

Australian Alpaca Association Financial Delegations Framework

As at 6 September 2019

Item	Description	Authorising Level	Delegate	Financial Limit	Constraints
1	Allocations from Company contingency (Annual Budget approval)	Board	National Treasurer	-	Limited by funds available
1.1	Allocations of Company Regional Annual Budget	Regional	Committee	\$10,000	Limited by Regional funds available
2	Capital commitments for major building projects	Board	Executive	-	Limited by funds available
3	Ex Gratia payments	Board	Executive	-	Limited by funds available
4	Purchase or lease of new or replacement trailers	Board	Executive	-	Limited by funds available
4.1	Purchase or lease of new or replacement Company Regional trailers	Regional	Committee	-	Limited by Regional funds available
5	Approval of revenue fees and charges	Board	Executive	-	
5.1	Approval of revenue fees and charges for Regional events	Regional	Committee	\$5,000	Limited by Regional funds available
6	Contractual documents binding the Company (other than Purchase Orders)	Board	Executive		Limited by funds available
6.1		Board Executive	CEO	\$5,000	Within budget limits and approved projects
6.2		Board Executive	CEO	\$5,000	Maintenance & service supply contracts only
6.3	Contractual documents binding the Company by a Region (other than Purchase Orders)	Regional	Committee	\$1,000	Limited by Regional funds available
7	Expenditure within budget allocations	Board	Executive	-	Limited by funds available and within approved projects
7.1		Board Executive	CEO	\$5,000	Limited by funds available and within approved projects
7.2		Board Executive	CEO	\$5,000	Limited by funds available on maintenance & service supply contracts only
7.3	Expenditure within Company Regional budget allocations	Regional	Committee	\$10,000	Limited by funds available and within approved Regional projects
8	Approval to issue a purchase order or approve quotations for supply of goods & services	Board Executive	Board	No limit	Limited by funds available and within approved projects
8.1		Board Executive	CEO	\$5,000	Limited by funds available and within approved projects
8.2		Board Executive	CEO	\$5,000	Limited by funds available on maintenance & service supply contracts only
8.3		Board Executive	Board delegate	\$3,000	Limited by funds available and within approved projects
8.4	Approval to issue a Company Regional purchase order or approve quotations for supply of goods & services	Regional	Committee	\$2,000	Limited by funds available and within approved Regional projects.
9	Raise Debtors Invoices	Board Executive	Finance Manager	-	
9.1	Raise Company Regional Debtors Invoices	Regional	Regional Treasurer /Finance Manager	-	
10	Signing of Company cheque (2 Company Executive to sign)	Board	Executive	-	Limited by funds available and within approved projects
10.1	Approving electronic transfer of funds (2 to authenticate)	Board Executive	CEO	\$5,000	Limited by funds available
10.2	Approval of electronic authoriser	Board Executive	National Treasurer		
10.3	Approval of signatories of Company Regional cheque (2 Regional Executive to sign)	Executive	Committee	- *	

*No self-approvals or related parties

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10.4	Signing of Company Regional cheque (2 Regional Executive to sign)	Regional	Committee	\$5,000 *	Limited by funds available and within approved projects
10.5	Approval of Electronic Funds Transfers (2 Regional Executive to sign)	Regional	Committee	\$5,000 *	
11	Authority to travel	Executive	National Treasurer	-	Limited by funds available and within approved ATO Limits
11.1		Executive	CEO	\$5,000	Limited by funds available and within approved ATO Limits
11.2	Authority for judge travel funded regionally	CEO / National Treasurer	CEO / Treasurer	\$2,000	
11.3	Authority to travel - funded Regionally	Regional	Committee	\$2,000 *	Limited by Regional funds available and within approved Limits
12	Sell, Trade-in, Donate, Transfer or Dispose of equipment	Executive	Board / National Treasurer	\$10,000	
12.1		Executive	CEO	\$2,000	
12.2	Sell, Trade-in, Donate, Transfer or Dispose of Company Regional equipment	Regional	Committee	\$2,000	Equipment under control of respective Region
13	Adjustment of Asset Register records	Executive	National Treasurer / Finance Manager	-	
13.1		Executive	CEO	\$2,000	
14	To authorise the use and location of Company trailers and equipment	Executive	CEO	-	
14.1	To authorise the use and location of Company Regional trailers and equipment	Regional	Committee	-	Equipment under control of respective Region
15	Approval of publication of material and content (including website) and other related administrative charges and fees	Executive	CEO	\$5,000	Limited by funds available and within approved projects
15.1	Approval of Company Regional publication of material and content (including website) and other related administrative charges and fees	Board	Board executive / CEO	-	Limited by Regional funds available and within approved projects
16	Approval to defer, waive, write-off or refund a charge or fee incurred	Executive	National Treasurer	\$2,000	To the sum required
16.1		Executive	CEO	\$500	Limited by funds available and within approved projects
16.2		Executive	Finance manager	\$200	Limited by funds available and within approved projects
16.3	Approval to defer, waive, write-off or refund a Company Regional charge or fee incurred	Regional	Committee	\$200 *	Limited by Regional funds available and within approved projects
17	Approve legal action to recover outstanding debts	Company	Board	-	
18	Approval to spend funds available to the Company by way of bequest, donation or special grant including hospitality and sponsorships)	Company	Board	-	Limited by funds available and within approved projects
19	Payments to meet legislative requirements. These are: Staff superannuation contributions and Deputy Commissioner of Taxation for PAYG tax, GST and FBT	Executive	CEO / National Treasurer		Limited by funds available and within approved projects
19.1	Approve investment of Company funds	Company	Board	-	Limited by funds available and within approved projects
20	Expenditure within Youth Committee budget allocations	Regional Youth Executive	Committee	\$500 *	Limited by funds available and within approved projects
20.1	Expenditure within Youth Committee budget allocations	Regional Youth Committee	AYE Chair	\$1000	Limited by funds available and within approved projects

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