



1. Introduction

1. GBWR funding comes principally from grants, sponsorship and charitable donations for the sole purpose of meeting GBWR's charitable objects. It is essential that all contracts and commitments undertaken for goods and services are properly authorised and effectively controlled. This document sets out the process for ensuring this.

2. Authorisations

2.1 Board of Trustees

- 2.1.1 The Board of Trustees is ultimately accountable for ensuring that GBWR's income is effectively managed, controlled and used for the purposes it was allocated. As such it has a responsibility to ensure that only goods and services which help GBWR to meet its charitable objectives and which are budgeted for, are the subject of contract action. In addition, Trustees are accountable for ensuring best value for money (VFM) in the placing of contracts.

2.2 CEO

- 2.2.1 Unless otherwise agreed by the Board, the Trustees authorise the CEO to enter into contracts with providers of goods and services subject to the following:
 - a. The CEO may not delegate such responsibility;
 - b. All contracts over £5000 should be subject to competitive quotes, unless they relate to, for example, domestic or international competitions where there is a sole organising entity.
 - c. Contracts with a value between £5001- £15,000 are to be approved by the CEO and either the Chair or the Trustee with responsibility for Finance.
 - d. Contracts with a value over £15,000 are to be approved by 2 Trustees, including either the Chair or the Trustee with responsibility for Finance. In such cases the CEO is to present a paper outlining the reason for the contract, the process by which the proposed supplier has been selected and the budget position. Such approval must be in writing.