

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

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 £100,000	Chair of 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 monthly approved payroll budget	Head of Finance plus one of Head of Operations, Headteacher or CEO	All
For non-routine payments up to £5,000	Head of Finance / Headteacher	All
For non-routine payments over £5,000	CEO	All
For non-routine payments up to £40,000	Finance Committee	All
For non-routine payments up to £100,000	Finance Committee and Chair of Board of Trustees	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

F. Awarding of Recruitment and Retention Allowances/ Financial Incentives*

Up to £5,000	Chair of Local Governing Body and Chair of Finance Committee	All
Over £5,000	Chair of Trustees and Chair of Finance Committee	All

*All Recruitment and Retention Allowances/ Financial Incentives to be reviewed by the Pay Committee in the autumn term on an annual basis as part of the Performance Management Process. A record of the cumulative awards must be kept by the Head of Finance and reported to the Chair of Finance/Chair of Trustees.

Reviewed by Head of Finance & Premises

October 2021

Approved by Trust Board October 2021

Next Review October 2022