



Date: 15/05/2018

MEMORANDUM

To: Chair and Directors, Policy Committee
And To: John MacLean, Chief Administrative Officer
From: Alice Johnston, Corporate Officer
Date of Meeting: Policy Committee_May24_2018
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Subject: Financial (Cheque) Signing Authorities Policy Update

Item for Discussion:

The CRD's Financial (Cheque) Signing Authorities Policy is due for an update.

Background:

The CRD's current policy reads as follows:

F1.5 Financial (Cheque) Signing Authorities **Policy No. 99-6-38**

That the financial (cheque) signing authorities for the Cariboo Regional District be as follows:

One signatory from each of Group A and Group B is required:

- GROUP A: Chair
 Vice-Chair
 Finance Committee Chair
- GROUP B: Chief Administrative Officer
 Chief Financial Officer
 Manager of Financial Services

(Resolution No. 99-6-38)
(Amended by Resolution No. 02-11B-5(5)(15))
(Further Amended by Resolution No. 2017-3A-15)

The policy should be amended to include some of the particulars of the CRD's auto-signing process.

Attachments:

n/a