



## DELEGATED AUTHORITIES POLICY & SCHEDULE

March 2013

### Rationale

The policy and the schedule of delegations are intended to provide clarity on the authority required for specific tasks within the North Shore Playcentre Association.

### Policy

A delegation is authority to act for or represent another or others. Delegations are intended to ensure that the organisation operates by empowering its people with appropriate authority so they can carry out their responsibilities.

- Clear accountability and delegation limits protect NSPA and individuals
- The NSPA Management Team may delegate a function, but this does not absolve responsibility. The Management team still remains accountable for what occurs.
- The NSPA Management Team has the right to revoke delegations as decided at a Management Team meeting
- Expenditure may only be approved by personnel with the delegated approval.
- No person shall exercise any delegation or approve any payment which relates to, or is of any benefit to themselves
- Delegations need to take into account the requirements of the position (is delegation required to effectively carry out the role?) and the risk (does the delegation expose the Association to too much budgetary or other risk?).

### Procedure

#### Approval of delegations:

- Financial delegations are approved by the Management Team and any changes to the delegations must be approved by the Management Team at a Management Meeting
- Delegations apply to the position not the particular individual
- A delegation given to a position will apply to any subsequent person who holds that position

#### Exercising Delegations:

- Delegations need to be exercised with due regard to budget limitations
- Before processing any payment the Accounts Manager will check that it has been approved by a person with the correct level of authority
- The NSPA Constitution states:  
*Clause 23 b. Funds drawn by the Association shall be authorised by any two (2) of the Officers holding the positions of President, Secretary or Treasurer, the said two Officers not sharing the same position or being members of the same family.*  
All payments must be authorised by any two signatories as elected at the annual general meeting or special general meeting of the Association

### Authorities

The Association (at the AGM) has authority to:

- Determine the levies payable by the Association
- Confer life membership
- Appoint the honorary Auditor and Solicitor
- Approve Annual Budget and Annual Plan
- Determine Association Support Team (incl. Management Team) honoraria

## Schedule of Delegations

Financial Delegations	Management Team	Convenors	Mahi Nga Tahiro Puawai	Centres	Operations Manager	Account Manager	HR Manager	Education Admin	Visiting Kaiawhina	SPACE Coordinator	Child and Whanau Support	Bulk Funding Coordinator
Approval of purchase outside of Budget	Yes	No	Yes	Yes	No	No	No	No	No	No	No	No
Approval of expenditure within Budget	Yes	Up to \$200	Yes	No	Up to \$200	Up to \$200	Up to \$200	Up to \$200	Up to \$200	Up to \$200	No	No
Ordering stationary for Headquarters	Yes	N/A	N/A	N/A	Yes	No	No	Yes	N/A	N/A	N/A	No
Investing money on fixed terms	Yes	Treasurer	No	No	No	No	No	No	No	No	No	No
Withdrawing money on term deposit before maturity	Yes	No	No	Yes	No	No	No	No	No	No	No	No
Follow up of bad debts	Yes	Treasurer	No	No	No	Yes	No	No	No	No	No	No
Write-off of fixed assets, intangible assets	Yes	No	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
Write-off of bad debts	Yes	No	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A
Approval of National Meeting attendance over budget	Yes	No	Yes	No	No	No	No	No	No	No	No	No
Signatories	No	President, Treasurer, Sec/Licensee	No	No	No	No	No	No	No	No	No	No
Online Bank Authority	No	President, Treasurer	No	No	No	No	No	No	No	No	No	No
IRD Contact	Yes	Treasurer	No	No	No	Yes	No	No	No	No	No	No
Charities Commission Contact	Yes	President, Treasurer	No	No	Yes & Ops Support	No	No	No	No	No	No	No
Invoice approval within role responsibilities	Yes	Yes	Yes	N/A	No	No	No	No	No	Yes	No	No
Approval of expenditure of Roopu funds	No	Kaiwhakahae re Maori	Yes	No	No	No	No	No	No	No	No	No
Approval of travel costs for centre visits	Yes	No	No	No	No	No	No	No	No	No	No	No
Opening mail and receipting cash and cheques received	Yes	No	No	No	Ops Support	No	No	No	No	Yes	No	No
Deposit of cash and cheques	Yes	No	No	No	Ops Support	No	No	No	No	No	No	No
Monthly Bank reconciliation	Yes	No	No	No	No	Yes	No	No	No	No	No	No
Audited Accounts preparation	Yes	Treasurer	No	No	No	Yes	No	No	No	No	No	No
Audited Accounts approval	Yes	President, Treasurer	No	Yes	No	No	No	No	No	No	No	No
Reconciling HQ and SPACE Petty Cash balance	Yes	No	No	No	Yes	No	No	No	No	Yes	No	No
Verifying receipt of goods or services for HQ	Yes	No	No	No	Yes	No	No	Yes	No	No	No	No
Transfers within banking system	Yes	Treasurer	No	No	No	Yes	No	No	No	No	No	No
Reconciliation of payroll with bank debit with errors followed up	Yes	No	No	No	No	Yes	No	No	No	No	No	No
Management of Payroll system	Yes	Treasurer	No	No	No	Yes	Yes	No	No	No	No	No
Management of Accounting System	Yes	Treasurer	No	No	Ops Support (PR Sales)	Yes	No	No	No	No	No	No
Assets Pool management incl keeping detailed spreadsheet	Yes	Assets Treasurer	No	No	No	Yes	No	No	No	No	No	No

