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**POLICY: 005**

**Board endorsed: August 2023**

**Next review due: August 2024**

**DELEGATIONS OF AUTHORITY**

**Purpose**

This Policy outlines the level and type of spending allowed by staff and elected members of the Board, Operations Committee and members holding official roles, as well as authority for entering into legal and service agreements with third parties.

**Audience**

All staff and Members of the Palm Beach Surf Life Saving Club (PBQSLSC).

**DETAIL**

The financial delegation limits for PBQSLSC staff and key volunteers for items within budget have been set and approved as the following:

1. **Financial – Operational including minor repairs and maintenance**

|  |  |
| --- | --- |
| **Role** | **Delegation to spend approved budget items** |
| Operations Manager | $3,000 |
| Administrator | $500 |
| President | $5,000 |
| Director of Finance | $500 |
| Director of Administration | $100 |
| Director - General | $100 |
| Club Captain | $1,000 |
| Junior Activities Officer | $300 |
| Surf Sports Officer | $200 |
| Life Saving Gear Steward | $200 |
| Surf Sports Gear Steward | $200 |
| First Aid Officer | $100 |
| IRB Officer | $1,000 |
| Property Officer | $200 |
| Transport Officer | $200 |
| Youth Development Officer | $100 |
| Chief Training Officer | $100 |

Purchasing of goods and services *outside* of the approved budget will be submitted to the Operations Manager in the first instance for consultation with the Director of Finance for approval if above their approved delegation to spend.

Spends by volunteers are to be reimbursed using the approved Club Reimbursement form, in Appendix 1, from the office or online – [Reimbursement Request Form](https://www.palmbeachsurfclub.com.au/wp-content/uploads/sites/3/2023/09/Reimbursement-Request-Form.docx).

1. **Financial - Capital**

Expenditure on Capital items includes purchasing or major repairs to the club building, vehicles, surf equipment, office equipment and information and communications equipment. It excludes minor day to day repairs and maintenance.

A budget of approved Capital items is developed and approved by the Board as part of the annual budget process. Spending within the approved budget is as follows:

|  |  |
| --- | --- |
| **Role** | **Delegation to spend approved CAPEX items** |
| Operations Manager | $0 - $5,000 |
| President | $5,000 - $10,000 |
| Director of Finance | $5,000 - $10,000 |
| Board of Management | ≥$10,000 |

Spending on capital items outside of the approved budget are submitted to the Board of Management for approval.

1. **Legal and Service Agreements**

Authority is given as outlined in the table below for key personnel/the Board to enter into service or legal agreements on behalf of PBQSLSC, where approved by the Board.

|  |  |
| --- | --- |
| **Agreement Type** | **Budgeted** |
| Lease   * Equipment e.g.; photocopiers * Vehicles | Up to $3,000  Operations Manager  $3,000 - $5,000  President  Over $5,000  Board |
| Licences   * Software * To occupy premises | Up to $3,000  Operations Manager  $3,000 - $5,000  President  Over $5,000  Board |
| Service Agreements:  SLSQ/SLSA/Point Danger Branch | Up to $3,000  Operations Manager  $3,000 - $5,000  President  Over $5,000  Board |
| Service Agreements:  ICT providers, stationery, merchandise | Up to $3,000  Operations Manager  $3,000 - $5,000  President  Over $5,000  Board |
| Contracts (including insurance) | Up to $3,000  Operations Manager  $3,000 - $5,000  President  Over $5,000  Board |

1. **Incidental Spends**
   1. Within budget

Should an incidental spend - *within budget but outside of delegation limits* - be required at short notice above and beyond the authority limit of the Operations Manager, the following process is to be followed:

* + 1. For amounts between $1000 and $3000, provide a quote and seek verbal followed by written approval from the Director of Finance and President.
    2. For amounts over $3000, consult the entire Board for approval.
* Operations Manager to write a *Flying Minute* email to be sent to all Board members, along with detailed information, a quote and a deadline requesting approval be provided in writing.
* Follow up phone calls to Board members as required to ensure they have received email.
* Board members to respond by email (and phone if critical) approving the spend or requesting further information.

Such incidental spends might include repairs to lifesaving and patrolling equipment, purchases of equipment

* 1. Outside of budget

Should an incidental spend – *outside of budget and delegation limits* - be required at short notice above and beyond the authority limit of the Operations Manager, the Operations Manager is to seek entire Board approval via *Flying Minute*, following the process as above.

Appendix 1 – Reimbursement Request Form

[Table

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