



**Mid-Trent**  
Multi Academy Trust

# **MID-TRENT MULTI ACADEMY TRUST**

## **FINANCIAL SCHEME OF DELEGATION**

**Policy Reviewed and Adopted by  
Board of Trustees:**

**14.10.16 – Board of Trustees**

**Version**

**1.0**

**Date of Next Review:**

**Autumn term 2018**

**Responsible Officer:**

**Accounting Officer**

## **DELEGATION - GENERAL**

Under the Articles of Association of Mid-Trent Multi Academy Trust, the Trustees may delegate to any Trustee, governor, committee, the Headteacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Trustees may impose and may be revoked or altered.

Where any power or function of the Trustees has been exercised by any committee, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

The Trustees may establish any committee to exercise powers and functions of the Trustees. The constitution, membership and proceedings of any committee of the Trustees shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that a majority of members of any such committee shall be governors. The Trustees may determine that some or all of the members of a committee who are not governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

The MAT Board 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 academy, 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 academy, 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 academy's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the academy's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

## **SCHEME of DELEGATION**

The MAT Board should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the academy. These are listed below. Beyond this, the MAT Board should consider establishing separate committees to deal with specific areas of academy business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all academies establish a finance committee separate from the MAT Board to deal with financial matters.

Where the governing body decides to delegate certain matters for consideration by committees, each committee should be chaired by a trustee/governor. The membership of the committee may include persons who are not governors provided that a majority of the members are governors. All members of the committee, including those not Governors, are entitled to vote at committee meetings. The governing body should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the MAT Board of its overall responsibility to manage the finances of the Trust.

## **HEADTEACHER**

The governors shall appoint the Headteacher who will act as an ex-officio governor. By signing this document the governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved of by the trustees) and for the direction of the teaching and curriculum at the Academy.

## **GOVERNORS' MEETINGS**

It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Governors must appoint a clerk to the governing body, who must be someone other than a governor or the Headteacher of the academy.

Each meeting of the governing body should consider:

- a report of the financial position of the academy, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;

- details of any significant matters affecting the academy's assets e.g. computers, cars, whiteboards etc;

Matters that should be considered by Trustees/Governor's at least once a year are:

- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers should be recorded in written minutes available to the board as a whole.

## **FINANCE COMMITTEE**

The MAT Board hereby resolves to establish a committee of the governing body to be known as the MAT Finance Committee and will cover Finance, Health & Safety and Premises. The Mid-Trent Multi Academy Trust has authorised the MAT Finance Committee to carry out the functions of an Audit Committee.

The chair, members and secretary of the MAT Finance Committee shall be non-executive members and shall be appointed by MAT Board except for the Accounting Officer and Chief Executive. The chair shall be a non-executive member of the MAT Board other than its chair.

Trustees who are not members of the MAT Finance Committee should have the right of attendance. The secretary will circulate minutes of meetings of the MAT Finance Committee to all members of the MAT Board.

The Headteacher in his or her role as Accounting Officer and the Finance and Support Manager in the role of Chief Financial Officer will normally attend meetings of the Committee.

The MAT Board shall meet at least termly but the Committee shall meet more often if necessary. The external auditor may request a meeting if he or she considers one necessary.

## **Authority**

The MAT Finance Committee is an advisory body with no executive powers. However, it is authorised by the MAT Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance Committee is authorised to obtain independent professional advice if it considers this necessary.

## **Duties**

The specific duties of the Finance Committee shall be to:

- review the Annual Budget and to make recommendations to the Board
- review the Academy's internal and external financial statements and reports to ensure that they reflect best practice;
- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- consider all relevant reports by the Finance and Support Manager or the appointed external auditor, including reports on the Trusts accounts, achievement of value for money and the response to any management letters;
- review the effectiveness of the Trusts internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
- review any report from the Finance and Support Manager in relation to the operation of the Trusts Buildings and Grounds;
- review new and existing policies relating to the employment and conditions of staff at the Trust and make recommendations to the MAT Board;
- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Trust, and to make recommendations to the MAT Board;
- review the recommendations of the Headteachers as to salaries particularly any discretionary awards;
- review the operation of the Trusts code of practice for Governor members and code of conduct for staff;

