



MCOBA – Delegation of Authority for expense approval for unbudgeted costs
Policy and Approach

General Notes:

- MCOBA has a 1 January to 31 December Financial year.
- All expenditure is budgeted for in a process that takes place annually between November and February.
 - A 14 months budgeted is approved.
- In February each year, the Exec meets to approve the budget for the current year but includes January and February of following financial year – (thus a 14-month budget)
 - This is acceptable to the Executive as there is very little new expenditure activity in January and February of each year.
 - The executive is away in December and January each year and so the first Executive meeting for the year takes place in February.
- The President is tasked to review and approve all expenditure for MCOBA. Where expenditure occurs and it is approved via the “Exec approved” budget, the President, failing any issues, will approve expenditure.
- It does however occur, through the year, that unbudgeted expenditure is required to be made. This is due to a host of unforeseen reasons, not limited to but that include:
 - Unforeseen requests made on Old Boys, to cover costs, that Old Boys were not aware of;
 - Unplanned events occur and thus unbudgeted expenditure occurring;
 - Emergency situations (Laptop viruses / breakages)
 - New initiatives that MCOBA support that require spend.
- In this instance the President requires a process to approve expenditure that is unbudgeted and he will adhere to this Policy when doing this.

- All expenditure, progressed via this “Delegation of Authority” will be tabled to the Executive, in the meeting ensuing the expenditure, and will be noted as ‘unbudgeted expenditure’.
 - This oversight of the Executive is a key control.

Delegation of Authority

For the purposes of operations, the Executive have agreed to these “threshold levels” / limits and delegate the authority of expenditure for unbudgeted expenses as such:

- Ops Manager : All expenditure less than R1000 (Subject to a maximum of R5000 in a rolling 2 months period between Exec Meetings)
- President : All expenditure less than R5000 (Subject to a maximum of R10 000 in a rolling 2 months period between Exec Meetings)
- President: All expenditure less than R10 000 but subject to round robin of Executive on WhatsApp :

- Significant out of budget expenses, over R10 000, are not progressed or undertaken but delayed for:
 - Presentation and approval at the next Executive Committee meeting

- In all cases over R10 000, a voting form (ABC forms) for the Exec to consider and approve out of budget expenses will be completed and the results of the vote shared and minuted at the next Executive meeting.
 - For significant out of budget expenses, the voting form may contain detailed explanations and links to a Business Case to support the requested out of budget spend.

Note :

- Out of budget expenses, approved by this vote will be progressed for approval in Dext with the appropriate documentation attached.
- Out of budget expenses not approved will not be progressed and will not be paid

- Urgent payment requests will also be addressed in the above processes but can be escalated for urgent payment to the President and Commercial Director as required.

No aggregation of costs / invoices

- Under no circumstances will this Delegation of Authority accommodate multiple bills from one vendor in order to meet authority levels set above and thus circumvent the need for the next level of authority to spend, to be undertaken.
 - This includes invoices split over multiple months to create a cost ‘below’ a threshold level

Role of the MCOBA Ops Manager

- Ensure all expense or claims that are requested, that are not approved by the budget, are:
 - approved where appropriate, subject to the Delegation of Authority and processes in this document.

- escalated for approval / greater understanding to the President, subject to the Delegation of Authority and processes in this document.
- To attend to the need to prepare and share a voting form (ABC forms) for the Exec to consider unbudgeted expenses
- Table all unbudgeted expenditure, approved via this “Delegation of Authority” at the following Expectative meeting and to minute outcomes.

Role of the President

- To attend to unbudgeted expenses and approve where appropriate, subject to the Delegation of Authority and processes in this document.

Role of the Exec Member

- The Exec are to be engaged with for review of unbudgeted expenses over R10 000.
- The Exec are to review all unbudgeted expenditure in the Exec meeting immediately after the expenditure has occurred where any issues are to be raised and addressed.
- Minutes will be maintained of such outcomes.

Revision History

Date	Version	Description	Author
16 th July 2023	0.1	First Draft	Andrew Clayton
6 th Sep 2023	1.0	Final (Submitted to Exec for approval and obtained)	Andrew Clayton

Storage

This document is to be stored on the MCOBA website “Governance” page.

Document approval

This document will be reviewed on an annual basis and where significant changes are made, reapproval shall be obtained.

Designation/Position:	Name:	Signature:	
Patron / Headmaster	Mr Chris Luman	Refer to Exec Minutes . Patron not in attendance but Senior Deputy Head Master, Matthew Marwick was standing in for the Headmaster	6 th Sep 2023

Designation/Position:	Name:	Signature:	
President of the MCOBA	Mr Andrew Clayton	<i>Andrew Clayton</i>	6 th Sep 2023

Designation/Position:	Name:	Signature:	
Vice President of the MCOBA	Mr Jon Hoatson	Refer to Exec Minutes	6 th Sep 2023

Designation/Position:	Name:	Signature:	
Treasurer	The office needs to be filled		