PROCEDURE 101 – Delegation of Authority

# Purpose

## This procedure describes who has the authority to award contracts or Purchase Orders for materials and services and to authorize payment of an invoice or other authorized expense.

# Roles and Duties

## Board of Trustees – Authorize any Contracts, Purchase Orders or payment of an invoice or other authorized expense.

## Site Manager – Prepare recommendation for purchase when required and authorize those Contracts and Purchase Orders specifically defined herein.

## Trustee - Authorize those Contracts and Purchase Orders as specifically defined herein.

# Procedure

## In accordance with the Governing Documents the Board of Trustees is responsible to authorize all expenditures of the HOA. To provide for the efficient conduct of business, the Board of Trustees may approve certain purchases in the annual budget and delegate the actual award of certain contracts and purchase orders. The level of that delegated authority is defined in Table 1 (attached).

## All invoices are to be reviewed by the Site Manager to assure that the product or service was satisfactorily delivered and that the invoice is in accordance with the terms of the Contract or Purchase Order.

## The Site Manager is responsible to resolve discrepancy with the supplier/contractor; if the Site Manager is unable to reach a satisfactory resolution, the issue shall be referred to the Board of Trustees.

## Upon approval of the invoice the payment shall be processed in accordance with the delegated authority as defined in Table 1.

## Invoices greater than $4,999.99 shall be approved by at least two members of the Board of Trustees.

# Definitions and Acronyms

## HOA – Village Grande at English Mill Homeowners Association Inc.

## Site Manager- The person responsible for the day-to-day administration of the HOA.

## VGEM – Village Grande at English Mill

# Attachments

## Table 1 – Delegation of Authority Expenditures Limit

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|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Site Manager** | **Any Individual Trustee** |
| **G/L Code** | **Description** | **If Within Approved Annual Budget** | **If Within Approved Annual Budget** |
| 60010 | Office Supplies | $400/Mo | $1000/Mo |
| 60000 | Other Administrative Services | $400/Mo | $1000/Mo |
| 60050 | Postage | $400/Mo | $1000/Mo |
| 54020 | Landscape – Tree Expense | $1,000/Mo | $2,000/Mo |
| 54030 | Landscape – Misc. | $1,000/Mo | $2,000/Mo |
| 54050 | Irrigation Repairs and Maintenance | $1,000/Mo | $2,000/Mo |
| 51070 | HVAC Supplies/Repair & Maintenance | $2000/Mo | $4,999/Mo |
| 51041 | Janitorial Supplies & Consumables | $400/Mo | $1000/Mo |
| 55020/30 | Pool Supplies/Repair & Maintenance | $2000/Mo | $4,999 /Mo |
| 53070 | Recreation Supplies/Repairs/ Maintenance | $400/Mo | $1000/Mo |
| 51020/21 | Building Supplies/Repair & Maintenance | $400/Mo | $1000/Mo |
|  |  |  |  |