



## Delegated Financial Powers Manual

<b>Date Published</b>	<b>1<sup>st</sup> July 2016</b>
<b>Version</b>	<b>3</b>
<b>Last Approved Date</b>	<b>31<sup>st</sup> January 2018</b>
<b>Review Cycle</b>	<b>1 year</b>
<b>Review Date</b>	<b>September 2018</b>

“Learning together; to be the best we can be”

# 1. Context

1.1. The Nexus Multi Academy Trust is governed by a Board of Directors constituted under a Memorandum of Association and Articles of Association. The Board of Directors is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the MAT, addressing such matters as:

- **policy development and strategic planning**, including target-setting to keep up momentum on school improvement;
- ensuring **sound management and administration** of the MAT, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with **legal requirements**;
- establishing and maintaining a transparent system of prudent and **effective internal controls**
- management of the Trust's financial, human and other **resources** (in particular control over the spending identified in the Trust's business plan);
- **monitoring performance** and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- enabling constituent academies to be **responsive to the needs of parents and the community** and making it more accountable through consultation and reporting;
- setting the Trust's **standards of conduct and values**;
- assessing and managing **risk** (including preparation of a statement on the Trust's risk management for its annual report and accounts).

1.2. To ensure sound financial control, this manual specifies the decisions of the Trust Board with regard to which financial functions it chooses to delegate to a committee and which to an individual.

1.3. Where responsibility has been delegated, all decisions taken will be properly recorded for reporting to the Trust Board as and when it requires. The manual takes into account:

1.4. Academy Financial Regulations

- 1.5. Directors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend an Academy's budget share, or delegating that power to the Chief Executive Officer or Headteacher.
- 1.6. The Trust Board is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Chief Executive Officer and/or the Headteacher delegates tasks to other members of staff, they remain accountable to the Trust Board. The Trust Board will review this manual annually.

## 2. Delegated financial powers

- 2.1. In order to allow the corporate centre of the Trust and Academies within the Trust to function efficiently, delegation to the Chief Executive, Headteachers, and to other members of staff is necessary.
- 2.2. The extent and level of any such delegation should be agreed by the Trust Board subject to approval by members of the Nexus Multi Academy Trust.
- 2.3. In this manual, a shaded box indicates that such delegation is not permitted because of national regulations or would not be best practice.
- 2.4. Where committees exist, the name of the committee to which the function is delegated should be specified either in the column heading(s) or in the "comments column".

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
<b>1. Accounting</b>						
1.1	Adhering to accounting policies and guidelines issued by the EFA.	✓ (Review for MAT)	✓ (Review for Academy)	✓ (Responsible for MAT)	✓ (Responsible for Academy)	May be delegated to CFO
1.2	Maintaining accurate, reconciled and up-to-date records to provide financial and statistical information.		✓ (Monthly review of records for MAT)	✓ (Monthly review of records for Academy)		CFO and Business Managers will review regularly for MAT and Academies respectively
<b>2. Assets</b>						
2.1	Arranging security of buildings, furniture, equipment, stock, stores and cash.			✓ (For individual Academy)		
2.2	Maintaining an inventory of all moveable items of equipment and security marking such items.				✓ (Business Manager for their Academy)	
2.3	Annual review of the inventory to verify the location and condition of each				✓ (Business Manager for their Academy)	

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
item of equipment.						
2.4 Authorisation of disposal of unusable or obsolete equipment included in the inventory.		✓ (Notify Trust Board if assets are more than 10k)		✓ (Sign off any disposals)	✓ (Business Manager to prepare list)	
2.5 Maintain a record of all property borrowed by staff.					✓ (Business manager)	Review register termly
<b>3. Audit</b>						
3.1 Availability of records and documents for inspection by the external auditors.			✓			May be delegated to CFO
3.2 Receiving the report from an audit inception and implementing recommendations.	✓ (Receive report and action plan)	✓ (Monitor action plan for individual academy)	✓			
3.3 Maintaining a register of pecuniary and business interests.	✓ (For MAT)	✓ (For constituent Academy)				Clerk will oversee logistics
3.4 Reconciling bank statements on a					✓ (CFO via Business	

