

## Guidance for signatories

As a Parkinson's UK Branch, Support Group or Activity Group signatory, you are responsible for making up one of two people authorising payments made by the bank on the group's behalf. This will either be by signing a cheque or by authorising an online payment. We recommend having a minimum of three signatories on the bank mandate but it's often helpful to have more. This eases the burden when holidays or illnesses etc occurs.

Either way, it's important that you are familiar with our guidance on use of funds, internal controls, and our [volunteer expenses policy](#), as well as taking into account the following constraints.

- Signatories must not sign a cheque payable to themselves or a related party.
- If signatories are related, they must not sign the same cheque.
- Signatories must **never sign a blank or partially completed cheque**.
- Lead volunteers should approve all expenditure, and financial decisions must be recorded.
- All signatories must verify the documentation associated with the payment before signing.
- Only one cheque book should be in operation at any one time.

Don't hesitate to question a payment you've been asked to sign or approve if you aren't completely sure that it's appropriate or has the right evidence. After all, your role is to help us ensure that the charity's funds are protected and used in the best way possible for people affected by Parkinson's. You can also get in touch with your staff contact if you're concerned about any payments being made.

## Useful links

[Internal controls](#)  
[Invoices](#)

[Online banking](#)  
[Signatories](#)

[Use of funds](#)