

**AD 26****Delegation of Approval Authority**

Classification:	Administration
Responsible Authority:	Chief Financial Officer
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2021-09-30
Date Last Reviewed:	2021-09-30
Mandatory Review Date:	2026-09-30

**PURPOSE**

This policy details the conditions under which a College Administrator can temporarily delegate their authority to approve financial and human resource transactions.

**SCOPE**

This policy applies to the Board of Governors, the President, the Treasurer, and all College employees.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
College Administrator	A College administrative employee appointed to a position that gives them authority to review and approve financial and/or human resource related transactions.
Delegator	A College Administrator who temporarily delegates their approval authority for financial and/or human resource related transactions to another College Administrator.
Delegate	A College Administrator who has been given temporary approval authority for financial and/or human resource related transactions from another College Administrator.
Segregation of Duty	An internal control requirement designed to prevent errors and deter fraud by ensuring that no one person has sole control over initiating, recording, and approving (authorizing) a single transaction.

## POLICY

This policy complies with the 2010 Broader Public Sector Accountability Act and the Ministry of Colleges and Universities – Governance and Accountability Framework (link provided in “Related Policies”).

The Delegation of Approval Authority Policy is an essential component of Algonquin College’s Internal Control Framework as mandated in the College’s Board Governance Policy for Financial Management (BG II-02)

1. A College Administrator will only delegate their approval authority to a College Administrator who holds a management position unless the College Administrator Delegate has been officially assigned into an Acting Manager position.
2. Delegation of Approval Authority is a significant action requiring scrutiny and ethical judgment. College Administrators are required to comply with the following internal controls:
  - Delegation of Approval Authority will be assigned to the most senior College Administrator available who has appropriate knowledge and familiarity of the operations.
  - In advance of delegating authority, the Delegator should inform the College Administrator to whom they report (in writing), the intention to delegate their authority, to identify the Delegate, and to indicate the duration of the Delegation.
  - Delegation of Approval Authority will be assigned on a temporary basis only - to accommodate vacation, leave of absence, professional development, or off-site College business.
  - A College Administrator can delegate their approval authority for a continuous period of no greater than 30 days without explicit written approval from the College Administrator to whom they report.
  - A College Administrator will not delegate their approval authority to a support staff member or an academic staff member.
3. It remains the responsibility of the Delegator to ensure:
  - their Delegate understands the limitations of their temporary approval authority;
  - their Delegate understands that they cannot approve a transaction that they have initiated, requested, or prepared;
  - their Delegate understands that they should only approve transactions that they deem reasonable and justifiable and failing this, they will obtain guidance from a more senior College Administrator, or defer a decision until the return of the Delegator;
  - their Delegate understands the use of the correct cost centres and account codes; and
  - their Delegate understands that with a cost centre expense approval, they must ensure the existence of a purchase order reference number and that adequate funds are available.
4. College Administrators are required to use ethical and professional judgment to ensure their approval authority for financial and human resource transactions are, at all times, defensible and in accordance with applicable policies and ethical practice. This policy cannot explicitly address all situations and circumstances where delegated approval authority may be questionable. If a College Administrator is presented with a questionable approval circumstance, in particular, situations that may be perceived as a conflict of interest or to have inadequate segregation of duty, they are required to obtain guidance from the Office of the Vice President of Finance and Administration, the Office of the Vice President of Human Resources, the Chief Financial Officer, or the Office of Internal Control.

5. A College Administrator who improperly delegates their authority or is found to have misused a delegated authority may be subject to an investigation and disciplinary action. Adherence to this policy is subject to cyclical internal control audits.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. The College Administrator (delegator) informs and is approved by their direct manager to take a vacation, leave of absence, professional development, or conduct off-site College business.	Delegator and their Direct Manager
2. The Delegator informs their direct manager (in writing) of their intention to delegate their authority, identifies the Delegate who they intend to empower with their approval authority, and identifies the duration of the delegation. <i>(see Appendix 1)</i>	Delegator and their Direct Manager
3. The Delegator informs their management group and direct reports (via email) that they are temporarily delegating their approval authority to a Delegate (identified in the email) and details the delegation timeframe. <i>(see Appendix 1)</i>	Delegator
4. The Delegator logs into the Finance/Human Resources Information System and sets up the necessary approval delegations in accordance with this policy, including start and end dates. <i>(see Related Materials: Algonquin College Workday User Guide)</i>	Delegator

The College grants specific approval authority to College Administrators based on their position and function within the organization (Acting Managers and Fixed Term Administrators will be notified of their approval authority by the hiring manager). The tables below classify College Administrators into three categories and identifies possible Delegates to which approval authority may be temporarily delegated.

