



SUBJECT: SCHEDULE OF DELEGATIONS		PROCEDURE REFERENCE NUMBER AFP-001
DATE APPROVED 12 April 2018 by Corporate Trustees of the Diocese of Grafton		REVISION NUMBER Revision 2 superseded version approved 15 July 2016
POLICY IMPLEMENTATION DATE 12 April 2018	REVIEW DATE AND FREQUENCY 2 Yearly	RESPONSIBLE FOR REVIEW Anglican Funds Grafton Diocese Board

All powers and functions will generally be delegated to the lowest appropriate operational level. It is assumed that where a delegation has been assigned to a position, all higher positions in the relevant functional area will also have that delegation. All delegations are subject to budgetary constraints and organisational policies and procedures.

ACTIVITY	Level 1 AFGD CSO	Level 2 AFGD Senior CSO	Level 3 AFGD Manager	Level 4 Registrar	Level 5 AFGD Board	Level 6 Corporate Trustees
Finance						
Capital Expenditure ≥ \$20,000			Recommend	Recommend	Endorse	Approve
Capital Expenditure >\$2,000 and < \$20,000			Recommend	Recommend	Approve	Approve
Capital Expenditure ≤ \$2,000		Recommend	Approve	Approve		
Approve Budgets			Recommend	Recommend	Endorse	Approve
Appoint Auditors			Recommend	Recommend	Endorse	Approve
Sign Cheques	1 st signature	1 st signature	2 nd signature	2 nd signature		
EFT transfers to 3 rd parties	1 st authorise	1 st or 2 nd authorise	2 nd authorise	2 nd authorise		
Open/Close bank accounts	1 st authorise	1 st or 2 nd authorise	2 nd authorise	2 nd authorise		
Contractual Obligations						
Enter into Contracts >\$20,000 and/or 5 years			Recommend	Recommend	Endorse	Approve
Enter into Contracts \$10,000 to \$20,000 and/or 2 to 5 years			Recommend	Recommend	Approve	
Enter into Contracts ≤\$10,000 and ≤ 2 years		Recommend	Approve	Approve		
Staff						
Appoint Manager				Recommend	Endorse	Approve (Registrar to action)
Dismiss Manager				Recommend	Endorse	Approve
Dismiss Permanent Staff			Recommend	Approve (and report)		
Recruitment action new positions			Recommend	Recommend	Approve	
Recruitment action existing positions			Recommend	Approve (and report)		

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Appoint/dismiss casual staff			Recommend	Approve (and report)		
Manager Employment Entitlements				Recommend	Approve	
Staff Employment Entitlements			Recommend	Recommend	Approve	
Manager Leave Approval			Request	Approve		
Customer Service Staff Leave Approval	Request	Request	Approve	Approve		
Manager Timesheet Approval			Submit	Approve		
Senior CSO Timesheet Approval		Submit	Approve			
CSO Timesheet Approval	Submit	Approve	Approve			
Manager Performance Monitoring			Submit	Approve		
Senior CSO Performance Monitoring		Submit	Recommend	Approve		
CSO Performance Monitoring	Submit	Recommend	Approve	Approve		
Travel						
Manager travel within Diocese			Recommend	Approve		
Manager travel external to Diocese			Recommend	Approve	Approve	
Staff travel within Diocese		Recommend	Approve	Approve		
Staff travel external to Diocese			Recommend	Approve		
Policies and Procedures						
Governance and Management Policies			Recommend	Recommend	Endorse	Approve
Operational Procedures		Recommend	Approve	Approve		
Administration						
Ordering recurrent office and meeting expenses in excess of approved budgets		Recommend	Recommend	Endorse	Approve	
Ordering recurrent office and meeting expenses within approved budgets	Recommend	Recommend	Approve	Approve		
Media						
Refer media requests to Diocesan Media Officer	Notify	Notify	Discuss with Media Officer	Approve Communication		

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Board Expenditure						
Board travel to board meetings	1 st authorise	1 st or 2 nd authorise	2 nd authorise	2 nd authorise		
Board training/conference attendance (all associated costs)			Recommend	Recommend	Approve	
Board expenditure on goods and services (e.g. resources, consultants, legal advice)			Recommend	Recommend	Approve	
AFGD Business Decisions						
Interest rate schedule for deposits			Recommend		Approve	
Interest rate schedule for loans			Recommend		Approve	
Approval of clergy car loans		Approve	Approve			
Approval of new loans			Recommend		Approve	
Approval of loan variations			Recommend		Approve	
Placement of surplus funds		Recommend	Approve	Approve		
Approval of new products			Recommend	Endorse	Approve	
Waiving of fees and penalties (minor breach)		Recommend	Approve			
Waiving of fees and penalties (major or repeated breaches)			Recommend		Approve	
Providing sponsorships, bursaries and/or prizes <\$500 per organisation and within budget			Approve			
Providing sponsorships, bursaries and/or prizes ≥\$500 per organisation and/or exceeding budget			Recommend		Approve	

Legend

	The initiator of an approval: recommend, submit, first signature etc
	The endorser or approver
	Depending on circumstances can be the initiator or the approver.