

Policies, Procedures, Guidelines and Protocols

Document Details		
Title	Finance Procedure S1: Other Finance Procedures: Authorised Signatory Lists	
Trust Ref No	812-53290	
Local Ref (optional)		
Main points the document covers	Procedures to be followed to ensure the correct authorisation of financial documents	
Who is the document aimed at?	All staff authorised to approve financial documents	
Author	David Court, Head of Financial Accounting	
Approval Process		
Approved by (Committee/Director)	Director of Finance	
Approval Date	May 2022	
Initial Equality Impact Screening	Yes	
Full Equality Impact Assessment	No	
Lead Director	Sarah Lloyd	
Category	Finance	
Sub-Category	Finance Procedures	
Review date	May 2025	
Distribution		
Who the policy will be distributed to	Distributed to senior staff as defined by directors	
Method	Electronically to senior staff & available to all staff via the Trust website	
Document Links		
Required by CQC		
Required by NHS Resolution		
Other		
Amendments History		
No	Date	Amendment
1	January 2013	New form included & minor amendments to terminology
2	May 2016	Minor amendments to wording on form & amendment to Para 3.6 re access to database
3	May 2019	Supplies department changed to procurement & minor wording amendments
4	May 2022	2.1 Added vacancy requisition forms to list of controlled documents 3.5 Signatory forms will be scanned and then destroyed rather than filed away. Finance address changed on authorised signatory form
5		

Shropshire Community Health NHS Trust

Finance Procedures

Section S Other Finance Procedures S1 Authorised Signatory Lists

1 – Introduction

- 1.1 The Trust's Standing Financial Instructions and Scheme of Delegation provide for the authorisation of certain day-to-day transactions, which are the overall responsibility of the Budget Holders, to be delegated to appropriate members of staff.
- 1.2 This procedure covers the authorisation and verification of the controlled documents listed below in section 2.
- 1.3 This procedure does not cover:
- a) Purchase Orders – the Purchase Order process is the responsibility of Procurement. The authorisation for them to raise an order to purchase is created by the Oracle electronic Purchase Requisition, which is covered by this procedure.
 - b) Authorisation of banking transactions – this is referred to in Finance Procedure I2: Cash Receipts and Banking.
 - c) Financial documents of a strategic nature (Service Level Agreements, etc.) – these are dealt with by the Board and senior managers.

2 – List of controlled documents

- 2.1 The following documents/Oracle electronic processes, which require confirmation of the approver's status, appear on the "Authorised Signatory Form" (copy at Appendix A):
- 1 Requisitioning goods and services
 - 2 Invoice certification
 - 3 Purchases/reclaim from petty cash
 - 4 Charitable Fund requests
 - 5 Travel expense claims
 - 6 Payroll/ESR forms
 - 7 Timesheets
 - 8 Vacancy requisition forms

3 – The authorisation form

- 3.1 The Authorised Signatory form is completed by the Budget Holder or the Budget Manager. The relevant documents to be delegated are marked off in the "tick" boxes.

- 3.2 A space is provided on the form for a sample signature of the employee, which must be completed.
- 3.3 The completed form includes the range of cost centres that the employee can requisition/certify invoices for, and the manager level. This is used to ensure the appropriate authority is set up in Oracle.
- 3.4 The form is signed by the Budget Manager (optional), by the Budget Holder (mandatory) and sent to the Financial Accounting section of the Finance Department where it is processed by the Systems team. They check the form for completeness. It is important that the form is completed fully and accurately. Incorrect forms are returned to the originator.
- 3.5 The Systems team update the electronic authorised signatory database with any new/amended forms, and the original forms are scanned then destroyed.
- 3.6 The electronic database is on a shared drive, accessed by Finance, Human Resources and Pay Services teams.

4 – Checking of incoming documents

- 4.1 As part of the payment process, Finance, Pay Services and Human Resources staff ensure that an authorising signature on any of the documents in paragraph 2.1 above is included on the authorised signatory list and that the value of the document is within the authoriser's limit. If the document is incorrect, it will be rejected and returned.

5 – Additions and deletions

- 5.1 New signatories, and amendments to the status of existing signatories, are notified by the completion of a new Authorised Signatory Form. This is signed by the appropriate Budget Holder/Budget Manager and forwarded to the Financial Accounting section of the Finance Department. A new form replaces any previous forms so care should be taken when completing it that every document required is included.
- 5.2 Any deletions from the list of signatories are notified in writing.
- 5.3 It is the responsibility of the Budget Holder to ensure that the Finance Department are notified promptly of all changes to authorised signatories.

References & associated documents


Electronic authorised signatory database

Reviewed By _____

Date _____

Authorised By _____

Date _____

Please sign here: Date	Shropshire Community Health  NHS Trust Authorised Signatory Form	
Name: please print		
Job Title:		
Service & Base:		
Email address:		
Circle one of the following to indicate what level you are (see SFIs paragraph 1.2 for definitions). Default if not completed will be Service Lead. Budget Holder / Budget Manager / Resource Manager / Service Lead / Team Lead		
Range of Cost Centres:		
Authorised to sign the following – <i>(Please place a tick beside each document which may be signed).</i>		
Documents	√	
Approving Requisitions for Goods & Services / Invoice Certification		
Purchases / Reclaim from Petty Cash		
Charitable Fund Expenditure Requests		
Travel Expense Claims		
Payroll / ESR Forms		
Timesheets		
Confirmed as an authorised signatory by: - Budget Manager: (Optional)..... Print Name:.....	Budget Holder (i.e., Director): (Mandatory) Print Name:.....	
Complete & return to: Finance Dept, Ptarmigan House, Shrewsbury Business Park, Shrewsbury SY2 6LG		