



INSPIRE Partnership Multi-Academy Trust Financial Framework

INSPIRE Partnership Multi-Academy Trust Financial Framework

Introduction

INSPIRE Partnership's vision is to create a community of schools who will work together to achieve excellent outcomes for all.

INSPIRE Partnership Multi-Academy Trust is the legal entity responsible and accountable for the appropriate use of public funds to ensure all children and young people receive a good quality education. It is a legal requirement that INSPIRE Partnership Multi-Academy Trust complies with both company and charitable law. In addition INSPIRE Partnership Multi-Academy Trust must meet the requirements of its external regulators; Department for Education (DfE) and Education Funding Agency (ESFA).

The key documents determining the INSPIRE Partnership Multi-Academy Trust's operational financial framework:

- The Academies Finance Handbook 2017 - <https://www.gov.uk/government/publications/academies-financial-handbook>
- INSPIRE Partnership Multi-Academy Trust's Master Funding Agreement – available from each Academy Main Office
- INSPIRE Partnership Multi-Academy Trust's Articles of Association – available from each Academy Main Office
- INSPIRE Partnership Multi-Academy Trust's Scheme of Delegation – available from each Academy Main Office

All relevant academy personnel (including office; senior leadership teams; Headteachers; Chief Executive Officer) have access to these documents. The academies have agreed to use FMS and HCSS financial systems for fiscal reporting. All returns submitted to the ESFA are based on information contained within each system.

Schedule of Financial Delegations

The schedule of financial delegations set out the authority to approve transactions for all financial implications on behalf of INSPIRE Partnership Multi-Academy Trust, the schedule applies across all academies within the Trust.

The schedule applies to the following areas of fiscal control and management:

- Procurement section;
- Cash management section;
- Budgets and income section;
- Other financial limits;
- Staffing and payroll.

The main purpose of the Schedule of Financial Delegations: demonstrate who has the authority to approve transactions with financial impact on the Trust; provide clarity about the financial regulations; ensure the Trust operates with appropriate internal controls. The Schedule of Financial Delegations set out transactional tasks to be undertaken, by whom, on a daily, weekly and monthly basis.

The Schedule of Financial Delegations identifies and explains the four key areas of INSPIRE Partnership Multi-Academy Trusts financial systems (FMS & HCSS). The Trust must ensure appropriate and accurate reporting through this framework maintaining accurate up to date financial information. The Financial Framework is to be reviewed by the Finance Committees reporting regularly to the Trust Board (who hold final veto).

Susan J Vickerman

Delegation limits for each Academy

Procurement Section

No.	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
1.	Approve a Purchase Order or Non-order Invoice	£50,000 + CEO and Chair of Governors to sign	£10,000 - £25,000 In conjunction with the FMGP	£10,000 For services within the agreed budget	£25,000-£49,999 CEO and Chair of Governors to sign	Up to £10,000

Quotes and tender limits for above:

A quotation or price comparison for potential purchases must always be obtained before any order is placed to ensure that best value is achieved.

Up to £2,500 – 1 written or verbal quote to be documented. If via an approved catalogue, clear reference to the items needs to be made on the order form.

£2,500 - £10,000 - 3 written quotes requested with a documented rationale for the decision made.

£10,000 - £25,000 – 3 written quotes required with a documented rationale for the decision made.

Items over £25,000 – to be formally tendered with approval of the tendering process needed in writing on company headed paper.

Items over *OJEC limits require advertising for tender and awarding such tender.

*OJEC stands for the **Official Journal of the European** Community (OJEC is now recognised as OJEU - the **Official Journal of the European Union**). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published

Delegation limits for each Academy

Cash Management						
No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
2.	<p>Approve a BACs – must be listed as signatories on bank mandate</p> <p>Amounts are for individual transactions.</p> <p>Totals exclude:</p> <ul style="list-style-type: none"> - payroll related invoices for NI; - superannuation; - other payroll related 3rd party transactions. <p>Which are paid to authority monthly that exceed stated limits.</p>			>£60,000		
3.	<p>Sign cheques – all must be listed as signatories on the individual bank mandates</p> <p>Aside from third party payroll invoices. All values to be signed</p>	>£50,000 DCE or CE with Chair of Board signature	Up to £25,000 with one other signatory from the Academy or Central Team.	<p>Up to £25,000 req other signatory from Academy / Central Team.</p> <p>No two people from the academy's finance team can sign together.</p>		Up to £25,000 with one other signatory from Academy or Central Team.

Delegation limits for each Academy

No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
4.	Approve employee expenses	Over £500 All expenses must be signed by staff higher in the structure and not the employee. All expenses but own.	Over £500 All expenses must be signed by staff higher in the structure and not the employee. All expenses but own.	Up to £500 HT/DHT approval Or CEO in case of CFO		Up to £500
5.	Approve DCEO or CEO expenses	All expenses	No delegation Can will check and countersign	No delegation Can check and countersign	No delegation Can will check and countersign	No delegation Can will check and countersign
6.	Approve payments using Credit cards / debit cards.			Up to £250 per single transaction. Up to £1,000 per month in total		Up to £250 for a single transaction. Up to £1,000 per month in total
7.	Any payments made outside of employment terms and conditions – ex gratia payments, severance and compensation payments	Up to £50,000 for non-statutory element with Board approval. Over £50,000 for non-statutory element Board and ESFA approval	Up to £10,000 single transaction with C of G approval	No delegation	Up to £25,000 single transaction with C of G approval	No delegation

