

The Soho House Foundation

DELEGATED AUTHORITIES FORM

This document summarises the levels of authority required for key financial actions in Soho House Foundation

AREA OF AUTHORITY:	LIMITS APPLIED:	DESIGNATED PERSONS:
1. Budget variations	Change in annual budget	
	Up to £1,000	Director of House Foundations
	£1,000 - £2,500	Chair on behalf of Trustees
	Above £2,500	Board of Trustees
2. Income agreements, grant payments and expenditure contracts	Forecast change from surplus to deficit	Board of Trustees
	Up to £2,500	Director of House Foundations
	£2,500 - £5,000	Chair on behalf of Trustees
	Above £5,000	Board of Trustees
3. Ordering goods	Up to £1,000	Director of House Foundations
	Over £1,000	Board of Trustees
4. Trustee expenses	Up to £50	Director of House Foundations
	£50 - £100	Chair or another independent Trustee
5. Petty cash expenditure	Up to £100	Director of House Foundations
	Over £100	Chair of Trustees

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AREA OF AUTHORITY:	LIMITS APPLIED:	DESIGNATED PERSONS:
6. Current account payments		Bank payments are managed in accordance with Soho House Limited financial procedures: 1 person raises request for payment, 2 further persons are required for approval and a 4 th person makes the payment.
7. Receipt and banking of cash	It is the policy of Soho House Foundation to avoid cash based fundraising activity wherever possible	If an unavoidable cash payment is made, at least two people will be responsible for counting and recording the money, and a third to make the payment.
8. Employment contracts	n/a	n/a
9. Legal documents (where not covered above)	<p>If included in annual plan and budget</p> <p>If a new legal document represents a variation in above</p>	<p>Director of House Foundations</p> <p>Chair of Trustees</p>