

Christchurch Infant School
Scheme of Financial Delegation

1. Financial Delegation; day to day responsibilities:

		FGB	Chair of Governors	Head teacher	School Business Manager
1	Approval of annual budget & 3 year plan	Yes			
2	Virements to budget headings over £5,000	Yes			
3	Virements to budget under £5,000		Yes	Yes	
4	Authorise expenditure over £25,000	Yes with legal advice			
5	Authorise expenditure up to £25,000		Yes		
6	Authorise expenditure up to £10,000		Yes		
7	Authorise expenditure up to £5000			Yes	
8	Authorise Petty Cash to £25			Yes	Yes
9	Authorise expenditure up to £100				Yes
10	Appointment and salary of all permanent staff		Yes	Yes	

11	Appoint and salary of temp staff			Yes	Yes
12	Appoint and salary of supply staff		Yes	Yes	Yes
13	Appoint & salary of Headteacher	Yes			
	Write off of Assets				
14	Write off assets up to £1,000 in value			Yes	
15	Assets between £1,000 and £5,000 in value	Yes			
16	Any debts of less than £200				Yes
17	Any debts between £200 and £1,000			Yes	
18	Any debts between £1,000 and £2,000	Yes			

Due to the current pandemic and any future such situations the Governing Body have decided that if the Headteacher were unable to carry out their financial responsibilities then it would be delegated to the Deputy or Assistant Headteachers. If the Chair of Governors were unable to carry out their financial responsibilities this would be delegated to the Vice Chair.

Reviewed and agreed Sept 2021