Delegation limits for each Academy

Budget and Income Section

No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
8.	Commit to ESFA grant funding agreements for income to the Trust	Unlimited	Up to £50,000	No delegation	Up to £50,000	No delegation
9.	Approving grant funding claims and ESFA returns	Unlimited	Unlimited	No delegation	No delegation	No delegation
10	Approving increases to revenue budget headings that are within the overall budget	Unlimited Reported to the Finance & Audit Committee	Up to £50,000 Approval from the Chair of Governors	SBM (Person 1) - No delegation CFO - Up to £10,000 Reported to: DCE/CE/ Head of Academy part of budget monitoring	Up to £50,000 Approval from the Chair of Governors	Up to £10,000 Reported to: DCE/CE/ Head of Academy part of budget monitoring
11.	Approving an increase in the overall budget for the academy or IPMAT Central. This is to cover issues outside of the annual budget setting process	Up to £150,000 >£150,000 Audit committee approval. Will require Board approval also.	Up to £20,000 with approval from the Chair of Governors (FM&GP)	No delegation	Up to £20,000 with approval from the Chair of Governors – Academy budget only.	No delegation

Delegation limits for each Academy

Other financial limits						
No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
12.	Purchase or sale of freehold or leasehold property	Seek approval from ESFA	No delegation	No delegation	No delegation	No delegation
13.	Disposal of fixed assets All to be reported to F&AC and Board annually	Unlimited & reported to Audit Committee	Up to £10,000 Report to F&AC and CEO	CFO up to £20,000 report to F&AC and CEO	Up to £20,000 Report to F&AC. and CEO	No delegation
14.	Bad Debt write offs All to be reported to the Board annually	>£45,000 Board and the ESFA	Up to £5,000 With GB ratification	Up to £5,000 With GB ratification	£5,000-£45,000 Audit Committee.	No delegation
15.	Committing to equipment leases, leasehold agreements and tenancy agreements	Over £150,000	Up to £50,000 With GB ratification	CFO Over £50,000 With Board ratification	Over £150,000 With Board ratification	£50,000 with GB ratification
16.	Novel or contentious items:	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the ESFA
17.	Borrowing	To seek approval from the ESFA	To seek approval from the ESFA	To seek approval from the Board and the ESFA	To seek approval from the Board and the ESFA	To seek approval from the ESFA
18.	Giving of gifts	>£200 per item no more than £1000 in any one year. The value of the gift must be reasonable and the decision must be fully documented. CEO, LGB & Headteachers boxes	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented	>£200 per item no more than £1,000 in any one year To Governors and Board	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented	<£200 per item no more than £500 in any one year the value of the gift must be reasonable and the decision must be fully documented
19.	Receiving of gifts and hospitality	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures	Must be in line with the MATs Gifts and Hospitality Policy and Procedures

Novel payments or other transactions are those which the academy trust has no experience of, or are outside the range of normal business activity for the trust.
Contentious transactions are those, which might give rise to criticism of the trust by Parliament, and/or the public, and/or media.

Delegation limits for each Academy

Staffing and Payroll

No.	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
20.	Authority to fill funded posts of Chief Executive/Deputy Chief Executive's	Under the approved delegation of the CE with involvement in the decision making process from the Governors and the Board.	Under the approved delegation of the CE with involvement in the decision making process from the Governors and the Board.	No delegation	Under the approved delegation of the CE with involvement in the decision making process from the Governors and the Board.	No delegation
21.	Authority to fill funded posts of Headteacher / Deputy Headteacher	Board to be informed	Under the approved delegation of the CE with involvement in the decision making process from the Governors and the Board	No delegation	Under the approved delegation of the CE with involvement in the decision making process from the Governors and the Board	No delegation unless a Headteacher to fill a deputy post
22.	Authority to fill teaching funded posts except Chief Executive/Deputy Chief Executive / Headteacher / Deputy Headteacher either temporary or permanent	Be informed of all appointments	To agree appointments	No delegation	Be informed of all appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree
23.	Authority to fill support staff funded posts except Chief Executive/Deputy Chief Executive/ Headteacher / Deputy Headteacher either temporary or permanent	Informed of all appointments	To agree appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree	Informed of all appointments	SLT approved del. HT/CEO/DHT Approval required CEO/Chair to agree

Delegation limits for each Academy						
No	Action/Process	B of Trustees	Accounting Officer / CEO	SBM (Person 1) / CFO	Local Governing Body	Headteacher / Head of School
24.	Authority to set up initial payroll for each academy for submission to payroll	Any new payrolls but their own				
25.	Authority to approve standing data forms effecting pay, new starters, changes and leavers	All academy changes				
26.	Authority to approve additional hours / overtime (required in advance of the hours being worked)	All overtime is to be agreed by respective Headteachers and SLT members with Headteacher approval.				
27.	Authority to approve that pre-approved hours/overtime have been worked Only worked hours must be claimed	All overtime is to be agreed by respective Headteachers and SLT members with Headteacher approval.				
28.	Authority to negotiate and approve termination payments	Over £50,000 Board and the ESFA approval is needed	Up to £25,000 in any one transaction	No delegation	Up to £50,000 for non-statutory element	Up to £10,000 in any one transaction
29.	Authority to sign of legal contracts for termination payments	Over £50,000	Up to £25,000	No delegation	Up to £50,000	Up to £10,000 in any one transaction
30.	Authority to instruct payroll provider to process BACs payments for each payroll run.	For central payroll	To sign off payroll run created by SBM/Person 1	Delegated authority for academy payroll with approval of Headteacher / CEO IPMAT payroll with approval of CEO/Chair of Board, Chair of F&A Committee		To sign off payroll run created by SBM/Person 1
31.	Authority to instruct the payroll provider to make BACs reductions or recalls	For central payroll	For Academy and Central payroll	For academy payroll – SBM For central payroll - CFO	For central payroll	For academy payroll DCE – Academy and Central payroll