

Financial Scheme of Delegation

Audience:	REAch2 Staff Local Governing Bodies Trustees and Members
Ratified:	REAch2 Trust Board
Other related policies:	Academy Trust Handbook (ESFA document) Anti-Fraud, Bribery and Corruption Policy Charging and Remissions Policy Donations and Fundraising Policy Gifts, Hospitality and Anti-Bribery Policy Expenses Policy – Non-Staff Expenses Policy – Staff Finance Policy Tendering and Procurement Policy Conflict of Interest and Related Party
Policy owner:	Kelly Johnson, Director of Finance
Review:	September 2025

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

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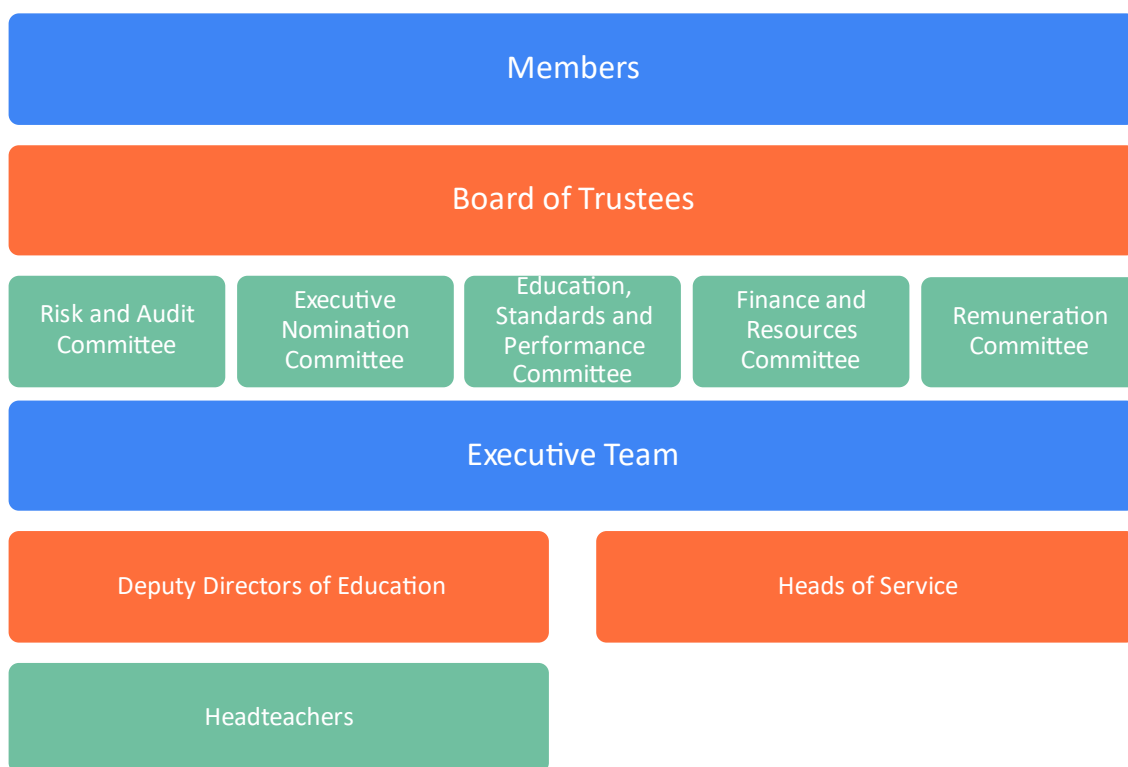
Overview

In accordance with the Academy Trust Handbook, while the Board of Trustees of a Multi Academy Trust retains ultimate responsibility for the trust's finances, it is required to approve a written scheme of delegation that ensures effective financial controls are in place. This scheme must be reviewed on an annual basis and promptly updated following any significant changes in trust management or organisational structure that could affect the current delegation framework. Any such changes must be addressed at the next available board meeting to ensure continued oversight and compliance.

The purpose of this document is to set out the responsibilities delegated by the Board of Trustees to its executive leaders and committees. It has been designed to comply with the requirements of the Trust's Articles of Association and Funding Agreements, the Academy Trust Handbook, Charity Law and the Companies Act 2006.

Policy in detail

Roles and Responsibilities



Members

Every trust has members who have a similar role to shareholders of a company limited by shares. Member powers are set out in the trust's articles of association. Their primary responsibilities are to ensure that the trust operates within its legal framework and remains aligned with its charitable objectives. Though members have limited involvement in the day-to-day governance, their role is essential in ensuring long-term accountability and safeguarding the trust's objectives. They act as a layer of oversight above the Board of Trustees.

The Board of Trustees

The Board of Trustees holds ultimate accountability for the proper use and stewardship of the Trust's funds, ensuring value for money through economy, efficiency and effectiveness. While day-to-day financial management is delegated to the Finance and Resources Committee and the Executive Team, the Board of Trustees remains responsible for ensuring robust internal controls, compliance with statutory and regulatory requirements, and maintaining the trust's financial sustainability. Trustees are also required to fulfil their statutory duties under company and charity law, acting in the best interests of the trust, exercising due care and judgment, and avoiding conflicts of interest. By approving and regularly reviewing the financial scheme of delegation, the Board of Trustees ensures accountability while empowering the executive leadership to manage the trust's finances within a clear and controlled framework.

The Finance and Resources Committee

The Board of Trustees have established five sub-committees, either with delegated authority to make decision or for the purpose of providing advice and support, informing the overall work of the Board of Trustees. One of these such committees is the Finance and Resources Committee. The Finance and Resources Committee is responsible for the oversight and review of the Trust's:

- Financial Strategy (including budget approval, revenue, capital, and investment plans) and the financial sustainability of the Trust.
- Annual Accounts (considered jointly with the Risk and Audit Committee) for recommendation for approval to the Board of Trustees.
- Financial Risks (assigned from the Trust's Risk Management Framework).
- Financial Policies, regulations & controls (assigned from the Trust's Policy Framework) including the content of the Financial Scheme of Delegation.
- Strategic Themes and KPI's.
- The Trust's Estates Strategy.
- The Trust's People Strategy (including the approval of pay awards).
- The Trust's procurement pipeline

Chief Executive Officer and Accounting Officer

The trust's Chief Executive Officer is the Accounting Officer. The accounting officer role includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament and to ESFA's accounting officer for the trust's financial resources. Accounting officers must be able to assure Parliament and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money. Whereby, the following definitions are accepted:

- Regularity: dealing with income and expenditure in accordance with legislation, the funding agreement, the handbook, and the trust's internal procedures. This includes spending public money for the purposes intended by Parliament.
- Propriety: Dealing with expenditure and receipts in accordance with Parliament's intentions and the principles of parliamentary control. This covers standards of conduct, behaviour and corporate governance.
- Value for money: Achieving the best possible educational and wider societal outcomes through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration.

Executive Team

The Trust's Executive Team plays a critical role in the operational management and oversight of the trust's finances. Their key responsibilities include:

- **Budget Preparation:** The Director of Finance is responsible for ensuring the consolidation of all school and central team budgets prepared by trust senior leaders and presents them to the Executive Team. The Executive Team are responsible for submitting these to the Finance and Resources Committee and Board of Trustees for approval.
- **Monitoring Variances:** The Executive Team receives regular financial management reports, including trust-wide variance analysis. They are responsible for reviewing and analysing this data, providing challenge and feedback to senior leaders to ensure appropriate action is taken where necessary.
- **Income and Expenditure Oversight:** The team regularly monitors income and expenditure across the trust, ensuring alignment with the overall financial plan, and raises any concerns with the Finance and Resources Committee and Board of Trustees.
- **Authorisation of Expenditure:** The team is responsible for approving certain levels of expenditure, as outlined in the financial scheme of delegation. The team is also responsible for approving all expenditure that is of a strategic significance irrespective of value.
- **Review of Financial Procedures:** They also review and monitor financial procedures to ensure effective implementation and operation, recommending improvements to the Finance and Resources Committee when necessary.

