Finance and Investment Policy

For all schools in the Bosco Catholic Education Trust

This policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved:	For review:
October 2023	September 2024

Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

"Serve the Lord joyfully"

1. Introduction and statement of intent

1.1. The purpose of this Finance and Investment Policy ("Policy") is to support *Bosco Catholic Education Trust* operating with accountability and transparency, meeting the requirements of the Funding Agreement, Academy Trust Handbook, Academies Accounts Direction, Companies Act 2006 and the appropriate Charities SORP.

2. Document hierarchy

2.1. This Policy should be read alongside the following other financial documents:

2.1.1 This Policy is subservient to:

- The Trust's Articles of Association
- The Trust's Funding Agreement with Department for Education
- The Education and Skills Funding Agency's Academy Trust Handbook
- The Education and Skills Funding Agency Academy Accounts Direction

In the event of any conflict between this Policy and these documents, these documents will be considered authoritative.

2.1.2 This Policy sits above:

- The Trust's Finance Manual.

In the event of any conflict between this Policy and the Trust's Finance Manual, then this Policy will be considered authoritative.

3. Scope and applicability

3.1. This document applies to all Trustees, Governors of Academy schools and staff employed by the Trust.

3.2. It can be amended only by a decision of the Full Board of the Trust.

3.3. After amendment by the Full Board of the Trust, the Chief Finance and Operations Officer will ensure that it is drawn to the attention of all Head Teachers, School Business Managers and central finance staff.

4. The Academy Trust handbook

4.1. Every time the Academy Trust handbook is updated, the Chief Finance and Operations Officer will prepare a note of any changes for the Trust Board.

4.2. The Chief Finance and Operations Officer will ensure that the updated handbook is drawn to the attention of all Head Teachers, School Business Managers and central finance staff.

4.3. All Trustees, Chairs of Governors, the Chief Executive Officer, Head Teachers, central finance staff and School Business Managers are required to be familiar with the Academy Trust handbook.

5. The Finance Manual

5.1. The Chief Finance and Operations Officer will ensure that there is a Finance Manual available to all Academy schools. Training on the contents of this manual will be provided to each School Business Manager, or equivalent.

5.2. This Manual will have the status of guidance within the Trust but not mandatory policy. Where an Academy chooses not to follow this guidance it will need to ensure that it remains compliant with this Finance and Investment policy, the Academy Trust Handbook and all other relevant legal and regulatory frameworks.

5.3. The decision to not follow the Finance Manual must be made by the Local Governing Committee of an Academy school at a minuted meeting. A copy of the revised process and appropriate minute should be sent to the Chief Finance and Operations Officer. Any process change must be approved in advance and not retrospectively.

6. Academy Budgets

6.1. The Local Governing Committee (LGC) of every Academy school within the Trust should recommend a budget to the Trust Board by the 15 June of every year. This should follow the format, time frame and planning assumptions advised by the Chief Finance and Operations Officer.

6.2. Once a budget has been approved by the Trust Board, the LGC of every Academy school should ensure that no commitment is entered into that would cause the Academy school to exceed its budget by more than £50,000 without first seeking the approval of the Trust Board.

6.3. The Local Governing Committee of every Academy school should appoint one or more staff budget holder(s) for the Academy's budget, setting appropriate delegations to these individuals.

7. Partnership contribution and central trust budget

7.1. Each Academy school will contribute to central trust costs.

7.2. From the 1 September 2023 this contribution will be equivalent to:

- Primary schools – 5% of General Annual Grant plus 5% of any special grants from ESFA or DfE designed to meet pay or pension pressures felt by schools.
- Secondary schools – 4% of General Annual Grant plus 4% of any special grants from ESFA or DfE designed to meet pay or pension pressures felt by schools.

7.3. Any change to this contribution requires the approval of the Trust Board and will be announced by 31 March each year. The Trust Board will only make a change following consultation with the Headteachers and Chairs of Governors of Academy schools.

