

## Financial Scheme of Delegation/Authorisation & Approval Summary

### Expenditure Approval Limits

If approval for a contract that spans more than one year, the limits below apply to the total value over the life of the contract not the per annum cost.

Process	Value	Delegated Authority
Order/Invoice Approval	up to £5,000	Headteacher/Head of School
Order/Invoice Approval	££5,001 to £30,000	CEO/Chair of Trust in the CEO's absence
Order/Invoice Approval	Over £30,000	Trust Board
3 competitive quotations (not required for school trips) or a DfE compliant framework agreement to be used	£5,001 to £50,000	
Formal Tender Process required or DfE compliant framework	Over £50,000	Trust Board would usually oversee the formal tender process in conjunction with a specialist
Find A Tender	As per published limits. Check for latest values	As per the Public Contracts Regulations 2015, Section 5 as of 17th September 2024. *Note: subject to updates following the introduction of the Procurement Act 2023 from February 2025
Related Party transactions	Over £40000	ESFA approval required prior to entering into transactions. All related party transactions, regardless of value, must be reported to the ESFA
Order/Invoice approval Central Trust Only	Up to £10,000	DoO
Authority to accept other than the lowest quote (supported by a business case which demonstrates an efficient, effective and economic use of resources) as per the value for money definition in the Academy Trust Handbook	Between £10,001 and £30,000 Between £30,001 and £49,999 £50,000 and over	CEO Trust FPAR committee Full tendering procedure or DfE compliant framework
Authority to accept other than the lowest tender	All values	Board of Trustees