

SECTION 1 – FINANCE

POLICY #5

**SUBJECT – Cheque Signing Authority
 and Cash Disbursements**

APPROVED: 
 Executive Director

DATE APPROVED: December 14, 2001

REVISION DATE: January 3, 2012,
 October 5, 2009, May 22, 2008,
 October 16, 2003

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POLICY STATEMENT

It is the responsibility of Community Living Belleville and Area to ensure that funds provided by the government are used for legitimate agency operations. To this end, payments by cheque for goods and services are to have two signatures with specified approval limits.

PROCEDURE

1. All disbursements on Community Living Belleville and Area' bank accounts require two signatures. All signing authorities must be approved by the Board of Governors.
2. All cheques must be co-signed as follows:
 - a. For amounts up to and including \$70,000, any two of the President, Vice-President, Secretary/Treasurer, Executive Director, Director of Finance or Finance Officer; or
 - b. For amounts greater than \$70,000, any two of the President, Vice-President or Secretary/Treasurer; or, alternatively
 - c. For amounts greater than \$70,000, any one of the President, Vice-President or Secretary/Treasurer together with any one of the Executive Director, Director of Finance or Finance Officer.
3. All disbursements must be processed in accordance with the following procedures:
 - a. Supplies & Equipment – **Finance Policy #8 - Requisitioning/ Purchasing - Supplies and Equipment.**
 - b. Payroll – **Finance Policy #10 - Salaries, Wages and Employee Benefits.**
 - c. Travel & Conference Expenses – **Finance Policy #1 - Travel Expenditures and Authorization.**