

**EQUITAS
ACADEMIES
TRUST**

**POLICY FOR THE
DELEGATION OF
TRUST BOARD
FINANCIAL
POWERS AND
DUTIES**

**Approved by the Trust
Board on**

26th September 2022

Aston Manor Academy and Chilwell Croft Academy are governed by a Trust Board constituted under a Memorandum of Association and Articles of Association of Equitas Academies Trust.

The Trust 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 Academies, 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**. The Trust's annual report and accounts must include a statement on the efficiency and effectiveness of such controls;
- management of the Trust's financial, human and other **resources** (in particular control over the spending identified in the academies development plan);
- **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 Academies **standards of conduct and values**;
- assessing and managing **risk** (including preparation of a statement on the Academies risk management for its annual report and accounts).

Specific Areas which the Trust Board will oversee include:

- Approval of the academies improvement plan;
- Approving specific policies developed by committees (e.g. related to curriculum, procurement, risk management etc.);
- Approval of the budgets for Equitas Academies Trust.
- Determining levels of expenditure to be approved (e.g. committing to contracts over certain values), and levels to be delegated;
- Approving transfers between budgets over certain limits;
- Determining certain employees' terms and conditions (within the constraints of TUPE) and remuneration;
- Approving the annual report and accounts;
- Approving certain accommodation proposals;
- Decisions involving controversial, significant or unusual discretion.

Many Trust Board responsibilities will be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full Trust Board with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions taken will be properly recorded for reporting to the Trust Board as and when it requires.

The policy takes into account:

- i) Academy Financial Regulations
- ii) Academy Financial Procedures

Trustees do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend an Academies budget share, or delegating that power to the Headteachers, the Chief Finance Officer/Director of Finance and/or the Accounting Officer. The Trust Board is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteachers remain accountable to the Trust Board.

The full Trust Board will review this policy annually at their start-up meeting.

EQUITAS ACADEMIES TRUST
TERMS OF REFERENCE FOR THE DELEGATION
OF THE FINANCIAL POWERS AND DUTIES OF THE TRUST BOARD

In order to allow the Academy to function efficiently, delegation to the Head teachers and to other members of staff is necessary. The extent and level of any such delegation should be agreed by the Trust Board subject to approval by members of the Equitas Academies Trust.

In this template a shaded box indicates that such delegation is not permitted because of national or local regulations or would not be best practice. 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. Further comments may be added where you wish to clarify your decision.

Activities are listed in alphabetical order and not according to level of importance.

Key to abbreviations	AO (CEO) CFO IA HT FA EM ITM HR	Accounting Officer (Chief Executive Officer) Chief Finance Officer Internal audit Head Teacher Finance Assistant Estates Manager IT Manager HR Manager	Equitas Trust Equitas Trust External SLA – Services 4 Schools Equitas Trust Equitas Trust Equitas Trust Equitas Trust Equitas Trust
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Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust staff	Comments
1. Accounting						
1.1 Adhering to accounting policies and guidelines issued by the EFSA		F&GP to Review			CFO/FA	IA as part of his audit will review policies
1.2 Maintaining accurate, reconciled and up to date records to provide accurate financials			Monthly review of records	Monthly review of records	CFO/FA	CFO will review monthly management accounts
1.3 Receiving audited annual accounts	Members will approved accounts	The F&GP reviews draft in detail & makes recommendation				CFO will present the audited accounts

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
2. Assets						
2.1 Arranging security of buildings, furniture, equipment, stock, stores					CFO/EM	
2.2 Maintaining an inventory of all movable items of equipment and security marking such items.					ITM/EM	To agree Fixed Asset register to Financial Accounts
2.3 Checking annually the inventory to verify the location and condition of each item of equipment in line with academy policy.					ITM/EM	
2.4 Authorising the disposal of unusable or obsolete equipment included in the inventory.		Schedule to be discussed and agreed at F&GP	Signs off any disposals over 10K	Sign off any disposals up to 10K Schedule to F&GP	ITM/EM to prepare list	Must obtain EFSA approval in writing if it proposes to dispose of an asset for which capital grant of more than £20,000 was paid.
2.5 Maintaining a record of all property borrowed by staff.					CFO /ITM	Review registered regularly

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
3. Audit						
3.1 Availability of records and documents for inspection by the External Auditors.					CFO to prepare statutory accounts and ensure records are in order for inspection	Legal requirement to supply auditors with such information and explanations as they may require
3.2 Receiving the report from an audit inspection and implementing any recommendations.	Disclose findings	Audit present findings to the FG&P	Oversight	Approval of management accounts	Reviewed by CFO	Review by F&GP, then Board, final approval by Members
3.3 Maintaining a register of pecuniary and business interests for trustees. Three quotes should be obtained for services and a check of related parties.	Report to the board					Clerk to Trustees will do this in practice with the help of CEO
3.4 Reconciling bank statements on at least monthly basis.			Approval		CFO	Performed monthly
3.5 Maintaining a record of all cash holdings in the Academy.					CFO	Reconcile cash monthly

