

Approvers (1.09 v03)

Summary

This document describes the procedure for approving those authorised by BCSC to make financial transactions and arrangements and authorise expenses claims.

Procedure

1. The annual expenditure of BCSC is approved through the Minutes of the bimonthly Meetings of the CEC and published in the form of a budget which is distributed to those who are authorised as budget holders.
2. The only authorised contact with financial institutions is:
 - a. setting up of purchase cards (County Treasurer);
 - b. transfers of monies between accounts within the same Bank; (County Treasurer, Deputy County Treasurer);
 - c. preparation of payments (County Treasurer, County Administrator, Event Treasurers [event only]);
 - d. receipt of monies (County Treasurer, County Administrator, Event Treasurers [event only]);
 - e. online access to accounts (County Treasurer, Deputy County Treasurer, County Chair, County Vice-Chair, County Commissioner, Deputy County Commissioners, County Administrator, Event Treasurers [event accounts only]);
 - f. authorising payments (2 from: County Treasurer, Deputy County Treasurer, County Chair, County Vice-Chair, Event Treasurers [event only]).
3. Payments prepared by the County Treasurer are countersigned by at least one other Trustee who is authorised as in (5).
4. Payments prepared by the County Administrator are countersigned by at least two other Trustees who are authorised as in (5).
5. Opening/closing accounts with financial institutions; the change in the signatories; and online authorising signatories; is authorised through the Minutes of the bimonthly Meetings of the CEC.
6. Electronic transfers are authorised by two authorising signatories as in (5).
7. Budget holders are authorised through the Minutes of the bimonthly Meetings of the CEC.
8. If a budget holder delegates a line manager to pre-approve expenditure; approve expenses claims; or purchase card statements; they must inform the County Treasurer who will report this to the CEC at their bimonthly Meetings.
9. Holders of purchase cards are approved as detailed in the Purchase Card procedure (1.03).
10. Approval of Investments is through the Minutes of the bimonthly Meetings of the CEC as detailed in the Investment procedure (1.06).
11. The establishment of other financial procedures for specific events will be approved through the Minutes of the bimonthly Meetings of the CEC. In all cases, the County Treasurer will be a signatory on any account established and will receive regular reports from the Event Treasurer.
12. The CEC regularly reviews the list of those approved as described above and at least annually.

Last modified **19 January 2016**