7.4. The Chief Executive Officer of the Trust, with the support of the Chief Finance and Operations Officer, will recommend a central trust budget to the Trust Board by the 15 June of every year.

7.5. The Trust Board will appoint staff budget holders for each element of the central trust budget. A staff budget holder may not enter into any commitment which would cause them to exceed their budget without first seeking the approval of the Trust Board.

8. Financial review

8.1. Monthly Management Accounts

8.1.1 The Chief Finance and Operations Officer shall ensure that a monthly report is prepared on the financial performance of the Trust.

8.1.2 This report must comply with the requirements of the Academy Trust handbook.

8.1.3 This report must include information on each Academy school and information on the consolidated results of the Trust.

8.1.4 The report should be made available to the Finance, Audit and Risk Committee and Trust Board at the earliest opportunity which will approve the report.

8.1.5 Relevant extracts from the report should be made available to each Academy school.

8.2. Financial forecast

8.2.1 By the 15 November, end of February and 15 June the Local Governing Committee of each Academy school will approve an updated forecast of financial performance showing any variation to approved budget. The Local Governing Committee can delegate this task to a sub-committee or the Head teacher. As part of approving the revised forecast, the Local Governing Committee should consider whether any approval is needed from the Trust Board to exceed their budget by more than £50,000.

8.2.2 For the central trust, the Chief Executive Officer, with the support of the Chief Finance and Operations Officer, will ensure that a similar forecast is prepared. This will be approved by the Finance, Audit and Risk Committee.

8.2.3 The consolidated updated forecast will be discussed by the Finance, Audit and Risk Committee and Trust Board.

9. Finance Systems

9.1. Each Academy school must use the Access Education Budgets system for recording their budget and forecasts, informing the Chief Finance and Operations Officer when they have been approved by the LGC or Finance, Audit and Risk Committee.

9.2. Each Academy school must use the Access Education Finance system for recording transactions including purchase orders, sales invoices, cash receipts and purchase invoices.

10. Individual transactions

10.1. Approval to enter into an individual transaction can be granted by email, written letter, minuted meeting or by signifying approval on the Access Finance system. It cannot be given verbally except as part of a formally minuted meeting.

10.2. As a general principle:

- any transaction which requires the approval of the Education and Skills Funding Agency should first be approved by the Chief Executive Officer and the Trust Board.
- any transaction with a value of over £75,000 should be approved by the Trust Board.
- an appropriate member of central Trust staff should be notified of any transaction over £40,000.
- any transaction with a value of over £2,000 should be approved by at least two members of staff to whom an appropriate delegation has been made under section 6.3 or 7.5 of this policy.

10.3. Specific delegations are summarised in the annex at the end of this policy and detailed below. The LGC's of each Academy school should consider the appropriate delegations they will give to budget holders appointed under section 6.3 in the context of these specific delegations and the general principles outlined in section 10.2.

10.4. *Donations*

10.4.1 Governors and staff should always be aware of the reputational risk of accepting donations. They should ensure that the Gifts and Hospitality policy is complied with. They should also be aware of the operational risk of accepting restricted donations.

10.4.2 The Trust Board delegates to the LGC of each Academy school the ability to accept an individual donation of up to £75,000 or run a campaign likely to raise up to £75,000. Above these levels the prior approval of the Trust Board should be sought.

10.4.3 For the central trust budget, the Trust Board delegates to the Chief Executive Officer the ability to accept an individual donation of up to £40,000 or run a campaign likely to raise up to £10,000 subject to having consulted with the Chief Finance and Operations Officer before accepting a donation of over £2,000. For donations of between £40,000 and £75,000 the approval of the Finance, Audit and Risk Committee should be sought.

10.5. *Entering into a new funding agreement with the DfE and its agencies including the Education and Skills Funding Agency ("the DfE")*

10.5.1 The Trust Board delegates to the LGC of each Academy school the ability to sign a new funding agreement with the DfE with a lifetime value of up to £250,000. Above this level, the prior approval of the Trust Board should be sought.

