



SCOTTISH
QUEER
INTERNATIONAL
FILM
FESTIVAL

Scottish Queer International Film Festival Delegated Authorities Limit Policy

ABOUT SQIFF

SQIFF (Scottish Queer International Film Festival) was formed with the aim of adding to the exciting and growing amount of queer film stuff happening around Scotland. Since 2015, we have held an annual Festival in Glasgow alongside providing year round events across various locations. SQIFF aims to build community through queer films. Our goal is to get people watching, talking about, and making more queer films. We want to screen movies that people might not otherwise get a chance to see and create inspiring and informative events across Scotland. Moreover, we want to support marginalised groups within the LGBTQIA+ community by providing a networking system for queer filmmakers, as well as filmmaking workshops for audiences wanting to start on the medium. We want to challenge inequalities and barriers to accessing the arts.

This Delegated Authorities Limit Policy outlines the authority limit of its Employees and Board Members.

This Delegated Authorities Limit Policy includes information on:

- [Policy Statement](#)
- [Purpose](#)
- [Principles](#)

POLICY STATEMENT

Scottish Queer International Film Festival (SQIFF) is an organisation committed to a system of delegated authority that ensures decisions are made at the appropriate level and within the limits established by the board of trustees. This will help the charity function effectively while minimizing risks and ensuring that decisions are made in the best interests of the charity and its stakeholders.

PURPOSE

The purpose of this policy is to define the levels of authority within SQIFF for decision-making, ensuring that financial decisions are made by appropriate individuals, ensuring funding applications and budget expenditure work in compliance with our work. This policy aims to promote transparency, accountability,



and efficient use of resources while safeguarding the charity's financial and operational integrity.

PRINCIPLES

Delegated Authority Levels

The following table outlines the authority levels for decision-making and expenditure:

Position/ Role	Authority Limit	Scope of Authority
Board of Trustees	Unlimited	Approval of budgets, financial statements, strategic direction, major capital expenditures, and executive appointments.
Director	Up to £15,000 per transaction or funding application limit	Day-to-day operational decisions, approving contracts, staff hiring, and expenditures within the delegated limit. Also, authority to apply for funding applications of up to £15,000. Must inform the board of major decisions.
Producer	Up to £2,000 per transaction or funding application limit	Approving routine expenses, handling operational budget adjustments, and day-to-day financial oversight, including petty cash management. Also, authority to apply for funding applications of up to £2,000.
Staff (Non-management)	Up to £250 per transaction or funding application limit of £1,000	Authority to approve operational costs for their own department or team under a specified budget and in accordance with charity policy. Also, authority to apply for funding applications of up to £1,000 for their department, which needs to be communicated to the Director before applying.
Volunteers	No financial authority	Volunteers have no authority to make financial decisions. Their responsibilities are limited to program activities and administrative support.



General Guidelines

- **Expenditure Approval:** Any expenditure exceeding the approved limits must be signed off by the appropriate higher-level authority (e.g., from Director to Board of Trustees).
- **Documenting Decisions:** All delegated authority decisions should be documented, with clear reasons for approval or rejection. The documentation should be easily accessible for review.
- **Review of Delegation Limits:** Delegated authority limits should be reviewed annually by the Board of Trustees to ensure they are in line with the charity's operational needs and financial situation.

Exemptions and Special Circumstances

In cases of emergencies or unanticipated situations where immediate action is required (e.g., emergency repairs, sudden program changes, or really short funding application deadlines), the Director may authorise expenditures exceeding their normal limits, provided that the Board is informed as soon as possible.

Monitoring and Reporting

The Director is responsible for regularly reviewing transactions to ensure they fall within the limits specified in this policy. Any irregularities or concerns must be reported immediately to the Director and the Board of Trustees.

Accountability

Each person with delegated authority is accountable for the decisions they make. They must ensure decisions comply with charity guidelines, budgets, and relevant laws. Regular checks will be conducted to assess compliance with the Delegated Authority Limit Policy.

Awareness of Authority Limit

All individuals with delegated authority will receive appropriate knowledge on their responsibilities, including understanding their decision-making limits, financial management, and the importance of maintaining accountability.

This policy was last reviewed on 17/3/2025. We welcome any comments and suggestions that can help us to develop our Delegated Authority Limit Policy: info@sqiff.org.