Annex 2

Scheme of Delegation - Approval Limits

Finance Approval Process

		Members			Clerk	Officers				
Stage or Transaction	**Notes**	**The KEIFCA Committee**	**Chairman KEIFCA**	**Vice Chairman KEIFCA**	**Clerk**	**Chief Officer**	**Assistant Chief Officer**	**Office Manager**	**Financial Advisor**	**Fisheries Officers**
Revenue Budget										
Levy Setting		x								
Budget Setting						x				
Budget Approval		x								
Quarterly Budget Monitoring		x								
Capital Budget										
Capital Budget Setting						x				
Capital Budget Approval		x								
Authority to Purchase Assets		>£50,000	<£50,000			<£25,000				
Sale or Write Off of Assets		>£50,000	<£50,000			<£10,000				
Other Financial Approvals										
Approving Financial Strategy and Investments										
Approving Treasury Strategy		x								
Approving Annual Statement of Accounts		x								
Approving transfers to, from and between Reserves		x								
Approving Bank Signatories					x	x				
Approving the Auditor Appointment		x								
Amendments to the Financial Regulations		x								
Writing off irrecoverable debts		<£10,000	>£10,000							

Procurement & Invoice Approval Process

		Members			Clerk	Officers				
Stage or Transaction	**Notes**	**The KEIFCA Committee**	**Chairman KEIFCA**	**Vice Chairman KEIFCA**	**Clerk**	**Chief Officer**	**Assistant Chief Officer**	**Office Manager**	**Financial Advisor**	**Fisheries Officers**
Contract Award Recommendation Acceptance		<£50,000	>£50,000							
Contract/Framework Signature					x					
Purchase Order Approval								x		
Variation Approval		<£50,000	>£50,000			>£25,000	>£10,000	>£10,000		
Purchase Order Completion/Delivery										x
Invoice Payment Approval						<£10,000	>£10,000			
Contract Extension Approval		<£50,000	>£50,000			>£25,000	>£10,000	>£10,000		

Purchase Cards Approval Process

		Members				Officers				
Stage or Transaction	**Notes**	**The KEIFCA Committee**	**Chairman KEIFCA**	**Vice Chairman KEIFCA**	**Clerk**	**Chief Officer**	**Assistant Chief Officer**	**Office Manager**	**Financial Advisor**	**Fisheries Officers**
Purchase Card Application Authoriser					x	x				
Purchase Card Approver								x	x	
Purchase Card Expenditure Limit						£500 Per Month	£500 Per Month	£500 Per Month		£500 Per Month
Purchase Card Balance Limit						£1,000	£1,000	£1,000		£1,000
Cash Withdrawals								£300 Per Month		

Bank Account and Payment Access Approval Process

		Members				Officers				
Stage or Transaction	**Notes**	**The KEIFCA Committee**	**Chairman KEIFCA**	**Vice Chairman KEIFCA**	**Clerk**	**Chief Officer**	**Assistant Chief Officer**	**Office Manager**	**Financial Advisor**	**Fisheries Officers**
Access to view only	Admin Assistant only							x	x	x
Access to set up new suppliers								x		
Employment Status Check on New Suppliers									x	
Access to input & authorise payment release								x		
Reconciliation of Bank Account									x	
Paying in of cash & cheques	Admin Assistant only							x		x

Other Expenditure

		Members				Officers				
Stage or Transaction	**Notes**	**The KEIFCA Committee**	**Chairman KEIFCA**	**Vice Chairman KEIFCA**	**Clerk**	**Chief Officer**	**Assistant Chief Officer**	**Office Manager**	**Financial Advisor**	**Fisheries Officers**
Approval of Expenses						x		x		
Approval of Petty Cash Expenditure						x				
Reimbursement of Petty Cash								x		
Reconciliation of Petty Cash									x	