

Winterbourne Nursery and Infant School Scheme of Delegation

Governing Board meeting 22nd May 2018

	<i>Authorisation Limits</i>	
Full Governing Board	Virements	Unlimited
	Purchase Orders	Unlimited
	Payments approval	Unlimited
	Pay review	As per the pay policy
Resources Committee	Not in place	Deferred to FBG
Head Teacher	Virements	£10,000
	Purchase Orders	£10,000
	Payment approval	£10,000
Deputy Head Teacher	Virements	Nil
	Purchase Orders	£5,000
	Payment approval	£5,000
Designated budget holders	Nil	N/A

Procurement Card Holders

Headteacher	Single Transaction limit	£500
	Monthly maximum	£2,500

Petty Cash

The school has an open account of £300.00 which may be drawn down by staff only by prior approval from the Head Teacher or Deputy Head Teacher.