Category 1 College Administrators	Possible Delegates include any of the following:
President Senior Vice President and Vice Presidents	Other Category 1 College Administrators Category 2 College Administrators

Category 2 College Administrators	Possible Delegates include any of the following:
Associate Vice Presidents Chief Financial Officer Chief Digital Officer Deans, Executive Directors, and Directors	Category 1 College Administrators Other Category 2 College Administrators Category 3 College Administrators

Category 3 College Administrators	Possible Delegates include any of the following:
Chairs, Associate Chairs & Associate Directors Senior Managers and Managers	Category 1 College Administrators Category 2 College Administrators Other Category 3 College Administrators

## RELATED POLICIES

BG II-02 - Algonquin College Board Governance Policy – Financial Management -  
<https://www.algonquincollege.com/bog/files/2018/05/BG-II-02-Financial-Management-Policy.APPROVED.March-28.2018-v2.pdf>

HR 12 - Algonquin College Conflict of Interest Policy  
<https://www.algonquincollege.com/policies/files/2017/01/HR12.pdf>

Algonquin College Purchasing Policy and Procurement Manual  
[http://www.tcu.gov.on.ca/pepg/publications/GovAccount\\_Directive2010.pdf](http://www.tcu.gov.on.ca/pepg/publications/GovAccount_Directive2010.pdf)

AD 19 - Algonquin College Fraud Prevention Policy  
<https://www.algonquincollege.com/policies/files/2020/01/AD19.pdf>

AD 21 - Algonquin College Administrative Policy – Safe to Speak Up  
<https://www.algonquincollege.com/policies/files/2020/01/AD21.pdf>

HR 18 - Algonquin College Human Resource Policy – Employee Code of Conduct  
<https://www.algonquincollege.com/policies/files/2018/10/HR18.pdf>

## RELATED MATERIALS

MTCU Minister's Binding Policy Directive: Governance and Accountability Framework  
[http://www.tcu.gov.on.ca/pepg/publications/GovAccount\\_Directive2010.pdf](http://www.tcu.gov.on.ca/pepg/publications/GovAccount_Directive2010.pdf)

Ontario Broad Public Sector Accountability Act  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_10b25\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_10b25_e.htm)

Broader Public Sector Procurement Directive;  
[https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/\\$FILE/01%20BPS%20Procurement%20Directive.pdf](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/$FILE/01%20BPS%20Procurement%20Directive.pdf)

Broader Public Sector Procurement Guideline;  
[https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/0/993aef5394e028c38525803d00618598/\\$FILE/Procurement\\_Guideline\\_for\\_PFOs.pdf](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/0/993aef5394e028c38525803d00618598/$FILE/Procurement_Guideline_for_PFOs.pdf)

Ontario Colleges of Applied Arts and Technology Act, 2002 Ontario Regulation 34/03  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030034\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030034_e.htm)

Algonquin College Workday User Guide  
[User Guide: Manage Delegations in Workday](#)

**AD 26: APPENDIX 1**

The following is an example of an appropriate email (written) message delivered by a Delegator to their direct manager and their management team (two separate emails), of the intention to delegate their authority to another College Administrative Manager.

*(Note: the written message identifies, the Delegator, the type of leave, the duration of the delegation, and the intended Delegate.*

**Subject:** Acting (insert your position title)

Good afternoon (insert name(s) of direct manager or individual members of management team,

(insert your name), (insert your position title) will be on (indicate the type of leave) on (insert day, month, year) and will return on (insert day, month, year). In his/her absence, (insert the name of your Delegate), will be the Acting (insert your position title) with full approval authority.

(insert the name of your Delegate) can be reached at (insert the email address of your Delegate) or by phone at (insert the phone contact information of your Delegate).

Thank you.

(insert your name)

(insert your position title)

(insert your email and phone contact information)

**Algonquin College** | 1385 Woodroffe Avenue | Room C548 | Ottawa | Ontario | K2G 1V8 | Canada  
[www.algonquincollege.com](http://www.algonquincollege.com)