

HORIZONS EDUCATION TRUST- Delegated Authority Listing agreed MARCH 2022

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:
		£	£	£
Middle Leaders:				
All Curriculum Leaders	Departmental Budget	£300		
Administration	Admin	£500		
Examinations	Exam Fees	£500		
Senior Management Team:				
Assistant Head	Assigned Budgets	£1,000		
Finance Manager	All	£1,000	£300,000	
Head of School	All	£5,000		
Executive Head Teacher	All	£15,000	£300,000	
Governing Body:				
Finance Committee	All (excluding Salaries)	£50,000		£500
Personnel Committee	Salary Related			£500
Governing Body	All	No Limit	No Limit	No Limit

Asset Disposal/Bad Debt Write-Off/Budget Virement			
	Asset Disposal up to:	Bad Debt Write-Off up to:	Budget Virement up to
Finance Manager	£1,000	£1,000	£2,000
Executive Head Teacher	£10,000*	£2,000	£10,000
Finance Committee	£25,000	£5,000	£30,000
Governing Body	No Limit	No Limit	No Limit

*Note to be sent to the Finance Committee

Authorised on behalf of Governors by Chair:

Sue Bailey

Date: MARCH 2022

Authorised on behalf of Finance Committee by Chair:

Mark Williams

Date: MARCH 2022