The Local Governing Body

The Board of Trustees holds ultimate responsibility and accountability for all financial matters, including the allocation and approval of school and central team budgets, in collaboration with the Director of Finance, the finance team, and the Executive Team. As such, Local Governing Bodies do not have any role in approving or monitoring these budgets.

However, Local Governing Bodies play a crucial supportive and oversight role at the local school level. They help headteachers monitor and scrutinise spending related to specific grants and funds allocated directly to their schools. These include:

- Pupil Premium Grant
- Sports Premium Grant
- SEND funding
- Funds raised through grants or fundraising activities

LGBs are responsible for monitoring how these funds are spent, tracking any variances, and ensuring value for money. While they do not approve budgets, their role in overseeing the use of these funds helps ensure that they are used effectively to benefit the school.

Headteachers and Heads of Service

Headteachers and Heads of Service are entrusted with the management of delegated budgets for their respective schools or departments. They have direct responsibility for ensuring that their allocated funds are used efficiently and in alignment with the trust's overall financial strategy. This includes monitoring their income and expenditure, making sure they stay within their budget, working with

suppliers to monitor and manage costs and performance and reporting any significant variances or financial risks.

Additionally, headteachers and heads of service are given delegated spending authority, allowing them to make financial decisions and authorise expenditures within predefined limits set by the trust. They are expected to adhere to the trust's financial procedures, ensuring compliance and accountability in all spending decisions, and escalate any exceptional spending requirements to the Executive Team when necessary.

Policy Review

The Financial Scheme of Delegation will be reviewed **annually** or sooner, taking into account any legislative changes and the latest guidance issued by the DfE.

Any changes made to this policy will be communicated to all relevant stakeholders.

REAch2 – Financial Scheme of Delegation

1. Financial Strategy and Budgets

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
1-001	Financial policies and procedures		Consider and approve	Consider and propose to Finance and Resources Committee		Director of Finance: Lead development
1-002	3-year Budget Plan	Consider and approve	Consider and recommend to Board of Trustees Monitor	Consider and agree assumptions Propose to Finance and Resources Committee Monitor	Prepare and submit for approval	Director of Finance: Lead development Finance: Support development and consolidation Deputy Director of Education: Support Headteacher
1-003	Annual Budget	Consider and approve	Consider and recommend to Board of Trustees Monitor	Consider and agree assumptions Propose to Finance and Resources Committee Monitor	Prepare and submit for approval	Director of Finance: Lead development Finance: Support development and consolidation Deputy Director of Education: Support Headteacher

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
1-004	Financial reporting and monitoring	<p>Receive and consider at each meeting.</p> <p>Chair: receive monthly</p>	<p>Receive and consider monthly.</p> <p>Discuss at each meeting.</p>	Monitor and challenge	Receive, review and finalise monthly reports	<p>Finance: Ensure month-end close process is followed</p> <p>Finance: Disseminate reports by WD6</p> <p>Finance: Consolidate and report to Director of Finance</p> <p>Director of Finance: Monitor and report to Executive Team, Finance and Resources Committee and Board of Trustees</p> <p>Deputy Director of Education: Support HT and Monitor</p> <p>Local Governing Body: Receive and monitor</p>
1-005	Budget virements (including contingency allocations)			Monitor and challenge	Request contingency funds	Finance: Provide support to

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
						<p>Headteacher / Head of Service on request</p> <p>Director of Finance / Director of Improvement: Receive and approve/reject requests</p>
1-006	Reserves	Consider and approve	Consider and recommend to Board of Trustees	Receive proposals and make recommendations to Finance and Resources Committee.		All: propose use of reserves i.e. for unexpected costs, school improvement needs, etc.

2. Purchasing and Procurement

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
2-001	Procurement Strategy, Policies and Procedures		Consider and approve	Consider and approve Monitor and ensure spending decisions represent value for money	Head of Procurement and Commercial: Develop and propose Head of Procurement and Commercial: Identify, recommend and operationalise opportunities for cross-Trust procurement	Director of Finance: Recommend to Executive Team. Finance: Advise on implementation
2-002	Procurement Pipeline ¹		Consider and approve	Consider and approve	Headteacher / Head of Service: Prepare and submit for approval Head of Procurement and Commercial: Centrally co-ordinate pipeline	

¹ Agreement to any procurement that comes from this pipeline is further subject to the approval matrix.

