



Financial Procedures Policy

Ratified by Board of Trustees (date):

July 2020

Signed on behalf of Board of Trustees

Signed on behalf of CEO:

Review date:

July 2021

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1. Purpose of this document

The Board of Trustees (“the Board”) of Carlton Academy Trust recognise their responsibility to ensure the financial affairs are managed in a competent and professional manner.

This procedures manual outlines the overall responsibilities of the Board to deliver value for money, financial control, accurate and complete financial reporting as well as sound financial planning to demonstrate ongoing sustainability of Carlton Academy Trust.

The Board must ensure that there are adequate internal controls in place. There are a number of controls that should be applied by the Board. In practice, this will be through the:

- Board of Trustees/sub-committees
- Executive Team
- Local Governing Bodies/sub-committees
- Principal/Headteacher
- Business Managers

The Board will consider:

- Staff expertise
- Segregation of duties
- Documentation
- Register of business interests
- Financial Accounting systems and records.

Carlton Academy Trust have financial procedures in place in accordance with this document.

This manual aims to clearly define and document effective financial controls and procedures. It sets out the expectations for financial compliance.

2. Financial Management Structure

In order to meet the financial management and internal control objectives outlined above and its wider responsibilities to the Department for Education, finances will be managed within the following organisational structure:

2.1 Board of Trustees

The Board has ultimate responsibility for Carlton Academy Trust and its finances and has put in place the following organisational structure to make sure this responsibility is effectively met. The main responsibilities of the Board are prescribed in the Master Funding Agreement between the academy and the DFE.

The main responsibilities include:

- Ensuring that the GAG grant is used for the purposes intended
- Approval of the annual budget
- Approve the scheme of delegation
- Establishment of an Audit Committee, setting and varying its terms of reference and reviewing its work
- Appointment of Principal/Head Teachers
- Appointment of the Executive Team members

2.2 Audit Committee

The Audit Committee has been established with agreed terms of reference. It will oversee the financial affairs and audit requirements of Carlton Academy Trust and report as appropriate to the Board. The remit of this committee will cover all Academies within our Trust. The Chair of the Audit Committee will be a Board Trustee and other members of the committee will be appointed by the Board and will include the Director of Finance of the Trust.

2.3 Accounting Officer

The Chief Executive Officer of the Trust is the Accounting Officer (AO). The AO is responsible to the Board of Trustees for ensuring regularity and propriety, and for the economic, efficient and effective use of resources (i.e. ensuring value for money), and administration of the financial affairs of the Academies. The AO may delegate or appoint others, to assist in carrying out these responsibilities.

2.4 Director of Finance

The main responsibilities of the Director of Finance are:

- The day to day management of financial issues including the establishment and operation of a suitable accounting system
- Establishment of a regular framework of financial review at the individual academy level including regular meetings with Business Managers
- The management of the financial position at a strategic and operational level.
- Establishment and review of effective systems of internal control.
- Ensuring that the annual accounts are properly presented and supported by financial records
- Monitoring Academy level financial reports
- Preparation of consolidated monthly management reports and accounts
- Authorising transactions according to our scheme of delegated authority
- Ensuring forms and returns are sent to ESFA
- Manage the finance team

2.6 Head of School

Head of School is responsible for delivering their individual Academy Development Plan (ADP) within the budget approved by the Board. They are also responsible for the internal financial controls within their individual academy. Much of the financial responsibility can be delegated to the Business Manager but the Head of School still retains responsibility for:

- Approving new staff appointments within the authorised staff establishment structure and budget, except for any senior staff posts, approved by the Board.
- Authorising transactions according to the Trust's finance scheme of delegation and tendering procedures.
- Managing the Academies delegated funding

2.7 Business Managers

Each Head of School will be supported by a (Executive) Business Manager (BM). Their key responsibilities include:

