

Corbridge Community Partnership Expenditure Authorisation Procedures

Expenditure made via the bank account:

The signatories on the bank account are the Chairperson and the Treasurer

For expenditure less than £500 this must be authorized by either the Project manager/ or the Chairperson

For expenditure over £500, 2 signatures are required, one being the Chairperson. The other must be a Trustee of the CCP or the Project Manager.

All expenditure must be accompanied by a third-party invoice.

Expenditure made via petty cash:

For expenditure less than £50 a third party receipt will be sufficient to allow payment. However, the treasurer/ administrator must be satisfied that the expenditure was made wholly and exclusively on behalf of the CCP.

For expenditure more than £50 the Chairperson must authorize the payment.