



LOCATION: SCHOOL HANDBOOK, SECTION I, DOCUMENT 20a

AUTHORISED SIGNATORIES POLICY

1. Persons authorised to sign documents for personnel and financial matters are reviewed on an annual basis.
2. Authorised signatories will be elected from the Leadership Group, Finance Staff and Senior Office Staff only.
3. When two signatories are required for finance/personnel matters (e.g. authorising payroll forms/signing orders) one must be a member of the finance/admin team and the other a member of the Leadership Group. On no occasion should two members of admin/finance staff sign together on one document as authorised signatories.
4. As a further financial control, the Member of the Leadership Group signing an order may not also sign the invoice for the same item. (As a general rule, Senior Leaders will sign orders for those budget headings for which they are responsible).

K. JOY

Reviewed November 2022