



# CPSY Finance – Approvers and Authorisation Levels

This document is intended to ensure all CPSY expenditure is monitored and controlled and works in conjunction with the guidance set out in the CPE Finance Guide.

To be read in conjunction with CPSY – Finance – Expenditure Approval and Payment Process.

## CPSY Corporate Account

For all ad hoc requests for expenditure the following will apply:

Spend	Approver	Action Payment in Bank Account	Authorise Payment in Bank Account
Up to £150	Chief Executive Officer, Chair	Business Support Officer	Treasurer
£151 to £500	Chair Chief Executive Officer or Vice Chair if expense is for Chair	Business Support Officer	Treasurer
£501 to £1000	Treasurer and Chair (or + 1 member of the Finance Sub Committee if either Treasurer or Chair are unavailable)	Business Support Officer	Treasurer
1001 +	Full CPSY Committee	Business Support Officer	Treasurer
Urgent Payments (If Treasurer unavailable)	As Above	Business Support Officer	Chief Executive Officer Member of Finance Sub-Committee (Joseph Bratley)

Ad hoc includes but is not limited to:

- CPSY Staff and members expenses (CPSY expense policy for approval applies)
- One off purchases
  - If estimated cost is above £150 then 2 quotes must be submitted

Where a business as usual payment is required this can be submitted directly for payment so long as the amount and frequency is aligned with previous payments.

Business As Usual payments include but is not limited to:

- Phone Bills
- Payroll

### **NHS Funds Account**

This account is monies which have been allocated to CPSY for specific projects. The South Yorkshire ICB owns the funds within the account and so CPSY have no rights to spend unless in accordance with the relevant Memorandum of Understanding (MOU). Whilst there is only one NHS Funds Account there are multiple funds held within this account and therefore careful recording is required.

All request for payments from this account must be approved by Victoria Lindon unless she has expressly given permission for the CPSY CEO to approve these. Full guidelines for holding this type of monies are detailed in the CPE Finance Guide under Project Funding including how the funds are to be accessed by means of funding request and not an invoice.

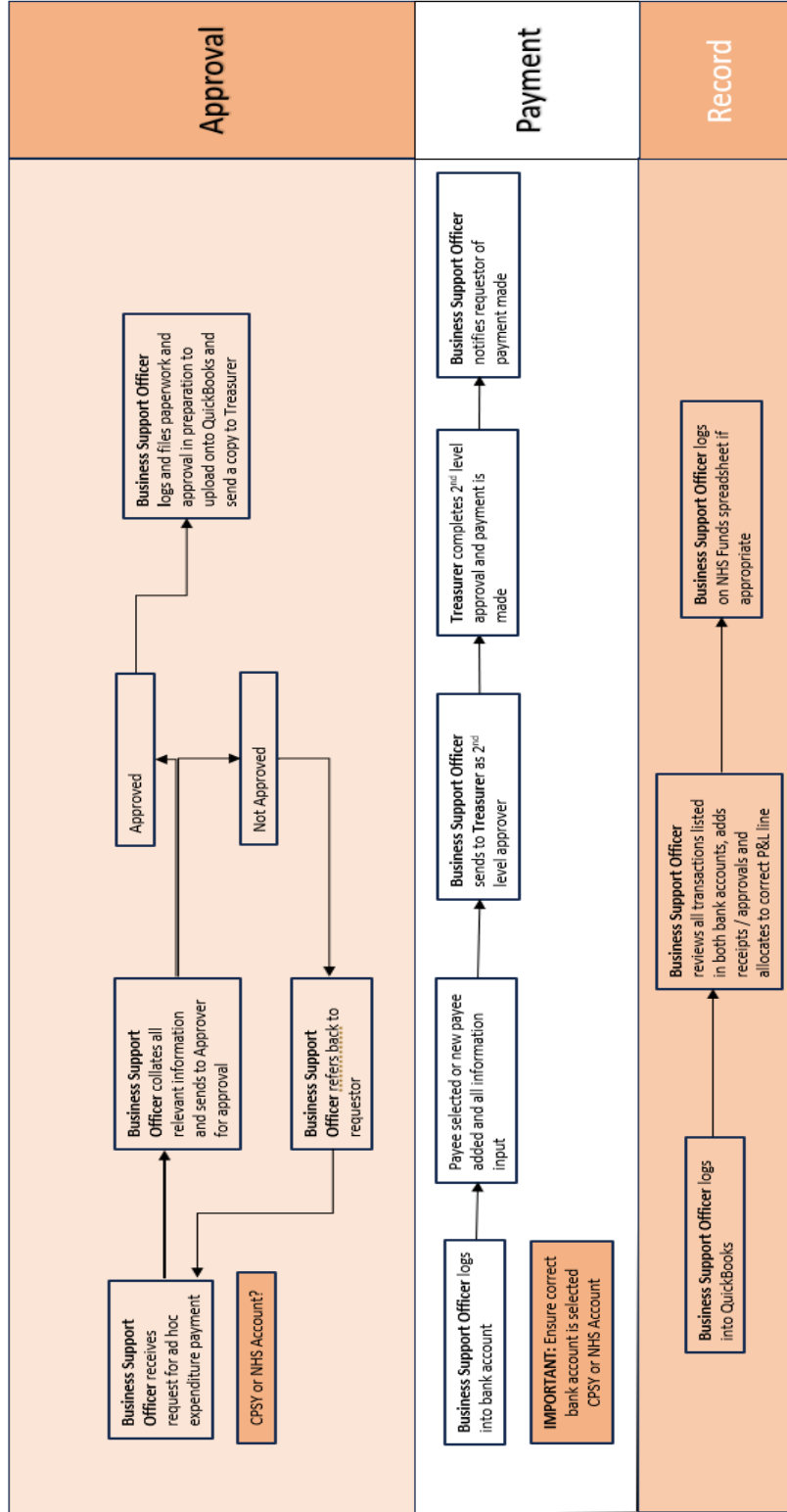
The NHS Funds spreadsheet is maintained and sent to Victoria Lindon on the 7<sup>th</sup> of every month.

### **Other Funds**

Should CPSY hold funds for another Partner Organisation this document will be updated according to the Funding Agreement signed by both parties.

For further details on Funding Agreements please see Funding Arrangements Policy [Funding Arrangements Guidance.docx](#)

# CPSY – Finance – Expenditure Approval and Payment Process



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