

LLC Trust - Delegated Authorities Policy

1 INTRODUCTION

The Trust is a charitable organisation and, as such, receives funds from its members and the community through a range of methods, including tithes and donations. It is important that appropriate procedures and controls are in place to ensure good stewardship of these funds and to ensure any conditions attached to the funds are adhered to.

2 PURPOSE AND AUTHORITY

This document communicates the Delegated Authorities (DA) Policy and identifies the roles and responsibilities for the purchasing and payments process.

The objectives of the policy are:

1. To ensure only appropriate expenditure is incurred;
2. Ensure funds are applied in accordance with any stipulated conditions;
3. Ensure documentation of all purchasing activity; and
4. Promote accountability and good financial practice.

3 SCOPE

This policy applies to all expenditure of the Trust; including fellowships at Leeston, Darfield and others that may arise in the future.

4 EXPENDITURE POLICY AND REQUIREMENTS

- Expenditure may only be committed to in accordance with the approved DA limits.
- GST tax invoices must be obtained for all expenditure greater than \$50, with the exception of any mileage reimbursements, but should be obtained as good practice in all situations.
- Staff or volunteers may not be reimbursed for their time without prior approval from the Trustees.
- Volunteers may be reimbursed for reasonable expenditure incurred in accordance with the DA limits noted below. Such reimbursements require a completed reimbursement form.

5 DELEGATED AUTHORITY LIMITS

The following Delegated Authority Limits apply:

	As Delegated*	Senior Pastors	Treasurer	Treasurer + 1 Other Trustee
Budgeted Operating Expenditure	Within budget limit for specific area	Within budget	Within budget	Within budget
Un-budgeted Operating Expenditure	\$Nil	\$Nil	Within 10% of budget limit (excluding Stipends)	\$1,000 per transaction
Asset purchases	Within budget limit for specific area	\$100 per transaction or where budgeted	\$250 per transaction	\$1,000 per transaction
Contracts (including all leases and employment contracts)	None	None	Total contract value <\$250 and contract length no more than 1yr	Total contract value <\$1,000 and contract length no more than 3yrs

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*The Senior Pastors may delegate approval to leaders within the churches (e.g. Sunday School, Music Team, Hospitality etc).

All expenditure above the delegated authority limits noted above require approval by a majority of the Trustees.

6 BUDGETS

Budgets must be set each year. It is the responsibility of Treasurer to compile the budget. The budget must be approved by the Trustees and the Leeston Life Church Oversight.

The budget may be revised from time-to-time, subject to the same approval as noted above.

7 PAYMENTS

Payments may only be made when the expenditure has been incurred in accordance with this policy.

All payments require the authorisation of two approved signatories, with the exception of the following:

- Direct debits may be set up for payments as approved by the Treasurer.

Any new direct debits set-up must be notified at the following Trustee meeting.

No payments should be made in cash without prior approval of the Treasurer.

8 VERSION CONTROL

Version 1 – issued March 2016.