10.5.2 For the central trust budget, the Trust Board delegates to the Chief Executive Officer the ability to sign a new funding agreement with the DfE of up to £250,000, subject to them having consulted with the Chief Finance and Operations Officer before signing a new agreement for over £2,000.

10.6. Entering into a new funding agreement with the appropriate Local Authority

10.6.1 The Trust Board delegates to the LGC of each Academy school the ability to enter into a new funding agreement from the local district, county or unitary authority in which it is based of up to a lifetime value of £250,000. Above this level, the prior approval of the Trust Board should be sought.

10.6.2 For the central trust budget, the Trust Board delegates to the Chief Executive Officer the ability to enter into a funding agreement with any of the local authorities within whose area the Trust operates of up to £250,000, subject to having consulted with the Chief Finance and Operations Officer before accepting a grant of over £2,000.

10.7. *Grants from other government or non-government agencies*

10.7.1 The Trust Board delegates to the LGC of each Academy school the ability to accept a grant from any other body of up to a lifetime value of £75,000. Above this level, the prior approval of the Trust Board should be sought.

10.7.2 For the central trust budget, the Trust Board delegates to the Chief Executive Officer the ability to accept a grant from any other body of up to £75,000, subject to having consulted with the Chief Finance and Operations Officer before accepting a grant of over £2,000.

10.8. Related party income

10.8.1 Any income from a related party should be reported to the Chief Finance and Operations Officer as it may need to be reported the Education and Skills Funding Agency.

10.8.2 A related party is defined in the Charities SORP and includes:

- the Diocese of Arundel and Brighton
- a member of the Trust
- close family and business interests of a member of the Trust
- a trustee of the Trust
- close family and business interests of a Trustee of the Trust
- a governor of an Academy school
- close family and business interests of a governor of an Academy school
- the Chief Executive Officer of the Trust, the Chief Finance and Operations Officer of the Trust or a Head Teacher of an Academy school
- close family and business interests of the Chief Executive Officer of the Trust, the Chief Finance and Operations Officer of the Trust or a Head Teacher of an Academy school.

10.8.3 Further guidance on related parties is also provided in the Finance Manual.

10.9. *Other sources of income*

10.9.1 Under our funding agreement we are not generally allowed to charge pupils or parents for activities that take place during the school day. This includes for trips and

classroom materials. Where such charges are levied their voluntary nature should be made clear to parents and no surplus made above directly attributable costs.

10.9.2 The Trust Board delegates to the LGC of each Academy school the ability to enter into a contract for the provision of goods and services with a lifetime value of up to £75,000. Above this level, prior approval of the Trust Board should be sought.

10.9.3 For the central trust budget, the Trust Board delegates to the Chief Executive Officer the ability to enter into a contract for the provision of goods and services with a lifetime value of up to £40,000, subject to having consulted with the Chief Finance and Operations Officer before entering into a contract of over £2,000. For contracts with a value of between £40,000 and £75,000 the approval of the Finance, Audit and Risk Committee should be sought.

10.9.4 The Trust occupies its buildings under a licence from the Diocese of Arundel and Brighton. As a result, it cannot enter into a lease agreement for a part of its buildings. Each Academy school must work with the Diocese if it wants to lease any of its buildings.

10.9.5 The approval of the Education and Skills Funding Agency is required to lease any land owned by the local authority. Such approval can only be sought once the Chief Executive Officer and the Trust Board has approved the transaction. In many cases the approval of the local authority will also be needed.

10.10. Writing off debts and losses

10.10.1 Academy schools and the central trust must take all realistic steps to recover any monies owed to them and make sure they pay close attention to the steps required by the Academy Trust Handbook.

10.10.2 Where recovery actions fail, the Trust Board delegates to the LGC of each Academy school the ability to write off debts or losses of up to £5,000 cumulatively in any one academic year. All debts written off in this manner must be notified to the Chief Finance and Operations Officer.

