

OFFICE	Authorised Signatories Policy
Responsibility of	Authorised Signatories and credit card holders
Objectives	To ensure that approvals of all payments for goods and services that are undertaken are done so by authorised signatories.
Procedures	<ol style="list-style-type: none"> 1. The Board Chair, Deputy Chair and Chief Executive Officer and one other member of the Board shall be signatories to the Board cheque accounts. The following members will also hold and be entitled to use Board credit cards up to the following monthly limits (shown in brackets) and in accordance with the <i>Financial Limits of Purchasing Policy and the Ordering of Goods and Services Policy</i>. The Chair (\$3,000), Chief Executive Officer (\$5,000), Extension Officer (\$3,000) and Office Manager (\$5,000), Board Member meeting official (\$2000) 2. The CEO and Office Manager and Extension Officer are approved to undertake internet transactions for operational items, such as grower payments, inter-account transfers, staff and Board payroll and superannuation. These items must be calculated and checked separately by CEO and OM and/or EO and a copy of the completed transfer report signed off by the CEO and another authorised signatory of the Board following the payment. 3. All expenditure must conform to the policy <i>Ordering Goods and Services</i>. 4. All expenditure requiring payment is to be approved by two authorised signatories, one of which can be the CEO. 5. Expenditure requires a valid expenditure coupon being drawn up, as per the Payments for Goods and Services policy that records the date and amount (and its GST position) and itemises such expenditure that is shown on the providers tax invoice. 6. The original tax invoice or statement provided by the supplier must be initialled and dated by the same authorised signatories that sign the cheque and expenditure coupon. 7. Payments of credit cards occurs automatically therefore all paid monthly credit card statements are to be approved by the Board at each general Board meeting following the month of expenditure.
Board Expectations	<ul style="list-style-type: none"> • That the Board can identify the persons that authorised any expenditure of the Board.
Document Control	<ul style="list-style-type: none"> • Document Approved Mar 2018 • Document edited to remove reference to IDO and TO and to add the Extension Officer with a credit card allowance of \$3,000 Jun 2017 • Document edited to remove references to cheque payments as all transactions are now electronic Feb 2018. • Approved Dec 2019, Nov 2020, Oct 2021 • Document edited to include EO for authorising internet transactions and correction of limit to CEO credit card and new card to Board Member \$2000. Approved March 2023, amended Nov 2023