

xxx Department
Financial Scheme of
Delegation
Date: **xxxx**

Document Profile

Document purpose	Document setting out authorisation thresholds and departmental delegations
Short title	Financial Scheme of Delegation (SoD)
Author	
Target audience	
Description	
Linked policies	
Review date	
Contact details	

Reviewed and signed off by the Treasurer of the States:

1. Introduction

• Legislation

Under Article 38 of The Public Finances Law 2005 the Accounting Officer of a States funded body is personally accountable for the proper financial management of the resources of the body in accordance with this Law.

The Public Finances Manual (PFM) is issued by the Minister for Treasury and Resources and provides further guidance on the Chief Officer's responsibilities and how they may be delegated.

• Rationale

This policy has been written in order to formally delegate duties and functions to employees within the [department or project's name]. It explains the responsibilities of a delegated officer.

It ensures that all financial responsibilities have a delegated responsible officer and thus reduces the financial risk within the department. Increased accountability and clear responsibilities will ensure better performance management.

- **Scope**

This Scheme of delegation clarifies the financial delegation setting process and supports the delivery of ethical governance.

2. Officers authorised to spend, with financial limits

	Officer	General Limits	Exceptions
	Minister		
AO	Accountable Officer		
SRO	Senior Responsible Officer		
BH	Budget Holder		
HoFBP	Head of Finance Business Partnering		
FBP	Finance Business Partner		
GD	Group Director		

3. Counter fraud, corruption and money laundering officer

The designated counter fraud, corruption and money laundering lead in [department or project's name] is the [job title].

The Counter fraud, corruption and money laundering lead reports to [job title]

4. Other financial approvals

- **Accounting**

Function delegated	Approving Officer	Financial Limit £	PFM section
Approval of annual budget			
Approval of draft annual budget			
Budget monitoring and forecasting/ variations to budgets			
Authorising transfers of sums within the department's budget			
Appointing Budget Holders			
Accounting and administration (journals, balance			

sheet reconciliations, chart of account changes, GST returns, financial systems, business units)			
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- **Expenditure**

- **General and/or specific authorisation limits**

See section 2 above.

- **Purchase cards**

Purchase cards are used to reduce the administrative cost of processing low value, high volume transactions, where an order is not appropriate.

Limit	Approver
Over £xx	
Up to £x	
Up to £xx	

- **Losses**

Losses of money or property include losses of cash, fruitless payments, abandonment of claims and impairment of non-financial assets.

By their nature these transactions should be outside of the normal course of business and so require a higher level of approval. For each such transaction there should be a clearly documented reasoning for the necessity of the payment.

Limit	Approver
Over £xx	
Up to £x	
Up to £xx	

- **Emergency situations**

Specific delegations and authorisations in the event of a Major Incident being declared.

- **Staff expenses (including travel, accommodation and mileage)**

Expense claims must be submitted via MyView and approved by the Manager (and comply with the relevant policies and Public Finances Manual).

- **Requesting Special payments**

Category 1

Limit	Approver	Notification

Category 2

Limit	Approver	Notification

Category 3

Limit	Approver	Notification

- **Requesting letters of comfort**

- **Grants**

- **Approval**

The approval of grant expenditure is in line with the general authorisation limits (see section 2 above)

or

Limit	Approver
Over £xx	
Up to £x	

Designation of grant approvers must take into account conflicts of interest risk i.e. approvers cannot also be recipients of grants.

- **Managing and monitoring**

The release of grant expenditure

Limit	Approver
Over £xx	
Up to £x	

- **Projects**

- **Responsibility for Project Management Framework**

- **Appointment of Senior Responsible Officers**

All Major and Strategic Projects where funding has been approved in a Government Plan (including those projects estimated to cost more than £5million or if classed as Strategic and funded from a States Fund) must have a Sponsoring Senior Responsible Officer appointed by the Accountable Officer who has primary accountability for the Project's Delivery.

- SRO responsibilities
- The use of any contingency amounts
- Project requirements

- **Income**

- **Approval of new fees, increases to fees**

For all increases in excess of 2.5% the necessary justification for the level of increase must be documented and submitted to the Head of Finance Business Partnering for review, prior to submission to the Treasury Minister.

Delegate	Function Delegated
Budget Holder	Annual fee or charge increases of 2.5% or less
[job title]	Submission of requests to the Treasury for annual fee or charge increases > 2.5%

- **Raising invoices**

Invoices may be raised by Budget Holders for any income due that relates to their area of responsibility.

Invoices are raised by the Shared Services department in Treasury and Exchequer.

Budget Holders are responsible for ensuring that the amount of the invoice raised is appropriate, for examples by reference to stated charges or the cost of the service provided.

- **Collecting income**

Treasury and Exchequer will collect income due relating to invoices raised by the Shared Services team.

- **Write offs and waivers (debt, stock and other assets)**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Credit notes**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Cash and bank**

- **Cash handling** (custody of the cash, transactions involving cash, reconciliations and reporting of cash flows and balances)

- **Petty cash**

Cash balances should only be held for petty cash and float purposes and should be limited to the lowest practicable amount (as agreed with Treasury and Exchequer) to reduce risk of loss or theft.

Function	Approver	Limit
Petty cash weekly/ monthly reconciliation		
Requesting replenishment of floats		

- **Procurement**

- **Requesting quotations**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Connect – spending limits**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Signing contracts**

Contract amount	Signatories	Approval
£000		Treasurer

- **Instigating tendering processes**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Approval of Procurement strategies**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

- **Requesting procurement exemptions**

Amount	Approver	Exceptions
Over £xx		
Up to £xx		

5. Consultancy engagements

Function	Delegate	Limits/exemptions
Agree terms of reference in advance		
Monitor progress of engagement including comparing costs against the agreed budget		
Monitor implementation of any recommendations as a result of the report issued by the consultant		
Keep documentation relating to the engagement in line with the appropriate retention period		