

**THE ROMERO CATHOLIC ACADEMY  
FINANCIAL SCHEME OF DELEGATION**

Financial Scheme of Delegation- Mar 19 (all values exclude VAT)

Function	Board of Directors and LAC				Romero SST				Leadership Team			Budget Holders
	Board of Directors	CC1: Finance, Resources & Premises	Local Academy Committee	Remuneration Committee	CESL / Accounting Officer	Academy Business Director	Head of Finance	Head of HR	Secondary Principal	Primary Principals	School Business Manager / Office Manager	Budget Holders
<b>A1 - Compliance/Assurance</b>												
A1.1 - Ensure separation of duties							✓					
A1.2 - Ensure internal controls operate correctly		✓										
A1.3 - Maintain register of interests	✓											
A1.4 - Maintain register of eligibility to serve	✓											
A1.5 - ESFA reports BFR & BFRO							✓					
A1.6 - Annual Report & Financial Statements							✓					
A1.7 - AAR							✓					
A1.8 - FMGS return		✓										
<b>A2 - Policy Review</b>												
A2.1 - Finance, Accounting and Resources Policy		✓										
A2.2 - Charges and Remissions Policy		✓										
A2.3 - Counter Fraud, Theft and Corruption Policy		✓										
A2.4 - Financial Risk Management Policy		✓										
A2.5 - Acceptance of Donations and Gifts Policy		✓										
A2.6 - Best Value Statement		✓										
A2.7 - Annual renewal of insurance policy						✓						
<b>A3 - Strategic/Improvement Planning</b>												
A3.1 - Prepare Academy Development Plan	✓											
A3.2 - Agree spending priorities	✓											
A3.3 - Review plan outcomes	✓											

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<b>A4 - 3 Year Plan, Reforecasting &amp; Monthly Financial Reporting</b>												
A4.1 - Prepare							✓					
A4.2 - Approve	✓											
A4.3 - Monthly Monitoring	✓											
<b>A5 - Personnel and Payroll</b>												
A5.1 - Annual salary and threshold review				✓								
A5.2 - Authorise appointment of additional staff						✓						
A5.3 - Authorise Academy monthly payroll							✓					
A5.4 - Authorise expense claims							✓					
<b>A6 - Debtors</b>												
A6.1 - Approval to write-off debts							✓					
A6.2 - Approval of debt recovery procedures		✓										

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<b>A7 - Asset Management</b>												
A7.1 - Security of property and assets and avoidance of loss or damage						✓						
A7.2 - Security of cash											✓	
A7.3 - Data protection registration						✓						
A7.4 - Retain data and records in line with published archive policy						✓						
A7.5 - Maintenance of inventories											✓	
A7.6 - Approve write-off of assets							✓					
A7.7 - Approve disposal of assets - proceeds up to £5,000							✓					
A7.8 - Approve disposal of assets - proceeds over £5,000	✓											
A7.9 - Maintain Fixed Asset Register							✓					
A7.10 - Physical verification of fixed assets							✓					
A7.11 - Authorise & record loans of Academy equipment											✓	
A7.12 - Maintain key/key code register											✓	
A7.13 - Administration of Bank Mandates							✓					
<b>A8 - Capital Expenditure Including ICT</b>												
A8.1 - Approve annual SCA expenditure	✓											
A8.2 - Monitor & report upon SCA expenditure							✓					
A8.3 - Expenditure of Devolved Formula Capital Income						✓	✓					
A8.4 - Other Capital expenditure not covered above.												
£0 - £5,000						✓	✓		✓	✓		
£5,001 - £10,001 (min. 3 quotes)						✓	✓		✓			
£10,001 - £50,000 (min. 3 quotes)						✓	✓					
£50,001 - £100,000 (tender)		✓										
£100,001+ (tender)	✓											

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<b>A9 Contracts and Lease Agreements (total contract price)</b>												
A9.1 - Maintain register of contracts						✓	✓					
A9.2 - Approval of contracts / lease agreements / Invoices												
£0 - £5,000						✓	✓		✓	✓		
£5,001 - £10,001 (min. 3 quotes)						✓	✓		✓			
£10,001 - £50,000 (min. 3 quotes)						✓	✓					
£50,001 - £100,000 (tender)		✓										
£100,001+ (tender)	✓											
<b>A10 - Romero SST Purchases (non capital)</b>												
A10.1 - Approval of Purchase Orders / Invoices - No PO required for expenditure where a signed contract exists, utilities spend or spend up to £250												
£0 - £250 (no PO required)					✓	✓	✓	✓				
£251 - £5,000					✓	✓	✓	✓				
£5,001 - £50,000 (min. 3 quotes)					✓	✓	✓					
£50,001 - £100,000 (tender)		✓										
£100,001+ (tender)	✓											
<b>A11 - Primary School Purchases (non capital)</b>												
A11.1 - Approval of Purchase Orders / Invoices - No PO required for expenditure where a signed contract exists, utilities spend or spend up to £250												
£251 - £5,000					✓	✓	✓		✓			
£5,001 - £50,000 (min. 3 quotes)					✓	✓	✓					
£50,001 - £100,000 (tender)		✓										
£100,001+ (tender)	✓											

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<b>A12 - Secondary School Purchases (non capital)</b>												
A12.1 - Approval of Purchase Orders / Invoices - No PO required for expenditure where a signed contract exists, utilities spend or spend up to £250												
£251 - £5,000					✓	✓	✓		✓			✓
£5,001 - £10,000 (min. 3 quotes)					✓	✓	✓		✓			
£10,001 - £50,000 (min. 3 quotes)					✓	✓	✓					
£50,001 - £100,000 (tender)		✓										
£100,001+ (tender)	✓											