- Preparing the draft and final three-year budget for approval by the Head of School prior to approval by the Trustees.
- Ensure that monthly processing and reconciliations on the accounting system are completed to ensure academy income and expenditure accounts are completed accurately and timely
- Completing monthly reconciliation of payroll.
- Monitoring cash flow
- Monitoring and authorising transactions according to the Trust finance scheme of delegation and tendering procedures, ensuring all procedures outlined in this manual are adhered to.
- Ensure that the reporting mechanisms meet the Trust schedule

2.8 Internal Audit

The main purpose of an internal audit process is to provide the Board with assurance that:

- The financial responsibilities of the Board are being properly discharged
- Resources are being managed in an efficient, economical and effective manner
- Sound systems of internal financial control are being maintained
- Financial considerations are fully taken into account in reaching decisions

The Director of Finance has the authority to agree a planned programme of reviews and will report the findings to the Audit Committee.

2.9 Register of Interests

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all Board members, Local Governing Body members, and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from whom the academy may purchase goods or services. The register is open to public inspection.

The register should include all business interests such as directorships, share-holdings or other appointments of influence within a business or organisation which may have dealings with the academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a governor or a member of staff by that person.

The existence of a register of business interests does not, of course, detract from the duties of Board members, Local Governing Body members, and staff to declare interests whenever they are relevant to matters being discussed by the Board or Local Governing Body or any duly established committee. Where an interest has been declared, those involved should not attend that part of any committee or other meeting.

All Board members, Local Governing Body members and relevant staff as outlined above must complete a declaration of their business interests (outlined in Appendix 1). Each declaration will be held in the Register of Interests outlined and it is the Board and each LGB's responsibility to keep these declarations up to date and a full review must be completed annually.

3. Financial Planning – Three Year Budget

The budget is prepared as part of the development planning process. The development plan indicates how Carlton Academy Trust's educational and other objectives are going to be achieved within the expected level of resources over the next three years.

The Trust development plan provides the framework for the Trust three-year budget. The budget is detailed statement of the expected resources available and the planned use of those resources for the following year.

Each Academy is required to prepare three year budgets to be submitted to the Trustees for approval.

4. Financial Reporting and Internal Audit

In order to meet the financial compliance needs, a reporting timetable and an annual framework of financial review and internal audit visits will be issued by the Director of Finance.

5. Finance Systems and Procedures

5.1 Accounting system

All the financial transactions of Carlton Academy Trust must be recorded on the HCSS/Access Accounting System.

5.2 Accounting System Access

Entry to the HCSS system is password restricted. Access to the component parts and configuration structures of the accounting system is restricted and the Director of Finance is responsible for setting access levels for all members of staff using the system.

5.3 HCSS/Access System Account Coding Structure and Guidelines

A document has been produced to enable clarity and consistency for all academies when coding income and expenditure. All income and expenditure headings are coded against a nominal code.

5.4 Transaction Processing

All transactions input to the accounting system must be authorised in accordance with the procedures specified in this procedures manual. The procedures for the operation of the payroll, the purchase ordering system and purchase ledger and the sales ledger are outlined in the following sections of this manual.

Bank account and petty cash entries should be input locally and the input should be checked, reconciled and signed to evidence this check, by the Business Manager.

6. Payroll Systems and Procedures

The main elements of the payroll system are:

- payroll administration
- payments

6.1 Payroll Administration

The academy payroll is administered by a payroll bureau, namely Dataplan. All staff are paid monthly by BACS administered them and they hold a file for each employee which records:

- Salary
- Bank account details
- Taxation status
- Pension status
- Personal details
- Any deductions or allowances payable.

Amendments to this file will be handled through the Academy based on information provided by Academy HR and passed over to the Bureau. The bureau will act as our agents with HMRC. Each year the payroll bureau will issue a timetable for payroll processing.

6.2 Payroll Payments

After the payroll has been processed but before payments are dispatched, the Director of Finance should authorise the salary payments for central staff. BM's should authorise the academy salary payments. Other than exceptional circumstances, all salary payments are made by BACS. Payroll records should be countersigned in line with bank mandates.

