

SCHEME OF DELEGATION



Registered Charity
SC 00 8314
Established 1985

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Scheme of Delegation

Trustees
General Manager
Deputy General Manager
Operations Manager
Duty Manager
Office Manager
Deputy Office Manager

The following procedures must be complied with at all times by the nominated staff relative to their level of responsibility.

1. Financial Regulations

- 1.1 The rationale behind this report is to put in place the extent and limitations of responsibility for staff for financial transactions in the Galleon Centre. This will ensure that inappropriate financial transactions can be checked and those responsible held accountable.

2. Kilmarnock Leisure Centre Trust

- 2.1 Galleon Centre Bank Accounts, including Business Credit/Cheque Cards.

To open a Bank Account or Business Credit Cards, signatures of two members of the Board of Trust of Kilmarnock Leisure Centre will be required. They will be the Chair and Vice Chair or other nominated Trustees as requested in writing by the Kilmarnock Leisure Centre Trust. The Royal Bank of Scotland (RBOS) is the bank used by the Kilmarnock Leisure Centre Trust at present. Two Accounts are in operation.

- 2.2 Current Account 00186653, which is the account used for day-to-day operation of the business.
- 2.3 Bid Account which is the interest saving account from which and to which a flow of income is generated depending on the Income/Expenditure requirements of the Galleon Centre.

All income from the Galleon Centre is paid first of all into our Santander Business account and then paid into the Royal Bank of Scotland Current Account and then automatically transferred into the Bid Account.

3. General Manager & Deputy General Manager

The General Manager will be responsible for ensuring sufficient regulations relative to all income/expenditure in the Galleon Centre are in place. He will of course delegate many issues down to other managers.

3.1 Responsibilities

- (a) The General Manager or in his absence the Deputy General Manager (see 5.3 for procedural process) will be responsible for signing all mileage claim forms for all staff as required. The completed mileage claim forms must be submitted each period to the General Manager and must not be allowed to accumulate. The General Managers mileage claim form will be submitted to the chair periodically depending on Trust meetings, but no longer than 6 month intervals.
- (b) The General Manager or in his absence the Deputy General Manager will sign all cheques to sub contractors and debtors up to and including five thousand pounds. Over this amount the chair or vice chair of the Galleon Centre Trust must countersign the cheque prior to payment. The RBOS already ensure that this procedure is followed.
- (c) On successful implementation of the accounts and payroll package all payments for the above will be made through the BACS system. This will assist reduce the opportunities available to cheque misrepresentation.
- (d) Cash advances in lieu of wages or other reason no matter the amount must be authorised by the General Manager and only in his long-term absence or holidays the Deputy General Manager.
- (e) The General Manager will countersign any petty cash advances to the Deputy General Manager.
- (f) The General Manager will be responsible for the authorisation of Hotel payments and out of pocket expenses for all staff. This, where the business requires those members of staff to participate in activities aligned to the business and in the business interests that requires them to be away from home.
- (g) Any petty cash advances to the General Manager must be settled within 7 days by production of receipts referenced to their business requirement. Should there be a shortfall in receipt production the General Manager must make up the shortfall by returning the cash initially taken.

4. Operations Manager/Duty Managers

Scheme of Delegation Finance

The Duty Manager is the manager responsible on shift for the day to day operation of all facilities on offer in the Galleon Centre.

Most transactions are cash related so it is important that procedures are in place and responsibility levels are known. All step by step procedures can be found in the Duty Managers Normal Operating Procedures N.O.P held in their office and Administration.

4.1 Responsibilities

4.1.1 General Float

The General Float must be reconciled every shift and recorded, this includes 4 x reception tills, £100 in each a £100 reception cash float and Administration Petty Cash £200.

The total of the General Float is £2,000.00.

4.1.2 Lockers, Telephones & Hairdryers

The emptying and counting of the locker, telephone and hairdryers (see section 6 (xiv) of N.O.P) when required are the responsibility of the Duty Manager although he/she can delegate this to the Senior Centre Attendant (SCA) to organise. Two persons are required to complete this task, and different staff should be used each time ensuring that the necessary forms are completed and signed.

4.1.3 Vending & A.W.P.S

When the Bar & Catering Steward/Supervisors are not available the emptying of the Vending Machines and Amusement With Prizes must be emptied and counted (See Bar & Catering N.O.P). The process outlined in 4.1.2 should be used.

4.1.4 Petty Cash

On occasion the Duty Manager must issue cash for small payments etc (Duty Manager N.O.P 4. (ii) Petty Cash outlines this procedure), and this process should be followed every time.

4.1.5 Reception Cash Reconciliation

Duty Manager must check and sign all till reconciliation's at reception (N.O.P 4. (ii). He/She will count all monies from each till against the reconciliation sheet prior to signing

4.1.6 End of Night Banking

Some tills will have been cashed prior to Duty Managers backshift commencement, he/she must check this on shift commencement. The End of Night Banking Procedure (N.O.P 4. (iii) must be followed.

