

FINANCIAL AUTHORISATIONS – as of June 2023

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 (Unlimited)	Y (Unlimited)	Y	£35,000 pd (Cllr L Rhys Jones <u>V Manro</u> in Chief Officer's absence)	Y	Y	Y
Deputy Clerk	Specifically 307, 302, 305 401, 402	N	Y (Limit £250) (Unlimited in Chief Officer's absence)	Y (Limit £250) (Unlimited in Chief Officer's absence)	Y (in Chief Officer's absence)	£500 per day (£35,000 in Chief Officer's absence)	Y	Y (All in Chief Officer's absence)	Y
Deputy RFO	All (in Chief Officer's Absence) Specifically 101, 102, 202, 501	N	Y (Limit £250) (Unlimited in Chief Officer's absence)	Y (Limit £250) (Unlimited in Chief Officer's absence)	Y (in Chief Officer's absence)	£500 per day	Y	Y (In Chief Officer's & Deputy Clerk's Absence)	Y
Community Development Officer	Specifically 202,401, 402	N	Y (Limit £250)	Y (Limit £250)	N (Refer to Deputy Clerk)	N	N	Y (Line Mgt)	Y
Head of POST	POST (307, 302, 305)	N	Y (Limit £250)	Y (Limit £250)	N (Refer to Deputy Clerk)	N	N	Y (Line Mgt)	Y
All other Officers	N	N	Online Purchases – after approval from Budget Holder - by order or email	After approval from Budget Holder – by order or email	N	N	After approval from Budget Holder by order or email	N	N



*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 Chief Officer/Clerk & RFO, up to value of £150.

BANK SIGNATORIES (six in line with our Financial Regulations 5.1)

1. V Manro (Chair F&P/Chairman of Council)
2. A Roupelis (Vice Chair F&P)
3. S Heyes (F&P Committee Member)
4. R Hailstone (F&P Committee Member)
5. J Fuller (F&P Committee Member)
6. Georgina Morgan-Denn, Chief Officer/Clerk

- ~~1. Vinay Manro~~
- ~~2. Linda Rhys-Jones~~
- ~~3. Richard Hailstone~~
- ~~4. Diane Rodgers~~
- ~~5. Susan Callen~~

BANK AUTHORISATION – in the absence of the Clerk

Councillor ~~Linda Rhys-Jones~~ V Manro (as F&P Chair) and Deputy Clerk

Version control

HWPC Internal Financial Authorisations	Georgina Morgan-Denn Chief Officer/Clerk	Adopted	Next review due:
		Reviewed F&P 21.06.22 Adopted FC 28.06.22 Ref FC 034 Adopted FC 25.03.23 Ref FC 256 Reviewed F&P 20.06.23 Adopted FC 28.06.23 Ref XXX	As required