

<b>Approval Date:</b>	September 2020	<b>Approval Authority:</b>	LUSA Executive
<b>Review Date:</b>	September 2021	<b>Contact Officer:</b>	LUSA President

## Purpose

1. This document is a schedule attached to the Delegated Authority Policy. This procedure is subject to the policy requirements and guidelines set out in the Delegated Authority Policy. This procedure will be modified from time to time. It is the responsibility of the users to check the latest version.

## Standard Financial Delegations

Item	General Manager	Cost Centre Holder
Operational Expenditure <i>Operational Expenditure is expenditure which we spend on an ongoing day-by day basis in order to run LUSA.</i>	Within 5% or \$500 variance to approved budget, whichever is less	Up to \$250 within approved budget
Capital Expenditure <i>Capital Expenditure is the expenditure for an item or group of identical items that normally have a life longer than one year and are valued at least \$500</i>	Up to \$5000 within approved budget	Up to \$1000 within approved budget
Cash unders/ overs/ refunds	Up to \$100	
Salaries and incentives	As outlined in approved budget	
Supply Contract	Negotiation and agreement <24 months and <\$10k P.A benefit. Above this goes to the Executive	
Bad debt write off	Right to propose final write off after due diligence to retrieve and in agreement with accountant	
Disposal of Capital Items	Up to \$5000 for single item. Any amount above this must be approved by the Executive	

## Responsibilities

2. The General Manager approves operational expenditure items where the sum spent is less than 5% or \$500 variance from the budget, whichever is less.
3. In some rare circumstances, such as event planning, the packaged subject of expenditure may be too far developed that a decision regarding an additional piece of expenditure must be made rapidly, and must occur in order for the event to happen. This decision must not be made in

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relation to any situation that the Executive are not aware of, and the Executive must be made aware of this extra expense soon following the decision.