

Somalia Evaluation Society (SOMES)

Annex 4 — Signatory Matrix

Approval levels by transaction type and amount — Financial Policies & Governance Manual

This matrix sets who must approve a transaction before it proceeds. Approvals are cumulative: a signatory at a given level also requires every approval listed for lower thresholds. Fill in the named role holders for the current governance term below the matrix.

Approval thresholds

Transaction type	Threshold (USD)	Required approval	Additional requirement
Operating expense (routine)	Up to 500	Programme/Finance Officer	
Operating expense	501 – 2,500	Programme Coordinator	Budget line confirmation
Operating expense	2,501 – 10,000	Executive Director	Two supporting quotations
Operating expense	Above 10,000	Executive Director + Board Treasurer	Board Finance Committee notified
Capital / asset purchase	Any amount	Executive Director + Board Treasurer	Added to Asset Register (Annex 2)
Grant disbursement to partner	Up to 5,000	Programme Coordinator	Per grant agreement terms
Grant disbursement to partner	Above 5,000	Executive Director	Board Finance Committee notified
Bank transfer / cheque	Any amount	Two authorised signatories (dual control)	Never a single signatory
Contract or MOU commitment	Up to 10,000	Executive Director	
Contract or MOU commitment	Above 10,000	Executive Director + Board approval	

Current authorised signatories

Role	Name	Specimen signature on file (Y/N)
Executive Director		
Board Treasurer		
Programme Coordinator		
Finance Officer		

Review: This matrix is reviewed whenever signatories change and at minimum annually alongside the Financial Policies & Governance Manual. Update immediately upon any Board or senior staff transition.