Personnel Delegations	Management Team	Assn Team Members	Mahi Nga Tahī o Puawai	Centres	Operations Manager	Account Manager	HR Manager	Education Admin	Visiting Kaiawhina	SPACE Coordinator	Child and Whanau Support	Bulk Funding Coordinator
Establishing or disestablishing employed positions	Yes	No	Yes	No	No	No	No	No	No	No	No	No
Approving wage rates for establishing or reviewing employed positions	Yes	No	Yes	Yes	No	No	No	No	No	No	No	No
Establishing of disestablishing Management Team positions	Yes	No	No	Yes	No	No	No	No	No	No	No	No
Establishing of disestablishing Assn Support Team positions	Yes	No	No	Yes	No	No	No	No	No	No	No	No
Appointment to established employed positions – Management Support Team	Yes	No	Yes	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – Licence Support Workers	Yes	V/President	No	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – Paid Co-ordinators	Yes	V/President	No	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – Field Officers	Yes	V/President	No	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – Day School Workers	Yes	Education	No	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – Child Support Workers	Yes	Education	No	No	No	No	No	No	No	No	Yes	No
Appointment to established employed positions – Course Facilitators and Commentors	Yes	Education	No	No	No	No	No	No	No	No	No	No
Appointment to established employed positions – SPACE Facilitators and Support	Yes	No	No	No	No	No	No	No	No	Yes	No	No
Appointment to established employed positions –Kaiawhina	Yes	Kaiwhakahaere Maori	Yes	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms within – Association Teams (include Management Team)	Yes	Yes	No	No	No	No	No	No	No	No	No	No
<b>Approval within contractual terms and conditions</b>												
Approval of Wage and Expense claim forms – Kaiawhina	Yes	Kaiwhakahaere Maori	Yes	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Management Support Team : Ops Manager	Yes	President	No	No	Yes	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Management Support Team: Support Administrator, HR Manager, Minute Secretary, Bulk Funding Coordinator.	Yes	No	No	No	Yes	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Management Support Team: Ed Administrator & Child and Whanau Support	Yes	Education	No	No	No	No	No	No	No	No	No	No

