

Task	Action Owner	
	School	Central Team
1.0 Spending related to In Year Revenue Budgets		
1.1	Purchase Requisitions	
1.2	Purchase Orders (in Access)	Yes
1.3	Goods Receipts / Service Acceptance	Yes
1.4	Invoices Posting	Yes
1.5	Invoice Approval (If a NO PO is available match to the invoice)	Yes
1.6	Payments to Suppliers (Authorisations per the Lloyds Bank Platform)	Yes
2.0 Capital Spend (utilising funds available from DFC, SCA or other Capital Donations) NB all capita		
2.1	Purchase Requisitions	Yes
2.2	Purchase Orders (in Access)	
2.3	Goods Receipts / Service Acceptance	Yes
2.4	Invoice Posting	
2.5	Invoice Approval (If a PO is match to the invoice)	
2.6	Payments to Suppliers (Authorisations per the Lloyds Bank Platform)	Yes
3.0 Purchase card Expenditure (Including but not limited Lloyds Bank Credit Cards, Screw Fix card,		
3.1	Collection and log of Receipts	Yes
3.2	Posting journals to enter expenditure	Yes
3.3	Sign off of spend	
3.4	Allocation of new cards	
3.5	Changes to Limits (Temporary or Permanent)	Yes
4.0 Recruitment of Staff - School Leadership / Teaching staff / Agency Cover		
4.1	Replacement of staff - no increase in contractual hours or position	
4.2	New staff / Increase in hours or position (Perm or Temp)	Yes
4.3	Conversion of FTC to Perm	Yes
5.0 Recruitment of Staff - Non Teaching staff		
5.1	Replacement of staff - no increase in contractual hours or position	
5.2	New staff	Yes
5.3	Increase in hours (More than 1 working day per week)	
5.4	Increase in grade	
5.5	Conversion of FTC to Full Time	
5.6	New staff to Central team	Yes
6.0 School Re-organisations		
6.1	All School Re-organisations	
6.2	Settlement Agreements	Yes
7.0 Pay Review / Pay Awards		
7.1	Teacher performance review - scale increments	Yes
7.2	Head Teacher performance review - Point increments	
7.3	TLR points - (TLR 1, 2 & 3)	
7.4	Support Staff - Applicable to all non Teaching	Yes
7.5	Central Team (MAC36 and below)	Yes
7.6	Central Team (MAC 37 and above)	Yes
8.0 Budgets and Forecasts		
8.1	Budget assumptions	
8.2	School's Budget	Yes

8.3	BFR Submission		Yes
8.4	Monthly forecast of year end position		Yes
9.0 Financial Statements			
9.1	Monthly Management accounts	Receive	
9.2	Annual Year Accounts		Yes
9.3	ESFA Input		Yes
9.4	Academies Annual Return		
9.5	Submission of accounts to Companies House		
9.6	Completion of Annual Corporate Tax return		
9.7	Land and Building Collections Tool		
10.0 Cash Handling			
10.1	Cash Collection	Yes	
10.2	Paying into bank	Yes	
10.3	Cheque Payments (Any 2 Signatories on the Bank Mandate)		Yes
11.0 Debts & Debt Write off			
11.1	School Meals	Yes	
11.2	Wrap around		Yes
11.3			
12.0 Fixed Asset Disposals and Write offs			
12.1	Disposal of non IT Assets	Yes	
12.2	Disposal of IT assets	Yes	
13.0 Appointment of External Consultants (Including Statutory Auditors & Internal Compliance Au			
13.1	Appointment of Auditors		Yes
13.2	Annual Re-appointment of external Auditors		Yes
13.3	Appointment of Internal Auditors		Yes
13.4	Educational Consultancy		Yes
14.0 Contract awards			
14.1	Tendering: for all spend over £50,000 per annum Multi Year Contracts		
14.2	Annual Contracts which only Impact 1 school (approval in line with PO Approval above)		Yes
14.3	Annual Contracts which impact 1 or more MAC schools		Yes
14.4	3 Year Contracts		Yes
14.5	5 Year Contracts		Yes
14.6	Maintain records of Contracts	Yes	Yes
15.0 Payroll Transactions			
15.1	Salary Advance		
15.2	Salary Loans (Recovery pver payment in prior months)	proposed	
15.3	Salary Contributions (incl exit from Pensions or other contributions)	Yes	

					Input	Approve
			Yes			
			Prepare			Report
						Proposed
				Input		Approve
						Approve
						Yes
			Informed			
	Upto £100	Upto £100	Informed			
	Upto £100					
	Propose		Informed	up to £1,000 NBV		Over £1,000 NBV
	Propose		Informed	up to £1,000 NBV		Over £1,000 NBV
editors)						
						Recommend
						Recommend
						Recommend
	Up to £1,200	Up to £2,400		Up to £20,000		Up to £50,000
				Up to £20,000		Up to £50,000
				Up to £20,000		Up to £50,000
				Up to £20,000		Up to £50,000
	yes			yes	yes	
				yes	yes	
			Informed			

School Improvement Director	CSEL	Sub Committee	Board	External Auditors	ESFA Approval Required	Members Approval
	Up to £100,000	Over £100,000				
	Any Value					
	Up to £100,000	Over £100,000				
	Any Value					
	Yes		If protected position			
	Informed		If protected position			
	Yes		Yes			
	Yes	Yes				
	Yes		Yes		If required	
		LGB Approve	Ratify			
	Yes	Yes				
	Yes	Yes				
		Informed				
	Yes	Informed				
	Yes	Yes				
		Approved				
			Approved		Yes	

Review		Informed				
		Receive				
			Approved		Yes	
				Yes		
				Yes		
				Yes		
		Notify ALL				
		Notify ALL				
	Recommend		Proposed			Approved
	Recommend		Approved			Informed
	Recommend		Approved			
	Up to £100,000	Over £100,000				
	Up to £100,000	Over £100,000	Notify			
	Up to £100,000	Over £100,000	Notify			
	Up to £100,000	Over £100,000	Notify			