

**DELEGATION FORM FINANCIAL YEAR 2018/19 .....Heaton School..... SCHOOL**

It is necessary for each Governing Body to decide and minute formally, at a full Governing Body meeting, which responsibilities it is proposing to delegate and to whom. This is simply to ensure that there is no misunderstanding about who is allowed to do what. Not all boxes on this form need to be completed but any items not delegated will remain the responsibility of the full Governing Body.

**Please note: In order to ensure that the Governing Body's intentions are clear, "not delegated" should be recorded in the appropriate box if that power is not delegated.**

FUNCTION	DELEGATED TO		
	FINANCE SUB-GROUP/RESOURCE COMMITTEE	HEADTEACHER AND CHAIRPERSON	HEADTEACHER
PREPARE BUDGET	√		
MONITOR BUDGET	√		
AFTER APPROVAL OF BUDGET, AUTHORITY FOR VIREMENT UP TO (PER INDIVIDUAL TRANSACTION). A REVISED BUDGET MUST BE SUBMITTED FOR APPROVAL AT THE NEXT MEETING.	<b>15000</b>	<b>10000</b>	<b>2000</b>
AUTHORITY TO SPEND UP TO (PER INDIVIDUAL ORDER)	<b>15000</b>	<b>10000</b>	<b>5000</b>
AUTHORITY TO SELL ASSETS UP TO (PER INDIVIDUAL TRANSACTION)			<b>1000</b>

Whilst the preparation and monitoring of the budget may be delegated, the full Governing Body must approve the budget and determine the frequency of the budget reports. Written reports will be made: Monthly/Half-Termly/Termly (Please delete as appropriate)

**Chair's Signature .....**

**Date .....**