## AUDIT

### Duties

The duties of the MAT Finance Committee in relation to Audit shall include:-

- responsibility for monitoring the adequacy and effectiveness of the Trusts systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- advising the MAT Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
- advising the MAT Board on the scope and objectives of the work of the internal audit service and the financial statements auditor.
- ensuring effective co-ordination between the internal audit service and the financial statements auditor
- considering and advising the MAT Board on the audit strategy and annual internal audit plans for the internal audit service.
- advising the MAT Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter.
- considering and advising the MAT Board on relevant reports by the National Audit Office, the Education Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
- establishing, in conjunction with Trust management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
- monitoring the Trusts risk management plan and advising the MAT Board on its adequacy and effectiveness
- producing an annual report for the MAT Board and accounting officer which should include the Committee's advice on the effectiveness of the Trusts risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.

- monitoring and advising the MAT Board on any alleged fraud and irregularity in the Trusts financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
- recommending the annual financial statements to the MAT Board for approval.
- monitoring the effectiveness of the Trusts whistleblowing procedures meeting privately with the Internal and External Auditors, and separately with the Finance and Support Manager at least once a year.

The MAT Board must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.
- consider any other matters where requested to do so by the governing body;  
and
- report at least once a year to the governing body on the discharge of the above duties.

The MAT Board should also ensure that procedures are in place to ensure that employees of the Trust are paid for work done in accordance with their contracts of employment with the Trust.

In addition, the MAT Board must ensure the Trust has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

### **Accounting Officer**

The Funding Agreement requires each Trust to identify an Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the MAT Board for:

- ensuring regularity and propriety;
- prudent and economical administration;

- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Finance and Support Manager and/or the Business Manager. Within the framework of the school development plan as approved by the Local governing body the Headteacher has overall executive responsibility for the academy's activities including financial activities. Much of the financial responsibility has been delegated to the Finance and Support Manager but the Headteacher still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body;
- authorising contracts up to £10,000 in conjunction with the Finance and Support Manager; contracts above £20,000 will need to be approved by the Board of Trustees.
- signing cheques is unlimited in conjunction with the Finance and Support Manager or other authorised signatory. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £15,000 should be rare. Where a cheque is for an amount over £15,000, approval should be from a non-executive Board member of the MAT Finance Committee.

### **Finance and Support Manager**

The main responsibilities of the Finance and Support Manager are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the governing body;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- authorising orders below £5,000 in conjunction with budget holders
- signing cheques up to £30,000 in conjunction with a Headteacher or other authorised signatory and
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Signing such forms as necessary.

## **Delivering Assurance**

The MAT Board will need to consider how it monitors and checks the operation of the financial controls that have been established and are operated by officers of the Trust. To assist in this they will decide which method is appropriate for Mid-Trent MAT.

The ongoing independent oversight of the Trusts financial affairs include:

- the financial responsibilities of the Trust are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

## **LOCAL GOVERNING BODY**

The Local Governing Bodies have a separate scheme of delegation which should be followed.

## **Delegation to Other Committees**

The MAT Board recognises that it may need to delegate duties to a Committee other than the MAT Finance Committee; Local Governing Bodies and their sub committees in due course, and shall need to amend this document accordingly.

By order of the Trust, we approve the Mid-Trent Multi Academy Trust's Scheme of Delegation

Chair of Trust:

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Accounting Officer / Headteacher:

Print name: \_\_\_\_\_

St Peter's Church of England  
Primary School

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher:

Print name: \_\_\_\_\_

Colwich Church of England  
Primary School

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher:

Print name: \_\_\_\_\_

St Andrew's Church of England  
Primary School

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Finance and Support Manager:

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

# Scheme of Delegation of the Financial Powers and Duties of the Governing Body

In order to allow the Trust to function efficiently, delegation to committees and sub committees and the Headteacher is necessary. The extent and level of any such delegation is set out in the matrix of responsibilities below.

Where committees are established, the name of the committee to which the function is delegated is specified in the matrix.

