



Schedule of Delegation

The following list notes the circumstances under which authorised Institute representatives are empowered to act on behalf of the Institute:

Delegation	Position
Cheque signatories in normal circumstances	Both General Manager (GM) and Accounts Officer (AO). All payments are prepared by the AO.
Commbiz payment authorisations	Any two of the following authorised officers: President / General Manger / Company Secretary or Accounts Officer. No payments to an authorised officer can be authorised by that authorised officer.
Authorisation for Payment	Any two authorised Branch / Committee Officers, and/or GM and AO.
Expenditure under \$100 per transaction	Any one authorised Branch / Committee Officer, and/or National Accounts Office staff.
Expenditure up to \$10,000 per transaction	Any two authorised Branch / Committee Officers or GM ensuring sufficient funds are available
Unbudgeted expenditure up to \$10,000 per transaction	GM to approve with the Executive Committee ratifying the expenditure at the next meeting of the Committee.
Budgeted expenditure over \$10,000 and up to \$50,000 per transaction	Branch Chairman and GM with ratification by the Executive Committee of Directors
Unbudgeted expenditure in excess of \$10,000 per transaction and budgeted expenditure of \$50,000 or more per transaction	GM and President to approve with the Board ratifying the expenditure at the next meeting of the Board.
Branch credit card budgeted expenditure up to \$2,000 per transaction.	Branch Administrator with ratification by two Branch Authorised Officers.
Branch credit card budgeted expenditure up to \$5,000 per transaction.	Two Branch Authorised Officers and General Manager ensuring sufficient funds are available.
Full time employee appointments.	GM recommendation and Board authorisation.