

Financial Scheme of Delegation

Table of Delegated Authority – Lumen Learning Trust

Function	Trust Members	Board of Directors	Business & Finance Committee	HR & Strategy Committee	Executive Principal	Deputy Executive Principal	Head of Finance	Head of Operations	SBMs	Clerk	Budget Holders
Appoint Auditors	X		R				R				
Appoint Responsible Officer		X	R				R				
Comply with Financial Regulations		X	X		X	X	X		X	X	X
Ensure Lumen Policies are complied with 3 Year Trust Development plan: updated annually		X	X	X	X	X	X	X	X	X	X
Approve		X									
Monitor progress		X	A								
Prepare Budget plans including costings					X	A	X	A	A		
Approve		X	R								
Monitor			X				X		X		
Maintain Register of interests										X	
Maintain Register of Directors										X	
School Census									X		
Risk Register Review			X				X	X	X		
Review Terms of Reference		X	R							X	
Review relevant sections of SEF			X								
Review Assets Register			X				X		A		
Consideration of the MAT as a going concern		X			X	X	X		A		
Finance Manual Compliance		X	X	X	X	X	X	X	X	X	X
Annual review of financial benchmarking information			X				X				
Annual review of committed funds at year end		X	X				X				
Presentation of audited accounts		X	R				A				
Responsible Officer Report		X	R		X		A				
Procurement Update			X		X		X	X	A		
Health and Safety Update		X	X					X	X		
Update on Project / Project Proposals for the next academic year		X	X					X	A		
Staffing matters		X		X							
Authorise appointment of staff					X	X					
Authorise staff structure				X	X	A					
Performance Management Update				X	X						
Insurance Review - annual			X				X	A			

Key to tables
X = does
A = Assists
R = Recommends