

# F2 Authorised Signatories Policy

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## Introduction

This policy is intended to provide guidelines for the signing of cheques and authorisation of electronic payments.

## Application

This Policy applies to all payments made from the Municipal, Trust and Reserve funds. This includes cheques and electronic payments made on behalf of the Council for all accounts as defined within the Delegation Register.

## Policy Intent

To ensure that all of Council's bank instruments and authorities are appropriately authorised and signed by authorised Council Officers.

### 1. Delegation

In accordance with the *Local Government (Financial Management) Regulations 1996* sub regulation 12 and 13, the Chief Executive Officer is delegated authority to make payments from the Municipal Fund, Trust Fund and Reserve Fund. Each payment from the Municipal Fund, Trust Fund or Reserve Fund is to be noted on a list compiled for each month showing:

- (a) The payee's name;
- (b) The amount of the payment;
- (c) The date of the payment; and
- (d) Sufficient information to identify the transaction.

Authorised signatories to be registered with the Bendigo Bank relate to the position (senior management) and should be as follows:

- (a) Chief Executive Officer;
- (b) Manager Corporate & Community Services;
- (c) Manager Assets and Services;
- (d) Manager Planning & Development; and

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(e) Manager Finance.

For internal control purposes, all payments made, regardless of size and method of payment, are to be authorised by two signatories.

Council Members are not eligible for nomination as signatories.

Authorised persons are required to be identified by the Shire's bankers to ensure that signatories are both authorised and identified prior to making payments on behalf of the Shire.

Any changes to the authorised signatories must be made by the exercise of delegated authority before being effected administratively by the nominated Shire Officer.

Cash floats may be established with the authority of the CEO contingent upon the need for such cash float being validated and approved.

## Reference Information

<b>Related Documents</b>	Purchasing Policy
<b>Related Legislation</b>	<i>Local Government Act 1995 (WA)</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Records Management Act 2000 (WA)</i>
<b>Associated Forms and Attachments</b>	

## Document Control Information

<b>Document Category</b>	Governance
<b>Document Title</b>	Authorised Signatories Policy
<b>Document ID</b>	
<b>Author</b>	Manager Corporate & Community Services
<b>Approved By</b>	Council
<b>Date of Approval (OCM)</b>	27 October 2020
<b>Date of Last Review</b>	Reviewed Council Meeting 24 November 2005 Amended Council Meeting 16 November 2006 Amended Council Meeting 15 November 2007 Amended Council Meeting 21 May 2009 Amended Council Meeting 13 May 2010 Amended Council Meeting 21 October 2010 Amended Council Meeting 18 September 2012 Amended Council Meeting 22 July 2014 Amended Council Meeting 22 January 2019 Reviewed Council Meeting 27 October 2020
<b>Date of Next Review</b>	October 2022

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