

# **SALISBURY CITY COUNCIL**

## **Financial Authorisation Limits for Officers from December 2022**

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This document provides Financial Authorisation Limits for Officer posts to commit the Council to expenditure in the course of its business objectives. Such expenditure commitments arise as part of the ordering approval process for goods and services, and ratification through invoice authorisation by budget holders and their designated officers following receipt of the goods or services.

The Appendix provides Financial Authorisation Limits for Officers which have been approved by the City Clerk to facilitate the Council in undertaking its business and community activities in an efficient, effective and economic manner, whilst safeguarding the Council's financial position through the consolidation of robust internal expenditure controls. As posts and structures change, these limits and authorisations will be subject to periodic review.

APPENDIX

Officer Financial Authorisation Limits

	<b>Post Name</b>	<b>Bank Payment Authorisations</b>
		<b>Limit (£)</b>
1	City Clerk	175,000
2	Responsible Finance Officer	175,000

	<b>Post Name</b>	<b>Ordering Limit (£)</b>	<b>Invoices Limit (£)</b>
1	City Clerk	Unlimited	Unlimited
2	Responsible Finance Officer	175,000	Unlimited
3	Environmental Services Manager	100,000	100,000
4	Business & Communications Manager	50,000	50,000
5	Community Development Manager	25,000	25,000
6	Corporate Services Manager	25,000	25,000
7	HR Manager	10,000	10,000
8	Parks Manager	10,000	10,000
9	Facilities Manager	10,000	10,000
10	Streetscene Manager	10,000	10,000
11	CCTV Manager	10,000	10,000
12	Crematorium & Cemeteries Manager	10,000	10,000
13	Assistant Crematorium & Cemeteries Mgr	3,000	3,000
14	Customer Services Manager	3,000	3,000
15	Community Development Officer	3,000	n/a
16	Pantry Manager	3,000	n/a
17	Grounds Supervisor	3,000	n/a
18	Markets Officer	1,000	n/a
19	Facilities Officer	1,000	n/a
20	Streetscene Officer	1,000	n/a
21	Parks Officer	1,000	n/a
22	Senior Grounds Operative	1,000	n/a
23	Guildhall Officer	1,000	n/a
24	Events Officer	1,000	n/a
25	Corporate Support Officer	1,000	n/a
26	Communities Team Support Officer	1,000	n/a
27	Community Sports Coach	1,000	n/a
28	Communications Officer	1,000	n/a
29	Business Team Support Officer	500	n/a

**NOTES:**

1. To maintain effective separation of duties, no officer can approve an order and then authorise the invoice to which it relates.
2. To maintain effective budgetary management and control, officers can only authorise orders or invoices for goods and services within their own area of work and responsibility, with the exception of the City Clerk and the Responsible Finance Officer.