

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B200 – 2PR Delegation of Budget Owner Responsibility (under policy B200 Budget Owner Responsibility)
CROSS REFERENCE	B200 – 1FORM Delegation of Budget Owner Responsibility

NEW

Common Issues	VPSS	VPAR	VPAD
		Date: June 9, 2014	

PURPOSE

To outline the action required for individuals responsible for budgets (budget owners) to delegate responsibility for approving the release or expenditure of funds.

PROCEDURE

1. PRINCIPLES AND PRACTICE

Delegation is invalid if precluded under College policy, or donor/sponsor terms and conditions (i.e. one-over-one approval cannot be delegated).

Only the budget owner can authorize delegation.

The budget owner may be able to delegate responsibility; however, the budget owner cannot delegate accountability.

Delegation must be in writing.

Authorization to approve transactions can only be delegated to staff with the skill and knowledge necessary for the effective exercise of the responsibility.

The delegator exercises control sufficient to ensure the discharge of his/her responsibilities.

Effective procedures for the regular review and approval of the actions of the delegate must be in place and adhered to.

The budget owner cannot delegate the signing of financial reports.

A delegate may not authorize disbursements for which he/she is the recipient (e.g. the budget owner must sign payments to a delegated signing authority for expenses personally incurred by the delegate), or for which the delegate might be seen as having received some personal benefit.

2. DEPARTMENT ACCOUNTABILITY

Ultimate responsibility for the administration of this policy rests with division or department heads or their administrative assistant if relevant. The department:

- a. Ensures the parameters of delegated responsibility are documented and understood (refer to *Delegation of Budget Owner Responsibility Form*).
- b. Maintains files for Delegation of Budget Owner Responsibility documentation and confirms that the signature for the authorization of transactions is that of the budget owner or an authorized delegate. If an unusual item is noted, it is the responsibility of the department to investigate and take appropriate action.
- c. Provides a scanned copy of the *Delegation of Budget Owner Responsibility Form* to Accounts Payable and to Purchasing.
- d. Notifies Accounts Payable and Purchasing by email if Delegation of Budget Owner Responsibility has been discontinued.