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
2-003	Placing and receiving orders for goods and services ²³⁴⁵⁶	Approve over £179k ⁷ on recommendation from Finance and Resources Committee and Executive Team	Approve £80k – £179k ⁷ Recommend over £179k to Board of Trustees	Directors: approve up to £25k Recommend over £25k Executive Team: Approve up to £80k Recommend over £80k to Finance and Resources Committee	Approve up to £5k Recommend approval over £5k	All: Raise purchase order requisitions as necessary All: Receipt goods/services as appropriate Deputy Director of Education: Approve up to £25k of School expenditure
2-004	Authorising invoices for payment (where there is a variation between PO, GRN and invoice)				Approval of variances over 5% or £200, up to the top of a threshold from 2-003, then follow the approval matrix	Management Accountant: Approval of variances of up to 5% or £200 (whichever is the higher), provided within same authorisation 'banding'

² All staff are responsible for ensuring that the arrangements for the approval, placing and receiving of orders are in accordance with the relevant Trust policies and procedures. The requisitioner cannot be the approver.

³ All procurement amounts detailed in this Financial Scheme of Delegation are net of VAT.

⁴ All orders must represent value for money.

⁵ The procuring manager for any procurement expected to exceed £25k in its entirety must engage with the Head of Procurement before commencing.

⁶ See [PO Approval Matrix](#)

⁷ £179k - aligned to Public Procurement Act threshold (£214,904 including VAT)

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
2-005	Authorising supplier settlement payments	Approve above £20k		Approve up to £20k	Recommend approval	
2-006	Authorising invoices with no PO (PO exempt supplies i.e. utilities)	Approve over £179k ⁷ on recommendation from Finance and Resources Committee and Executive Team	Approve £80k - £179k ⁷ Recommend over £179k to Board of Trustees	Directors: approve up to £25k Recommend over £25k Executive Team: Approve up to £80k Recommend over £80k to Finance and Resources Committee	Approve up to £5k Recommend approval over £5k	All: Raise purchase order requisitions as necessary All: Receipt goods/services as appropriate Deputy Director of Education: Approve up to £25k
2-007	BACs Payments					Finance: prepare payment schedules and request approval Bank Signatory: Authorised in accordance with bank mandate

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
2-008	Charge Card (one-card) ⁸				Approve monthly statement	Limited to a maximum of £5k per school/service Single payments limited to £500
2-009	Standing orders and direct debits					Management Accountant: approval supplier validity for SO/DD. Expenditure must follow approval rules within 2-002
2-010	Estates or ICT Project consent form					All: complete documentation which will go to the respective Head of Service for approval before following the rules established in 2-002 and 2-008

⁸ See Charge Card Procedure

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
2-O11	Contracts, leases and agreements	Approve over £179k ⁷ on recommendation from Finance and Resources Committee and Executive Team	Approve £80k – £179k Recommend over £179k to Board of Trustees	Chief Executive Officer: approve £25k–£80k on recommendation from Director of Finance	Head of Procurement and Commercial: Issue applicable public notices Head of Procurement and Commercial: Maintain a register of all contracts, leases and agreements	All: Propose entering into a contract, lease or agreement Director of Finance: Approve up to £25k Any contract which involves a TUPE transfer must be approved by Director of People, irrespective of value Any contract which involves a guarantee of indemnity to a 3rd party, or automatically renews must be approved by Director of Finance, irrespective of value Director of Finance to determine if Department for Education notification/approval is necessary