A reconciliation should be prepared between the current month's and the previous month's gross salary payments showing adjustments made for new appointments, resignations, pay increases, overtime claims, attachment of earnings orders, student loans etc.

The bureau's payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The bureau has been authorised by the Board to make these payments on the due date by BACS.

The Director of Finance should regularly check a random selection of payroll payments for the calculation of gross to net pay to ensure that the bureau are performing to contract. Internal audit will also carry out a review on a periodic basis.

Monthly Payroll Journals should be processed monthly on the Trust finance system.

7. Ordering and Purchasing

7.1 Effective Procurement

Carlton Academy Trust wants to achieve the best value for money from all our purchases to ensure all needs are met in terms of quality, quantity and time at the best price possible. It is important that procurement is effective and that framework deals and the use of "Deals for Schools" are checked to maintain Value for Money. A large proportion of our purchases will be paid for with public funds and we need to maintain the integrity of these funds by following the general principles of:

- Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of Carlton Academy Trust
- Accountability, Carlton Academy Trust is publicly accountable for its expenditure and the conduct of its affairs;
- Fairness, that all those dealt with by the Trust are dealt with on a fair and equitable basis.

It is vital that the Trust and the academies are effective procurers of goods and services. For effective procurement, you need to satisfy each of the following five 'rights':

- Procure the right Goods or Service - the most critical element of any procurement is ensuring that we purchase the right goods. For some higher value items it may be helpful to draw up a specification that outlines exactly what is needed.
- Buy the right Quantity – the higher the quantity the lower the price. Always ask a supplier if they are willing to offer volume reductions.
- Purchase items of the right Quality – a cheap item may not offer best value for money.
 - Purchase at the right Price – there are two categories of costs when considering price: purchase price - which covers the up-front cost of the item
 - lifecycle costs, which include other costs that may be incurred in owning and running the item
 - the trust must pay no more than cost for goods or services provided by connected parties (see Business Interests)
- Before authorising any purchase, consider that it is appropriate expenditure. Capital expenditure in connection with the original construction and fit out of the new academy premises are not covered by this manual.

7.2 Routine Purchasing

Budget holders will be informed of the budget available to them and it is their responsibility to manage the budget and ensure that the funds available are not overspent. A print detailing actual and committed expenditure against budget will be regularly supplied to each budget holder.

7.3 Financial Scheme of Delegation

The financial scheme of delegation runs in conjunction with this document, which outlines the financial limits to which employees can commit the company. The financial scheme of delegation sets out the controls which should be observed at both Trust and Academy level see appendix two.

7.4 Purchase Requisitions and Orders

Purchase orders (PO) ensure that the Academy has a precise record of what has been ordered, this can then be compared against items delivered. PO's should only be used for goods and services provided to the Academy. Individuals must not use official orders to obtain goods and services for their private use. All purchases must be made through the HCSS/Access PO processing system.

PO's should be passed through to the academy finance team who will:

- record it on the accounting system (thus raising a commitment entry)
- send an official order to the supplier

If paper copy PO's are printed they should be filed alongside requisition forms awaiting receipt of goods or services. Electronic copies are always available through the accounting system.

The PO will be approved by Business Manager. The academy must retain a register of authorised signatories.

7.5 Goods and Services Received

The Business Manager should make appropriate arrangements for the delivery of goods and services. All deliveries should be addressed to the academy as appropriate and not to individual staff addresses.

The Business Manager must ensure that the academy has systems in place to ensure that a detailed check of the goods received against the delivery note is made and make a record of any discrepancies.

If no delivery note is received the Invoice received should serve as the delivery note and should be checked against the original PO. Discrepancies should be raised with the supplier without delay.

7.6 Invoices Received

All invoices must contain an official PO number. Invoices should be matched to the PO before payment is made.

