

## Business Case Procedure

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Project /Initiative Name</b> | <b>Sponsoring leader</b> |
|                                 |                          |
| <b>Proposer</b>                 | <b>Timescales</b>        |
|                                 |                          |

|                          |   |
|--------------------------|---|
| <b>Executive Summary</b> | <p>This procedure is designed to set out a simple process for <u>non-routine</u> expenditure.</p> <p>It should lay out details of the project or initiative together with costs and where this fits within our strategic plans. Appendix A lays out approval levels /limits of authority.</p> |
|--------------------------|---|

|   |   |  |
|---|---|--|
| <b>Strategic Pillar</b><br><br>(Tick 1 or more) | <ul style="list-style-type: none"> <li>Reach the lost</li> <li>Serve the Community</li> <li>Feed the flock</li> </ul> |  |
|---|---|--|

|                                     |  |
|-------------------------------------|--|
| <b>Project / Initiative details</b> |  |
|-------------------------------------|--|

**Project  
Organization**

**Who, what,  
why, when ?**

**Financial  
Implications,  
including  
project costs  
and funding  
sources**

**Desired  
outcome**

**Risks  
Assessment**

**Measure of  
success**

**Comments**

|                                 |  |
|---------------------------------|--|
| <b>Signature of proposer</b>    |  |
| <b>Signature of leader (s)</b>  |  |
| <b>Signature of Trustee (s)</b> |  |
| <b>Due Review Date</b>          |  |

**Appendix A - Limits of Authority for non routine expenditure.**

**£1-£200 1 Leader or 1 Trustee**

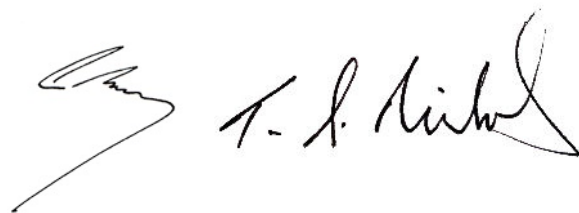
**£200 - £750 1 Leader and 1 Trustee**

**£750 - £2000 2 Leaders and 1 Trustee**

**£2000 + 2 Leaders and 2 Trustees.**

**Approved by the board of Trustees, 21st April 2024**

**Signed - C Suddes, T Nichol**

Handwritten signatures of C Suddes and T Nichol. The signature of C Suddes is on the left, and the signature of T Nichol is on the right.

**On behalf of the Trustees**