

LANARK COUNTY COMMUNITY JUSTICE PROGRAM	POLICIES & PROCEDURES
SECTION: Financial	DATE: October 15, 2015
SUBJECT: Signing Authority	HISTORY: Original: April 17, 2012 Revision: May 1, 2012
Policy: To reduce risk to the organization, the following procedures will be followed for the signing of cheques.	
Procedure: <ol style="list-style-type: none"> 1. The board of directors will designate the Executive Director, the Chair, the Treasurer and two other board members as having the authority to sign LCCJP cheques. 2. Every cheque will be completely filled out before anyone signs it. 3. Every cheque will be signed by two people with signing authority. 4. Those with signing authority will not normally sign a cheque payable to themselves. Should this be needed, the action requires approval by the Treasurer or other signatory. 5. When signing cheques, the person with signing authority will initial the back-up document to indicate it has been reviewed and confirmed to be valid, appropriate and correct, this includes: <ol style="list-style-type: none"> a) Ensuring appropriate back-up (invoice, expense claim, receipts etc.) is present, b) Validating the invoice/payment as due from LCCJP c) Evaluating amounts on the back-up for reasonableness d) Ensuring the correct amount is paid in accordance with the back-up e) In the case of paycheques, monitoring the status of hours worked under or in excess of contracted hours and making the finance committee aware of any significant change. 	