7.7 Invoice Payments

Payment of invoices' will be made by the academy through the bank account by BACS, cheque, direct debit or CHAPS as appropriate. The standard payment terms are 30 days from invoice date. Payment terms can be amended to suit more specific supplier terms.

A control record should be maintained for manual cheques detailing the cheque number, sequence of all cheque books received and the date of receipt. Cheque books should be kept in a safe when not in use and access to cheques must be strictly controlled.

7.8 Direct Debit Payments

Suppliers that are paid by direct debit will be entered on the purchase ledger as payment by "direct debit", so that these do not appear on the supplier payment run. Payments from bank accounts can be reconciled to clear the supplier account.

7.9 Supplier Maintenance

Each academy is responsible for the set up and maintenance of their own suppliers on the accounting system.

7.10 Preferred Suppliers

Carlton Academy Trust will establish a register of suppliers that Academies may choose to purchase from.

7.11 Capital Grants (including DFC & SCA)

Bids for SCA are invited twice a year and should be submitted using the Capital fund request form, and authorised by the Chair of Governors and the Head of School. These are forwarded to the Director of Finance and then presented to the trustees for approval.

The amount of DFC awarded to each academy is allocated at school level by the ESFA. A Capital Fund Request Form authorised by the Chair of Governors and the Head of School should be completed before the DFC is released by Carlton Academy Trust to the academy.

7.13 Procurement Cards

It is Carlton Academy Trust's policy to hold Debit/credit cards for non-cash/cheque payments. The Trust accepts that some payments for the supply of goods or services are most conveniently made by debit/credit card and will maintain company debit/credit cards for that purpose. Credit card transactions made in any month will be paid in full in the following month by means of a Direct Debit. Debit card transactions will be taken from the bank at the point of sale. The use of company debit/credit cards will be subject to rigorous control at all times and the credit limits maintained at a level commensurate with expected monthly levels of expense. Carlton Academy Trust prefers that staff do not use private credit cards when incurring expenses on behalf of the employer.

All card transactions must be accompanied by an appropriate voucher and receipt, retained for accounting purposes, and must be used solely for company purchases. Credit limits must be agreed with the Director of Finance. Cards must be kept secure at all times and card numbers and PIN numbers are NOT to be divulged.

All debit/credit card transactions must be reconciled monthly and authorised in line with the bank mandate.

8. Local Academy Income and Collection

8.1 Income received from parents

An electronic cashless system is the preferred method of collecting payments from parents, otherwise, all income received must be recorded on HCSS against the income nominals. Any cash received must be receipted and paid into the bank in a timely manner.

9. Cash Management and Banking

9.1 Custody

Receipts should be issued for all cash and cheques received. All cash and cheques must be kept in the Finance Office safe prior to banking. Banking should take place every week or more frequently if the sums collected exceed the insurance limit on the Finance Office safe. For current insurance limit, please refer to the insurance policy.

Monies collected must be banked in their entirety in the appropriate bank account. The finance team is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system.

9.2 Cash Management

The financial resources will be managed through one main operational bank account. The current bank for Carlton Academy trust is Lloyds Plc.

9.3 Bank Accounts

- **Bank Deposits**
Particulars of any deposit must be entered on a paying-in slip, counterfoil or listed in a supporting book.
- **Bank Payments and Withdrawals**
All cheques and other instruments authorising withdrawal from the Trust account must bear the signatures of two authorised signatories as per the bank mandate. This provision applies to all accounts, public or private, operated by or on behalf of the board of trustees.
- **Bank Account Administration**
The Director of Finance or the BM must ensure bank reconciliations are completed at least on a monthly basis. The Reconciliation process is completed between the HCSS accounting system and the bank statements. An unreconciled list of payments (if appropriate) must be produced once the final bank statement for the month has been reconciled.

9.4 Petty Cash Accounts

Each location can maintain a maximum cash balance of £1,000, although cashless is preferred, the cash is administered by the finance team and is kept in the safe.