3. Income Generation and External Funding

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
3-001	Income generation activities, including fundraising	Monitor	Consider and approve strategy and policy Monitor	Chief Operating Officer: Lead on strategy and policy development Executive Team: Consider and approve	Consider and approve school income generation activities, ensuring that they align, where relevant, with the Trust income-related policies and trust strategy	Local Governing Body: Provide feedback from parents and community stakeholders
3-002	Bidding for external funds		Approval over £100k	Approve up to £100k Recommend Finance and Resources Committee approval over £100k		
3-003	Sales Invoices				Approve sales requisitions up to £5k	All: raise sales requisitions Director of Finance: approve sales requisitions over £5k Finance: raise and issue sales invoices to customers

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
3-004	Collection and receipt of cash and cheques					<p>Office Co-ordinator / School Admin: record receipt of cash/cheque. All on site cash and cheques must be locked in the safe until banking</p> <p>No more than £10k should be kept in the safe at any one time</p> <p>All cash and cheques received must be checked by another member of staff</p>

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
3-005	Banking of cash and cheques					<p>Office Co-ordinator / School Admin: Cash and cheques must be banked on a regular basis (at least fortnightly)</p> <p>No more than £5k should be in transportation to banking at the same time</p> <p>Banking must be checked and agreed by another member of staff before being banked</p>
3-006	Liabilities and debt write-offs		Approve single items over £10k, up to limits requiring ESFA approval	Approval up to £10k		<p>Management Accountant: Propose to the Director of Finance</p> <p>Director of Finance: approval up to £2k</p>

4. Fixed Assets

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
4-001	Purchase of fixed assets (capitalisation value £2k) ⁹	Approve over £179k ⁷ on recommendation from Finance and Resources Committee and Executive Team	Approve £80k-£179k ⁷ Recommend over £215k to Board of Trustees	Director: approve up to £25k Recommend over £25k Executive Team: Approve up to £80k Recommend over £80k to Finance and Resources Committee	Head of Service: Confirms and demonstrates acquisition is aligned with Trust's strategic objectives. Approve up to £5k Recommend approval over £5k	Finance: Record all assets to the value of £2k or over, either individually or as a group Deputy Director of Education: Approve up to £25k of School expenditure, and recommend over £25k
4-002	Disposal of assets		Approval over £100k	Director of Finance and CEO: approve up to £100k net book value, recommend approval to Finance and Resources Committee of assets over this value		

⁹ The capitalisation value of £5k is the value at which a single item, or group of items, is classed as capital

5. Staffing Related

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
5-001	Appointment of staff ¹⁰	Chief Executive Officer, Chief Operating Officer and Chief Financial Officer		<p>Director of Education: Headteacher</p> <p>Executive Team: Head of Service and Executives</p> <p>Executive Team in liaison with Board of Trustees: Chief Financial Officer</p>	<p>Headteacher: School based admin staff, and up to Deputy Headteacher in liaison with Deputy Director of Education</p> <p>Head of Service: Central admin staff below Head of Service</p>	Deputy Director of Education: Senior Leadership Team up to Deputy Headteacher in liaison with Headteacher
5-002	Payroll Processing				<p>Advise necessary changes or adjustments to the Payroll team.</p>	<p>Head of Payroll and Pensions: Leads on the monthly payroll processing</p> <p>Director of Finance: Approve monthly payroll and 3rd party payments</p>

¹⁰ All appointments are subject to them being in alignment with approved structures and appropriate budgets and metrics in place. All recruitment must receive approval from FM before being advertised.

Ref	Role	Board of Trustees	Finance & Resources Committee	Executive Team	Headteacher / Head of Service	Other
5-003	Bonuses, settlement agreements, relocation expenses and other one-off staff payments		<p>Approve payments over £30k</p> <p>Note and monitor all special payments</p>	<p>Approve restructure proposals and business cases</p> <p>Approve payments (contractual and non-contractual up to £30k)</p>	Develop and propose staff restructures	<p>Director of Finance: ensure adherence to ATH reporting requirements</p> <p>Director of People: Report all special payments to Executive Team and Finance and Resources Committee</p>
5-004	Gifts and Hospitality (see Gifts, Hospitality and Anti-Bribery Policy)			Chief Executive Officer: Approval over £500		<p>All: submit declaration form before any gifts are provided or received</p> <p>Director of Finance: Approval up to £500</p>

