|  |  |
| --- | --- |
| **Note for** | Parish of the Resurrection PCC |
| **Purpose** | To outline the agreed Delegation of Authority within the parish – agreed by PCC Exec Committee February 2024 |
| **Date** | February 2024 |
| **Author** | Rev Andrew Micklefield |

**Delegation of Authority**

Section A below - Before any financial commitment is made on behalf of POTR, the amount of the commitment should first be approved in line with the POTR Delegation of Authority.

Section B below – After a commitment has been approved, the relevant commitment will need to be confirmed in writing or online by placing an order or by entering into a contract. Section B sets out who may execute (sign) contracts on behalf of POTR

A. Approving financial commitments

**Administrative spend or non-Church buildings**

|  |  |
| --- | --- |
| **Total Amount (excl VAT)**  | **Can be approved by:** |
| Up to £200 | Parish Administrator Assistant Parish Administrator orAny one member of the PCC |
| £200 - £500 | PCC orAny 2 members of the PCC |
| £500 - £1,000 | PCC or Any 4 members of the PCC (one of whom must be the Vicar or Chair of Finance & Admin) |
| £1,000+ | PCC (informed by two quotes) |
| Emergency spending | 2 of the following: Incumbent / Chair of F+A / Treasurer / Building Committee chair (if for a building) |

**Church Buildings**

|  |  |
| --- | --- |
| **Total Amount (excl VAT)**  | **Can be approved by:** |
| Up to £200 | Churchwarden of that church buildingOrIncumbent |
| £200 - £500 | Fabric committee of that church buildingOrChurchwarden of that church building + 1 other PCC memberOrIncumbent + 1 other PCC member |
| £500 - £1,000 | PCC or Any four members of the PCC (must include Incumbent and one churchwarden of that building) |
| £1,000+ | PCC (informed by 2 quotes) |
| Emergency spending | 2 of the following: Incumbent / Chair of F+A / Treasurer / Building Committee chair |

All spending needs a Spending Decision Form to be presented to PCC/Exec either retrospectively or in advance for decision.

B. Signing contracts on behalf of POTR

Signing paper contracts (that have been approved in accordance with Section A)

|  |  |
| --- | --- |
| **Total Amount (excl VAT)**  | **Can be signed by:** |
| Up to £500 | Parish Administrator, orAssistant Parish Administrator, or Any one member of the PCC |
| £500 - £1,000 | Parish Administrator and any member of the PCC, orAny two members of the PCC |
| £1,000+ | Any two members of the PCC |

Signing electronic contracts/ placing orders online (that have been approved in accordance with Section A)

|  |  |
| --- | --- |
| **Total Amount (excl VAT)**  | **Can be ordered/ e-signed by:** |
| Up to £200 | Parish Administrator, orAssistant Parish Administrator, or Any one member of the PCC |
| £200 - £1,000 | Parish Administrator, orAssistant Parish Administrator, or Any one member of the PCC |
| £1,000+ | Parish Administrator, orAssistant Parish Administrator, or The Vicar, orChair of Finance & Admin |

Engaging Contractors on behalf of POTR

* Obtain relevant quotes (from approved contractors where available) – one if less than £1,000, two if more than £1,000
* Obtain/ coordinate POTR (eg. PCC) approval in line with POTR Delegation of Authority
* Obtain Faculty (if needed)
* Coordinate contract signing
* Coordinate with churchwardens and others in POTR regarding carrying out and completion of work
* File contract(s) in the POTR contracts database
* Monitor progress and completion of work
* Coordinate collection and filing of relevant documentation (including certificates of completion, warranties etc.)
* Keep relevant the Logbooks up to date
* Arrange payment of contractor invoices
* Inform Bookkeeper of payment details