li>• school and college trust leader or accounting officer</li> <li>• DfE</li> </ul>	As above, plus: <ul style="list-style-type: none"> <li>• school and college trust leader or accounting officer</li> <li>• DfE</li> </ul>	Review and approve together / exchange of emails