

Lunesdale Learning Trust

Scheme of Financial Delegation

Delegated Duty	Value	Delegated Authority	Method
Preferred Suppliers Lists	£0 to £100,000	Reviewed by MAT Exec for ratification at Audit & Risk Committee	Developed and periodically reviewed.
<p>Ordering goods, services and contracts (including staffing).</p> <p>All invoices and contracts can be signed by the relevant budget holder or project manager once the commitment has been approved as described here.</p> <p>Where an annual contract is in place and has been appropriately authorised according to the Financial Scheme of Delegation, individual monthly invoices can then be authorised by appropriate budget holder.</p>	Up to £1,000	Budget Holder	Selection from preferred supplier list where applicable.
	£1,000 to £5,000	Authorised by Executive Headteacher	Selection from preferred supplier list where applicable plus evidence of Best Value.
	£5,001 to £30,000	Discussed at MAT Exec, authorised by Executive Headteacher	
	£30,001 to £100,000	As above plus Finance Audit & Risk Committee	Three Quotes or evidence of Best Value (if over the OJEU threshold – Advertised Tender)
	Over £100,000	Trust Board	
	Authority to accept other than lowest quotation or tender	Proposals agreed as per authorisation levels above.	
Exam Fees	Any level	Commitment entered into by a member of the exams team and invoices at all levels authorised by that team.	
IT All invoices and contracts can be signed by the relevant budget holder or project manager once the	Recurrent Licence Fees	Authorised by Network Manager and reported to MAT Exec	Reported via monthly IT budget tracking spreadsheet, submitted to
	£0 – 500 : Ad hoc consumables	Authorised by the Network Manager and reported to MAT Exec	

commitment has been approved as described here.	New Licences and Capital commitments (single items over £250 each and bulk hardware purchases)	Approval by MAT Exec of proposals (including three quotes or evidence of best value) developed by the Network Manager.	MAT Exec at the beginning of each calendar month.
Payment authorisation for high value items	Items specifically defined with schemes approved by FAR.	Following check against agreed project budgets, authorisation by a member of MAT Exec	BACS
	Payroll	Following check against agreed payroll budget, authorisation by members of MAT Exec	BACS
	Expenditure relating to school trips	<p>Trips Coordinator, Finance Department and payment authorisation signatories.</p> <p>International trips have budget and expenditure agreed by Leadership Team and Headteacher authorises payments within budget.</p>	<p>Expenditure is approved by the trips coordinator.</p> <p>The Finance Department verify that the trip balance is sufficient to support the transaction.</p> <p>The standard payment authorisation procedure applies.</p>
Signatories for cheques	Any	<p>2 signatories (A and B, B and C or A and C) from the following:</p> <ul style="list-style-type: none"> ▪ 'A' Signatories – Trustees ▪ 'B' Signatories – Executive Head / Deputy Head ▪ 'C' Signatories – Company Secretary <p>Furthermore, if the value is over £30,000, one of the signatories must be category A</p>	
Procedure for BACS / Chaps payments or transfers		<p>The following are authorised to post payments:</p> <ul style="list-style-type: none"> ▪ N Carruthers ▪ D Sutton ▪ N Harrison <p>The following are authorised to authorise payments:</p> <ul style="list-style-type: none"> ▪ A Johnson ▪ T Power ▪ F Pearson ▪ S Houghton 	

		<ul style="list-style-type: none"> ▪ C O'Neill ▪ R Chapman 	
Use of credit card	Any – reserved for use only when purchase via invoiced account is unavailable.	Delegated authority levels relating to procurement of goods or services described above apply.	Budget holder must complete a request slip. This slip must be signed by either the CFO or Headteacher before the credit card is released for use.
Signatories for ESFA grant claims and ESFA returns	Any	Two signatories (or as required by EFA) from: <ul style="list-style-type: none"> - COO / CFO - AO - Trustees 	
Disposal of assets	Up to £5,000	Finance, Audit & Risk Committee	
	£5,001 to £20,000	As above plus Trust Board	
	Over £20,000	As above, plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant, or transferred from an LA at nominal consideration	
Write-off of bad debts	Up to £1,000	Finance, Audit & Risk Committee	
	Over £1,000	As above plus EFA approval	
Purchase or sale of any freehold property	Any	ESFA approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	ESFA approval required	

Updated: April 2025