



## Regional Board Policy

### Financial (Cheque) Signing Authorities

<b>Category:</b> Finance	<b>Number:</b> 3	<b>Replaces:</b> F1.5
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> CAO <input checked="" type="checkbox"/> Department Head
<b>Office of Primary Responsibility:</b> Finance		
<b>Date Adopted:</b> Click or tap here to enter text.	<b>Board Resolution Number:</b> Click or tap here to enter text.	<b>Date to be Reviewed:</b> Click or tap here to enter text.
<b>Manner Issued:</b> Click or tap here to enter text.		

#### **PURPOSE:**

To establish the financial (cheque) signing authorities for the Cariboo Regional District.

#### **POLICY:**

That the financial (cheque) signing authorities for the Cariboo Regional District are 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

Cheques issued in amount(s) of \$5,000 or less are automatically produced with signature images of the CRD Chair and Chief Financial Officer.

Cheques issued in amount(s) greater than \$5,000 but less than or equal to \$500,000 are automatically produced with the signature image of the CRD Chair, but require review and manual signature by one of the Group B signing authorities.

Cheques issued in amount(s) greater than \$500,000 are produced without signatures and must be manually signed by one from of each of both Group A and Group B signing authorities.

**POLICY STATEMENT:**

This policy dictates who the CRD financial (cheque) signing authorities are, and the process for signing cheques of various dollar values.

**\*\*\* END OF POLICY \*\*\***

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.