

FINANCIAL AUTHORISATIONS – as of June 2022

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
Clerk/Chief Officer	All	Y	Y (Limit: £2,000)	Y (Unlimited)	Y	£35,000 pd (Cllr L Rhys-Jones in Clerk's absence)	Y	Y	Y
Deputy Clerk	Specifically 307, 302, 305 401, 402	N	Y (Limit £250)	Y (Limit £250)	Y (in Clerk's Absence)	£500 per day	Y	Y (All in Clerk's Absence)	Y
Deputy RFO	All (in Clerk's Absence) Specifically 101, 102, 202, 501	N	Y (Limit £250)	Y (Limit £250) In Clerk's Absence Unlimited	Y (in Clerk's Absence)	£500 per day	Y	Y (In Clerk'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
Technical Officers / Supervisors	N	N	N	Y (Limit £100)	N	N	N	N	N
Administrator	N	N	Online Purchases After approval from Budget Holder – by order or email	After approval from Budget Holder – by order or email	N	N	N	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 £25. 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. Linda Rhys-Jones
3. Richard Hailstone
4. Diane Rodgers
5. Susan Callen

Chief Officer/Clerk & RFO

6. Georgina Morgan-Denn

BANK AUTHORISATION – in the absence of the Clerk

Councillor Linda Rhys-Jones (as F&P Chairman)

Version control

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