10.10.3 The Trust Board similarly delegates to the Chief Executive Officer the ability to write off debts or losses of up to £5,000 cumulatively in any one academic year. All debts written off in this manner must be notified to the Chief Finance and Operations Officer.

10.10.4 Write offs above £5,000 require the approval of the Trust Board. Write offs of greater than £45,000 in a single transaction require the approval of the Education and Skills Funding Agency.

10.10.5 If the total value of write-offs, issuing letters of guarantee and comfort and indemnities not in the course of business, exceed £250,000 in an academic year then the approval of the Education and Skills Funding Agency is needed.

10.11. Issuing letters of guarantee or similar

10.11.1 The Academy Trust Handbook includes regulations on creating liabilities not in the ordinary course of business. These will typically arise from issuing letters of guarantee, letters of comfort or indemnities (collectively “Letters”) to parents,

suppliers, staff or others. All Letters therefore require the approval of the Chief Finance and Operations Officer.

10.11.2 Where the value of an individual Letter exceeds £5,000 then the approval of the Chief Executive Officer and the Trust Board is required.

10.11.3 Letters with a value of greater than £45,000 in a single transaction require the approval of the Education and Skills Funding Agency.

10.11.4 If the total value of write-offs and Letters exceed £250,000 in an academic year then the approval of the Education and Skills Funding Agency is needed.

10.12. *Payroll*

10.12.1 The Trust Board delegates to the LGC of each Academy School the ability to approve new/replacement staff contracts subject to remaining compliant with:

- Para 6.2 of this policy on overall budget authority of the LGC
- The Recruitment Policy, Pay Policy of the Trust and other relevant HR policies

10.12.2 The Trust Board delegates to the Finance, Audit and Risk committee the ability to approve new/replacement staff contracts for the central trust subject to remaining compliant with overall budget authority and HR policies.

10.13. Staff severance and compensation payments

10.13.1 Subject to complying with the Redundancy and Restructuring policy and all other relevant HR policies, the Trust Board delegates to the Chief Executive Officer the ability to approve staff severance payments where the approval of the Education and Skills Funding Agency is not required.

10.13.2 If the severance payment concerns the Chief Executive Officer then the Chair of the Board of Trustees can approve unless the approval of the Education and Skills Funding Agency is required.

10.13.3 The approval of the Education and Skills Funding Agency is required when:

- There is a non-statutory/non-contractual payment of more than £50,000;
- The total package (contractual/non-contractual) is over £100,000; or
- The employee's total benefit package exceeds £150,000.

10.13.4 The approval of the Trust Board must be sought before approaching the Education and Skills Funding Agency.

10.14. Expenditure with a related party

10.14.1 A related party is defined in paragraph 10.8.2 above.

10.14.2 Related party expenditure with an employee of the Trust does not include expenditure made through the payroll system, including expenses.

10.14.3 Any expenditure, other than that defined in paragraph 10.15.2, with a related party should be notified to the Chief Finance and Operations Officer as it may need to be reported to the Education and Skills Funding Agency.

10.14.4 Any expenditure with a related party of over £2,000 requires additional approvals. Expenditure defined in paragraph 10.14.2 is excluded from these approvals. Expenditure with the Diocese of Arundel and Brighton or a Catholic clergyman who is

also a related party is also excluded if the expenditure is fundamental to the Trust's religious character and designation.

10.14.5 The approval of the Chief Executive Officer is required for any expenditure with a related party of over £2,000 per annum.

10.14.6 The approval of the Trust Board is required for any expenditure with a related party of over £40,000 per annum. The approval of the Education and Skills Funding Agency is also likely to be required for expenditure with a related party of over £40,000 per annum.

10.14.7 Further guidance on related parties is also provided in the Finance Manual.

10.15. Novel, contentious, or ex-gratia expenditure

10.15.1 Novel payments are those of which the Trust has no experience or are outside the range of normal business activity for the Trust.

10.15.2 Contentious expenditure is anything which might give rise to criticism of the Trust by Parliament, and/or the public, and/or the media.

