



Authority Limitations and Delegated Authority

Responsible for review of procedures
Finance Manager

Change History			
Version	Approved by	Date of approval	Next review date
Proc-17-01	Chair, Audit & Risk	January 2017	January 2018

Authority Limitations and Delegated Authorities

The Financial Regulations of Archery GB identifies the financial authority limitations for all staff and volunteer workforce and must be adhered to at all times unless a departure from has been previously approved by the Board.

Funding Applications

All funding applications above £100,000 need to be approved by the Board prior to submission to the funding partners.

Budgeted Expenditure Authority Limits

Budget holders are authorised to commit expenditure within their own approved budget heads in accordance with the organisations financial regulations and limits detailed below, provided sufficient funds within their budget remain available.

These delegated authority limits are in accordance with the 'Financial Regulations and Board Reserve Powers' (Section 5).

Budgeted Expenditure Type	Chairman Acting on Behalf of the Board	Chief Executive	Band A Budget Holder	Band B Budget Holder	Band C Budget Holder
External Expenditure	Above £50,001	£50,000	£10,000	£3,000	£500
WCP Domestic & International Costs	Above £50,001	£50,000	£15,000	£3,000	NA
Volunteer and Coaches expenses & daily rates	Above £50,001	£50,000	£2,000	£750	NA
Internal Recharges	Any	Any	Any	Any	NA

All amounts are inclusive of VAT.

Budget Holder Bandings

Band A - Staff Roles	Band B - Staff Roles	Band C
Performance Director	Membership Services Manager	Committee Chairmen
Head of Development	Commercial & Information Systems Manager	
Head of Finance	Marketing Manager	
	Programme Manager	
	Senior Olympic Head Coach	
	Paralympic Head Coach	
	Pathway Manager	
	Pathway Implementation Manager	
	Performance Manager	
	Development Managers	
	Events & Facilities Manager	

Notes:

- Expenditure under an Approved Contract where a contract is being re-negotiated by the appropriate Budget Holder above £50,000 does not need prior approval of the Board. It will include contracts such as Insurance Renewals, EIS, Rental Accommodation and call off orders. The CEO has delegated authority to authorise these contracts and advise the board that the renewal process has taken place in-line with the procurement process as per the financial regulations.
- Separate procedures apply for Capital Expenditure. These are covered in the finance regulations manual.
- All expense claims forms must be approved by line managers before reimbursement.
- Internal recharges / transfers must be approved by the receiving department.
- The requirements of the Financial Regulations must be adhered to.

Unbudgeted Expenditure

All budget holders can approve unbudgeted expenditure of up to £500 in total per annum (for avoidance of doubt this delegation does not cover any payments in respect of employees which must be cleared in advance by the CEO). All other requests for unbudgeted expenditure must be made to the Head of Finance to seek approval from the CEO.

Other Items

- No political donations must be made.
- All charitable donations must be approved in advance by the Chief Executive.
- No changes affecting the identity of the organisation or their image or policies should be instituted without the prior Board approval.
- All matters involving litigation must be referred to the CEO and Board.
- The accounting policies must be complied with at all times, any proposed departure must be discussed and agreed with the Head of Finance prior to any changes being made.

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