

 The Talentum Learning Trust		Trust Policy Document			
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Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Governing Bodies <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Financial Scheme of Delegation 2019 – 2020

Contents

- 1.0 Delegation Statement
- 2.0 Roles and responsibilities:
 - Chief Executive Officer / Accounting Officer
 - Accounting Officer's Statement
 - Chief Finance Officer
- 3.0 Financial planning, monitoring and budgeting

1.0 Delegation Statement

As at 1st April 2016, The Talentum Learning Trust (TTLT) formally appointed the Chief Executive Officer, Andrew Shaw, as Accounting Officer.

The Board of Directors formally delegated the day to day financial management of the budget and the responsibilities of the Accounting Officer to the Chief Executive Officer of TTLT. The appointment of a CEO/Accounting Officer does not remove the responsibility of Trustees, both individually and as a Board, for the proper conduct and financial operation of the Trust.

In accordance with the current Academies Financial Handbook, the responsibilities of the CEO/Accounting Officer are listed below:

2.0 Roles and Responsibilities

Chief Executive Officer / Accounting Officer

The role of Accounting Officer includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to EFSA's Accounting Officer, for the financial resources under the Trust's control. The CEO as Accounting Officer must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- **regularity** – dealing with all items of income and expenditure in accordance with legislation, the terms of the Trust's funding agreement and the Academies Financial Handbook, and compliance with the trust's internal procedures. This includes spending public money for the purposes intended by Parliament;
- **propriety** – the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control. This covers standards of conduct, behaviour and corporate governance; and

- **value for money** – this is about achieving the best possible educational and wider societal outcomes, within the Trust’s objects, through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration. A key objective is to achieve value for money not only for the Trust but for taxpayers generally.

The CEO / Accounting Officer must complete and sign a statement each year demonstrating how the Trust has secured value for money, using the published template. Trusts must send the statement to EFSA by 31 December, and publish it on the Trust’s website by the end of January following the financial year to which the statement relates. EFSA will also publish these statements.

The CEO / Accounting Officer must also complete and sign a statement on regularity, propriety and compliance each year and submit this to EFSA with the audited accounts.

Whilst the Trust’s CEO / Accounting Officer is accountable for the Trust’s financial affairs, for keeping proper financial records and for the management of opportunities and risks, the delivery of the Trust’s detailed accounting processes will be delegated to a Chief Financial Officer, who will perform the role of Finance Director, Business Director or equivalent.

The CEO / Accounting Officer must take personal responsibility (which must not be delegated) for assuring the Board that there is compliance with the Academies Financial handbook and the funding agreement. The CEO / Accounting Officer must advise the Board in writing if, at any time, in his opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or the Academies Financial handbook. Similarly, the Accounting Officer must advise the Board in writing if the Board appears to be failing to act where required to do so by the terms and conditions of the Academies Financial handbook or funding agreement. Where the Board of Trustees is minded to proceed, despite the advice of the CEO / Accounting Officer, the CEO / Accounting Officer must consider the reasons the Board gives for its decision. If, after considering those reasons the CEO / Accounting Officer still considers that the action proposed by the Board is in breach of the articles, the funding agreement or the Academies Financial handbook, the CEO / Accounting Officer must notify EFSA’s Accounting Officer immediately and in writing.

More detailed guidance on the role of an Accounting Officer is set out in Chapter 3 of HM Treasury’s Managing Public Money. HM Treasury’s handbook, Regularity, Propriety and Value for Money describes what these concepts mean in a financial context. It also describes the ‘seven principles of public life’ to which the CEO / Accounting Officer should adhere.

Under the guidance of the Board, the CEO / Accounting Officer and must have appropriate oversight of financial transactions, by:

- ensuring that all TTLTs property is under the control of the trustees, and measures are in place to prevent losses or misuse, including maintenance of fixed asset registers;
- ensuring that bank accounts, financial systems and financial records are operated by more than one person;
- keeping full and accurate accounting records; and
- preparing accruals accounts, giving a true and fair view of the trust’s use of resources, in accordance with existing accounting standards.

