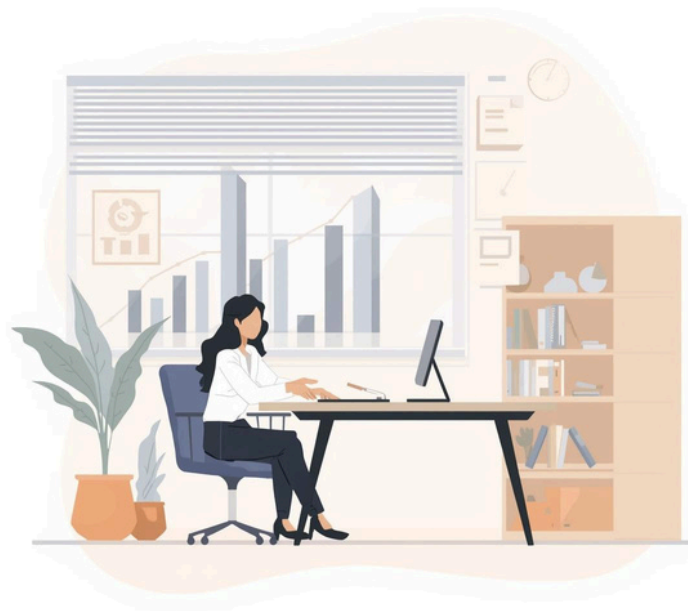


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review of your bank mandate and signatories

Why?

Financial Control

- Remove leavers and add new authorised staff promptly.
- Check dual authorisation settings and financial limits.

Governance & Internal Control

- Document changes and retain bank confirmations.
- Test payment approval workflows.

Useful Resources

- Gov.Uk Financial Management Good Practice Guides
- Gov.Uk Report Fraud or Financial Irregularity

Benefit

Regularly reviewing the bank mandate and authorised signatories ensures that only current, approved staff have access to banking functions, reducing the risk of fraud and unauthorised transactions. It also prevents delays in processing payments by keeping signatory details accurate and up to date, which is critical for timely payroll, supplier payments, and compliance with financial controls.