

Capricorn Citizen Advocacy

SCHEDULE OF DELEGATIONS

Policy number:	1.3.7.1	Approved by Management Committee:	4 th April 2017
Version:	2.0	Signed off by Executive:	4 th April 2017
Responsible person:	Coordinator	Scheduled Review Date:	4 th April 2020

Purpose

Capricorn Citizen Advocacy records the way that authority for financial and non-financial decision making has been delegated by documenting who may make decisions about particular issues or within specified parameters.

Related Documents

- 1.3.1 *Budget Policy*
- 1.3.2 *Financial Commitments Policy*
- 1.3.3 *Asset Management Policy*
- 1.3.7 *Delegations Policy*

References

Not Applicable.

Ratification

This Schedule was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on: 04 / 04 / 2017.

SIGNED:

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President

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4 / 4 / 17
(Date)

SIGNED:

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Secretary

.....
6 / 4 / 17
(Date)

Capricorn Citizen Advocacy

SCHEDULE OF DELEGATIONS

Delegated Responsibility	Approval	Details of Delegation
Tasks or Decisions that are Delegated	Who Approved the Delegation and When?	Any process of discussion, or checking for the item
Annual Budget Preparation	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer prepares draft against previous year's actual results and discusses with Coordinator and Treasurer Draft submitted to Management Committee by Treasurer
Funding Applications/Submissions	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Coordinator or other party to prepare applications as directed and with assistance from Management Committee as required
Annual Audited Financial Statements	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer liaises with Auditor
Quarterly Acquittals	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer prepares and lodges report under direction of Coordinator
Monthly Financial Statements	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer prepares and disseminates, statements submitted to Management Committee by Treasurer
Payments within budget allocations, including regular invoices	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer make payments in accordance with annual budget
Opening and Closing of bank accounts	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer prepares relevant forms & minutes Signatories must present at bank with proof of identity
Monthly Schedule of Payments	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer makes regular payments of invoices
Monitoring and Improving Financial Systems	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Administration Officer makes recommendations to Coordinator Coordinator submits report to Management Committee
Authority to Sign Cheques	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> Signatories - President, Treasurer, Secretary, at least one other Management Committee member and Coordinator Currently Jenny Smith, Graeme Brady, Sharon Lowe, Nick Mundy and Ewan Filmer

**Capricorn Citizen Advocacy
Schedule of Delegations - 1.3.7.1**

Delegated Responsibility Tasks or Decisions that are Delegated	Approval Who Approved the Delegation and When?	Details of Delegation Any process of discussion, or checking for the item
Internet Banking – Process to approve payments by Westpac Business Online Banking	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Westpac passwords to be approved for all cheque signatories • Administration Officer prepares payments • Coordinator makes initial approval • Committee Member makes final approval
Internet Banking – Upper daily transaction limit for Westpac Business Online Banking expenditure (not internal transfers).	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • \$5,000 per day per account
Westpac Bank Credit Card	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Coordinator authorised to use card • Transaction Limit - \$5,000 per month
Motor Charge Fuel Card	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Coordinator authorised to use fuel card
Asset Register	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Administration Officer to maintain register of assets with a value of \$500 or more
Asset Inventory	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Administration Officer to maintain inventory of assets with a value of less than \$500
Use of Common Seal	Management Committee – Meeting held on 28 March 2017	<ul style="list-style-type: none"> • Only members of the Management Committee as ratified at a Management Committee meeting are authorised to use the seal on behalf of Capricorn Citizen Advocacy

