

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			