

HASMONEAN MULTI-ACADEMY TRUST

HASMONEAN



אל תקרי בניך אלא בוניך

DELEGATED AUTHORITY LISTING

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Delegated Authority Listing for Hasmorean Multi-Academy Trust as at 22nd February 2019

1. Applies to School Funds

A. For all budgeted payments excluding payroll

Amounts	To be authorised by	Budget Held
Up to £500	All Curriculum Leaders Assigned Budget Holders Network Manager	Departmental Budget Assigned Budget (eg ICT, G&T) ICT Budget
Up to £1,000	Premises Manager	Premises Budget
Up to £2,500	Exams Officer Director of Learning	Exams Budget Departmental/Assigned Budget
Up to £5,000	Head of Operations / Headteacher	All
Up to £15,000	Head of Finance	All
Up to £25,000	CEO	All
Up to £50,000	Finance Committee Trustee	All
Up to £100,000	Finance Committee	All
No limit	Board of Trustees	All

B. For payroll payments

Amounts	To be authorised by	Budget Held
For routine payments through the monthly payroll up to £600,000	Head of Finance plus one of Head of Operations, Headteacher or CEO	All
For routine payments through the monthly payroll over £600,000	Minuted approval by the Finance Committee	All
For non-routine payments up to £1,000	Head of Finance / Headteacher	All
For non-routine payments over £5,000	CEO	All
For non-routine payments up to £40,000	Finance Committee / Standards Committee Trustee	All
For non-routine payments up to £100,000	Finance Committee	All
No limit	Board of Trustees	All

C. For asset disposals

Amounts	To be authorised by	Budget Held
Up to £1,000	Head of Finance	All
Up to £10,000	CEO/ Headteacher	All

Up to £25,000	Finance Committee	All
No limit	Board of Trustees	All

D. For bad debt write-offs

Amounts	To be authorised by	Budget Held
Up to £500	Head of Finance	All
Up to £1,500	CEO/ Headteacher	All
Up to £5,000	Finance Committee	All
No limit	Board of Trustees	All

E. For budget changes

Amounts	To be authorised by	Budget Held
Up to £10,000	Head of Finance	All
Up to £50,000	CEO/ Headteacher	All
Up to £100,000	Finance Committee	All
No limit	Board of Trustees	All

Reviewed by Stone King April 2019
Approved by the Trustees April 2019
Next Review: April 2022