



British Association for Sexual and Relationship Therapy
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Rule Three – Statement of Internal Financial Controls

1. Authorisation of Expenses

All expenses claims must be authorised by the relevant committee chairman, CEO or Chair before being passed to the Treasurer for payment. Expenses must be claimed on a monthly basis. All expenses other than normal travelling expenses and petty cash must be approved in advance.

2. Signing of Cheques

All cheques drawn on any BASRT bank account must be signed by two authorised signatories. Currently there are three authorised signatories: the Chair, treasurer and CEO.

3. Limits of Authority

Chairs of Committees and the CEO may sign expenses and authorise expenditure up to £500. Expenditure above this level must be referred to the Chair or Treasurer for additional authorisation.

Expenditure above £5000 must be authorised by three or more trustees.