Accounting Officer's Statement

An Accounting Officer's statement on regularity, propriety and compliance must be included in the Trust's annual report. This is a formal declaration by the Trust's Accounting Officer that they have met their personal responsibilities to Parliament for the resources under their control during the year. It includes a responsibility to ensure that:

- public money is spent for the purposes intended by Parliament (regularity);
- appropriate standards of conduct, behaviour and corporate governance are maintained when applying the funds under their control (propriety); and
- there is efficient and effective use of resources in their charge (value for money).

The format of the statement is included within EFSA's accounts direction. The Accounting Officer also has a responsibility to advise the Board of Trustees and EFSA of any instances of irregularity or impropriety, or non-compliance with the terms of the Trust's funding agreement and/or the Academies Financial Handbook.

2.2 Chief Financial Officer

The Trust must have a Chief Financial Officer (CFO), appointed by the Trust's Board, who is the Trust's Finance Director, Business Director or equivalent, to lead on financial matters. The CFO should play both a technical and leadership role, including ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets, and ensuring the delivery of annual accounts.

The Trust's finance staff must be appropriately qualified and/or experienced. The Trust will assess whether the CFO, and others in the trust holding key financial posts, should have a business or accountancy qualification dependent on the risk, scale and complexity of financial operations. Whilst a formal accountancy qualification may often serve as a proxy for the necessary skills, experience and personal qualities required for this role; there is no presumption that there will always be a perfect match. EFSA recognises that many CFOs combine their specific financial responsibilities with a range of other support and leadership responsibilities in which the existence of formal accountancy qualification may be less relevant.

The CFO need not discharge all of their duties personally. The Trust may decide that its needs are adequately served by employing staff or contractors with the relevant skills and knowledge at the appropriate time (e.g. when accounts are being prepared).

3.0 Financial planning, monitoring and budgeting

The CEO and CFO will prepare and submit an annual balanced budget plan on behalf of each of the TTLT Academies annually during the summer term to the Board for approval. Any significant changes to those budgets, for the financial year to 31st August, will be brought to the attention of the Board through the provision of quarterly management accounts.

Budgets may be planned drawing on unspent funds brought forward from previous years with the consent of the Board. The Board must minute their approval(s) of annual budgets.

The Accounting Officer of the EFSA is required to provide assurance that the bodies EFSA funds on behalf of the Secretary of State are in sound financial health. For this reason, the CFO on behalf of the Trust must submit to the EFSA a copy of the budget forecast in a form specified by the EFSA by a date to be notified.

The Board and Local Governing Bodies', must:

- ensure good financial management and effective internal controls;
- comply with their funding agreement and the Academies Financial handbook;
- receive and consider information on financial performance at least three times a year, monthly in the case of the Board, and take appropriate action to ensure ongoing viability.

The Board must notify EFSA within 14 days if it is formally proposing to set a deficit revenue budget for the current financial year, which it is unable to address after funds from previous years are taken into account.

The CFO will be responsible for managing the Trusts cash position, ensure it avoids going overdrawn and that the bank and control accounts are reconciled regularly.

The CEO and CFO will ensure that the Trust prepares an annual report and accounts, incorporating accounting policies approved by the Board of Trustees, and have them audited by a statutory auditor.

The CEO and CFO will prepare an annual three Year Strategic Financial Plan in line with the TTLT Improvement Plan and reflecting the financial and resource consequences for each year including options, where appropriate, for consideration by the Board.

The CEO may undertake virements and budget revisions up to a value of £30,000 per Academy which should be retrospectively reported to the Board. Should there be emergency requests relating to staff costs the CEO may obtain the approval of the Chair of the Board until a Board meeting can be arranged.

The CFO may undertake virements and budget revisions up to a value of £15,000 per Academy which should be retrospectively reported to the Board

Virements and budget revisions by other staff, up to:

- Secondary Academy Headteachers £10,000
- Primary Academy Headteachers £5,000
- Secondary Academy SSMs £5,000
- Primary Academy SSMs £1,000
- Secondary TTLT/Academy Finance Officers £2,000
- Primary TTLT/Academy Finance Officers £1,000

All virements and budget revisions must be retrospectively reported to the Board.