

POWER OF AUTHORITY TO ACT

	PROPERTY AND DINING ROOM MANAGERS	HEAD OF DEPT	COMMERCIAL MANAGER	PRINCIPAL	TRUSTEES FINANCE COMMITTEE	PROPRIETORS FINANCE COMMITTEE	BOARD OF TRUSTEES (SCHOOL BOARD)	PROPRIETORS BOARD	PARENT BODY	WAIKATO BOARD OF DIOCESAN SCHOOLS
Budgeted Expenditure										
Less than \$5,000(See Delegation Register)	Y	Y	Y	Y						
Less than \$10,000	Y		Y	Y						
Any one item >\$20,000				Y						
Principal's Expenses			Y				RAT	RAT		
Capital Expenditure										
<\$10,000	Y									
<\$20,000			Y	Y						
>\$20,000				Y						
Unbudgeted Expenditure										
Less than 15% Budget			Y	Y	R	R				
Over 15% Budget (or over \$5,000, whichever is greater)					Y	Y	RAT	RAT		
Principal's Expenditure					Y	Y				
Asset Disposal										
Write off / scrap	Y		Y		R	R				
NBV Less than \$5,000	Y		Y							
NBV Over \$5,000				Y	R	R				
Auditor Selection							Y	Y		
Banking										
New account			Y		R	R	R	R		
Signatory change							Y	Y		
Board Composition									Y	Y
Appointment										
Composition, size, duties, fees							Y	Y		
Chairman appointment							Y	Y		
Borrowing & Investing										
Contracts/Rentals less than 3yrs > \$60k			Y	Y	R	R				
Contracts/Rentals 3 years and over				Y	Y	Y				
Loans						R		R		Y
Hire Purchase/Lease			Y	Y	Y	Y	Y	Y		
Investments (BOT (School Board) with registered Bank)			Y	Y						
Budget			Y	Y	Y	Y	RAT	RAT		
Creditors										
Terms & payments			Y							
Debtors										
Terms & Payments			Y	Y	R	R				
Debt recovery			Y	Y	R	R				
Write Offs			Y	Y	R	R				

*Boarding only

Y = authority to act

R = reported to

RAT = ratified

Previously reviewed February 2023

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Travel										
Local			Y	Y						
International (BOT (School Board) must be approved at Board level)			Y	Y			Y	Y		
Performance Review										
Principal (Special Character)								Y		
Performance Review										
SMT				Y						
Staff		Y	Y	Y						
Salary / Bonus			Y	Y	Y	Y				
Pupil Stand Down/ Suspension				Y			Y	Y*		
Press Release/Communications				Y			Y	R		
Enrolment of students				Y			R	R		

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Reviewed: 2023

Next review: 2024