4.1.7 Bar Tills

If there is no Bar & Catering Steward/Supervisor on shift then Duty Manager will be responsible for checking these tills as well. The same procedure is explained in (N.O.P Bar & Catering).

4.1.8 Evening Procedure

The Duty Manager is responsible for the safe locking up of the Galleon Centre each night (N.O.P 5 Evening Procedures).

4.1.9 General Procedures

All other delegated duties are outlined in the Duty Managers N.O.P kept in their office and at Administration and will be considered as the Scheme of Delegation for their role, in conjunction with this scheme.

5. Office Manager and Administration

Disbursement Systems

5.1 Cheque/BACS Requests

The Galleon Centre has at all times a supply of blank cheques that are required outwith the present payment system to creditors.

The monthly BACS payment system is automatic from our accounts and is only payable on receipt of checking of the following for payment to Creditors.

- (a) Delivery note checked and signed to actual contents delivered.
- (b) Invoice checked and signed to delivery note above including charges.
- (c) Internal Order Book number checked against Delivery Note and Invoice to clarify delivery and costs.
- (d) Monthly BACS run payment made via accounts package at administration.
- (e) Administration to confirm the above (a) to (d) for their deliveries and all other deliveries except Bar, Catering and Vending. This department has the same system but they are responsible for checking the above procedures (a) to (c).

The following process must be complied with at all times by the member of staff requesting a cheque settlement outwith the normal monthly system.

- Request of cheque or BACS for business use to be authorised by the next senior manager from administration department to Office Manager to Duty Manager to Operations Manager to Deputy General Manager to General Manager.
- The General Manager is responsible for signing these cheques or BACS on evidence of purpose and authorisation. Only in his absence will the Deputy General Manager be requested to sign this type of cheque.
- All blank cheques are stored in a safe controlled by the Office Manager and will only be issued further to the above process. A cheque log is held with these cheques and must be signed by the user at all times and in every cheque request.

- Cheque or BACS requests of this nature should wherever possible be limited but when required will have a stipulated period of settlement. Should a cheque or BACS request of this nature be outwith this period then a written reason must be given by the requesting member of staff to the General Manager.
- Any issue of cash advances in place of a cheque must be receipted and signed by the line manager. In the case of the General Manager he/she will receipt the cash and have that receipt countersigned by the Office Manager or in his/her absence the Deputy Office Manager.
- The return of any balances must be recorded in the period of reconciliation ie; receipts handed in total, and cash returned. The same process will be followed by the General Manager.

5.2 Petty Cash Advances

The Galleon Centre carries a petty cash float of £200 (two hundred pounds) which will now be controlled by the Office Manager and kept in the office safe, in the Office Managers (OM) absence the Deputy Office Manager (DOM) will oversee this. Should neither the OM or DOM be available the Duty Manager on shift will be responsible for petty cash disbursement. Petty Cash will only be issued by the Deputy Office Manager and above.

The following procedure will be complied with at all times by all staff:-

- Issue of all cash will be receipted at all times by both the member of staff making the request and the issuing staff member.
- All petty cash advances to be logged in the log book available at the time of issue.
- Reconciliation of the petty cash will be carried out monthly (or more frequently if necessary) and signed by the Duty Manager or Operations Manager.
- Supporting documentation and the reconciliation paper work will be presented to the General Manager prior to cheque signing.

5.3 Mileage Expenses

Mileage Expenses can only be claimed by those members of staff who have received approval from the General Manager and received written confirmation from him/her. Any member of staff who has approval must also produce a certificate of insurance, driving licence and MOT certificate (if over 3 years old) clearly outlining that they have insurance cover for the vehicle and that the vehicle is roadworthy to be used in claiming said mileage. Administration will keep a photocopy of all these

certificates in the appropriate folder. These will be required to be produced annually by the member of staff to be photocopied annually and held on file.

5.3.1

The Galleon Centre operates on a 12 period year 52 weeks. In order to ensure correct expenditure levels all mileage expenses must be submitted in the period they were accrued. The General Manager will be the exception to this and this will be explained later. The 12 period dates will be available at administration so that all staff are aware of period end submission dates, this should ensure that claims in period one should be paid in period one and two in period two etc.

5.3.2

New claim forms have been issued and have space to incorporate wording to provide sufficient information and certification by the claimant and authoriser that the mileage claimed has been necessary and more importantly actually incurred.

5.3.3

The General Managers mileage claim form must be authorised by the chair or vice chair of Kilmarnock Leisure Centre Trust. Due to the meeting agenda the General Managers mileage claim form should be completed and submitted periodically depending on Trust Meetings, but no longer than 6 month intervals.

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