

DELEGATION GRID

2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| DELEGATION FORM FINANCIAL YEAR 2022/23 ……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. | **15000** | **10000** | **2000** |
| AUTHORITY TO SPEND UP TO (PER INDIVIDUAL ORDER) | 15000 | 10000 | **5000** |
| AUTHORITY TO SELL ASSETS UP TO (PER INDIVIDUAL TRANSACTION) | 1000 | 500 | **200** |
| 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 ……………18.10.22……………………………..** | | | |

**\*VIREMENT RULES**

1. Virement is the process whereby financial resources are transferred from one activity area where they will not be used to another where they will.

2. Headteachers may exercise virement between the budget heads for which they have management responsibility, provided that such virement does not:

1. Conflict with the Policy Framework or with any other policy or strategy adopted by the Governing Body.

b) Conflict with a decision taken previously by the Governing Body.

c) Create greater permanent commitments than would otherwise exist, or commit resources for future years.

d) Involve the transfer of resources from revenue to capital or vice-versa.

3. Headteachers must keep a written record of all virements exercised by them, explaining the reasons for the virement. The record should be attached to the amended Budget Plan. These virements must be reported to the full Governing Body at their next meeting.