

## FINANCIAL AUTHORISATIONS

| ROLE                          | BUDGETS RESPONSIBLE FOR                                                   | BANK MANDATE | SIGN ORDERS, SUPPLIER ACCOUNTS, ONLINE PURCHASES            | CREDIT CARD* (Max £8k pm)                                   | APPROVE INVOICES                  | INTERNET BANKING LIMIT                                                              | APPROVE PETTY CASH^ (Max £150) | APPROVE TIMESHEETS                                 | SUPPLIER ACCOUNT SET UP |
|-------------------------------|---------------------------------------------------------------------------|--------------|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------|-------------------------|
| Chief Officer                 | All                                                                       | Y            | Y<br>(Unlimited)                                            | Y<br>(Unlimited)                                            | Y                                 | £50,000 pd<br>(Cllr V Manro, Deputy RFO or Deputy Clerk in Chief Officer's absence) | Y                              | Y                                                  | Y                       |
| Deputy Clerk                  | Specifically<br>307, 302, 305<br>401, 402                                 | N            | Y<br>(Limit £250)<br>(Unlimited in Chief Officer's absence) | Y<br>(Limit £250)<br>(Unlimited in Chief Officer's absence) | Y<br>(in Chief Officer's absence) | £500 per day<br>(£50,000 in Chief Officer's absence)                                | Y                              | Y<br>(All in Chief Officer's absence)              | Y                       |
| Deputy RFO                    | All<br>(in Chief Officer's Absence)<br>Specifically<br>101, 102, 202, 501 | N            | Y<br>(Limit £250)<br>(Unlimited in Chief Officer's absence) | Y<br>(Limit £250)<br>(Unlimited in Chief Officer's absence) | Y<br>(in Chief Officer's absence) | £500 per day<br>(£50,000 in Chief Officer's absence)                                | Y                              | Y<br>(In Chief Officer's & Deputy Clerk's Absence) | Y                       |
| Community Development Officer | Specifically<br>202,401, 402                                              | N            | Y<br>(Limit £250)                                           | Y<br>(Limit £250)                                           | N<br>(Refer to Deputy Clerk)      | N                                                                                   | N                              | Y<br>(Line Mgt)                                    | Y                       |
| Head of POST                  | POST<br>(307, 302, 305)                                                   | N            | Y<br>(Limit £250)                                           | Y<br>(Limit £250)                                           | N<br>(Refer to Deputy Clerk)      | N                                                                                   | N                              | Y<br>(Line Mgt)                                    | Y                       |
| All other Officers            | N                                                                         | N            | Online Purchases<br>– after approval from Budget            | After approval from Budget                                  | N                                 | N                                                                                   | After approval from Budget     | N                                                  | N                       |

|  |  |  |                            |                            |  |  |                          |  |  |
|--|--|--|----------------------------|----------------------------|--|--|--------------------------|--|--|
|  |  |  | Holder - by order or email | Holder – by order or email |  |  | Holder by order or email |  |  |
|--|--|--|----------------------------|----------------------------|--|--|--------------------------|--|--|



\*Credit Card is to be used as a last resort if not possible to set up an account or urgency of purchase.

^Other members of staff can purchase against petty cash for items up to £10. In exceptional circumstances Councillors, with prior approval from the Clerk, up to value of £150 **BANK SIGNATORIES (six in line with our Financial Regulations 5.1)**

Councillors:

1. Vinay Manro
2. Alex Roupelis
3. Richard Hailstone
4. Steve Heyes
5. John Fuller

Chief Officer & RFO

6. Georgina Morgan-Denn

Deputy RFO

7. Jodie Smart

### **BANK AUTHORISATION – in the absence of the Clerk**

Councillor Vinay Manro (as F&P Chairman)

Deputy Clerk

Deputy RFO

### **Version control**

|                                                       |                                          |                                                            |                  |
|-------------------------------------------------------|------------------------------------------|------------------------------------------------------------|------------------|
| <b>HWPC<br/>Internal Financial<br/>Authorisations</b> | Georgina Morgan-Denn<br>Clerk to Council | Adopted at Full Council                                    | Next review due: |
|                                                       |                                          | Reviewed F&P 21.06.22<br>Adopted FC 28.06.22<br>Ref FC 034 | As required      |

|  |  |                                                                                                                                                                                                 |  |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  | <p>Reviewed and adopted<br/>25.04.23 FC256</p> <p>Bank signatories<br/>reviewed F&amp;P 20.06.23<br/>FP019</p> <p>Review F&amp;P 16.07.24<br/>Bank signatories and<br/>daily payment limit.</p> |  |
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