

Version 4

Policy No. FIP101

Reviewed by CEO

Consolidated Delegation of Authority Matrix

Date of Issue March 2017

Approved by Board

Date for Review September 2019

1. Purpose

This matrix reflects delegations provided to positions within the National Ambulance Company. It is the central source for all financial, commercial and compliance functions and accountabilities.

During periods of annual leave or as other directed the DCEO has all delegated powers of the CEO, these periods are notified by internal correspondence.

Legend

CEO : Chief Executive Officer

DCEO: Deputy Chief Executive Officer

CAO : Chief Administrative Officer

COO: Chief Operating Officer

CFO: Chief Finance Officer

Matrix

I : Initiate

R : Recommend

A : Approve

N : Notify (After)

C : Consu

No.	AUTHORITY	CEO	DCEO	CAO	COO	CFO
3.	FINANCE					
3.1	Annual Financial Statements	R	C	C	C	C
3.2	Annual Operating & CAPEX budgets	R	C	C	C	C
3.3	Operating expenses (budgeted for & within budget)	A	A	A	A	C
3.4	Operating expenses (not budgeted for and/or exceeding budget)					
	(a) ≤ AED100,000 per expense / budget item	A	R	R	R	R
	(b) >AED100,000 per expense /budget item	R	R	R	R	R
3.5	CAPEX (budgeted for & within budget)	A	R	A	A	R
3.6	CAPEX (budgeted for but outside budget)					
	(a) ≤ AED100,000 per expense / budget item	A	R	R	R	R
	(b) >AED100,000 per expense /budget item	R	R	R	R	R
3.7	Release payment of Creditors (monthly) (Need 2 A's)	A	A	A	A	R
3.8	Pay Salaries (Need 2 A's)	A	A	A	A	R
3.9	Opening/Closing of Bank accounts	R			R	C

No.	AUTHORITY	CEO	DCEO	CAO	COO	CFO
3.10	Bad debt write offs (debtors)					
	(a) > AED 30,000 per debtor	N				A
	(b) ≤ AED 30,000 per debtor	A				R
3.11	Waiver of Charges					
	(a) ≤ AED 25,000	N				A
	(b) ≤ AED 40,000	A				R
	(c) < AED 40,000	R				
3.12	Approval of Insurance policies	A		R	C	C
3.13	Vendor selection		A	R	A	R
3.14	Engaging in any form of borrowing	R				I/C
3.15	Petty Cash	A	A	A	A	A
3.16	Negotiable Instruments Must be a board member and an authorised signature (2 must sign)	X	X	X	X	

No.	AUTHORITY	BOD	Chair	CEO	DCEO	CAO	COO	CFO
4.	LEGAL, CONSULTING and COMPANY OPERATIONS							
4.1	Engage and instruct Legal Advisors up to AED 500,000 per instrument			A	R	R		
4.2	Engage medical physicians for clinical oversight and governance up to AED 500,000 annually			A	R		R	
4.3	Authorise leases for domestic and office accommodation up to a limit of AED 500,000 per lease			A	R	R		
4.4	Authorise purchase of non-capital equipment or material up to a limit of AED 500,000 per order			A	R	R	R	
4.5	Authorize purchase of non-capital equipment or material up to a limit of AED 100,000 per order			refer to 4.4	R	A	A	
4.6	Authorise expenditure for international travel up to a limit of AED 25,000 per person			A		A		

No.	AUTHORITY	BOD	Chair	CEO	DCEO	CAO	COO	CFO
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5.	HUMAN RESOURCES							
5.1	All Appointments/Dismissals below CEO level			A	R	A	C/R	R
5.2	Salary increases							
	(a) CEO, CAO, CFO, COO (and all other outside approved budget)	N	A	I	I		I	
	(b) All other within budget			A	R	R	R	R
5.7	Any claims for "out of pocket" expenses by direct staff			N	N	A	A	A
5.8	Change in headcount number			A	R	R	R	C
5.9	Performance evaluation							
	(a) CEO, CAO, COO, CFO, By Committee	N	A		I			
	(b) All other			N/A (Own Staff)	N	A	A	A

2. Supporting Documentation

- Board Minutes 5 August 2010, 9 September 2011
- Memorandum of Association 18 August 2010
- Power of Attorney CEO 28 February 2011

Review & Approval:

Chief Executive Officer

Change Brief

Date	Changes
Nov 2012	Update to delegations
Nov 2014	Update Template No major changes, Logo and version
March 2017	No Changes Due for review
September 2019	No Changes