
FINANCIAL DELEGATION

APPRENTICESHIPS ARE US
8-10 PALMER STREET
PARRAMATTA, NSW 2150
(02) 9891 6900
WWW.APPRUS.COM.AU

The ARU Board is responsible for the governance and management of registered Group Training Organisation being Apprenticeships Are Us in accordance with;

- I. *The National Standards for Group Training Organisations, and*
- II. *Australian Charities and Not-for-Profits Commission Regulation, 2013*

The ARU Board, while retaining ultimate responsibility, may delegate responsibilities to the Chief Executive Officer, any member of the Management and Executive Team or another person or persons as it sees fit. Attached to the right to delegate, the ARU Board has a responsibility to ensure that delegations are being carried out within the requirements of statute and common law and Apprenticeships Are Us own policies. The ARU Board must ensure that adequate risk management processes and internal controls are in place. Appropriate supervision of management by the ARU Board are exercised through a number of mechanisms. The ARU Board receives operational and compliance reports from and through the Managing Director at regular meetings. In some cases the General Manager – Finance & Operations may be established to report to the ARU Board in specific areas of school operations and at particular times. This policy is based on a principle of delegation by exception. Matters not delegated to the Managing Director, Chief Executive Officer or delegated jointly to the General Manager – Finance & Operations and/or any ARU Board subcommittee need to be separately identified, documented and the policy framework underlying the delegation clearly articulated.

Financial delegation is assigned to the position held by a staff member, rather than to the individual who occupies that organisational position. Delegations are hierarchical by design throughout the lines of authority, so that a designated supervisor of a staff member with delegated financial authority must hold at least the equivalent level of financial delegation as the supervised staff member. Financial delegations under authority empower members of the Management and Executive Team and other staff to act autonomously in approving expenditure, and represent a significant responsibility in allocation of the Apprenticeships Are Us financial resources. Staff who accept this responsibility are required to sign a formal delegation authority form, and acknowledge that they have the skill and judgement required to exercise their financial delegation with respect to accountability, care and diligence. These forms are officially recorded and retained during the staff member's term of employment in a position of delegated authority, and cease immediately when the staff member ceases to act in that position or terminates their employment with the School. Delegations relating to expenditure can only be exercised within approved budgets. A staff member who incurs expenditure which exceed the designated budget limit is personally accountable for that expenditure. Where a Staff Member with delegated financial authority has a Conflict of Interest in respect of an item or area of expenditure, they should decline approving such expenditure, and instead refer the expenditure to their immediate supervisor for approval and authorisation.

Any breach of the financial delegations limits must be reported in the first instance to the School's Finance and Resources Committee. Delegation limits apply to the position even if it is being occupied by a staff member in an acting capacity. All records related to financial delegations are to be kept for a period of seven years.

Financial Delegation

The General Manager – Finance & Operations via delegation is responsible for the proper financial management of the school within budget and the Principal is closely associated. The General Manager – Finance & Operations prepares the budget with the Chief Executive Officer as well as with the Management and Executive Team’s input. This budget is presented by the General Manager – Finance & Operations to the ARU Board who votes on it for approval. The Chief Executive Officer and the General Manager – Finance & Operations can commit to general expenses within the budget or re-allocate up to the limit of \$100,000 (excluding Apprentice Payroll, Superannuation and PAYG Withholding payments). For the Management and Executive the approval limit is The Chief Executive Officer manages the entire staff of Apprenticeships Are Us as well as determines and controls all their tasks within their contracts.

The General Manager – Finance & Operations is to confirm all positions put forward are within the budget and to confirm the appropriate band and classification based on credentials. The staff contracts are signed by the Chief Executive Officer. All payments arising within the limit of the financial delegation to the Chief Executive Officer and General Manager – Finance & Operations can be processed by any 2 authorised persons. The General Manager – Finance & Operations has a duty to alert the Board on any significant financial matter or of any expenses that would result in exceeding provisions of any individual budget item.

