

COMMUNITY LIVING DURHAM NORTH

AUTHORITY TO SIGN CHEQUES AND APPROVE  
ON-LINE TRANSACTIONS

Policy No. A-17 (Finance)

Effective Date: May 1, 2007

Last Revision: January 29, 2018

Last Review: November 25, 2024

Rationale:

To clearly identify those staff and board members who can sign cheques or approve on-line payments.

Policy Statement:

The CEO and four other key members of the management team designated by the CEO shall have the authority to sign cheques and execute on-line transactions. Up to four (4) board members, typically including the Chair and Treasurer, will also be so authorized.

All cheques require two signatures and at least one Board member will sign all cheques that exceed \$2,500. On-line transactions typically require two approvals and a release. This involves two people minimally; once two approvals are registered, one of the approvers is able to execute the release. Where the amount exceeds \$2,500 one Board member at least must approve the transaction.

Where the on-line transaction is an internal transfer between CLDN accounts and it does not exceed \$200, it can be approved and released by a single person, typically by a staff director. Most internal transfers are on behalf of supported people using CLDN's internal banking program and there can be several of these per day. To promote efficiency and timely approvals, the Director of Finance will be authorized to approve internal transactions only, if the transfer is for \$200 or less and if the transaction has been prepared by a different member of the Finance team.

The Board of Directors will determine, annually and by formal motion, immediately following the Annual General Meeting, which of its members will be empowered to sign cheques and to bank on-line on behalf of the agency.

Signing officers are responsible for ensuring that cheques are not signed unless the proper back-up documentation and internal authorizations are in place. This applies also to the execution of

on-line transactions but it is recognized that board members working remotely are disadvantaged in the performance of their due diligence. They may wish to request an explanation or the pdf of an invoice by email; they may also arrange to view the file after the fact, when they are in the office.

Approved by: Clare Suggitt  
for the Board of Directors

Date: November 25, 2024