



Regional Board Policy

Financial (Cheque) Signing Authorities

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