

SBBI Expenditure Authorisation Matrix (All amounts in €)

SBB IRELAND EXPENDITURE AUTHORISATION (All amounts in €)

Function	Board of Trustees	CEO	Finance/Admin Mgr
Capital Expenditure	Approve annual budget	Approve all capital expenditure	
Fixed Asset write off		Any asset	
Expenses – budgeted	Non recurring new expenditure over €1,000	Non recurring and new expenditure up to €1,000	
Expenses – not budgeted	Over €300	Up to €300	
New employment contracts	Board to approve new hires and salary	Sign contract	
Annual Pay Review	Approve total annual budget	Increase by individual staff member	Inform payroll processor
Monthly payroll		Approve	
Travel and Accommodation	Board to approve above budget	Up to budget	

Grant payment approval	Board to approve	To propose	