

Bristol and Gloucester Gliding Club

Delegation of Financial Authority

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Approved by: Bristol and Gloucester Gliding Club (BGGC 'the Operating Company') Committee

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1 Introduction

- 1.1 BGGC Committee must approve all financial authority levels that commits BGGC to incur cost, whether Operating or Contract expenditure or Capital expenditure regardless of source of funding
- 1.2 BGGC Committee, Directors and Officers must have approval of BGC Pty for Capital Expenditure prior to incurring expenditure in line with the delegations
- 1.3 BGGC Committee approves the Budget which sets out the expenditure limit for each area of activity and projects
- 1.4 In exercising delegated authority BGGC financial and procurement procedures are to be observed

2 Principles

- 2.1 The person to whom authority has been delegated should only make decisions within their area of responsibility
- 2.2 The delegated authority does not permit breaching approved budget without prior approval of BGGC Committee
- 2.3 Where funding is to come from a third party, eg BGC Pty, their prior approval in writing must be obtained prior to making any decisions that lead to incurring of expenditure
- 2.4 Appropriate documentations in line with BGGC financial and procurement must be produced and record of decision made available in line with BGGC policy of record making and retention
- 2.5 Decisions should demonstrate value for money considerations have been taken into account
- 2.6 In cases of emergencies, the approved delegations may be breached but only in order to stabilise to prevent further loss of property, injury or life. Emergencies in this context are those that have the potential to cause or are actually causing loss of property, injury or life.

4 Capital Expenditure

Capital Expenditure should be pre authorised by BGC PTY. In normal cycle of events BGGC will annually present to BGC PTY its 'Operating Plan' in the form of budget and a 'Capital Expenditure Plan' required to support its operations for approval by BGC PTY. Assuming that a 'Capital Expenditure Plan' is approved by BGC PTY this then becomes part of BGGC plan.

The BGGC 'Operating Plan' and the BGC PTY approved 'Capital Expenditure Plan then is the BGGC plan for implementation.

BGGC and BGC PTY should every quarter review the Capital Expenditure plan every quarter thereafter and make and approve amendments as appropriate.

Once this Capital Plan is approved BGGC financial delegations set out in section 3 of this document will apply.

5 Bad write offs

The BGGC committee have delegated the Treasurer to write off bad debts reporting decisions to BGGC committee every quarter.

6 Approval for payments

The BGGC Committee delegates the following:

- 6.1 Office Manager approval for payments for items less than £150. The Treasurer should review these payments every month.
- 6.2 Treasurer approval for payment for items between £1500 and <£10000.
- 6.3 BGGC committee approval for £10000 and over.