Key to abbreviations:

<b>Abbreviation</b>	<b>Full name</b>	<b>Status</b>
AFH	Academies Financial Handbook	Trust document
DfE	Department for Education	Government Department
EFA	Education Funding Agency	Agency of the DfE
MFC	MAT Finance Committee	Trust committee
FO	Finance Officers	Academy appointments
FSM	Finance and Support Manager	MAT appointment
LGB	Local Governing Bodies	Committees of the MATB
MATB	Multi Academy Trust Board	Main Board of MAT
OM	Office Managers	Academy Appointments
SDP	School Development Plan	Academy document
TOCA	Transfer of Control Agreement	MAT document

	<b>Responsibility</b>	<b>Mid-Trent MAT Board</b>	<b>MAT Finance Committee</b>	<b>Academy Local Governing body</b>	<b>Headteacher</b>	<b>MAT Finance and Support Manager</b>	<b>Budget Holder Finance Officer/ Office Manager</b>	<b>Comments</b>
<b>1</b>	<b>Accounting policy and procedures</b>							
<b>1.1</b>	Adhering to EFA and statutory financial requirements	Approves all accounting policies and procedures	Finance Committee recommends all accounting policies and procedures	Adheres to MAT Polices	Adheres to MAT Polices	Recommends policies to board via Finance Committee	Adheres to MAT Polices	External auditors are consulted on financial policies to ensure compliance
<b>1.2</b>	Implementing and maintaining a robust system of internal control to minimise risk		Reviews Control Assurance Review reports from Internal Audit and decides on action required			BM designs systems of internal control for incorporation in the Academies Finance Handbook (AFH)		The internal auditor prepares a Control Assurance Review statement to evaluate effectiveness of internal control
<b>1.3</b>	Ensuring policies and controls are followed		Receives and reviews internal audit reports on compliance	Receives and reviews internal control reports	Headteacher receives copy of internal control reports and adds response before the reports are published	Receives internal control reports and takes action to remedy non-compliance with policies and procedures		Internal controls should be reviewed at every academy at least once a year. Where FSM has taken action to remedy non-compliance follow up checks on compliance are required.

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<b>1.4</b>	Maintaining accounting records as required by Statute	Accountable	Receive and review termly consolidated budget monitoring reports	Receive and review budget monitoring reports termly.	Review budget monitoring reports monthly	Reviews budget monitoring reports monthly and checks that all control accounts are reconciled		

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<b>2.</b>	<b>Budget - Financial planning, budgeting, monitoring and reporting</b>							
<b>2.1</b>	Setting budget objectives and reserves levels	Set parameters for reserves as part of reserves policy	Advise MAT	Decide on level of reserve within MAT parameters Available reserves may be used in year in exceptional circumstances	Proposes the level of reserves as part of the School Development Plan (SDP)	BM ensures proposed reserves level complies with MAT policy		
<b>2.2</b>	Annual Budget Setting	Approve Final Budgets	Receive and check budgets for MATB approval	Approve budget to recommend to MATB	Set budget to reflect SDP	Prepares budget individual and consolidated budgets	Supports in finance information.	
<b>2.3</b>	Notifying the approved budget to DfE within the required timescale					Submits Consolidated budget		Produce budget timetable to coincide with EFA timescale
<b>2.4</b>	Monthly Management Accounts	Consolidated reports for the whole MAT are reviewed in summary each term	Monthly reports received. Consolidated reports for the whole MAT are reviewed each term.		Reviews monthly reports and outturn forecasts	Prepares monthly management accounts, outturn forecasts and monitoring reports	All month end transactions to be processed and reconciled for the production of the monthly management accounts	

