

Village Infants School
SUMMARY OF LEVELS OF FINANCIAL DELEGATION

<u>1. Approval of Initial Budget Plan</u>			
Finance Committee			
<u>2. Virement - Value limitations</u>			
Head teacher	£20000		
Finance Committee	All other		
Governing Board			
* All virements so approved must be reported back to Governing Board and minuted			
<u>3. Completion of Statement of Internal Control</u>			
Whole Governing Board			
<u>4. Data Protection Registration: Person(s) / Committee Authorised</u>			
Yolanda Cattle			
<u>5. Placing Orders: Person(s) Authorised to Order/Sanction External Journals- Value limitations</u>			
Finance Committee	All others		
Headteacher	£20000		
School Business Manager	£10000		
Senior Leadership Team	N/A		
Curriculum Co-ordinators	N/A		
<u>6. Authorised Signatories: Persons Authorised to sign Cheques</u>			
Position		Name	
Acting Headteacher		Yolanda Cattle	
Acting Deputyhead		Amy Whiffin	
Chair of Governors		Harriet Spoor	
<u>7. Certification of Accounts: Persons Authorised to Certify Payments / Payroll</u>			
Position		Name	
Acting Headteacher		Yolanda Cattle	
Acting Deputyhead		Amy Whiffin	
School Business Manager		Su Joy	
<u>8. Purchase cards: Persons Authorised to use cards, credit limits and approver details</u>			
		Authorised User	
Position	Name	Credit Limit	
Acting Headteacher	Yolanda Cattle	£2,000.00	
Office Manager	Louisa Spoor	£2,000.00	
School Business Manager	Su Joy	£2,000.00	
Acting Deputyhead	Amy Whiffin	£2,000.00	
Agreed by Governing Board on: _____			
Signature (Chair of Governors): _____			
Review Annually			