

33. Functions Which Could Be Delegated by the Full Governing Body

Below are some examples of functions which could be delegated by the full Governing Body to the Headteacher or a Committee of the Governing Body.

Function	See also
Responsibility for notifying the Director for Children Services of the annual revenue budget.	Financial Manual of Guidance - A4 and A5
Monitoring and reporting of actual expenditure and income against the revenue budget	
The maximum value of virement, without recourse to the full Governing Body.	Internal Financial Procedures Manual
The maximum value of a single transaction, without recourse to the full Governing Body	
Responsibility for maintaining the register of pecuniary interests.	Financial Manual of Guidance
The selection of suppliers	
Responsibility for the awarding of contracts	
Responsibility for entering lease agreements.	Financial Manual of Guidance - A40
Responsibility for setting scales of charges for lettings and the extent to which these can be varied or waived and by whom	
Responsibility for the safe custody of the assets financed from the official budget.	Financial Manual of Guidance - A24
Responsibility for maintaining the inventory (stocks and stores book).	Financial Manual of Guidance - A24
Responsibility for seeking the approval of the Director for Childrens Services for the writing off of items in the inventory book with a value exceeding £1,000	
The authority to dispose of surplus, obsolete or unserviceable items of equipment	
Responsibility for seeking approval to the write-off of sums due to the local authority	
Responsibility for notifying the FBP CEF of all voluntary funds	
Day to day financial management and operation of financial controls.	Internal Financial Procedures Manual