Financial Delegated Authority matrix - Grove Learning Trust – UPDATED MARCH 25 – RATIFIED BY TRUST BOARD march 25

	Description	Members	Board of Trustees	Resources, Audit and Risk Committee	Chief Executive Officer (DCEO in absence of)	CFO	Budget holder (HT, Manager)		
Budget setting and monitoring	Approve the Trust annual budget		X						
	Review the Trust annual budget			X					
	Monitor Trust budgets throughout the year			X					
	Approval to utilise reserves that will reduce reserves below the reserve policy		X	X					
	Approval to utilise any reserves surplus to the authorised limit of £50,000				X				
Budget amendments	Approve revised Trust annual budget during the year		X						
Purchasing or Contracts	Purchases and contracts over £50,000		X	X					
	Purchases and contracts between £10,000 and £50,000				X	X			
	Purchases and contracts up to £10,000 (any repeat payment to supplier would need CFO approval)						X		
	Purchases and contracts up to £1,000	X							
Writing off debts	Writing off outstanding debts between £1,000 and under the smaller of 1% of total annual income or £45,000 (ESFA recommendations)		X						
	Writing off outstanding debts between £500 and £1,000			X					
	Writing off outstanding debts up to £500				X	X			
Fixed assets disposal	Fixed assets disposals over £25,000 (other than land and buildings)		X						
	Fixed assets disposals £10,000 and £25,000 (other than land and buildings)			X					
	Fixed assets disposals between £1,000 and £10,000 (other than land and buildings)				X				
	Fixed assets disposals up to £1,000 (other than land and buildings)					X			
Staffing									
	Approve recommendations to reorganise staffing structures (including the proposal of redundancies)		X						
	Review and recommend reorganisation of staffing structures (including the proposal of redundancies)	X							
	Approve staffing structure changes that are within the board agreed budget				X				
Financial manual and policies	Approve financial manual and policies		X						
	Review and recommend financial manual and policies			X					
	Review and recommend changes to banking arrangements			X					
	Approve banking arrangements		X						
Auditors	Appointment of external auditors	X							
	Appointment of internal auditors			X					