

**SOUTHSIDE HOUSING ASSOCIATION
DELEGATED AUTHORITY POLICY**

DELEGATED AUTHORITY LEVELS

Expenditure (excluding Development, Office Administration and Overheads)

Grade	Procurement	Commitment <u>REVISED</u> July 2017	Expenditure Authorisation <u>REVISED</u> July 2017	*Corporate Credit Card	Staff Expenses	**Petty Cash
CEO	£50,000	>£50,000	>£50,000	£3,000	>£300	£300
Director	£20,000	£50,000	£50,000	£1,000	£300	£150
Manager (SM Grade)	n/a	£20,000	£20,000	n/a	£200	£75
Team Leader (Grade 7+ & 8)	n/a	£10,000	£10,000	n/a	£100	£50
Officer (Grade 7)	n/a	£5,000	£5,000	n/a	n/a	n/a
Assistant (Grade 5 & 6)	n/a	£2,000	£2,000	n/a	n/a	n/a
Admin Assistant Grade 4	n/a	£1,000	£1,000	n/a	n/a	n/a

* Approval of Director's corporate credit card – Chairperson (Credit Limit £5,000)

**Powers delegated to Head of Finance to authorise petty cash up to value of float (£750) in exceptional circumstances

Development Expenditure

Grade	Procurement	Commitment***	Expenditure Authorisation ***	Pre-Contract Expenditure	Contract Over-Runs
Director	£50,000	>£750,000	>£750,000	£50,000	£20,000
Head of Department	£20,000	£750,000	£750,000	£25,000	£10,000

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*** Subject to commitment and expenditure remaining within contract value

Office Administration and Overheads

Grade	Procurement	Commitment	Expenditure Authorisation
<i>Director</i>	£50,000	>£50,000	>£50,000
<i>Head of Finance</i>	£20,000	£50,000	£50,000
<i>Manager (SM Grade)</i>	n/a	£10,000	£10,000
<i>Team Leader (Grade 7+ &8)</i>	n/a	£5,000****	£5,000****
<i>Officer</i>	n/a	n/a	n/a
<i>Assistant</i>	n/a	n/a	n/a

**** Excluding Finance Staff to ensure segregation of duties