

**FINANCIAL AUTHORISATIONS – as of ~~June 2022~~ April 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 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------|-------------------------|
| <del>Clerk</del> /Chief Officer                                | All                                                                                       | Y            | Y<br>( <del>Limit: £2,000</del> Unlimited)                                            | Y<br>(Unlimited)                                                                            | Y                                                    | £35,000 pd (Cllr L Rhys-Jones in <del>Clerk's</del> Chief Officer's absence) | Y                                                 | Y                                                                     | Y                       |
| Deputy Clerk                                                   | Specifically 307, 302, 305 401, 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 <del>Clerk's</del> Chief Officer's absence) | £500 per day<br>(£35,000 in Chief Officer's absence)                         | Y                                                 | Y<br>(All in <del>Clerk's</del> Chief Officer's absence)              | Y                       |
| Deputy RFO                                                     | All<br>(in <del>Clerk's</del> Chief Officer's Absence)<br>Specifically 101, 102, 202, 501 | N            | Y<br>(Limit £250)<br>(Unlimited in Chief Officer's absence)                           | Y<br>(Limit £250)<br>(Unlimited in <del>Clerk's</del> Chief Officer's absence)<br>Unlimited | Y<br>(in <del>Clerk's</del> Chief Officer's absence) | £500 per day                                                                 | Y                                                 | Y<br>(In <del>Clerk's</del> Chief Officer's & Deputy Clerk's Absence) | Y                       |
| Community Development Officer                                  | Specifically 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 (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                       |
| <del>Technical Officers / Supervisors</del> All other Officers | N                                                                                         | N            | <del>N</del> Online Purchases – after approval from Budget Holder - by order or email | <del>Y</del><br>(Limit £100)After approval from Budget Holder – by order or email           | N                                                    | N                                                                            | <del>N</del> After approval from Budget Holder by | N                                                                     | N                       |

|               |   |   |                                                                                               |                                                                |   |   |                                |   |   |
|---------------|---|---|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------|---|---|--------------------------------|---|---|
|               |   |   |                                                                                               |                                                                |   |   | <a href="#">order or email</a> |   |   |
| Administrator | N | N | <del>Online Purchases</del><br><del>After approval from Budget Holder by order or email</del> | <del>After approval from Budget Holder by order or email</del> | 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 [£2510](#). 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)

[Deputy Clerk](#)

### **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      |