Graphical user interface, text

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Delegations Policy

This template policy is provided for guidance only. It is recommended that your shed adapt this policy to meet your specific needs. For further assistance please contact Men’s Sheds of WA at [admin@mensshedswa.org.au](mailto:admin@mensshedswa.org.au)

To replace ‘Name of Shed’ with your sheds name, use your mouse to click on the yellow highlighter text, the text will appear to be bound in a grey box. Type the name of your shed and then using the mouse click out of the content box. All ‘Name of Shed’ references throughout the document will change to your sheds name.

Click on the edge of this disclaimer box and use the back space or delete key to delete it.

|  |  |
| --- | --- |
| Responsible person | Name Surname |
| Version | 1.0 |
| Date approved by Committee | Click here to enter a date. |
| Scheduled review date | Click here to enter a date. |

# Introduction

[Name of Shed] will endeavour to minimise the risk any operation, project or activity poses to our organisation, our staff, our volunteers, our members, or the public. In doing so the Committee agreed to the following Delegations schedule.

## Purpose

The purpose of this document is to minimise any financial risk to the organisation and to ensure that due process is followed in all organisational expenditure.

## Policy

|  |  |  |
| --- | --- | --- |
| **What** | **who** | **clarifications** |
| Financial Powers (monitoring finances and approving expenditure) | | |
| Open/close bank accounts | Committee – not to be delegated | Any changes to bank accounts must be approved (and minuted) by the Committee. |
| Make payments up to and including a value of $1,000 | Chair  Treasurer  Secretary | Payment must be signed by two of the three authorised signatories. |
| Make payments over and including a value of $1,001 | Finance Subcommittee  Committee | Payment must be signed by two of the three authorised signatories.  Payments valued at or more than $10,000 must be authorised (and minuted) by the Committee. |
| Operate internet banking | Chair  Treasurer  Secretary | All debit transactions must be authorised by two of the three authorised signatories.  Debit transactions valued at more than $5,000 must be authorised (and minuted) by Committee. |
| Oversee financial performance and report to the Committee regularly | Treasurer/ Finance subcommittee | Subcommittee Reports to be presented to the Committee bi-monthly. |
| Approve expenditure (including petty cash and reimbursement of expenses) | Chair  Treasurer  Secretary | All expenditure (including reimbursement of expenses) to be included in monthly subcommittee reports.  All expenditure to be in line with annual Budget or minuted Committee decisions.  Expenditure valued at more than $5,000 must be authorised (and minuted) by Committee. |
| GRANT APPLICATIONS AND ACQUITTAL | | |
| Apply for, report on and acquit grants on behalf of the organisation | Secretary  Chair  Treasurer  Finance subcommittee | Grant applications must align to the strategic plan.  An officer or member of the organisation may complete a grant acquittal, to be signed off by the Chair. |
| LOANS AND DEBT | | |
| Approve taking and granting of loans/debt up to $500 | Finance Subcommittee | Debts of more than $500 must be authorised (and minuted) by Committee. |
| Approve and write off bad debts up to $500 | Chair  Treasurer  Secretary | Writing off bad debts of more than $500 must be authorised (and minuted) by Board. |
| INVESTMENT | | |
| Define investment parameters/policy | Define investment parameters/policy | All investments need Committee approval. |
| CONTRACTS | | |
| Enter into contracts | Chair  Treasurer  Secretary | Any one of the authorised office holders may enter into and sign a contract on behalf of the organisation.  All contracts must be in line with the strategic plan and budgets and submitted for Shed Committee and/or Finance Subcommittee approval where warranted by the subject matter of the contract. |
| DONATIONS | | |
| Accept donations up to $1,000 | Any Committee Member | Ensuring that the ethical donations policy and procedure is adhered to. |
| Accept donations up to $10,000 | Finance Subcommittee | Ensuring that the ethical donations policy and procedure is adhered to and decisions are reported to the Board. |
| Accept donations of a value of $10,001 or over | Shed Committee | Ensuring that the ethical donations policy and procedure is adhered to and Committee decisions are minuted. |

[Name of Shed] is committed to the highest standards of integrity, fairness and ethical conduct. This includes compliance with all legal requirements, and that all representatives (Committee members, officers, managers, employees, volunteers and contractors) are acting to meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for [Name of Shed] or any of its representatives to knowingly or deliberately not comply with the law or to act unethically while performing or advancing [Name of Shed] business.

# Authorisation

[Signature of Committee Secretary]

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[Date of approval by the Committee]

[Name of Shed]