



Policy Name:	Delegation of Authority Policy		
Policy Number:	FM006	Policy Type:	Board
Original Approval:	September 2019	Review Cycle:	5 years
Last Approval:	September 2023	Last Review:	September 2023

1.0 Purpose

Those with delegated authority share in the overall responsibility for sound financial stewardship of Edmonton Screen Industry Office Society's (ESIO) resources and assets.

2.0 Responsibility

Individuals granted authority have a responsibility to:

- understand and comply with the policy;
- refrain from approving or authorizing expenditures of real, potential or perceived benefit to themselves or a related party;
- refrain from approving or authorizing requests in respect of individuals who hold a more senior position; and,
- refrain from circumventing the established limits by subdividing purchase requisitions/invoices/contracts into smaller amounts.

3.0 Procedure

Procurements and payments, regardless of the value, which could have a significant negative impact on the reputation, integrity, value or mandate of the ESIO must not be entered into.

Refer to Appendix A for authority levels and limits for specific transactions for individuals with authority.

4.0 Board Delegation

The Board of Directors holds the Chief Executive Officer (CEO) accountable to uphold the organizational value of stewardship within financial planning, including operating within a delegation of authorities.

5.0 Approval Authorization

All approvals for a financial commitment shall be made in writing.

Individuals with authority by virtue of this policy shall not authorize procurements or payments when they are the direct or indirect beneficiary, or for ESIO expenses that may have an element of personal use to them (e.g. travel expense claims, cell phones) Another authorized person of a higher authority must approve such transactions. Payroll disbursements for standard amounts will not require approval from a person of a higher authority.

Those with delegated authority will not assign or transfer their authority to another individual.

Refer to Appendix A for authority levels and limits for specific transactions for individuals with authority.

6.0 Related Policies

FM010 Strategic Initiatives Fund Investment Policy

Appendix A: Authority Levels and Limits

Amount	Authority
Strategic Initiatives Fund Investments ¹	
Up to \$50,000	CEO
Unlimited	Board Chair

Amount	Authority
Commitment of Procurement or Program Disbursement	
Up to \$5,000	ESIO staff designated by the CEO
Up to \$10,000	Director of Finance & Operations
Up to \$50,000	CEO
Unlimited	Board Chair
Payment of Expenditures and Disbursements	
Up to \$50,000	Approval – any 2 of: Board Chair Board Vice Chair Committee Chair – Audit & Finance Other designated signing authority CEO Director of Finance & Operations
Unlimited	Approval – any 2 of: Board Chair Board Vice Chair Committee Chair – Audit & Finance Other designated signing authority Either CEO or Director of Finance & Operations
Off-cycle Payments on ESIO Credit Cards	
Unlimited	Approval – any 2 of: Board Chair Board Vice Chair Committee Chair – Audit & Finance Other designated signing authority CEO Director of Finance & Operations
Debt Commitment with Bank or Third-party Lender	
Unlimited	Board motion

¹ As per Policy FM010 Strategic Initiatives Fund Investment Policy

Investments of Excess Cash ²	
Unlimited	Approval – any 2 of: Board Chair Board Vice Chair Committee Chair – Audit & Finance Other designated signing authority CEO Director of Finance and Operations

² As per Investment Policy (FM002)