EVOLUTION ACADEMY TRUST SCHEME OF DELEGATION Delegated duty	Value	Notes	MAT Members	MAT Board of Directors	MAT Audit Committee	Exec Princ Chief Exec Acc Off	School Advisory & Improvement Group	Academy Principal / Head	School Business Manager
Finance									
Annual Report & Financial Statements				X					
Trust Budget (including 2 year financial plan)				X					
Individual School Budgets							X		
Appointment of external auditors					X				
Appoint Internal Audit/Responsible Officer						X			
Reports of external auditors/internal audit & ensure findings & recommendations are acted upon					X				
Trust Management Accounts				X					
Maintain Register of Business Interests for all Members, Directors and any Trust staff involved in the short-listing or award of contracts				X					
Mandate for operation of the Academy bank accounts and any Academy credit cards				X					
Approve Scheme of Delegation				X					
Approve Financial Regulations				X					
Virement of approved budget	Up to £10,000							X	
	£10,000 to £25,000						X		
	Over £25,000						X		
Bank account transfers and cheque/BACS payment authorisation		Two signatures required. Bank Mandate to be approved by Governors.						X	X
Purchase Order/Invoice Approval	Up to £500								X
	Up to £10,000							X	
	Up to £25,000					X			
	Over £25,000					X			
Quotations and tendering	£5,000 to £10,000	Minimum of three quotes to be obtained						X	
	Over £10,000	Formal tendering process required					X		
Disposal of assets	Up to £500								X
	Up to £5000							X	
	Over £5000						X		
	Heritage assets/freehold land & buildings	Written approval of Secretary of State		X					
Write-off of bad debts	Up to £250							X	
	Over £250						X		
	Over £45,000	Written approval of the Secretary of State		X					
Staffing									
Appointment of MAT Executive Principal, Chief Exec, Accounting Officer			X						
Appointment of other MAT Central Staff						X			
Appointment of Academy Principals						X			
Appointment of MAT Business Manager (PFO)						X			
Appointment of all other Academy Staff								X	
Pay, benefits and other contractual terms of MAT Executive Principal, Chief Exec, Accounting Officer			X						
Pay, benefits and other contractual terms for Principal / Headteachers						X			
Pay, benefits and other contractual terms for other staff								X	
Dismissal of MAT Executive Principal			X						
Dismissal of MAT Central Staff						X			
Dismissal of Academy Principals/Heads				X					
Dismissal of Academy Business Manager								X	
Dismissal of all other Staff								X	
Risk assessment on issues disclosed from DBS								X	