

The Canterbury Academy Trust (CAT) scheme of financial delegation

Procurement Policy -Purchases , Contracts & Service Level Agreement

Limit for:	Ordering, Procurement and Value for Money Consideration	Authorisers ** <i>within agreed budgets</i>
£0-£2,499	No quotes are required, but best value should be sought	Budget holder and Assistant Finance Manager
£2,500 - £9,999	No quotes are required, but best value should be sought	Budget holder, Finance Manager and relevant member of SLT
£10,000 - £39,999	3 written valid (date and detail) quotes are desirable.	Budget holder, Relevant SLT, then COO & CFO to sign off
£40,000 - £74,999	3 written valid (date and detail) quotes are required, or written explanation if not available	CEO or COO & CFO and FB&P Committee
£75,000 and above	3 competitive written valid (date and detail) quotes or tenders are required, or written explanation if not available. Refer to appendix 6 in the procurement policy for public contracts and thresholds and Procurement Act 2023.	CEO or COO & CFO and Board of Directors

Payments (Refer to Finance Policy)

- Up to £50K – Chief Executive Officer (CEO) and then report to the Finance, Buildings and Personnel committee
- £50K - £100K – Finance, Buildings and Personnel committee approval
- £100K+ – Board approval

Debts written off (Refer to Finance policy)

- Up to £1,000 -Chief Financial Officer (CFO)
- Between £1,000 up to £9,999 – Chief Executive Officer or Chief Operating Officer (COO)
- Over £10,000 –Chief Executive Officer or Chief Operating Officer and approval of the Finance, Buildings and Personnel committee and then reported to the Audit & Risk committee. Compliance with section 5.18 of the academies trust handbook is necessary.

Assets written off (Refer to Finance Policy)

Up to £5K – Chief Financial Officer

£5K - £20K - Chief Executive Officer or Chief Operating Officer

£20K - £50K - Finance, Buildings and Personnel committee approval

Above £50K Board approval

Some assets may need to be approved by the Secretary of State, as stipulated in the funding agreement items 89 – 95 and section 5.22 Academies Trust handbook.

Assets more than £5000 that are being depreciated through the accounts must be notified to the CFO, so they can be written off correctly in the accounts.

Signature on legal documents/contracts: (must complete cover sheet)

With prior board approval: Chair or Vice Chair

With Finance, Buildings and Personnel committee approval: Chair of Finance, Buildings and personnel committee, Chair of Board or Vice Chair of Board

Exit packages (Refer to Pay & Rewards Policy and Finance Policy)

Up to £9,999	Chief Executive Officer or Chief Operating Officer and the Chief Financial Officer
£10,000 to £39,999	Chief Executive Officer or Chief Operating Officer and the Chief Financial Officer and Finance, Buildings & Personnel Committee
£40,000 and above	The Chief Executive Officer or Chief Operating Officer and the Chief Financial Officer and The Board of Directors** subject to ATH guidelines

Buckle Under scheme of financial delegation

Procurement Policy -Purchases ,Contracts & Service Level Agreement

Limit:	Authorisers ** <i>within agreed budgets</i>
£0 to £4,999	Finance Manager or Chief Financial Officer
£5,000+	Finance Manager or Chief Financial Officer and Chair of Buckle Under Limited Board 3 quotes , where available.

Virements

- Up to £25K – Chief Financial Officer and then report to the Buckle Under Limited board.
- £25K-£50k –Buckle Under Limited Board and Finance, Buildings and Personnel committee approval .
- 50k+ –Trust Board

Debts written off

- Under £499 -Finance Manager or Chief Financial Officer
- Between £500-1,000 - Finance Manager or Chief Financial Officer & Director of Buckle Under Limited Board
- Between £1,000-£5,000 - Finance Manager or Chief Financial Officer & Chair of Buckle Under Limited Board
- Over £5K The Canterbury Academy Trust Board

Assets written off (Refer to CAT Finance Policy)

Up to £5K – Chief Financial Officer

£5K - £20K - Chief Executive Officer or Chief Operating Officer

£20K - £50K - Finance, Buildings and Personnel committee approval

Above £50K Board approval

Some assets may need to be approved by the Secretary of State, as stipulated in the funding agreement items 89 – 95 and section 5.22 Academies Trust handbook.

Assets more than £5000 that are being depreciated through the accounts must be notified to the CFO, so they can be written off correctly in the accounts.

Professional fees-

In excess of £2,500 requires The Canterbury Academy Trust Board approval (with the exception of EOY audited accounts fee).

City View scheme of financial delegation

Procurement Policy -Purchases ,Contracts & Service Level Agreement

Limit:	Authorisers ** <i>within agreed budgets</i>
£0 to £999	Nursery Manager
£1,000 to £4,999	Finance Manager or Chief Financial Officer
£5,000+	Finance Manager or Chief Financial Officer and Director of City View Pre-School and Nurseries Limited (CV) Board 3 quotes, where available.

Payments

- Up to £25K – Chief Financial Officer and then report to the CV board.
- £25K-£50k –CV Board and Finance, Buildings and Personnel committee approval.
- 50k+ –Trust Board

Debts written off

- Under £499 -Finance Manager or Chief Financial Officer
- Between £500-£1,000 - Finance Manager or Chief Financial Officer & Director of CV Board
- Between £1,000 - £5,000- Finance Manager or Chief Financial Officer & Chair of CV Board
- Over £5K The Canterbury Academy Trust Board

Assets written off (Refer to CAT Finance Policy)

- Up to £5K – Chief Financial Officer
- £5K - £20K - Chief Executive Officer or Chief Operating Officer
- £20K - £50K - Finance, Buildings and Personnel committee approval
- Above £50K Board approval
- Some assets may need to be approved by the Secretary of State, as stipulated in the funding agreement items 89 – 95 and section 5.22 Academies Trust handbook.
- Assets more than £5000 that are being depreciated through the accounts must be notified to the CFO, so they can be written off correctly in the accounts.

Professional fees-

In excess of £2,500 requires The Canterbury Academy Trust Board approval (with the exception of EOY audited accounts fee)