AUTHORITY APPROVAL POLICY

DOCUMENT CONTROL	
Approved by	MaSP Board of Directors
Responsible Owner	Authority Approval Policy
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Approved on	26th June 2025
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POLICY APPROVAL	
AFAHR CHAIRPERSON – Mr. Lucky Crown Mbewe	**Signature:**
CHIEF EXECUTIVE OFFICER – Ms Linda Dembo	**Signature:**
DATED: 26th June 2025	

0.1 Introduction

This policy provides a basis for aligning individuals' expenditure approval authority with their corresponding responsibility. Employees shall not commit to approve transactions on behalf of the organization above their pre-established prescribed and documented limits.

The approval authority levels for the organization shall be as documented below:

	Field Officer	Finance and Admin Assistant	Finance and Admin Officer	Programs Manager	Chief Executive Officer	Board of Trustees
Budgets	Prepares specific project/unit budgets	Prepares project budgets	Reviews project budgets. Reviews unit budgets	Reviews project budgets. Reviews unit budgets Approves unit budgets	Reviews organisational budget and recommends it to the Board for approval.	Approves consolidated budgets
Funded Expenditure	Per Budget	Per Budget	Per Budget	Per Budget	Per Budget	Per Budget
Cost Share Expenditure	✓	✓	✓	✓	Approved by the Executive Director	✓
Donor Contracts	✓	✓	✓	✓	All approved by Executive Director	✓
Capital Expenditure	✓	✓	✓	✓		Approved all expenditure on capital expenditure in line with the definition of capital items

2.1 Authorizations for Expenditures

All decisions directly or indirectly obliging the organization to carry out a transaction shall be approved by a person of responsibility operating within pre-established and documented authorization limits as per policy.

The main objective of establishing authorization levels for expenditure is to ensure that individuals' expenditure approval authority commensurate with their associated responsibility.

The procedure to be followed shall be as follows;

- The application for authorization level commences with a signature authorization request to the applicant's immediate supervisor.
- The request is accompanied by adequate supporting documentation to the authorized signatory.
- Once approval is obtained this is forwarded to the Finance Department, for final processing and filling.

2.2 MaSP Delegation of Authority

AREA OF AUTHORITY:	LIMITS APPLIED:	DESIGNATED PERSONS:
1. Legal documents (where not covered below)		Any one from: CEO, FAO
2. Leases on property and equipment	Up to MWK 100,000.00 Over MWK 100,000.00	Any two from: CEO, PM, FAO. Any two from: Board Chair, Board AFAHR Chair, CEO, FAO
3. Current Account Cheques	up to MWK 10,000,000 Over MWK 10,000,000	Any two from: Board Chair, Board , ED, FAM, DOP Any two from: Board Chair, Board , ED
4. Bank Account Transfers	Up to MWK 30,000,000 Over MWK 30,000,000	Any two from: Board Chair, Board AFAHR Chair, CEO, FAO Any two from: Board Chair AFAHR Chair, CEO, FAO
5. Staff advances/loans	Max. MWK 5,000,000	CEO, FAO, PM (or in case of CEO, the Board chair)
6. Staff expenses	Up to MWK 7,500,000 Over MWK 7,500,000	Any two from: CEO, PM, FAO. Board chair and Board member
7. Board Member expenses	Up to MWK 7,500,000	CEO , FAO and PM

	Over MWK 7,500,000	Board Chair and CEO/PM
8. Orders for Goods & Services	Up to MWK 10,000,000 Up to MWK 10,000,000 Up to MWK 10,000,000 Over MWK 10,000,000	PM, providing within budget FAO, providing within budget CEO, providing within budget, PC meeting minutes Any 2 BMs and minutes by full Board Meeting.
9. Petty Cash expenditure	Up to MWK 50,000 and MWK 40,000 (Single transaction) for head office and project/district offices, respectively. Over MWK 50,000 or MWK40,000	AFAO AFAO
10. Safe Keys		AFAO
11. Receipt of cash & cheques		AFAO
12. Banking of cash & cheques		AFAO
13. Annual / sick leave		FAO/PM/CEO
14. Maternity / Paternity Leave		CEO(or in case of CEO, Board Chair)
15. Contracts of Employment	All staff	CEO, FAO,

KEY: CEO = Chief Executive Officer; FAO = Finance and Admin Manager; PM=Programmes Manager= BM= Board Member; PC = Procurement Committee; AFAO = Assistant Finance and Admin Officer

Notes:

i. For of Authority can be removed. Ideally, amounts should dictate approval and authority level.
ii. Finance Department can authorize but ought NOT to be given approval powers as they are responsible for payments/disbursements based on instructions from the CEO and Programmes Manager.
iii. I suggest that we have a side meeting to rework on this document as there are fundamental issues that require reworking on before the Board can deliberate on the same.