

Authorization Levels for Committee's

- The following Expenditure Guidance will apply to the Kingshurst Parish Council :
- Items under £100 – require the pre-agreement by the Committee Chair, subject to budget. Expense forms must be submitted to and countersigned by the chair and one other person of the committee to the parish clerk . There must be an Email trail and the clerk cannot be the other person.
- Items between £100 – £500 – require pre-agreement from the majority of the said committee.
- Items over £500 – £4999 require the financial agreement of the Finance Committee following recommendation from the sub-committee
- any amounts over £5000 is for Full Council.
- **In all transactions**, a quote and at least a value for money checks is required, using previous years quotes or online.
- Donations given must be recorded, especially around Community Gardens.
- A receipt will be obtained from the beneficiaries for monies received and provided to the Parish Clerk. We do not want to accept cash and therefore encourage BACS transfer or cheque only.
- In Emergency Situations, the Parish Chair has power to make a payment with consultation with the RFO and Finance Chair.