

## Schedule of Delegated Authority

	Approval of Expenditure				Virement	Depreciation		Income
	Major/minor works Planned maintenance	Purchases & requisitions (individual transactions)	Capital Expenditure	Leases (cost over whole lease life)	Virements between cost codes (income or expenditure)	Depreciation of equipment/ resources (included on inventories)	Write-off of debts	Receipt of income in any one transaction
Full Governing Body	£6,000 - £50,000	£6,000 - £50,000	£6,000 - £50,000	To be approved by Local Authority	Over £6,000	To be advised over £5,000	To be advised over £500 not in excess of £2,000 in one financial year	To be advised over £20,000
Finance & Premises Committee	£3,000 - £6,000	£3,000 - £6,000	£3,000 - £6,000	To be approved by Local Authority	£3,000 - £6,000	Over £2,000	To be advised over £500 not in excess of £2,000 in one financial year	To be advised over £10,000
Headteacher	Up to £3,000 on any one item	Up to £3,000 on any one item	Up to £3,000 on any one item	To be approved by Local Authority	Up to £3,000	£1,000-£2,000	Individual up to £500 not in excess of £2,000 in one financial year	To be advised over £10,000
School Business Manager	Up to £1,500 Process all purchases ensuring budget is available	Up to £1,500 Process all purchases ensuring budget is available	Up to £1,500 Process all purchases ensuring budget is available	To be approved by Local Authority	Process any value on agreement by relevant body as above	Up to £1,000	Nil	Receive any value, but advise relevant body per values above
All other staff	Nil	Nil	Nil	Nil	Process any value on agreement by relevant body as above	Nil	Nil	Receive any value, but advise relevant body per values above