



**The National
Youth Brass Band
of Great Britain**

NYBBGB-POL-008-2 Finance Processes

Commitment and payment of goods and services

1. The Finance Manager (or his delegate) shall review all commitments and create records for authorisation in the accounting system.
2. The CEO shall authorise all standard commitment records in the accounting system within his Decision Authority Limit.
3. The CEO shall authorise all non standard commitment records in the accounting system once appropriate authority has been obtained in accordance with the Decision Authority Limit policy (NYBBGB-POL-008-1).
4. The Finance Manager (or his delegate) will create draft bank transactions for all duly authorised commitment records.
5. The Chair of Finance Committee will authorise payment of draft bank transactions for all duly authorised commitments as they arise.
6. In the event that the Chair of the Finance Committee is unable to authorise bank transactions due to absence, the CEO may do so in consultation with the Finance Manager and advise the Chair of the Finance Committee. Any such authorisations (exceeding £500) must be reported to the Finance Committee.

Credit card transaction authorisation

1. The Finance Committee shall agree credit card limits for the CEO and other members of staff.
2. The CEO will review all credit card transactions made by those members of the management team issued with credit cards.
3. The Finance Manager (or his delegate) shall review all credit card transactions and create records for authorisation in the accounting system.
4. The CEO will authorise all credit card transaction records in the accounting system.
5. The Chair of the Finance Committee shall review all credit card transactions on a monthly basis.

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