The only deposits to petty cash should be from cheques cashed specifically for the purpose on the Bank Account. The receipt should be recorded in the petty cash system with the date, amount and a reference, relating to the payment. All other cash receipts for whatever reason should be paid directly into the academy bank account.

In the interests of security, petty cash payments will be limited to £50. The BM is responsible for administering the Petty Cash Account and ensuring that it is balanced regularly.

9.5 Cash Flow Forecasts

The DOF and BM are responsible for preparing cash flow forecasts to ensure that there are sufficient funds available to pay for day to day operations.

9.6 Investments

The board will approve any investments in line with the “Investments Policy”.

10. Fixed Assets

10.1 Asset register

Academies are responsible for maintaining an asset register of all equipment at their location. All items purchased with a value over £5000 must be entered in an asset register.

The Asset Register helps:

- ensure that staff take responsibility for the safe custody of assets;
- enable independent checks on the safe custody of assets, as a deterrent against theft or misuse;
- to manage the effective utilisation of assets and to plan for their replacement;
- help the external auditors to draw conclusions on the annual accounts and the academy’s financial system
- Support insurance claims in the event of fire, theft, vandalism or other disasters.

All IT equipment must be recorded on the register. Details recorded should include the date purchased (where possible) and the serial number (if one is available).

10.2 Disposals of Assets

Items which are to be disposed of by sale or destruction must be authorised for disposal by the Director of Finance. For any item with a disposal value of £5000 or over the Director of Finance must send the appropriate notification to the DFE. All disposals of land must be agreed in advance with the Secretary of State.

10.3 Loan of Assets

Items of Carlton Academy Trust property should not be removed from premises without the authority of the Director of Finance. A record of the loan must be recorded in a loan book and booked back in when it is returned.

11. Academy Contributions to Carlton Academy Trust

As part of the finance strategy agreed annually by the trustees, Academies will contribute an agreed percentage of recurrent GAG income towards the cost of the central services, infrastructure and governance. This will include the following functions:

Central management, CEO Office, Communications, Finance, Governance Services, Human Resources, Education School Improvement Services, Internal and External Audit and other costs as agreed between the Trust board and the LGB's.

12. Insurance and Risk Management

12.1 Insurance

Carlton Academy Trust are members of the DfE's risk protection arrangement. This policy protects the Trust and its academies against the commonly identified risks which include (but are not limited to):

- Property Damage School Journey
- Business Interruption Legal Expenses
- Money Personal Accident
- Engineering Inspection/Insurance Fidelity Guarantee
- Public Liability Governors/Trustees Liability
- Employers Liability Libel & Slander
- Hirers Liability

The Trust will review all risks annually. It is the responsibility of each academy to inform the Trust Finance department of all new risks, property equipment and vehicle, which require insurance or of any real or potential situations which require alterations to existing insurance policies.

All academies should display such notices regarding insurances as shall be required by statute, in particular, the statement of Employer's Liability Insurance. At no time shall any location give any indemnity to any third party without the written consent of the insurers. All claims should be passed to the Director of Finance.

12.2 Risk Management

BDAT has a Risk Management strategy which aims to raise awareness about the need to address strategic and operational risks and to provide good practical guidance for the Trust to manage such risks in an effective and formal way. The Risk Register must be completed and reviewed at least annually and as a live document updated as necessary.

The Accounting Officer is responsible for ensuring that an up to date register is maintained. This ties in with the audit and Annual Report and Financial Statements for trustee sign-off prior to submission to the DFE by 31st December each year.

**DECLARATION OF PECUNIARY INTERESTS
ACADEMIC YEAR 2020/21
MEMBERS AND TRUSTEES**

Member / Trustee Name:

1. Please list below any relevant companies or organisations (i.e. those that the trust may do business with) of which you are either the owner or joint owner, a director or a major shareholder:

2. Please list any relevant companies or organisations for which you work, either full time or part time:

3. Please list any relevant companies in which any close friend or relative (a relative is defined as a spouse, parent, sibling, son, daughter, in-law or common law partner) has a financial interest or which employs a close friend or relative.