10.15.3 Ex-gratia payments are those which go beyond contractual obligations usually to compensate for failure of the Trust and avoid legal action.

10.15.4 Any novel, contentious or ex-gratia expenditure requires the approval of the Chief Executive Officer, the Trust Board and the Education and Skills Funding Agency.

10.15.5 Further guidance on novel, contentious and ex-gratia expenditure is provided in the Finance Manual.

10.16. Leases

10.16.1 The Chief Finance and Operations Officer should be informed of any intention to lease an asset. This is to ensure that the lease is properly classified as operating or finance.

10.16.2 Finance leases and leases of land and buildings for more than seven years require the approval of the Chief Executive Officer, the Board of Trustees and, possibly, the Education and Skills Funding Agency.

10.16.3 An operating lease should be valued using its committed lifetime cost and approval granted in line with other cash expenditure.

10.17. Procurement of alcohol

10.17.1 Trust funds can be used to purchase communion wine.

10.17.2 Other than this, no trust monies can be used to purchase alcohol of any sort. This includes any monies received by way of cash donation from parents, parent-teacher associations or staff.

10.18. Other cash expenditure

10.18.1 The Trust Board delegates to the LGC of each Academy school the ability to make a revenue or capital expenditure commitment of up to a lifetime value of £75,000. Above this level, the prior approval of the Trust Board should be sought. The Chief

Finance and Operations Officer or the Executive Finance and Operations Officer should be involved in transactions with a commitment of over £40,000.

10.18.2 The Trust Board delegates to central trust staff budget holders duly appointed under paragraph 7.5 the ability to make a revenue or capital expenditure commitment of up to a lifetime value of £2,000. For transactions between £2,000 and £40,000 the agreement of two budget holders is required. For transactions between £40,000 and £75,000 the agreement of the Finance, Audit and Risk committee is required.

10.19. *Disposals*

10.19.1 The disposal of a fixed asset which has reached the end of its economic life (as estimated when purchased) requires the approval of the School Business Manager, or equivalent.

10.19.2 The disposal of a fixed asset before it reaches the end of its economic life requires the approval of the Head Teacher if the purchase value was less than £40,000; the Chief Finance and Operations Officer if the purchase value was between £40,000 and £75,000 and the Trust Board if the purchase value was over £75,000.

10.19.3 In all cases, the Chief Finance and Operations Officer must be informed of the transaction.

11. Banking and making payments

11.1. Banking

11.1.1 All current account banking facilities should be part of the Lloyds suite of accounts. They should include the name of the Trust in the account-name.

11.1.2 All bank signatories should be approved by the Trust Board.

11.1.3 Academy schools should generally only have one current account unless prior approval has been sought from the Finance, Audit and Risk Committee.

11.1.4 Academy schools will have a 12-month period to align historic practice with these requirements from the date of conversion. The earliest date that this 12-month period can expire will be 1 September 2024.

11.2. Where a commitment has been properly approved in line with this policy, payment to the staff or supplier can be made in the following ways.

11.3. BACS

11.3.1 This is our preferred method of making payments. The following authority limits will be in place for making BACS payments:

- A School Business Manager, or equivalent - £20,000 per day
- An Executive Headteacher, Headteacher or Head of School - £100,000 per day
- Regional Hub Manager - £100,000 per day
- The Chief Finance & Operations Officer or Chief Executive Officer - £500,000 per day

11.3.2 BACS payments should always be approved by someone different to the person putting the transaction on the bank.

11.3.3 The same limits apply to transfers of money between trust bank accounts.

11.4. Faster payment or CHAPS

11.4.1 The following authority limits will be in place for making faster payments or CHAPS:

- A School Business Manager, or equivalent - £10,000 per day
- An Executive Headteacher, Headteacher or Head of School - £20,000 per day
- Regional Hub Manager - £20,000 per day
- The Chief Finance & Operations Officer or Chief Executive Officer - £500,000 per day

11.4.2 Such payments should always be approved by someone different to the person putting the transaction on the bank.

11.4.3 Due to fees, the use of CHAPS should be avoided where possible. If used, the limits as above will apply.

11.5. Cheque

11.5.1 Any person appointed as a bank signatory requires the approval of the Trust Board.

11.5.2 Any duly appointed bank signatory may approve a cheque for up to £2,000. Above £2,000 two banking signatories are required.

