

## **The Payment Approval System**

All payments made by NVN are approved by at least two trustees. This is a requirement of the Charities Commission and needs to be taken seriously. Administratively, NVN stores the evidence of these two approvals for every payment for at least seven years, along with all financial records.

The treasurer, as the lead financial trustee, is aware of all payments that are made by NVN but is not required to be the trustee that formally carries out the payment approval.

The administrator sends out an email with details of any payments that need approving. This email is copied to all trustees and to the bookkeeper for their records.

Trustees are asked to read through the payments, to whom they are to be made, the amounts to be paid and all the details, and if they can see no reason to question the approval then to REPLY ALL to the email simply saying "Approved". REPLY ALL is important as this copies the reply to all trustees, administrator and bookkeeper so that accurate records can be kept. There is a need for only 2 trustees to do this and then the payment can be made to the payee.

If trustees find anything about the payment approval request troubling, then they are asked to flag this up immediately with the administrator and with the treasurer. Mistakes are sometimes made and it's important that all trustees take responsibility for their part in payment approvals.