

## Charter Trustees – Role and Responsibilities of the Budget Signatories

### Principles

1. A transparent framework of financial management responsibilities and decision making is essential to the effective management of the Charter Trustees financial affairs.
2. All Charter Trustees and officers in the common duty to abide by the highest standards of integrity and propriety when making decisions about the use of public monies.

### Responsibilities

1. To support the Charter Trustees in maintaining the principles detailed above.
2. Supporting the annual budget and precept setting process to ensure the ambitions of the Charter Trustee are reflected in the annual budgets.
3. Officers to consult with budget signatories on proposed expenditure which is not part of the approved budget and to report to the Charter Trustees as appropriate on action taken.
4. To approve the 'out of pocket expenses' incurred by the Mayor in the course of his/her civic duties.