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<b>2.5</b>	Approving transfers between budget headings (virements).	MATB approves virements over £15,000 after consulting with the FSM	Monitor virements	Monitor and approve virements between £10,000 - £15,000	Headteacher and FSM can make virements up to £10,000	Action virements accordingly		Significant changes to budget plans must be notified to EFA. Significant is interpreted as meaning that the SDP will have to be changed as a result.
<b>2.6</b>	Approving expenditure not provided for in the annual Budget	Approve any non-budgeted expenditure in excess of £15k	Monitor all approvals and report to MATB as necessary	Can approve additional expenditure up to £15k provided that the budget remains balanced or adequate reserves exist to cover additional expenditure	Approve additional expenditure up to £10k provided that the budget remains balanced or adequate reserves exist to cover additional expenditure	Notify the EFA of significant changes to planned Expenditure		A standard business case format must be used to propose all non-budgeted expenditure. Significant variances from budget must be notified to the EFA. Significant is interpreted as meaning that the ADP will have to be changed as a result
<b>3</b>	<b>Value for money, awarding contracts, placing orders</b>							
<b>3.1</b>	Appointing preferred suppliers					Approve any supplier nominated for preferred supplier status		Preferred suppliers are those whose rates/prices and terms and conditions have been checked in advance to ensure that they will provide good value for money

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<b>3.2</b>	Authorising Purchase Orders	Over £20,000	Monitor all Purchases and report to MATB as necessary.	Up to £19,999	Up to £10,000	Up to £5,000 per school	Up to £499	The Financial Policy and procedures must be followed. Especially the BVP section.
<b>3.3</b>	Waiving tender process for procurements over £30,000 where only one supplier is				Submit statement jointly signed with FSM explaining why only one	Review and sign statement with Headteacher		Waiver has to be confirmed by email and copy attached to PO or contract Waiver will be entered in tender register
<b>3.4</b>	Waiving pricing/quote process for procurements up to £30,000 where only one supplier is considered suitable	Over £20,000		Up to £19,999	Submit statement jointly signed with FSM explaining why only one supplier is considered	Review and sign statement with Headteacher		Waiver has to be confirmed by email and copy attached to PO or contract Waiver will be entered in tender register
<b>3.5</b>	Assessing responses to the pre-qualification questionnaire (if used) and selecting applicants to tender				Yes	Yes	Yes	
<b>3.6</b>	Opening all tenders following a procurement process		Yes	Yes	Yes	Yes		

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<b>3.7</b>	Accepting the most suitable quotation or tender	Yes	Yes	Yes	Yes	Yes		MAT Finance Committee should receive report following decision
<b>3.8</b>	Negotiating with a contractor to reduce the quotation or tender	Yes	Yes	Yes	Yes	Yes		
<b>3.9</b>	Writing to each company that provided a tender with the outcome				Yes			
<b>3.10</b>	Payment by BACS or Cheque				Unlimited	Up to £30,000 per school	Up to £7,500	Individual payments to any supplier to the value of £30,000 need to be signed by two individual in the delegated authority column. Cheques or payment notifications must be accompanied by authorised supporting documentation
<b>3.11</b>	Charge Cards				£500		£500	Must be kept in a safe place when not in use. All transactions must be supported by a receipt. Orders should be placed only by card holder. Reconciliation should be checked by someone other than the person who places the orders.

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<b>3.12</b>	Standing Orders and Direct Debits				As per limits for BACS and Cheques	As per limits for BACS and Cheques	As per limits for BACS and Cheques	
<b>3.13</b>	Liabilites and Write Offs	1% of total annual income or £45,000 (whichever is smaller) per single transaction.		Up to £100	Up to £50			Anything above these limits for the MATB must be approved by Secretary of State through the EFA  Cumulatively, 2.5% of total annual income in any one financial year per category of transaction for any ATs that have not submitted timely, unqualified financial returns for the previous two financial years. This includes new academies that have not had the opportunity to produce tow years of financial statements Cumulatively, 5% of total annual income in any one financial year per category of transaction for any ATs that have submitted timely, unqualified financial returns for the previous two financial years

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<b>3.14</b>	Approving applications for Business/Credit Cards	MATB set the policy for who may hold Business cards and the purposes for which they may be used			Headteacher authorises any use of the issued card	BM approves all applications for Business cards		
<b>3.15</b>	Authorising reimbursement of personal expenses	Expenses policy is set by MATB		Chairs approve Headteacher	Authorises all expense claims within the academy or delegates authority to budget	Authorise Office staff expense Claims.	Authorise staff who line manage	
<b>4.</b>	<b>Safeguarding Assets</b>							
<b>4.1</b>	Arranging security of physical assets such as buildings, furniture, equipment, stock, stores and cash.				Arrange security of physical assets and site. FO/OM controls cash	FSM decides on minimum security procedures and incorporates them into the AFH	Control Cash	Staff will follow procedures as laid down in the MAT Finance Policy and Procedures and the AFH.