4. Please declare any non-financial interests that you consider conflict with the Trust's interests, for example, if you are involved in an official capacity with an outside organisation which has dealings with the Trust.

5. Please declare any relationship you may have with any members of the Trust staff including spouse, partner and relatives.

NB: If you have no relevant links with any company please indicate this.

“Relevant” extends to include any organisation, firm, business or individual which may have, or already has, commercial dealings with the Trust and where you have, or could have an influence over such dealings directly or indirectly.

Please note this form must be signed and returned even if there are no interests to declare.

If you have any change in your circumstances during the year you must report this immediately.

Please return to the Business Manager for retention in the school

Signed _____

Dated _____

Appendix Two – Full Financial Scheme of Delegation

| Delegated Duty | Value | Delegated Authority | Method |
|---|--|---|---|
| Ordering Goods, Services and authorising contracts | Up to £10,000 | Budget Holder | Selection from preferred supplier list |
| | £10,001 to £75,000 | Approval from CFO and CEO | Minimum of three written quotes or tenders, including advertising in OJEU [if over threshold] |
| | Over £75,000 | Trustee Approval: may be delegated to Chair of Trustees or Audit & Risk Committee | Minimum of three quotes (inc OJEU), and information from HoS to next trustees meeting. |
| | Authority to accept other than lowest quotation or tender | Commensurate with purchasing limits | |
| Signatories for cheques, BACS payment authorisations and other bank transfers | Any | All payments are to be authorised by the CEO and CFO | |
| Virement of budget provision between budget heads | Up to £10,000 | Approval from CFO | |
| | £10,001 to £50,000 | Approval from CFO and CEO | |
| | over £50,000 | Trustee Approval: May be delegated to Chair of Trustees or Audit & Risk Committee | |
| Borrowing | Any amount | Approval from CFO and CEO with referral to Chair of Trustees/Audit Committee | ESFA approval needed |
| Novel, contentious and repercussive transactions | Any | Approval from CFO and CEO | ESFA approval needed |
| | Up to £50,000 | Approval from CEO and CFO | |
| | Over £50,000 | Approval from CEO with referral to Chair of Trustees/Audit Committee | ESFA approval needed |
| Ex-gratia payments | Any | Approval from CFO and CEO | ESFA approval needed |
| Acquisition and disposal of fixed assets | Acquiring/Disposing Freehold land/buildings and heritage assets | Approval from Trustees | ESFA approval needed |
| | Other disposals | Approval from CFO and CEO | |
| Write-offs, guarantees, letters of comfort, and indemnities | 1% of annual income of £45,000 individually 2.5% or 5% annual income cumulatively | Approval from CEO (Must be reported to the Audit Committee) | ESFA approval needed |
| | Below above limits | Approval from CEO | |
| Leases (Not land or buildings) | Up to £10,000 | Approval from CFO | |
| | £10,001 and above | Approval from CFO and CEO | |
| Leases or Tenancy Agreements for land or buildings | Any Amount | Approval from CEO and CFO | ESFA approval needed |

