



Scheme of Delegation

This document sets out the manner in which the Board of Surrey ALC Ltd delegate its authority to authorised employees of Mulberry & Co in respect of financial matters.

The directors acknowledge that they are ultimately responsible for the ensuring the company keeps proper accounting records and whilst this function may be delegated the responsibility remains with the directors.

Accounting & reporting

The records will be maintained on an appropriate accounting package and reconciled on a monthly basis.

Each calendar quarter the following reports will be prepared and submitted to the board for noting in the minutes

- Bank reconciliation
- Income & Expenditure versus budget
- Balance sheet including reserves
- Expenditure lists

Authorising Expenditure

Expenditure may be authorised up to the approved budget. This authority is to be determined by:

- the board for all items over £2,500
- authorised employees of Mulberry & Co in conjunction with the CEO & Chair of the Board £1,000 to £2,500
- authorised employees of Mulberry & Co in conjunction with the CEO of the Board £500 to £1,000
- authorised employees of Mulberry & Co for items below £500

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the CEO, and where necessary also by the Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the board

During the budget year and with the approval of the board, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

In cases of extreme risk to the delivery of services, authorised employees of Mulberry & Co may authorise revenue expenditure on behalf of the company. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. Authorised employees of Mulberry & Co shall report such action to the chairman as soon as possible and to the board as soon as practicable thereafter.

Each year authorised employees of Mulberry & Co will draw up a list of payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which board may authorise payment for the year provided that the Budgetary Controls are adhered to, provided also that a list of such payments shall be submitted to the next appropriate board meeting

Banking arrangements and authorisation of payments

The board's banking arrangements, including the bank mandate, shall be determined by authorised employees of Mulberry & Co and approved by the board. They shall be regularly reviewed for safety and efficiency.

The bank signatories shall be

- CEO
- Chairman of the Board
- Authorised employees of Mulberry & Co

All invoices for payment shall be examined, verified and certified by authorised employees of Mulberry & Co to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the board

Authorised employees of Mulberry & Co shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading for inclusion in the accounts.

Authorised employees of Mulberry & Co shall take all steps to settle all invoices submitted, and which are in order, within 30 days of receipt.

Authorised employees of Mulberry & Co has authority to transfer amounts between the company deposit and current account to ensure best return on investment.

All payments shall be effected by bank transfer. Subject to the following authorisation levels, notwithstanding the items have been properly ordered in accordance with these regulations.

- All items under £1,000 – authorised employees of Mulberry & Co shall make the payment on behalf of the board
- All items over £1,000 – the CEO & Chairman will be asked for counter authorisation before payment is made

If thought appropriate by the board, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two authorised signatories and any payments are reported to the board as made.

The approval of the use of a variable direct debit shall be renewed by resolution of the board at least every two years.

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