



Women in the Fire Service UK

Delegated financial powers

Role	Amount	Comments
Administration Manager or Vice Chair	Expenditure identified in the business plan and within the agreed budget. Workshops (for TDE having been approved by EMT) up to £2000. Travel expenses up to £500	Cannot approve a relatives claim - to apply in all instances
Communications & Marketing Manager or Vice Chair	As above. Promotional or marketing campaigns (for TDE having been approved by EMT) up to £2000.	
Chair & Treasurer	Up £1000	For any expenditure associated with an agreed (by AGM) business plan item which had previously not been identified.
Treasurer	To sign off annual accounts for publication.	Where accounts preparation and publication deadline does not coincide with an AGM – approved accounts to be published to members if not presented at an AGM.
Treasurer	To authorise amendments to salaries for existing employees.	All roles have to be approved by Honorary Officers (Directors).
Treasurer	To write off any debt, not exceeding £1500 for any one organisation or individual.	Must be reported via annual accounts.
Honorary Officers(Directors)	Up to £2500.	For any expenditure associated with a project is not yet agreed as business plan item and which has the support of least 4 HO, one of which must be the Treasurer. The item of expenditure must be reported at the next NEC meeting
Honorary Officers (Directors)	Up to £30,000 for new employee role.	Majority decision in which all HOs have expressed their decision. Chair and or

		Treasurer can independently refer to NEC.
Company Secretary	£0	None in own role but can act in the absence of Chair or Treasurer provided agreement with Vice Chair. Cannot approve a relatives claim.
NEC	Up to £4000.	Provided there are at least 2 quote.
NEC	Between £4001 & 10,000.	Provided there are at least 3 quotes
NEC	Over £10000 for items which have been agreed by AGM and form part of the business plan (other than employees).	Subject to formal tender unless Treasurer has exempted for business related reason.
NEC	Over £30,000 for new employee role.	
Named person for grants for specific projects		