

**Village Infants School**  
**SUMMARY OF LEVELS OF FINANCIAL DELEGATION**

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