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<b>4.2</b>	Maintaining an inventory					Checks records are maintained	Ensure Inventory maintained	This is should be done by use of an electronic system.  Procedures for recording and checking are laid down in the AFH.
<b>4.3</b>	Checking annually the inventory to verify the location and condition of each item of equipment.				Ensure annual check completed			
<b>4.4</b>	Authorising the disposal of unusable or obsolete equipment included in the inventory			Approves, in writing, any disposal of an asset that cost more than £5k when acquired	Approves, in writing, any disposal of an asset that cost less than £5k when acquired	Follow Finance Policy		Ensure that the best value is obtained on disposal
<b>4.5</b>	Maintaining a record of all property borrowed by staff.				Authorise loan to employees		Maintain Loan register	

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<b>4.6</b>	Fixed Asset Register					Check periodically	Maintain and check register	All items costing above £1000 either individually or cumulatively need to be recorded in the FAR.
<b>5</b>	<b>External Audit</b>							
<b>5.1</b>	Appointing auditors	Appoints auditors – appointment confirmed by Trustees at Board meeting						
<b>5.2</b>	Making records and documents available for inspection by the External Auditors	Clerk to the MAT Board will make copies of the minutes of all meetings of the Board and its Committees available if required.			Provides auditors with any explanations required that cannot be dealt with by BM	Prepares all information required for statutory disclosure and ensures records are in order for inspection	Support FSM with Information.	There is a legal obligation to supply auditors with such information and explanations as they may require

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<b>5.3</b>	Receiving the reports and management letters from audit inspections and implementing any recommendations		Receives reports and decides what recommendations to implement. Ensures compliance with decisions.		Responds to points raised by auditors in report for the academy governing body	Prepares detailed plans for implementing recommended changes. Assists the Headteacher to prepare a response to audit points.		External auditors may issue reports and recommendations after their visits and audit work
<b>5.4</b>	Receiving annual audited accounts	Approves the audited accounts					Present the audited accounts to the MATB	External auditors may present accounts to Mat Board.
<b>5.5</b>	Delivering assurance	Approves Delivering assurance method.	Recommends the appropriate method to MAT Board					

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<b>5.6</b>	Receiving Internal Control reports		Receives any reports that reflect material concerns		Receives reports and prepares response to points raised	Reviews Internal Control findings and implements changes to procedures if required. Supports Headteacher on response		
<b>6</b>	<b>Governance</b>							
<b>6.1</b>	Establishing the academy's governing body and regulations for its conduct of business	Establish the number of Governors required and the nature of the appointments; and sets out regulations for conduct of business by the governing body.			MAT Executive Committee prepares the regulations for approval by the MATB			Regulations for the Conduct of Business of the Governing Body include procedures for holding meetings, issuing notices, making and circulating minutes etc.

	<b>Responsibility</b>	<b>Mid-Trent MAT Board</b>	<b>MAT Finance Committee</b>	<b>Academy Local Governing body</b>	<b>Headteacher</b>	<b>MAT Finance and Support Manager</b>	<b>Budget Holder Finance Officer/ Office Manager</b>	<b>Comments</b>
<b>6.2</b>	Appointing governors to the academy's governing body	May appoint governors						
<b>6.3</b>	Appointing chairs and vice chairs	Appoints chair and vice chair of the Local governing bodies		Recommend Chair and Vice Chairs for MATB to ratify				
<b>6.4</b>	Establishing committees and sub committees	Terms of reference are set by the MATB						
<b>6.5</b>	Removing a governor from the Local governing body	May remove a governor						

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<b>6.6</b>	Maintaining a register of pecuniary and business interests of governors.	The Clerk to the MATB will maintain a register of interests and will report the completion of the register or any non-compliance to the GB.						All governors have a duty to disclose interests. Senior staff are also required to sign declarations of interest.
<b>6.7</b>	Maintaining a register of Gifts and Hospitality	MATB sets the MAT policy for accepting and recording gifts and hospitality			Will decide, within the parameters of MAT policy, whether to allow any offers of gifts or hospitality to be accepted			All governors have a duty to disclose gifts or hospitality received or offered.
<b>7</b>	<b>Insurance and Risk Management</b>							
<b>7.1</b>	Reviewing insurance cover in the light of a risk assessment		Authorise Insurance Policy			FSM will review cover levels and negotiate insurance cover	Provide FSM with all information required to arrange cover	

