



# COMMITMENT AUTHORITY POLICY

## PURPOSE

This Spending Commitment Authority Policy (SCAP) establishes the authority to financially commit Global Trust Partners (GTP). It is intended to limit this authority to the fewest people possible while still enabling efficient operations.

## POLICY

1. Each staff or officer position described in Exhibit A shall have the authority to commit GTP to budgeted expenditures in the amounts set forth in this document. It is responsibility of the staff to ensure that the commitment of funds is necessary for the effective and efficient operation of the ministry at the time the commitment is made, regardless of whether the funds were previously approved. All expenditures must be bona fide ministry expenditures incurred for the purpose of furthering the tax exempt, charitable purpose of GTP. Any exceptions and requests for budget increases must be approved by the President & CEO, who will as necessary present them to Finance and Audit Committee and the full board. The positions listed in Exhibit A can only authorize expenditures or transactions within their respective areas of budget responsibility.
2. Delegation of signing authority is permissible. It will be the exception rather than the norm and will be carefully evaluated before being approved. Any delegations of authority must be approved by the President & CEO. When delegations are approved, the authorized signer requesting the delegation will continue to be held responsible for all commitments made by the person to whom signing authority is being delegated. Any approved delegation of authority must be as described below:
  - Delegation of authority must be in writing and specific as to the person being granted temporary authority, the items or circumstances (scope) included in the delegation, amount, and timeframe.
  - The delegation timeframe must be for one (1) year or less.
  - The delegation must be submitted to the CFO & Strategy Catalyst for the coordination of approval in advance of actually delegating the authority.
  - The delegation may be revoked at any time by the authorized signer who originally requested the delegation, President & CEO or CFO & Strategy Catalyst.
  - The CFO & Strategy Catalyst shall maintain the approved delegation forms and a log summarizing all active delegations of authority and inform all appropriate areas.
3. Authorization limits listed in Exhibit A are per transaction in its totality. For example, a 12-month equipment lease of \$2,000 per month is treated as a \$24,000 transaction, and would require specific procedures to be followed in accordance with Section 5 of the Board Policies Manual.

Where contracts are involved, a contract with fixed payment amount(s) can be executed with documentation of the signed contract by authorized signers on Exhibit A, in keeping with their areas of responsibility and dollar limits of authority. Contracts involving variable payment amounts require the approval of the President & CEO.

Authorized signers listed on Exhibit A approve expenditures in writing, using their signature, not their initials. If the authorized signer is unavailable to sign in person and expediency is needed, verbal approvals (may include fax or email) must be substantiated by documenting the following: the

authorized signer's name, designated point of contact's initials, date, time, and location and method of obtaining approval (for example, via telephone).

4. If the expenditure amount exceeds the limits established on Exhibit A for the designated individuals, the following approvals must be obtained.
  - A. Up to \$20,000: Must be approved by the President & Chief Executive Officer
  - B. Between \$20,000 and \$50,000: Must be approved by both the President & Chief Executive Officer and the Treasurer
  - C. Over \$50,000: The Finance and Audit Committee and the Board must approve
5. In addition to satisfying the requirements of the SCAP, all procedures must be followed and requirements met for the travel policy, procurement policy, gift-in-kind policy, and other policies set forth in the GTP Board Policies Manual or other policies established by the Board or Committees thereof.
6. The Finance and Audit Committee approves the authorized signers and categories on Exhibit A. The CFO/Strategy Catalyst is responsible for maintaining the SCAP, including keeping Exhibit A current and keeping all appropriate parties informed, including, but not limited, to the President/CEO and Treasurer. These areas must remain familiar with the SCAP and manage compliance. The Finance and Audit Committee will annually review the SCAP and approve any amendments. A copy of the SCAP, including Exhibit A, shall be presented at the Annual Meeting of the Board.

## TRANSACTION CATEGORIES REQUIRING SPECIFIC APPROVALS

1. Accounting & Auditing – President & CEO approval required.
2. Training/Education/Conferences – President & CEO approval required.
3. Banking – No bank, investment, or financial institution accounts shall be opened in the name of GTP without the approval of the President & CEO and Treasurer. The opening of accounts or changes in existing accounts will be presented to the Finance and Audit Committee for review and ratification.
4. Real Property – Contracts for the acquisition or sale of real property, deeds transferring title of real property or leases of real property may only be executed in accordance with the SCAP and Board Policies Manual. All acquisitions or sales of real property must be authorized by Board. Real property gifts not intended for use in ministry operations are governed by the Gift Acceptance Policy.
5. Contracts – All agreements, contracts, or other binding instruments shall be reviewed by authorized legal counsel prior to execution and must be signed by authorized signers on Exhibit A, in keeping with their dollar limits of authority.
6. Litigation and Claims – Any matter that represents potential litigation or claim shall be brought to the attention of the President & CEO immediately.

7. Employment – Decisions relating to the employment or termination of an employee shall be made in accordance with the GTP Board Policies Manual.
8. Travel – All travel must be approved as set forth in the GTP Travel and Expense policy.
9. Vehicles – President & CEO approval required.

Authority, Responsibility and Accountability – Each employee has the responsibility to ensure that he or she is in compliance with the SCAP. When in doubt, an employee is expected to obtain explicit approval from the President & CEO in advance of any commitment or payment. Failure to comply with the SCAP may lead to disciplinary action up to and including termination of employment.

The Finance and Audit Committee is responsible to perform an annual review of the Commitment Authority Policy (CAP) and recommendation to approve any amendments.

Recommended by the Finance and Audit Committee: 17 June 2020

EXHIBIT A  
 Global Trust Partners  
 SPENDING COMMITMENT AUTHORITY POLICY  
 AUTHORIZED SIGNATORY LIST

Any amount exceeding the limits established for the Positions below requires approval from the President & CEO:

<b>Position</b>	<b>Limit</b>
President & CEO	\$20,000
CFO & Strategy Catalyst	\$5,000
Treasurer	\$5,000

In accordance with Section 5 of the Board Policies Manual, unbudgeted expenditures or commitments are subject to the following additional approval procedures:

- a. Greater than 5% of annual budget: subject to approval by the Finance and Audit Committee
- b. Greater than 10% of annual budget: subject to approval by the Board