



REPORT FOR EDLC BOARD	
<b>Report Title:</b>	Authorisation Limits and Signatories for EDLCT Employees
<b>Contact officer:</b>	Maeve Kilcoyne – Company Secretary
<b>Date:</b>	9 <sup>th</sup> August 2023
<b>Agenda Item No:</b>	8
<b>Report No:</b>	EDLCT/109/23/MK

## 1. INTRODUCTION

- 1.1 Authorised signatories are required to sign off submissions to payroll and human resources. These signatories are the managers for each service area. Managers also have access to technologyone, the finance system where workflow allows them to sign off on their budgets within budgetary limits.

## 2. TECHNOLOGYONE FINANCE SYSTEM

- 2.1 Technologyone the finance system has workflow limits set up on the system administration. Currently these limits are £4,999.99 for managers to approve requisitions thereafter the requisition becomes a purchase order which is emailed to suppliers.
- 2.2 Requisitions for £5,000 or more require in the first instance to be approved by the service managers and thereafter workflowed to the general manager for final approval before being emailed to suppliers.
- 2.3 The Heritage and Arts Team Leader and Adult Services Team Leaders can approve requisitions up to £499.99 and thereafter they are workflowed to the Cultural Services Manager for approval. The Health and Fitness Advisor can prepare a batch header up to a maximum of £4,999.99 for coach invoice recharges.
- 2.4 Invoices that are received that weren't created in the technologyone system are reviewed and approved on a batch header by the General Manager. These invoices are typically for utilities, SLA recharges which are of higher value.

## 3. PARTNERSHIP AGREEMENTS

- 3.1 EDLCT enters into a number of partnership agreements some of which involve grant funding such as Active Schools, Sports Governing Bodies and Cultural

Bodies. These are signed off by the General Manager and reported to EDLCT Board through the quarterly performance report.

#### **4. ONLINE BANKING**

- 4.1** Most online banking is for Strathclyde Pension Fund and HMRC in connection with paying superannuation, PAYE, NI, VAT etc. The accounting assistant sets up the payment on Virgin Money online and this can only be authorised by the Company Secretary or General Manager.

#### **5. RECOMMENDATIONS**

- 5.1** It is recommended that the Board: -
- a) Notes the background information provided on the report.
  - b) Approve the authorisation limits and signatories as set out in appendix 1.