



## **FIN09      AUTHORISED SIGNATURES FOR CHEQUE/ELECTRONIC FUNDS TRANSFER (EFT) PAYMENTS**

Aim	To develop procedures for the effective security and properly authorised use of cheques/EFT payments whilst ensuring that the Shire provides good customer service through the timely signing of cheques/ETFs
Application	All Staff
Statutory Environment	<i>Local Government Act 1995 Section 6.10 Local Government (Financial Management) Regulations 1996 Part 2</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019)  Goal 05 Inspiring Governance Objective 4 Exemplary team and work environment
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

All payments made by cheque/EFT require the authorisation of two signatories. The authorised signatories are to be a combination of:

- Chief Executive Officer and/or
- Directors