



Policy Number: 14  
Original Adoption Date:  
November 16, 2017  
Revised: January 24, 2019

## **Subject:** Delegation of Authority Policy

### **1.0 PURPOSE:**

Peninsula Clean Energy (PCE) is committed to effective and efficient management of its finances. The purpose of this policy is to:

- Establish the principles that govern the delegation of financial authority
- Support accountability in financial transactions
- Establish expense approval limits by role for the staff of Peninsula Clean Energy

### **2.0 RESPONSIBLE PARTIES:**

The Chief Financial Officer is responsible for ensuring uniform policies and procedures are followed for delegating the approval authority.

### **3.0 GENERAL POLICY GUIDELINES:**

- 3.1 The cumulative amount of financial authority is limited by approved budgets. Approval from the Board of Directors is required in order to exceed a budgeted amount as dictated in PCE's Joint Powers Agreement, Section 5.2.3.

### **4.0 SCOPE**

- 4.1 This policy applies to all the employees of Peninsula Clean Energy.
- 4.2 This policy is for staff only and does not cover the Board of Directors' powers and responsibilities, which are detailed in PCE's Joint Powers Agreement.

### **5.0 POLICY DETAILS:**

The limits of authority set forth in this policy are the maximum limits authorized for the referenced position. This policy addresses the most common types of commitments, agreements, and expenditures for PCE, and the corresponding approval level that is required.

By position title, the limits are as follows:

- 5.1 Chief Executive Officer may approve any agreement if the total amount payable under the agreement is less than \$100,000 in any fiscal year, as stated in the PCE Joint Powers Agreement, section 3.4 (except for the specific approval authority granted in PCE Policy #15 related to energy supply procurement).
- 5.2 Chief Financial Officer may approve any agreement for Operating, General and Administrative Expenses if the total amount payable under the agreement is less than \$100,000 in any fiscal year.

- 5.3 Director of Finance and Administration may approve any agreement if the total amount payable under the agreement is less than \$10,000 in any fiscal year for Operating, General and Administrative Expenses, and may approve reimbursement of allowable employee expenses. Notwithstanding the foregoing, Director of Finance and Administration may not authorize Payroll expenditures.
- 5.4 The Chief Financial Officer and Director of Finance and Administration will prepare a written monthly report for the Chief Executive Officer that lists all agreements approved that month.