

Financial Delegation Policy and Procedure

1. Purpose

The RedR Board of Directors has delegated the authority to the Chief Executive Officer (CEO) to commit funds or incur expenditure necessary for the operational management of the organisation.

The RedR Financial Delegation policy establishes and authorises financial delegations for the organisation.

2. Scope

This policy applies to all RedR staff throughout the organisation.

3. Policy

The CEO authorises the following prescribed delegation limits for officers of the organisation:

Role	Limit (\$)
Directors	50,000
Managers	10,000
Coordinators	5,000

The Financial Delegation limits are subject to the following:

- Financial Delegation is limited to those areas and accounts for which the delegated officer has responsibility and the commitment or expenditure must be in accordance with the purpose for which the funds were allocated.
- The approval of deployment budgets by the relevant Director or Program Manager will likely exceed the above prescribed limits. In this regard, a single deployment can only be approved up to a total of 12 months in accordance with prescribed salaries and DSA rates.
- Deployee salaries and DSA rates can only be adjusted with CEO approval.
- Bulk bank payments, comprising payments to multiple parties, exceeding \$50,000, may be approved by relevant signatories, providing no single amount exceeds the relevant prescribed Financial Delegation limit or is made to the same party.
- Financial Delegation is to be provided in accordance with RedR's Purchasing Policy and Procedure.
- Any other financial expenditure or commitment, in excess of \$50,000, must be approved by the CEO.
- No staff shall be authorised to undertake the above financial delegation until they have signed an acknowledgment of having read this Financial Delegation Policy and undertaken Financial Delegation training.

4. Document Control

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Approved by:	CEO
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