## Catholic Diocese of Portsmouth

## Finance Team

# Information Sheet

### Completing a Delegation of Income Authority Form (No: 0002)

Introduction

This information sheet provides the steps necessary to complete a Delegation of Income Authority Form in accordance with diocesan processes. If you need further information, you can contact Keith Harvey on 0234 216465 or at kharvey@portsmouthdiocese.org.uk

Important Note

1. Only nominated approvers will be able to authorise income.
2. Nominated individuals receive their authority via the completion of an Income Signatory Form.
3. Heads of Vicariate will nominate approvers for each programme.
4. Each approver will be allocated authority over a single programme, if they are to have authority to approve income over two programmes then a separate form must be completed for each.
5. Heads of Vicariate will set limits for each nominated approver at a level up to £2,000.
6. See Income Policy (Curia) for approval of income in excess of £2,000.

Process

1. A Delegation of Income Authority Form should be competed for each programme.
2. Diocesan management accountant will complete the forms with the heads of vicariate.
3. If head of vicariate desires a change to the set approvals contact diocesan management accountant to inform of changes.