

Authorised Signatories

Introduction

This policy is intended to ensure that the signing of cheques and authorisation of electronic payments is compliant with legislative provisions contained in Part 6 – Financial Management of the *Local Government Act 1995* (the Act).

Objective

To ensure there are appropriate systems in place for the effective security and properly authorised use of cheques/EFT payments from the Shire's bank accounts to safeguard financial resources.

Scope

This Policy applies to the authorisation of all payments made from the Municipal, Trust, and Reserve funds held by the Shire.

Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
CEO	Chief Executive Officer
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008.</i>
Executive Managers	the Managers defined as Senior Workers that Council resolved (Res. No. OCM026/03/22) to designate in accordance with section 5.37 of the <i>Local Government Act 1995</i> : <ul style="list-style-type: none"> • Manager Corporate and Community Services; • Manager Infrastructure and Assets; and • Manager Development and Regulation.
Member	In relation to a council or committee, a Council Member in the Act; Elected Member; or Councillor; or a member of the committee.
Regulations	Local Government (Financial Management) Regulations 1996.
Shire	the Shire of Toodyay.

Policy Statement

For the purposes of *Regulation 11* and in accordance with Delegation CS1 *Payments from Municipal Fund and Trust Fund*, the following positions will be Authorised Signatories, registered with the Shire's banking institution:

- (a) Chief Executive Officer;
- (b) Manager Corporate and Community Services;
- (c) Manager Infrastructure and Assets,
- (d) Manager Development and Regulation; and
- (e) Finance Coordinator

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

Members are not eligible for nomination as signatories.

Council delegates the CEO to authorise and make payments from the municipal, trust, and reserve fund (referred to in Section 6.10 "Financial management regulations" of the Act) in accordance with *Regulation 12 "Payments from municipal fund or trust fund, restrictions on making"*.

In accordance with *Regulation 13*, each payment from the Municipal Fund, Trust Fund or Reserve Fund is to be noted on a list compiled for Council 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 persons are required to be identified by the Shire's banking institution to ensure that signatories are both authorised and identified prior to making payments on behalf of the Shire.

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

- [Register of Delegations](#) – CS1 Payments from Municipal Fund or Trust Fund;
- [Purchasing Policy \(FIN3\)](#).

Legislation

- *Local Government Act 1995*;
- *Local Government (Financial Management) Regulations 1996*;
- *Records Management Act 2000*.

Associated documents

Nil.

Version control information

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V1	24/11/2005	Reviewed	MCCS	Council
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V5	13/5/2010	Amended	MCCS	Council
V6	21/10/2010	Amended	MCCS	Council
V7	18/9/2012	Amended	MCCS	Council
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