

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 (Unlimited)	Y (Unlimited)	Y	£50,000 pd (Cllr V Manro, Deputy Clerk/RFO in Chief Officer's absence)	Y	Y	Y
Deputy Clerk/RFO, HR & Services Manager	Specifically 307, 302, 305 401, 402 All (in Chief Officer's Absence)	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 (£50,000 in Chief Officer's absence)	Y	Y (Line Mgt) (All in Chief Officer's absence)	Y
POS Operations & Facility Manager	(307, 302, 305)	N	Y (Limit £250)	Y (Limit £250)	N (Refer to Deputy Clerk)	N	N	Y (Line Mgt)	Y
All other Staff	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 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 Clerk/RFO, HR & Services Manager

7. Laura Cutter

BANK AUTHORISATION – in the absence of the Chief Officer/RFO & Clerk

Councillor Vinay Manro (as F&P Chairman)

Deputy Clerk/RFO, HR & Services Manager

Version control

Georgina Morgan-Denn Chief Officer/RFO	Adopted at Full Council	Next review due
	Reviewed F&P 21.06.22 Adopted FC 28.06.22 Ref FC 034	As required
	Reviewed and adopted 25.04.23 FC256 Bank signatories reviewed F&P 20.06.23 FP019 Reviewed and adopted FC 25 th February 2025 Min Ref. FC 178 Changes to job titles	As required