

East Midlands Academy Trust



Financial Handbook for Academies

September 2021





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Introduction				
1.0 Governand	се			
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5.0 Investigat	ion of fraud, theft and or irregularity			







Introduction



Section 1 - Governance

- 1.0 Governance
- 1.1 Overall responsibilities



1.3 Governance arrangements for academies







1.9.2 Gifts

1.9.3 Donated Services and Facilities

1.9.4 Other Considerations on Valuation



1.9.5 The Giving of Gifts



1.10 Business Continuity Plan

1.11 Risk management

1.11.1 GRC ONE





1.12 Health and Safety



Section 2 Budget and Audit

- 2.1 Budget Setting
- 2.1.1 Budget Setting Process



(no commitments must be entered into prior to budget approval)

2.1.2 Budget Approval







Section 3 Accounting Processes

- 3.0 Accounting Processes
- 3.1 Local Accounting System



3.2.4 Bank Reconciliations



3.3.3 Write Offs of Liabilities

3.3.4 Banking

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3.5.4 Limits and Authorit	3.	.5.4	Limits	and	Auth	ority
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3.5 Purchasing

Any Related party transactions must be pre-approved by the ESFA and on a cost only basis (see the section on Related Party Transactions).

3.5.1 Ordering

before



3.5.2 Receipt of Goods and Services

3.5.3 Processing Invoices



- 3.6 PROCUREMENT AND CONTRACTS
- 3.6.1 Principles



3.6.2 Out of Scope - Procurement and Contracts

3.6.3 School Improvement Experts





3.6.8 Waivers/ Single Tender Justifications

3.6.9 Contract Values, Mixed Contracts and Thresholds



3.6.12 Quotations and Tenders	
3.6.13 Approvals and Contract Signing or Sealing	g
	before
3.6.14 Terminations	

3.6.15 Contract Management including Variations/ Change Requests



3.6.16 Leasing

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4.0 Provision of Information





5.2.2 Corruption

5.2.3 Bribery







Joshua Coleman, the Chief Executive Officer of the Trust (CEO)

Kevin Crompton, the Chair of Trustees



5.3.4 Anti-fraud checklist for academy trusts





CSI RP



Appendix A Definitions







Appendix B Key Staff and Authorised Signatories

Central team



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Appendix C Related parties

Section 1 Approved Related Parties

None

Section 2 Other Related Parties





Appendix D Procurement and Contracts Approval							
Total Contract Value	Column 1 Authority to start process	Column 2 Contract Terms	Column 3 Procurement Route	Column 4 Authority to award contract	Column 5 Contract Signing	Column 6 Purchase Order and Invoice	Column 7 Variations and Extensions



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Total	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Contract					•		'
Value							