Appendix Two – School Level Financial Scheme of Delegation

| Delegated Duty | Value | Delegated Authority | Method |
|--|---|---|---|
| Ordering Goods, Services and authorising contracts | Up to £10,000 | Budget Holder | Selection from preferred supplier list |
| | £10,001 to £75,000 | Approval from CFO and CEO | Minimum of three written quotes or tenders, including advertising in OJEU [if over threshold] |
| | Over £75,000 | Trustee Approval: may be delegated to Chair of Trustees or Audit & Risk Committee | Minimum of three quotes (inc OJEU), and information from HoS to next trustees meeting. |
| | Authority to accept other than lowest quotation or tender | Commensurate with purchasing limits | |
| Virement of budget provision between budget heads | Up to £10,000 | Approval from CFO | |
| | £10,001 to £50,000 | Approval from CFO and CEO | |
| | over £50,000 | Trustee Approval: may be delegated to Chair of Trustees or Audit & Risk Committee | |
| Borrowing | Any amount | Approval from CFO and CEO with referral to Chair of Trustees/Audit Committee | ESFA approval needed |
| Novel, contentious and repercussive transactions. Ex-gratia payments. Write-offs, guarantees, letters of comfort, and indemnities. | Any | Approval from CFO and CEO | ESFA approval needed |
| Staff severance and compensation payments | Up to £50,000 | Approval from CEO and CFO | |
| | Over £50,000 | Approval from CEO with referral to Chair of Trustees/Audit Committee | ESFA approval needed |
| Acquisition and disposal of fixed assets | Any disposal | Approval from Trustees | ESFA approval needed |
| Leases (Not land or buildings) | Up to £10,000 | Approval from CFO | |
| | £10,001 and above | Approval from CFO and CEO | |
| Leases or Tenancy Agreements for land or buildings | Any Amount | Approval from CEO and CFO | ESFA approval needed |

Appendix Three - Carlton Academy Trust - Financial Cycle

| September | October | November | December |
|--|---|--|---|
| <p>ESFA</p> <ul style="list-style-type: none"> • New Academies Financial Handbook comes into effect <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts • Complete Year End template • Upload budget • LBCT due end of Oct • SRMS due end of Oct | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA issues guidance on the CIF • ESFA issues PE and sport premium conditions of grant and allocations • ESFA makes the second quarterly pupil premium payment for the 2018 to 2019 financial year <p>Trust</p> <ul style="list-style-type: none"> • Complete autumn school census • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • 1st Instalment of PE and Sports Grant Funding <p>Trust</p> <ul style="list-style-type: none"> • Deadline for new CIF applicants to register on the online portal • Ensure LBCT and SMRS submitted • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • Deadline for bids for CIF • DfE announces schools revenue funding settlement for the next financial/academic year <p>Trust</p> <ul style="list-style-type: none"> • Submit audited financial statements, auditor's management letter and accounts submission cover sheet by 31 December • Complete Month End • Complete Management Accounts |
| January | February | March | April |
| <p>ESFA</p> <ul style="list-style-type: none"> • ESFA makes the third quarterly pupil premium payment for the financial year <p>Trust</p> <ul style="list-style-type: none"> • Complete spring school census • Trusts submit their accounts return by 22 January • Trusts publish their audited financial statements on their website by 31 January • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA issues guidance on funding allocations • ESFA issues guidance on the academies budget forecast return (BFRO) • ESFA issues Year 7 catch-up premium conditions of grant and allocations <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA issues academy revenue funding allocations • ESFA publishes CIF outcomes <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA makes live the form for trusts to claim national non-domestic rates (NNDR) for the financial year • ESFA makes the final quarterly pupil premium payment for the 2018 to 2019 financial year <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts |
| May | June | July | August |
| <p>ESFA</p> <ul style="list-style-type: none"> • ESFA issues the academies accounts direction • ESFA issues guidance on the budget forecast return (BFR) • 2nd Instalment of PE and Sports Grant Funding <p>Trust</p> <ul style="list-style-type: none"> • Complete summer school census • Submit budget forecast return: outturn (BFRO) • Submit audited financial statements to Companies House within 9 months of the end of the accounting period which is 31 May • Audit Teachers Pensions "EOYC" • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA issues guidance on the budget forecast return (BFR) • ESFA makes final payment for universal infant free school meals (UIFSM) • ESFA pay rates relief <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts | <p>ESFA</p> <ul style="list-style-type: none"> • ESFA makes the first quarterly pupil premium payment <p>Trust</p> <ul style="list-style-type: none"> • Trusts submit their budget forecast return (BFR) • Complete Month End • Complete Management Accounts | <p>Trust</p> <ul style="list-style-type: none"> • Complete Month End • Complete Management Accounts • Prepare for year end • FMGS Due end of Sept |