

Cheshire Academies Trust - Scheme of Delegation Trust & Academies Approval Limits

Responsibility	Bank Account 1	Bank Account 2	Bank Account 3	Bank Account 4	Bank Account 5
	Cheshire Academies Trust	Boughton Heath Academy	Kelsall Primary School	Mill View Primary School	Cheshire Leadership & Teaching Alliance
Appointed Governor 1 - LGB	N/A	Unlimited	Unlimited	Unlimited	Unlimited
Appointed Governor 2 - LGB	N/A	Unlimited	Unlimited	Unlimited	Unlimited
Principal	Unlimited	£10,000	£10,000	£10,000	£10,000
Vice Principal	N/A	£10,000	£10,000	£10,000	£10,000
Director of Operations	N/A	£10,000	£10,000	£10,000	£10,000
Bursar/Admin Officer	N/A	£1,000	£1,000	£1,000	£1,000

- *All payments made via Lloyds Link require approval from two signatories in line with the above limits.*
- *Batch payments from Lloyds Link should be approved by the Principal and Director of Operations (or two governors as necessary). Vice Principals are set up to approve Lloyds Link payments only in the absence of either the Principal or the Director of Operations.*
- *Each Academy must procure a minimum of two (but ideally three) quotes for expenditure on one item over and above £2k. The lowest quote should always be accepted and approved by the Finance Committee or LGB unless specific reasons can be supplied for going with a more expensive quote.*
- *Cheshire Academies Trust Lloyds Link payments must be approved by two Principals.*