11.6. Direct debits

11.6.1 Direct debits can only be used for payments which are paid monthly, are required by statue or for which non-payment would have a significant immediate impact on the running of the business. Direct debits are typically used for items such as utilities, rates and statutory payments such as motor vehicle tax.

11.6.2 Two duly appointed banking signatories are required to approve a direct debit mandate.

11.7. *Payroll*

11.7.1 Payroll is made by an agency authority basis through our payroll supplier.

11.7.2 Payroll payments will be authorised by the Chief Finance and Operations Officer, the Executive Finance and Operations Officer or the Chair of the Board of Trustees. The central trust payroll will be authorised by the Chair of the Board of Trustees.

11.8. *Credit cards*

11.8.1 The Local Governing Committee of an Academy school can authorise the School Business Manager of each school to have a credit card.

11.8.2 As transactions on a credit card cannot be pre-approved the individual transaction limit on a school-level credit card is £2,000. The monthly credit limit on a school-level credit card is to be set at £5,000 and must be repaid in full each month.

11.8.3 The Chief Finance and Operations Officer is to be assigned a credit card which, in exceptional circumstances, can be used to fulfil transactions with a higher value than £2,000 where the requirements of section 10 have been met. The monthly credit limit on this credit card is to be set at £25,000 and must be repaid in full each month.

11.8.4 In exceptional circumstances, such as for overseas trips, an additional school level or central trust level credit card can be requested. This requires the approval of the Finance, Audit and Risk Committee.

12. Treasury management and investments

12.1. The Chief Finance and Operations Officer should manage the cash balance and requirements of the trust such that, assuming the other requirements of this policy are followed, there is always sufficient cash available to make payments as they fall due without going overdrawn on any Trust bank account.

12.2. Subject to this, the Chief Finance and Operations Officer should manage any surplus cash to achieve a return for the trust.

12.3. The Trust has a low appetite for risk and will only hold the following type of investments:

- Cash or near cash investments with one of the big 4 banks (Lloyds, Barclays, HSBC, RBS) with a deposit term of not more than 6 months
- Cash or near cash investments with any other UK registered bank of up to £85,000 with a deposit term of not more than 6 months
- Readily traded UK Government Gilts

12.4. Any loans or other borrowing must be approved by the Trust Board and may also require ESFA approval.

Annex: Summary of financial delegations

For Academy schools

Save for recommendation of the budget, LGC is permitted to delegate matters further to sub-committees or members of the executive in its own scheme of delegation.

Budget		
Approval of budget totals	Recommend	LGC
	Approve	Trust Board
Overspend against budget totals	Up to £50k	LGC
	Over £50k	Trust Board
Income		
Donations	Up to £75k (either individually or as a campaign target)	LGC
	Over £75k	Trust Board
Accepting a new funding agreement with DfE, ESFA or Local Authority	Up to £250k	LGC
	Over £250k	Trust Board
Accepting a new funding agreement with another government or non-government agency	Up to £75k	LGC
	Over £75k	Trust Board
Entering into a contract for goods or services where charging is permitted	Up to £75k	LGC
	Over £75k	Trust Board
Expenditure		
New or replacement staff	So long as budget authority is in place and other policies of the Trust are complied with	LGC
Non-pay expenditure	Up to £75k	LGC
	Over £75k	Trust Board
Banking payments		
BACS/Transfer	Daily limit of £20k	SBM
	Daily limit of £100k	Head teacher, Reg Hub manager
	Daily limit of £500k	CFOO/CEO
Faster payment/CHAPs	Daily limit of £10k	SBM
	Daily limit of £20k	Head teacher, Reg Hub manager
	Daily limit of £500k	CFOO/CEO

