



LONDON COLNEY PARISH COUNCIL

FINANCIAL DELEGATION OF AUTHORITY

The Parish Council's Financial Regulations define the spending limits of the Clerk and Responsible Financial Officer.

This delegation of authority defines the approval limits of Council staff.

Approval before commitment

The following table outlines the limits of expenditure for staff, expenditure should not be committed, without the required authorisations being received in advance.

In general, authorisation will be by initialling and dating of the relevant purchase order document. Email authorisation may be given if a purchase is time critical, in this case a copy of the authorising email will be attached to the purchase order.

Budgetary limits cannot be breached without prior discussion with the Clerk.

Absence of the Clerk

For any absence of the Clerk, when expenditure cannot be reasonably delayed, the Grounds Maintenance Manager can act in absentia.

Emergency Expenditure

In an emergency, individual expenditure limits can be breached if the expenditure is to mitigate further loss, secure buildings, or to undertake time critical making good or remedial works.

The Clerk should be kept informed of all emergency expenditure, the Clerk will in turn keep the Chairman of the Finance Committee updated and other members as appropriate (see Financial Regulations 3.4 sets emergency expenditure at £2,000).

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Financial Delegation of Authority

Post Holder	Expenditure and Budget Head	Authorisation Limits (within budgeted expenditure)		
		Under £100	£100-£500	Over £500
Staff	Area of Administration	Staff	Staff & Finance Officer	Staff & Clerk
Finance Officer	Administration Utility bills, premises related expenditure	Finance Officer	Finance Officer & Clerk	
	Administration Bank charges, card processing costs	Finance Officer	Finance Officer & Clerk	
	Administration Subscriptions, budgeted and pre-approved	Finance Officer	Finance Officer & Clerk	
	Salaries & wages, as per contracts of employment and approved overtime	Finance Officer	Finance Officer & Clerk (Clerk to approve in arrears if absent)	
Events Officer	All expenditure relating to the organisation and promotion of events	Events Officer	Events Officer & Clerk	Clerk
Administrative Officer	All expenditure relating to the purchase of goods for the operation of lunch club	Admin Officer	Admin Officer & Clerk	Clerk
	All expenditure relating to the purchase of office supplies and postage	Admin Officer	Admin Officer & Clerk	Clerk
Bar Manager	All expenditure relating to the purchase of consumables for replenishment of bar stocks	Bar Manager	Bar Manager & Clerk	Clerk

Post Holder	Expenditure and Budget Head	Authorisation Limits (within budgeted expenditure)		
		Under £500	£500-£1,000	Over £1,000
Grounds Maintenance Manager or Groundsman	Grounds Maintenance Vehicle maintenance, bus shelters, notice boards, allotments, playing fields, play areas, litter, vandalism, Caledon Community Centre, Napsbury pavilion, Shenley Lane sports pavilion, Morris Sports Pavilion	Head Groundsman	Head Groundsman & Grounds Maintenance Manager	Grounds Maintenance Manager & Clerk