Approval of Wage and Expense claim forms – Management Support Team: Accounts Manager	Yes	Treasurer	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Management Support Team: SPACE Coordinator	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Licence Support Workers	Yes	V/President	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Paid Co-ordinators	Yes	V/President	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Field Officers	Yes	V/President	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Day School Workers	Yes	Education	No	No	No	No	No	No	No	No	No	No	No
Approval of Wage and Expense claim forms – Child Support Workers	Yes	Education	No	No	No	No	No	No	No	No	No	Yes	No
Approval of Wage and Expense claim forms – Course Facilitators and Commentors	Yes	Education	No	No	No	No	No	No	Yes	No	No	No	No
Approval of Wage and Expense claim forms – SPACE Facilitators and Support	Yes	No	No	No	No	No	No	No	No	No	Yes	No	No
<b>Approval of Wages/Expenses outside of contractual terms and conditions</b>													
Approval of Employee Wage and Expense claim forms outside contractual terms and conditions	Yes	No	Yes	No	No	No	No	No	No	No	Yes – facilitators and support	No	No
Accepting resignations	Yes	No	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	No
Redundancy	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Placing an employee on paid leave (reporting staff)	Yes	President	No	No	No	No	No	No	No	No	No	No	No
Suspending an employee (reporting staff)	Yes	President	No	No	No	No	No	No	No	No	No	No	No
Issuing formal verbal or written warnings (reporting staff)	Yes	President	No	No	No	No	No	No	No	No	No	No	No
Issuing a final warning (reporting staff)	Yes	President	No	No	No	No	No	No	No	No	No	No	No
Dismissing an employee	Yes	President	No	No	No	No	No	No	No	No	No	No	No
Permanent individual agreement sign-off	No	President, Treasurer, Sec/Licensee	No	No	No	No	No	No	No	No	No	No	No
Casual individual agreement sign-off	No	President, Treasurer, Sec/Licensee	No	No	No	No	No	No	No	No	No	No	No
Approval of hours of work within employment agreement (of reporting staff)	Yes	President, Treasurer,	No	No	Yes	No	No	No	No	No	No	No	No

		Sec/Licensee Education										
Approval of hours of work outside employment agreement (of reporting staff)	Yes	President, Treasurer, Sec/Licensee	No	No	No	No	No	No	No	No	No	No
Annual leave	Yes	President, Treasurer, Sec/Licensee Education	No	No	No	No	No	No	No	No	No	No
Leave without pay	Yes	President, Treasurer, Sec/Licensee Education	No	No	No	No	No	No	No	No	No	No
Bereavement Leave	Yes	President, Treasurer, Sec/Licensee Education	No	No	No	No	No	No	No	No	No	No
Parental Leave	Yes	President, Treasurer, Sec/Licensee Education	No	No	No	No	No	No	No	No	No	No
Special leave for Jury Service	Yes	President, Treasurer, Sec/Licensee Education	No	No	No	No	No	No	No	No	No	No

Assets Delegations	Management Team	Assn Team Members	Mahi Nga Tahī o Puawai	Centres	Operations Manager	Account Manager	HR Manager	Education Admin	Visiting Kaiawhina	SPACE Coordinator	Child and Whanau Support	Bulk Funding Coordinator
Approval of Assets Pool allocations	Yes	No	No	Yes	No	No	No	No	No	No	No	No
Approvals of Building Projects (incl tenders, plans, budget etc)	Yes	No	No	No	No	No	No	No	No	No	No	No
Approval of urgent emergency funding and work	Yes	Assets Up to \$500	No	No	No	No	No	No	No	No	No	No
Approval of Building maintenance within budget	Yes	Assets	No	No	No	No	No	No	No	No	No	No
Acquisitions of land and buildings	Yes	No	No	No	No	No	No	No	No	No	No	No
Acquisitions of Office furniture and Equipment	Yes	Assets Up to \$100	No	No	No	No	No	No	No	No	No	No
Acquisitions of Motor Vehicles	Yes	No	No	No	No	No	No	No	No	No	No	No
Lease/Hire of land and buildings	Yes	No	No	No	No	No	No	No	No	No	No	No
Lease/Hire of Equipment	Yes	No	No	No	No	No	No	No	No	No	No	No
Lease/Hire of Motor Vehicles	Yes	No	No	No	No	No	No	No	No	No	No	No
Signatories for contracts	No	Sec/Licensee Treasurer, President,	No	No	No	No	No	No	No	No	No	No
Approval of centre loan payment schedule	Yes	Treasurer Assets	No	No	No	No	No	No	No	No	No	No