Approval of payroll		Reg Hub Manager or CFOO
Credit cards	Transaction limit	£2k
	Monthly credit limit	£5k
Unusual Transactions – ESFA approval may also be required for some/all of these transactions where approval is reserved to CEO and/or Trust Board		
Writing off debts and losses	Up to £5k cumulatively per academic year	LGC
	Over £5k	Trust Board
Issuing letters of guarantee	Up to £5k in one transaction	CFOO
	Over £5k	CEO and Trust Board
Staff severance and compensation payments	Up to £50k (non-contractual) or £100k (contractual) or employee is paid Up to £150k	CEO
	Over any one of these thresholds	Trust Board
Leases	All leases – report to	CFOO
	Finance leases & land leases of more than 7 years	Trust Board
	Operating land leases of less than 7 years and all other operating leases	As per normal non-pay expenditure
Disposal of fixed asset	Asset has reached end of economic life	SBM
	Not end of life, purchase value less than £40k	Head Teacher
	Not end of life, purchase value £40-£75k	CFOO
	Not end of life, purchase value over £75k	Trust Board
Income from a related party	Reported to	CFOO
Expenditure with a related party, not through payroll or for religious services	Up to £2,000, reported to	CFOO
	£2,000 to £40,000	CEO
	Over £40,000	Trust Board
Novel, contentious or ex-gratia expenditure	Any value	Trust Board

For the central trust

Budget		
Approval of budget totals	Recommend	CEO
	Approve	Trust Board
Overspend against budget totals	Any value	Trust Board
Income		
Partnership contribution	Following consultation with Head teachers and Chairs of Governors	Trust Board
Donations	Up to £40k (either individually or as a campaign target)	CEO
	£40-£75k	FAR
	Over £75k	Trust Board
Accepting a new funding agreement with DfE, ESFA or Local Authority	Up to £250k	CEO
	Over £250k	Trust Board
Accepting a new funding agreement with another government or non-government agency	Up to £75k	CEO
	Over £75k	Trust Board
Entering into a contract for goods or services where charging is permitted	Up to £40k	CEO
	£40-£75k	FAR
	Over £75k	Trust Board
Expenditure		
New or replacement staff	So long as budget authority is in place and other policies of the Trust are complied with	FAR
Non-pay expenditure	Up to £2k	Budget holder
	£2k to £40k	Two budget holders
	£40 to £75k	FAR
	Over £75k	Trust Board
Banking payments		
BACS/Transfer	Daily limit of £500k	CFOO, CEO
Faster payment/CHAPs	Daily limit of £500k	CFOO, CEO
Approval of payroll		Chair of Board
Credit cards	Monthly credit limit	£25k
Unusual Transactions – ESFA approval may also be required for some/all of these transactions where approval is reserved to CEO and/or Trust Board		
Writing off debts and losses	Up to £5k cumulatively per academic year	CEO
	Over £5k	Trust Board

Issuing letters of guarantee	Up to £5k in one transaction	CFOO
	Over £5k	CEO and Trust Board
Staff severance and compensation payments	Not for CEO and Up to £50k (non-contractual) or £100k (contractual) or employee is paid Up to £150k	CEO
	For CEO and Up to £50k (non-contractual) or £100k (contractual) or employee is paid Up to £150k	Chair of board of trustees
	Over any one of these thresholds	Trust Board
Leases	All leases – report to	CFOO
	Finance leases & land leases of more than 7 years	Trust Board
	Operating land leases of less than 7 years and all other operating leases	As per normal non-pay expenditure
Disposal of fixed asset	Asset has reached end of economic life or purchase value of Up to £75k	CFOO
	Not end of life, purchase value over £75k	Trust Board
Income from a related party	Reported to	CFOO
Expenditure with a related party, not through payroll or for religious services	Up to £2,000, reported to	CFOO
	£2,000 to £40,000	CEO
	Over £40,000	Trust Board
Novel, contentious or ex-gratia expenditure	Any value	Trust Board