



## Finance Delegations of Authority

### 1.0 General Provisions

<b>Id</b>	<b>Function</b>	<b>Delegate</b>	<b>Limit</b>	<b>Other Notes or Policy Reference</b>
1.1	Approve finance forms & authorisation approval processes prescribed for use in accounting procedures	SCRDA Management Committee	N/A	
1.2	Approve Annual Operating Budget	Quorum of (Financial) Members via AGM	N/A	

### 2.0 Own Expenditure

<b>Id</b>	<b>Function</b>	<b>Delegate</b>	<b>Limit</b>	<b>Other Notes or Policy Reference</b>
2.1	Delegates must not approve the incurring of or reimbursement of their own expenditure or advances even if it falls within their delegation limit. Such expenditure must be approved by the person's direct manager or if no direct manager the Management Committee.	All Delegates	N/A	

### 3.0 Standard Expenditure

<b>Id</b>	<b>Function</b>	<b>Delegate</b>	<b>Limit</b>	<b>Other Notes or Policy Reference</b>
3.1	Approve expenditure and payments not otherwise included elsewhere in the Delegations and not exceeding the amounts indicated for any single transaction, that is, for the total of each individual order or commitment. This includes the authority to execute contracts on behalf of the SCRDA under conditions set out in the Procurement Policy.	Management Committee	Unlimited	Procurement Policy

3.2	Approve expenditure and payments <b>within the delegate's area of responsibility</b> not otherwise included elsewhere in the Delegations and not exceeding the amounts indicated for any single transaction (that is, for the total of each individual order or commitment).	Management Committee	Unlimited	
		Committee Member – Facilities & Support	\$100	
		Committee Member – Service Delivery	\$100	
		Herd or Horse Manager	\$250	Horse Care, Feed, Vet or Farrier  <i>In any emergency situation involving the well being of a horse, the Horse Manager, with the agreement of one committee member, is authorised to spend any reasonable amount.</i>
		Groundsman / Facilities Coordinator	\$50	Fuel, Pasture maintenance, Property Maintenance
		Saddlery Shop Manager	Within approved operating budget for the Shop	Operating Expenses