

## Spring Common Academy - Delegated Authority Listing agreed 26.02.16

### For Approved Budgets

Account Details		Non-Payroll	Payroll	
Budget Holder	Budget Held	Authorised to Commit up to: (Budgeted)	Routine Payments up to:	Discretionary Payments up to:
		£	£	£
<b>Middle Leaders:</b>				
All Curriculum Leaders	Departmental Budget	£300		
Administration	Admin	£500		
Examinations	Exam Fees	£500		
<b>Senior Management Team:</b>				
Assistant Head	Assigned Budgets	£1,000		
Deputy Head	All	£2,000		
Bursar	All	£1,000	£300,000	
Head Teacher	All	£5,000	£300,000	
<b>Governing Body:</b>				
Finance Committee	All (excluding Salaries)	£50,000		£500
Personnel Committee	Salary Related			£500
Governing Body	All	No Limit	No Limit	No Limit

<b>Asset Disposal/Bad Debt Write-Off/Budget Virement</b>			
	<b>Asset Disposal up to:</b>	<b>Bad Debt Write-Off up to:</b>	<b>Budget Virement up to</b>
Bursar/Business Manager	£1,000	£500	£2,000
Headteacher/Principal	£10,000*	£1,500	£10,000
Finance Committee	£25,000	£5,000	£20,000
Governing Body	No Limit	No Limit	No Limit

\*Note to be sent to the Finance Committee

Authorised on behalf of Governors by Chair:

Date:

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Date: