

The Canterbury Academy Trust scheme of financial delegation

Procurement Policy -Purchases , Contracts & Service Level Agreement

Limit:	Authorisers ** within agreed budgets
£0,£999	Budget Holder & Finance Manager**
£1,000 to £2,499	Budget Holder, Relevant member of SLT and the Finance Manager**
£2,500 to £19,999	Budget Holder, Relevant member of SLT and the Finance Manager & Director of Finance for orders above £10,000** <i>3 quotes , where available, above £10,000</i>
£20,000 to £49,999	The Executive Principal and the Director of Finance Finance, Buildings & Personnel Committee <i>3 quotes , where available, above £10,000</i>
£50,000+	The Executive Principal and the Director of Finance The Board of Directors <i>3 quotes , where available, above £10,000</i>

Virements

- Up to £50K – Trust Executive Principal and then report to the Finance, Buildings and Personnel committee
- £50K - £100K – Finance, Buildings and Personnel committee approval
- £100K+ – Board approval

Debts written off

- Up to £1,000 – Senior Vice Principal responsible for Business, Finance and Personnel
- Between £1,000 up to £5,000 – Trust Executive Principal
- Over £5,000 – approval of the Finance, Buildings and Personnel committee and then reported to the Audit & Risk committee

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

Up to £19,999	The Executive Principal and the Director of Finance
£20,000 to £49,999	The Executive Principal and the Director of Finance Finance, Buildings & Personnel Committee
£50,000+	The Executive Principal and the Director of Finance The Board of Directors** <i>subject to ATH guidelines</i>

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 Director of Finance
£5,000+	Director of Finance & Chair of BU Board 3 quotes , where available.

Virements

- Up to £25K – Director of Finance and then report to the BU board.
- £25K-£50k –BU Board and Finance, Buildings and Personnel committee approval .
- 50k+ –Trust Board

Debts written off

- Under £100 -Finance Manager or Director of Finance
- Between £100-£1,000 - Finance Manager or Director of Finance & Director of BU Board
- Between £1,000-£5,000 - Finance Manager or Director of Finance & Chair of BU Board
- Over £5K The Canterbury Academy Trust Board

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 £4,999	Finance Manager or Director of Finance
£5,000+	Director of Finance & Chair of CV Board 3 quotes , where available.

Virements

- Up to £25K – Director of Finance 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 £100 -Finance Manager or Director of Finance
- Between £100-£1,000 - Finance Manager or Director of Finance & Director of CV Board
- Between £1,000 - £5,000- Finance Manager or Director of Finance & Chair of CV Board
- Over £5K The Canterbury Academy Trust Board

Professional fees-

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