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
monthly basis.					Managers)	
3.5 Maintaining a record of all cash in the Trust's Academies.					✓ (CFO via Business Managers)	Reconciled monthly
<b>4. Budget</b>						
4.1 Preparation of the annual budget plan.		✓ (Review for constituent Academy)	✓ (Preparation of MAT budget)	✓ (Preparation of Academy Budget)		CFO/Business Managers to support preparation process
4.2 Approving final budget.	✓					
4.3 Monitoring actual year-to-date income and expenditure against budget, including variants.	✓ (reviewed termly for MAT)	✓ (reviewed termly for constituent Academy)	✓	✓		CFO and Business Managers to monitor and prepare reports
4.4 Approving virements within agreed limits.	✓ (Over £50k)		✓ (up to £50k)	✓ (Up to £20k)		All virements exceeding £20k in any one term must be reported to Trust Board and LGB
4.5 Movement of monies by the Trust from an academy budget above and beyond the agreed top slice %	✓ (Over £50k)	LGBs to be consulted	✓ (up to £50k)			LGBs to be consulted in all instances

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
<b>5. Income</b>						
5.1	Approving a lettings policy.	✓				CFO to prepare
5.2	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another.	✓ Oversight for whole MAT	✓ Oversight for constituent Academy			CFO to ensure systems and processes are in place.  Business Managers to oversee operationally.
5.3	Writing off of debts	✓ Oversight for whole MAT	✓ Oversight for constituent Academy			CFO to present any write offs to LGBs for recommendation to Trust Board.
<b>6. Information and communication systems</b>						
6.1	Controlling systems, security and privacy data.					Business Managers to ensure this is in place for Acadmies.  Trust Board clerk to oversee for the Board

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
6.2 Maintaining registration with Information Commissioner's Officer and ensuring ongoing compliance.			✓ Oversight for whole MAT	✓ Oversight for constituent Academy		
<b>7. Insurance</b>						
7.1 Reviewing insurance cover in response to emergent risk assessment and analysis.	✓		✓	✓		CFO and Business Managers will ensure advise CEO and Headteachers
<b>8. Investments</b>						
8.1 Investing in any Accumulating Fund scheme	✓					Board to be advised by CFO.
<b>9. Orders and paying for goods, works and services</b>						
9.1 Ensuring that all contracts and agreements conform with finance policies and procedures.			✓	✓		CFO and Business Managers to advise for MAT and Academies respectively.
9.2 Accepting quotations/tenders	✓	✓	✓	✓		Prior to authorisation, compliance must be



Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
and authorising orders/contracts for goods, works and services.	Trust Board to approve orders over £50k. Must be approved by CEO before being submitted to Board.	Orders between £5k - £49,999 must be approved by CEO before being submitted to LGB.	CEO to approve orders between £5k - £49,999	Headteacher to approve orders below £5k		checked with the Trust's procurement policy.
9.3 Receipting and custody of all tenders.					✓ CFO for any over £5k.  Business Mnaagers for anything below £5k.	
9.4 Signatories for cheques up to £1k.				✓	✓	Must be Headteacher <b>and</b> deputy or business manager.
9.5 Signatories for cheques up to £10k.				✓		Must be Headteacher <b>and</b> deputy or business manager.
9.6 Signatories for cheques over £10k.			✓			CEO cannot delegate.
9.7 Not making payments unless goods have been received to the					✓ CFO and/or	

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
correct price, quantity and quality standard.					Business Managers will match goods received notes to orders on FMS.	
9.8 Paying the correct persona and the correct amount supported by an invoice.					✓ Business Managers will issue with each payment a list of invoices to be paid.	All signatories must check this when signing.
9.9 Returning and storing invoices, vouchers and other financial records in a secure way for the defined period.					✓ Business Managers to ensure reocrds are kept securely in line with data retention policy.	
9.10 Approving applications for credit cards. Note: Debit cards are not allowed in Nexus schools.			✓ CFO to approve any new credit card applications.		✓ Business Managers to reconcile supporting documetnation	

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
					on monthly basis	
<b>10. Salaries, Wages and Pension</b>						
10.1 Certifying pay documents and over-time records				✓ Headteachers to certify monthly.	✓ Business Managers to review and report on changes monthly	
10.2 Approving pay policy and appraisal policy.	✓ Trust Board to review annually. May be delegated to committee.					
<b>11. Taxation</b>						
11.1 Complying with VAT regulations					✓ CFO and School Business Managers to ensure compliance.	
<b>12. Voluntary Funds</b>						

Activity	Trust Board	Local Governing Body	CEO	Headteacher	Staff	Comment
12.1 Administering of voluntary funds					<p style="text-align: center;">✓</p> <p>Business Managers to maintain oversight and report monthly</p>	
12.2 Appointing of external auditor.	✓					
12.3 Receiving audited annual accounts.	✓		✓			CFO to advise CEO and Trust Board.