Delegated Responsibilities

Items	Board	Managing Director	Chief Executive Officer	General Manager - Finance & Operations
Budget Proposition		X	X	X
Vote on Budget	X			
Enterining into contractual agreement (Services and Supplies)	X	X	X	
Committing to and renewing employment contracts		X	X	
Contract renewal (services and supplies) within the budget's framework				X
Commitment of expenses within the budgets framework and threshold limit		X	X	X
Commitment of expenses over the threshold and indicated in the budget and are non-recurring	X	X		
Payment of expenses under the threshold specified in the budget				X
Commitment and payment of exceptional non-budgeted expenses	X	X		
Preparation of financial accounts				X
Statement to the Financial Accounts		X		
Presentation of the financial accounts to the Annual General Meeting				X

Delegation Protocol

Item		Activity	Authority
Banking	Accounts	Opening and closing bank accounts	ARU Board
		Authorised signatories to bank accounts	Any 2 signatories as per financial delegation
	Cheques	Cheques signing (dual)	Any 2 signatories as per financial delegation
	Credit Cards	Holder of Cheques	General Manager - Finance & Operations
		Usage of Cards	Management & Executive Team
	Online	Card Limits	As per financial delegation
		Administrator of online access	Any two Administrators
		Administrator access authority and limits	ARU Board
Setting EFT Transfer Limits		Managing Director	
	Payroll Authorisation	Any 2 signatories as per financial delegation	
Loans and investments	Loans to related parties	ARU Board	
	Loans to non-authorised organisations	ARU Board	
	Entering into Borrowing/overdraft facilities	ARU Board	
	Investment of Funds	ARU Board	
	Investment placement including rate and term	ARU Board	
Information Technology	Allocation of access	General Manager - Finance & Operations	
Budget Approval	Annual recurrent budget	ARU Board	
	Annual capital budget	ARU Board	
	Re-allocation up to \$10,000	General Manager - Finance & Operations	
	Re-allocation \$10,000 and over	Managing Director	
Fixed Assets	Purchase (Capital Expenditure)	Within the budget - \$10,000 and over	As per financial delegation
		Outside Budget	ARU Board
	Sale/Disposal	\$50,000 or more	ARU Board
		Less than \$50,000	Chief Executive Officer
Operating/Recurrent Expenditure with Approved budget and cash flow			General Manager - Finance & Operations
Fees	Setting	Host Employer Charge Out Rates	Chief Executive Officer
		Discounts	Chief Executive Officer
		Special rates	Chief Executive Officer
	Bad Debts	Overdue Accounts	General Manager - Finance & Operations
		Write off recommendation	General Manager - Finance & Operations
		Write off endorsed and approved	ARU Board
Staffing	Employment	Management positions	Chief Executive Officer, selection panel to include at least one Director
	Remuneration	Managing Director	ARU Board
		Chief Executive Officer	Managing Director
		Management Positions	Chief Executive Officer
	Other staff	Chief Executive Officer	
Leasing	Capital Assets	Capital cost greater than \$50,000 and a period more than 4 years	ARU Board
		Amount and period less than the above	As per financial delegation
Hire of Premises		Associated organisations	ARU Board
		Non-associated organisation	ARU Board

The delegation limits apply to the gross cost including GST, but excluding trade-ins, allowances etc. The transaction should be considered in its entirety, not by part payments or instalments falling under the delegation limit.

This policy does not apply to controlled or related entities, and they must develop and maintain their own approval of delegations under authority consistent with their own constitution.

Delegation operates under approved operating budget. If management determines that overall budget needs to be exceeded, then a justification submission must be provided to the ARU Board prior to expenditure taking place in line with authority approval limits.

Expenditure approval authorities

Expenditure included in annual recurrent budget approved by ARU Board;

Staff position	Area of expenditure	\$ Limit
Managing Director	Capital expenditure >\$50,000 within approved budget	Subject to approval by ARU Board meeting
Chief Executive Officer	Capital expenditure >\$10,000 and <\$50,000 within approved budget	Subject to approval by ARU Board meeting
	Staff Appointments	within approved budget
	Casual staff contract approvals	
	Payroll and Salary rates	
	All recurrent expenditure	
Management Team	Capital expenditure or equipment up to \$10,000	
General Manager - Finance & Operation	Payroll and Salary rates	at the direction of the CEO
	All recurrent expenditure	within approved budget
	Capital expenditure up to \$10,000	
GTO Manager	All recurrent expenditure up top limit of \$10,000 excluding payroll and staff costs	within approved budget
Business Development Manager/s	Approval of payments up to \$1,000	With approved budget at the direction of the GTO Manager
WHS & Human Resources Manager	Approval of Purchase Orders up to \$500	within approved budget
Accounts staff	Approval of payments in case, via petty cash float amount, up to a maximum of \$50	within approved budget

Michael Wentworth

Chief Executive Officer

DOCUMENT CONTROL

Version	Authorized by	Authorization Date	Sections	Amendment
1			All	N/A
2	M Wentworth	01.02.2018		Change of CEO