

## Financial Regulations Delegation Limits

Note: amendments March 2010 shown in RED

### 1. Revenue Virements

Limits specified within Financial Regulations

Director (with notification to Director of Corporate Resources)	Up to £50,000
Director of Corporate Resources	Up to £100,000
Cabinet (via budget monitoring report) Over £100	Over £100,000
Head of Service	£10,000 to £25,000
Third Tier Managers	£5,000 to £10,000
Fourth Tier Managers	Up to £5,000

### 2. Capital Virements

Relevant Director (approved via monthly monitoring and quarterly CDB reports): Individual scheme Programme sub category	Up to £100,000 Up to £500,000
Cabinet via monitoring report	Over £100,00 individual or £500,000 programme sub category

### 3. Debt Write-off limits

Nominated Recovery Officers	Credit less than £5
Nominated Recovery Officers (Grade E and above)	Up to £100
Nominated Officers (Grade H and above)	Up to £500
Heads of Service and other Nominated Officers of Director of Corporate Resources Management Team- Revenues and General Fund Debt	Up to £5,000
School Principal and/or School Governors – schools debt	Up to £5,000
Head of Service and other Nominated Officer of Director of Community Services for HRA rent debt	Removed
Director of Community Services -HRA rent debt only	Removed
Director of Corporate Resources	Up to £50,000
Director of Corporate Resources or other Nominated Senior Finance Officer	Unlimited in the case of bankruptcy/liquidation/dec'd/no assets/no trace
Portfolio Holder/Cabinet Member for debt (Revenues and General Fund), Portfolio Holder for Children's Services (Schools)	All debt over £50,000 unless covered by above exception

#### 4. Purchase Card Limits

	Maximum transaction limit	Maximum Authorised Card limit
	£	£
Director	1,000	5,000
Head of Service	500	2,500
3rd Tier manager	500	2,500
Head Teacher	500	5,000
Stores Purchase Officer	5,000	50,000
Departmental Nominated Purchase Officer	5,000	10,000
Emergency Planning Officer	10,000	50,000
Senior Officer from Finance Department (for Emergency response purposes)	10,000	50,000

Approval in excess of these limits may be given by Director of Corporate Resources in exceptional cases, for example Lodge Cards.

#### 5. Purchase Order Approval

There are authorisation profiles which have been set and agreed by the Director of Corporate Support and these are fixed within the Purchasing system.

Directors	Above £100,000
Assistant Directors	£50,000 to £100,000
Heads of Service/3 <sup>rd</sup> Tier Officers	£5,000 to £50,000
4 <sup>th</sup> Tier Officers and below:*	
Grades H to I	£1000 to £5000
Grades F to G	£0 - £1000

Officers below F Grades will not be able to authorise orders.

\*Any exceptions to these parameters will be subject to approval by the Director of Corporate Support (or his nominated deputy).

#### 6. Cash Transactions

Maximum amount of cash to be taken in one payment transaction £9,000

#### 7. Stock Write-off Limits

Stock write-off limits are as per debt write-offs

#### 8. Payments for Loss or Damage or Personal Injury

Maximum amount £1000 to any one payee in any one year.