



FINANCIAL DELEGATIONS AUTHORITY

1. Procurement and authorisation of Invoices

- 1.1. Authority is delegated through the Chief Executive Officer (CEO) to request the procurement of goods and services and authorise expenditure of monies within the financial limits set out below on the works, services or operations of the Board, as set out in budgets approved annually by the Board. This includes committing to expenditure through the signing of multi-year contracts.
- 1.2. The Chief Executive Officer may delegate procurement and invoice authorisation responsibilities to budget holders within specific delegation limits as shown below.

Expense value / Type	Delegation
Less than or equal to \$5,000	Budget holder
Greater than \$5, 000 but less than or equal to \$25,000	Operational expenditure and contracts already within Board approved budget – Finance Manager
Greater than or equal to \$5k but less than or equal to \$75,000	Budget holder and Chief Executive Officer
Greater than \$75,000	Chief Executive Officer and Board Member, or CEO and FFARC Chair, or Two Board Members
Salaries/PAYG/BAS/Transfers between accounts - any value within Board approved budgets	Chief Executive Officer and Finance Manager

Budget holders include the following line managers: CEO, Finance & Operations Manager, Policy & Research Manager, National Membership Services Manager, Partnerships & National Events Manager, Marketing & Communications Manager, State Managers, and Philanthropic Services Manager

- a) If a budget holder or Board Member is physically unavailable to authorise an invoice or expense, an email approval from these parties may be sought.
 - b) The budget holder or line manager must authorise all expenses incurred by their team members.
 - c) The Board Chair/s must authorise all expenses incurred by the Chief Executive Officer.
- 1.3. As a principle, purchases, multi-year costs, commitments to spend, cannot be split to be within the limits, but must be taken as a whole

2. Authorisation of payment via Electronic Fund Transfer (EFT)

- 2.1. Relevant paper work supported by appropriate original documentation and invoices are to be prepared by the finance team and authorised by two signatories namely the Chief Executive Officer and the Finance Manager.
- 2.2. The FARC can approve additional Senior Managers as authorised signatories to the payment authorisations, as acting delegates in the absence of either the Chief Executive Officer or Finance Manager.
- 2.3. To enact payments and in addition to (a) above, two online authorisations are required for all EFT payments using secure coded devices held by only the authorising parties are used for the payment to be processed.



- 2.4. To enact a cheque payment and in addition to (a) above, two signatures are required on all cheques of which they must be a FARC authorised delegate for payment authorisations.

3. Approval of Term Deposit Investments and Rollovers

- 3.1. The CEO and the Finance Manager will have the authority to open new Term Deposits on behalf of Philanthropy Australia. These will require the additional signatory of either a Board member or the Chair of the FARC.
- 3.2. The Finance Manager has delegated authority to rollover existing Term Deposits consistent with delegations outlined in PA Investment policy.

4. Signing of Contracts

The Chief Executive Officer and/or Budget holder is authorised to enter into and sign contracts on behalf of the Board in relation to any matter previously approved by the Board within the delegation limits identified above.