

Guidance for account signatories

This document will outline your duties as a signatory and your responsibility as a guardian of the charity's funds.

How many signatories should authorise a payment?

Two account signatories are required to authorise any payment from a bank account in the name of the charity. There must be a minimum of three signatories on all local group accounts.

Who can be a signatory?

- Signatories must be a member of Parkinson's UK, and listed as a member of their group.
- In branches, signatories must be committee members.
- No-one declared bankrupt can be a signatory.
- Signatories must be agreed by the group.

What do signatories need to be aware of?

It is important that each signatory is aware of:

- their responsibilities listed in this document
- the constraints below
- the rules surrounding the use of funds, internal controls and the expenses policy

Reminder – every financial decision must be agreed by your group.

Constraints

With this in mind, please note:

- 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
- in the case of a branch – the committee must approve all expenditure and financial decisions must be recorded in the minutes
- all signatories must verify the documentation associated with the payment before approving the payment

Documentation

All payments must be accompanied by relevant documentation, such as an invoice or expenses claim form (with receipts). When signing a cheque, please first verify that the payee and amount on the cheque match the documentation, and that the documentation relates to group agreed expenditure.

Keeping up to date

If you will be standing down as a signatory (e.g. leaving your group or branch committee) it is vital that your group amends the list of signatories linked to any bank accounts. Your treasurer will be able to assist with this.