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<b>7.2</b>	Maintaining a Risk Register		Reviews overall risk management strategy, approach and attitude to risk		Headteacher and FSM will review the academy risk register before presenting to GB	Headteacher and FSM will review the academy risk register before presenting to GB		
<b>7.3</b>	Producing Contingency and Business Continuity Planning (BCP) for risks that cannot be controlled	Receives BCP's for comment and sign off			Headteacher provide information and plans for DPP to finalise plan			Contingency and Business Continuity Plan is a AFH requirement
<b>8</b>	<b>Income</b>							
<b>8.1</b>	Approving a lettings policy and setting rates to be charged	Set the overall policy for letting academy premises					Responsible for ensuring all legal obligations are met in licences, TOCA and leases	

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<b>8.2</b>	Authorising other income generating activities such as after school clubs and sports clubs	Set policy and scope of offers that may undertaken		Decide which options, if any, to adopt. Approves schedule of charges	Prepares plans and proposals, including risk assessments, for approval by governing body – proposes schedule of charges	Support the Headteacher in preparing the plans and proposals  Oversee risk assessment and viability appraisal for potential activities.		
<b>8.3</b>	Collection and receipt of cash and cheques						Cash must be receipted by the person with delegated authority and recorded in the appropriate ledger	All on site cash and cheques must be locked in the safe until banking
<b>8.4</b>	Sales invoices	Unlimited		Up to £15,000	Up to £10,000	Up to £3,000	Up to £499	All sales invoices must be processed through the financial management system, and issued in a timely manner.

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<b>8.5</b>	Banking of cash and cheques						Cash and cheques should be banked on a regular basis and should not be allowed to accumulate above £1,000.	Banking should be checked and agreed by another member of staff before being banked and should relate back to receipts issued.
<b>8.6</b>	Reconciliation of bank accounts					Complete reconciliation at least monthly	Ensure Month end procedures completed for reconciliation.	Bank accounts should be reconciled at least on a monthly basis by someone other than the person doing
<b>9</b>	<b>Wages and Salaries</b>							
<b>9.1</b>	Approving Terms and Conditions of Employment including salary scales, benefits and allowances	Approve all Terms and Conditions			Exec Committee to draft Terms and conditions	Advise on Terms and Conditions and take legal advice to ensure compliance		HR Provider to Advise on Terms and Conditions and take legal advice to ensure compliance

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<b>9.2</b>	Approving all salary variations and changes, including salary changes, allowances, working hours, overtime and unpaid leave	Appeals for Staff		Approve All staff based on Headteachers recommendations	All who line manage	All who Line Manage	All who line manage	
<b>9.3</b>	Appointing staff to vacancies	Headteacher Finance and Support Manager		Recommends Headteacher. Appoints all Other School Staff	All Staff	Office Staff	Supports office staff appointments	
<b>9.4</b>	Changing staff structure within academic and financial year	Authorise change in structure		Recommends changes to MAT Board	Headteacher recommends new posts	Checks that new structure remains within budget.		

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<b>9.5</b>	Processing Contracts of employment					Supports Office staff with advice and guidance	Completed using the appropriate paperwork following authorised appointment.  Actioned by appropriate office staff.	All employee contracts need to be kept up to-date. Any contract changes need to be authorised by the appropriate authority level as per (Appointment of staff) authority and filed in the staff members file. These contracts will be periodically checked by the responsible officer and the auditors.
<b>9.6</b>	Payroll	Approve payroll provider.			Sign off Payroll and changes	Complete individual checks and sign off payroll for the MAT on receipt of each individual Headteacher permission.	Check monthly payroll and make any necessary changes or adjustments.  Check calculation randomly choosing a member of staff	Monthly payroll and any changes must be authorised and signed off on by the Headteacher.