Purchase Approval Matrix

Category	Minimum ¹¹	Maximum	Max Contract Duration	Requirement ¹²	Approval Authority
Low	£0	£2,000	–	Value for money assessment	Headteacher / Head of Service
	£2,001	£5,000	–	Framework ^{13 14} or 1 quote (evidence of price and value negotiation) illustrating value being sought	
Medium	£5,001	£10,000	2 years	Framework or 3 quotes based on defined specification and REAch2 Terms and Conditions.	Head of Service / Deputy Director of Education
	£10,001	£25,000 ¹⁵	2 years		Director
	£25,001	£50,000	2 years		Executive Team
High	£50,001	£80,000	3 years	Compliant ¹⁶ procurement process	Finance and Resources Committee
	£80,001	£179,000	4 years +		
Upper	£179,001	No Limit	4 years +	Compliant ¹⁶	Board of Trustees

These limits are applied to all procurement activity. The approval limits require that procurement approvals follow a sequential process, moving through each hierarchical level in order, with each level's authorisation needed before proceeding to the next.

¹¹ All limits are shown net of VAT

¹² It is essential that all procurement activity represents value for money, and that this can be evidenced.

¹³ Public Sector Buying Organisation (PSBO)

¹⁴ When using a framework the expectation is that we are running mini-competitions and that direct awards are not our default process.

¹⁵ Supplier contracts or procurements > £25k must engage the REAch2 Procurement Team to agree approach, roles and responsibilities.

¹⁶ A process that fully complies with our legal, regulatory and policy obligations

Responsibility Matrix

Ref	Role	Trustees	Executive Team	Director of Finance	Deputy Director of Education	Headteacher	Head of Service	Finance	School Admin	Local Governing Body
1-001	Financial policies and procedures	P	P	P						
1-002	3-year Budget Plan	P M R	P M R	M R P	R	P	P	P		
1-003	Annual Budget	P M R	P M R	M R P	R	P	P	P		M
1-004	Financial monitoring	M	M R	M P R		P	P	R P		M
1-005	Budget virements (including contingency allocations)			P		P	P	R		
1-006	Reserves	P R	M R			P	P			
2-001	Procurement Procedures		P M	R			P	R		
2-002	Procurement Pipeline	P	P			P	P			
2-003	Placing and receiving orders for goods and services	P	P		P	P	P		P	
2-004	Authorising invoices for payment (where there is a variation between PO, GRN and invoice)	P	P		P	P	P	P	P	
2-005	Authorising supplier settlement payments	P	P			R	R			
2-006	Authorising invoices with no PO (PO exempt supplies i.e. utilities)	P	P		P	P	P		P	
2-007	BACs Payments							P P		
2-008	Charge Card (one-card)					P	P		P	

Ref	Role	Trustees	Executive Team	Director of Finance	Deputy Director of Education	Headteacher	Head of Service	Finance	School Admin	Local Governing Body
2-009	Standing orders and direct debits							P		
2-010	Contracts, leases and agreements	P	P R	R	P	P	P R		P	
2-011	Estates or ICT Project consent form						R			
3-001	Income generation activities, including fundraising	P M R	P R M							R
3-002	Bidding for external funds	P	P							
3-003	Sales Invoices					P	P	P M	P	
3-004	Collection and receipt of cash and cheques					P	P		P	
3-005	Banking of cash and cheques					P	P		P	
3-006	Liabilities and debt write-offs	P		P				P		
4-001	Purchase of fixed assets (capitalisation value £5k)	P	P		P	P	P	P		
4-002	Disposal of assets	P	P	P		P	P	P		
5-001	Appointment of staff	P	P		P	P	P	R		
5-002	Payroll Processing						P	P		
5-003	Bonuses, settlement agreements, relocation expenses and other one-off staff payments	P	P M R	R						
5-004	Gifts and Hospitality		P	P				M		

Key	
P	Delegated power
M	Monitor/Review
P	Prepare/Develop
R	Recommendation/Advise/Support