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
4. Budget						
4.1 Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the Academy self-evaluation form (SEF) and the Asset Management and Premises Development plans.	F&GP Chair present to Trust Board	CFO present to Finance & General Purposes Committee		Preparation of annual budget in line with AIP. Ensuring good value for money against priorities Review Budget	CFO	CFO will prepare budgets with the help of the CEO & HeadteacherS
4.2 Approving the final budget.	Approval	Make recommendation to the Trust Board	Oversight		CFO to present	Equitas Academies Trust Board will approve the final budgets
4.3 Academy budgets to Trust Board within the agreed timescale	Chair of Trust Board to receive/convey Trust approval					CFO will issue a budget timetable to coincide with the EFSA reporting deadlines
4.4 Monitoring actual year to date income and expenditure against budget and explain Variances	F&GP chair /CFO to present management report to the Trust Board	Finance & General Purposes Committee	Review monthly management accounts	Review monthly management accounts	CFO to prepare and report	Monitored on a monthly basis and reported to FG&P at least once per term by CFO

<p>4.5 Approving transfer between budget headings (virements) within agreed limits.</p>	<p>Over £50k</p>	<p>Finance & General Purposes Committee can authorise virements up to £50,000</p>		<p>Headteacher has authority for virements up to £10,000 with CFO</p>	<p>All virements in aggregate exceeding £10,000 in any one term between departments must be reported to FG&P</p>
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Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust Staff	Comments
5. Trustee Expenses						
5.1 Establishing procedures for trustees to claim expenses		F&GP			CFO	
6. Income (including lettings)						
6.1 Approving a lettings policy and fees		Finance & General Purposes Committee			CFO & EM to prepare	
6.2 Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another					CFO will Account for all cash in and ou	
6.3 Writing off of debts		Finance & General Purposes Committee	Approval CFO	Approval HT	CFO to present any possible w/off's to the FG&P	Funding Agreement requires that Secretary of State's approval be obtained prior to writing off any single debt in excess of £1,000

Activity	Trust Board	Committee	Accounting Officer/Chief Executive Officer	Headteacher	Equitas and other Trust	Comments
7. Information and Communication Systems						
7.1 Controlling systems, security and privacy of data					HRM ITM	
7.2 Registering under Data Protection legislation					HRM as DPL	
8. Insurance						
8.1 Reviewing insurance cover in the light of a risk assessment		F&GP	Oversight		CFO	
9. Investments						
9.1 Setting aside funds in cash reserves	Trust Board to determine investment	F&GP				CFO to present any investment opportunities

Activity	Trust Board	Committee	Accounting Officer/Chief	Headteacher	Equitas and other Trust	Comments
10. Orders and Paying for Goods, Works and Services						
10.1 Ensuring that all contracts and agreements conform with finance policies and procedures			Oversight	Approved by Headteacher	Prepared by CFO	
10.2 Accepting quotations/tenders and authorising orders/contracts for goods, works and services		F&GP committee to approve orders over £50k and up to £150k	CEO to authorise over £10K and up to £50K	Headteacher can authorise orders up to £5k and in conjunction with CFO up to £10k	CFO can authorise orders up to £5k and in conjunction with Headteacher up to £10k	Orders over 10k will need 3 quotes Budget holders can approve orders up to £1k.
10.3 Receipting and custody of all tenders					CFO	
10.4 Authorising staff to open tenders		F&GP Committee to determine policy	See right			AO/CEO will inform which budget holders can open tenders
10.5 All cheques require 2 authorised signatories			Oversight	Oversight	CFO will authorise all Lloyds payments under dual control	Authorised signatories are (CEO) HT CFO

<p>10.6 Not making payments unless goods have been received to the correct price, quantity and quality standard</p>					<p>FA will match goods received notes to orders on Sage</p>	<p>For those items with no orders such as catering the invoice needs to be signed by an approved authoriser once the goods have been delivered and checked</p>
<p>10.7 Paying the correct person and the correct amount supported by an invoice</p>					<p>FA will issue with each payment a list of invoices to</p>	<p>CFO to check</p>
<p>10.8 Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period</p>					<p>FA will keep the records</p>	
<p>10.9 Reconciliation of all business corporate card transactions</p>					<p>Prepared by FA and CFO to reconcile supporting documentation on a monthly basis</p>	

Activity	Trust Board	Committee	Accounting Officer	Headteacher	Staff	Comments
11. Salaries, Wages and Pensions						
11.1 Certifying pay documents and other time records			Oversight	Headteacher certifies payroll spreadsheet each month	CFO to the payroll changes for the month	HR to collect and send payroll amendments to the payroll Bureau
11.2 Approving salary policy and annually reviewing Headteachers salary		F&GP Committee to review overall salaries	Reviews Headteachers salary with Chair Trust Board	Reviews staff salaries (other than own)		
11.3 Approving salary policy and annually reviewing CEO salary	Trust Board to review CEO salary					
12. Staffing						
12.1 Staff appointments			Oversight	Headteacher to approve appointments		
12.2 Staff Dismissals		Appeals to 'Pay, conditions & Appeals' Panel		HTs to Dismiss		
12.3 Performance management of CEO	PM of CEO by Chair of Governors					
13. Taxation						

13.1 Complying with VAT regulations					CFO	VAT126 return to be submitted monthly
14. Voluntary Funds						
14.1 Administering of voluntary funds					CFO	
14.2 Appointing an independent Auditor	Recommendation to Trust Board	F&GP				