

SCHEME OF FINANCIAL DELEGATION

Transaction limits for the Year **2016/17 for Lakes Academies Trust T/A Water Hall Primary School**. The Academy operates to the Academies financial regulations and procedures, as documented in the Academies Financial Handbook.

Approved by trustees on **27 February 2017**

Signed: _____ Chair of Trustees

School Budget Share* for Year **2016/17** : £1,561,245.00

(Pupil Premium for 2016/17: £228,360.00)

All transactions in excess of the limits shown must be approved by the Trustees

	Approval of first budget	Approval of budget variations	Monthly payroll	Single transactions up to the value of £	Contracts up to the value of £	Variations in contracts to the value of £	Reconciliations of bank statements	Virements between budget headings up to the value of £	Write off up to the value of (debts and equipment) £
Deputy Headteacher	x	x	x	£7,500	x	x	x	x	x
Headteacher	x	✓	✓	£10,000	£10,000	10%	✓	£2,500	£1000
Personnel, Admin & Finance Committee (Academy)	x	x	N/A	£15,000	£15,000	10%	N/A	£5,000	£1,500
Trust Business	x			£20,000	£15,000	20%	✓	£7,500	£2,000

Manager		✓	✓						
Board of Trustees	✓	✓	✓	£40,000+	£100,000+	Unlimited	✓	£30,000	£5,000+

** Approval of the first budget of the financial year cannot be delegated to an individual.