



FINANCIAL DELEGATIONS POLICY

VERSION 1.0

Created May 2019

Approved by Skipping NT Committee 21 May 2019

Scheduled review May 2022

PURPOSE

This policy provides a clear delegation of authority from the Committee of Skipping NT in relation to expenditure and other commitments to be incurred by the organisation.

Delegations of authority are the mechanism by which Skipping NT:

- enables its officers (Committee members and staff) to act on behalf of the organisation.
- defines limits and establishes accountability of officers of the organisation.

SCOPE

The policy applies to the organisation as a whole and to all its activities and operations. Specifically, the policy applies to all members of the Committee and staff of Skipping NT who have delegated authority to act and incur liabilities on behalf of the organisation.

OBJECTIVE

The Delegations of Authority Policy is intended to facilitate efficiency and effectiveness in the operations of the organisation and ensure the accountability of staff and officers. Delegations are a key element in the effective governance and management of Skipping NT.

All delegations are granted on the explicit understanding that the delegation is exercised within the constraints of the law and the directions of the Committee, which may be expressed within:

- general legislation, regulations and directions;
- legislation and other specific terms and conditions related to granting of funds by government or other organisations;
- Skipping NT Constitution and organisational policies.

No delegation exists, where any potential exercise of that delegation would adversely affect the financial viability of the organisation.

For the purposes of this policy, the position to which authority is delegated is referred to as a 'delegate'.

KEY PRINCIPALS

- All delegations must be confirmed in writing and must:
 - Reference relevant policies specific to the delegation.
 - Provide specific instructions, conditions and/or limits which will apply to all officers in exercising delegations.
- All delegations are to be exercised subject to approved budgetary limitations and in accordance with relevant operational policies, procedures and documentation.
- Where it has been identified that a breach of delegations has occurred (e.g. an officer has incurred expenditure outside of their delegated financial limit) the breach will be reported to the Committee for appropriate action.
- An internal audit of compliance with the financial delegations should be undertaken at least annually.
- A financial delegation can be exercised only within the approved budget.
- Expenditure outside the approved budget, up to \$20,000, must be approved by any 2 Committee members.
- Expenditure greater than \$20,000 requires full Committee approval.

PROCEDURE - DUAL APPROVALS REQUIREMENTS FOR AUTHORISING PAYMENTS FROM SKIPPING NT'S ACCOUNT (RATIFIED AT SKIPPING'S 2017 AGM)

1. One committee member proposes the authorisation of a payment in writing to at least one other committee member (email is fine). This request should include:
 - a. the name of the recipient
 - b. the amount to be paid
 - c. confirmation expenditure is within approved budget
 - d. any supporting documentation (eg the quote, invoice or receipt, in the case of a reimbursement)
2. A second committee member authorises their approval for the payment in writing (again email is fine)
3. Any signatory on the account can then process the authorised payment (eg pay using direct deposit)
4. Records of the two committee members approvals should be sent to the Treasurer and will form part of the Associations accounting records.