Approval of grant applications	Yes	No	No	No	No	No	No	No	No	No	No	No
<b>Promotions Delegations</b>	<b>Management Team</b>	<b>Assn Team Members</b>	<b>Mahi Nga Tahī o Puawai</b>	<b>Centres</b>	<b>Operations Manager</b>	<b>Account Manager</b>	<b>HR Manager</b>	<b>Education Admin</b>	<b>Visiting Kaiawhina</b>	<b>SPACE Coordinator</b>	<b>Child and Whanau Support</b>	<b>Bulk Funding Coordinator</b>
Approval of media releases	Yes	Promotions	No	No	No	No	No	No	No	Yes	No	No
Approval of release of products for NM	Yes	Promotions	No	No	No	No	No	No	No	No	No	No
Approval of new/reviewed promotional products and costs	Yes	Promotions	No	No	No	No	No	No	No	No	No	No
Recording product orders	Yes	Promotions	No	No	Ops support	No	No	No	No	No	No	No
<b>Education Delegations</b>	<b>Management Team</b>	<b>Assn Team Members</b>	<b>Mahi Nga Tahī o Puawai</b>	<b>Centres</b>	<b>Operations Manager</b>	<b>Account Manager</b>	<b>HR Manager</b>	<b>Education Admin</b>	<b>Visiting Kaiawhina</b>	<b>SPACE Coordinator</b>	<b>Child and Whanau Support</b>	<b>Bulk Funding Coordinator</b>
Approval of purchase of education resources	Yes	Education	No	No	No	No	No	Yes	No	No	No	No
<b>Funding Delegations</b>	<b>Management Team</b>	<b>Assn Team Members</b>	<b>Mahi Nga Tahī o Puawai</b>	<b>Centres</b>	<b>Operations Manager</b>	<b>Account Manager</b>	<b>HR Manager</b>	<b>Education Admin</b>	<b>Visiting Kaiawhina</b>	<b>SPACE Coordinator</b>	<b>Child and Whanau Support</b>	<b>Bulk Funding Coordinator</b>
Approval of Bulk Funding RS7 returns	Yes	Sec/Licensee	No	No	No	No	No	No	No	No	No	No
Preparation of Bulk Funding payment schedule and bank payment form	No	Sec/Licensee	No	No	No	No	No	No	No	No	No	Yes
Transfer of Bulk Funding funds from 25 account to 00 account	No	Sec/Licensee Treasurer	No	No	No	Yes	No	No	No	No	No	No
Signatories for Bulk Funding bank payment form	No	Sec/Licensee Treasurer, President,	No	No	No	No	No	No	No	No	No	No
Transfer of SPACE funding	No	Sec/Licensee	No	No	No	No	No	No	No	No	No	No
Recording of Day School funding	No	No	No	No	No	Yes	No	No	No	No	No	No
<b>Mahi Nga Tahī o Puawai Delegations</b>	<b>Management Team</b>	<b>Assn Team Members</b>	<b>Mahi Nga Tahī o Puawai</b>	<b>Centres</b>	<b>Operations Manager</b>	<b>Account Manager</b>	<b>HR Manager</b>	<b>Education Admin</b>	<b>Visiting Kaiawhina</b>	<b>SPACE Coordinator</b>	<b>Child and Whanau Support</b>	<b>Bulk Funding Coordinator</b>
Approval of budget and Annual plan	No	Kaiwhakahaere Maori	Yes	No	No	No	No	No	No	No	No	No
Appointment of Kaiwhakahaere Maori and Kaitautoko	No	No	Yes	No	No	No	No	No	No	No	No	No
<b>Headquarters Delegations</b>	<b>Management Team</b>	<b>Assn Team Members</b>	<b>Mahi Nga Tahī o Puawai</b>	<b>Centres</b>	<b>Operations Manager</b>	<b>Account Manager</b>	<b>HR Manager</b>	<b>Education Admin</b>	<b>Visiting Kaiawhina</b>	<b>SPACE Coordinator</b>	<b>Child and Whanau Support</b>	<b>Bulk Funding Coordinator</b>

**Policy Accepted:** 1<sup>st</sup> review Feb 2013. 2<sup>nd</sup> Review March 2013, Approved Association Meeting March 2013.

**Review Date:** Annually next review 2014