

GOVERNANCE POLICY

SUBJECT	Delegation of Authority		PAGE:	1 of 1	
ISSUING AUTHORITY	Trust Board	ISSUE DATE:	29/08/06	REFERENCE	CS 3.7

1. Purpose

The purpose of this policy is to delegate financial authority to the Director and staff for the operation of the Museum.

2. Definitions

Transaction	A total contract, order, invoice, receipt or payment
Budget	The budget for the relevant activity centre or capital expenditure item

3. Policy

- 3.1 Staff shall have authority to approve individual transactions up to the level set out in the table below provided that it is within budget.
- 3.2 The Director is authorised to approve individual transactions of up to \$25,000 if not within budget.
- 3.3 Cheque signatories shall be any two of the Director, Section Heads and Financial Controller except that they may not sign for a transaction which they have authorised. For payments over \$50,000 it is mandatory that one signatory be either the Director or the Head Finance & Facilities.

4. Authorities

Event	Position with Authority	Notes
Transactions within budget up to \$500,000	Chairman and Director	
Transactions within budget up to \$200,000	Director	
Transactions within budget up to \$100,000	Section Heads, Tumuaki Maori, Gallery Renewals Manager	
Transactions within budget up to \$20,000	Staff listed on schedule A	
Transactions within budget up to \$5,000	Staff listed on schedule B	

Schedule A and B signatories shall be maintained by the Director and updated at least every six months.