

CHECK SIGNING AUTHORITY POLICY

Effective Date: 18 September 2006

Review Date: Yearly

Policy No. P01

SCOPE

All checks drawn on the Organization's bank accounts.

POLICY

The Board of Directors is obligated to protect the assets of the Organization. To fulfill this financial obligation to safeguard assets, the Check Signing Authority Policy needs to be established and adhered to. This policy establishes these safeguards when checks are drawn from the Organization's accounts.

PROCEDURE

1. The Organization's Treasurer will be responsible for writing the checks and monitoring bank activity. The Executive Director and the Treasurer will be Authorized Signers on the account and may sign checks when the situation warrants.
2. The Treasurer will make available at the quarterly board meetings, a report of all checks written since the last meeting. The Treasurer will reconcile the checkbook balance at least monthly.
3. Authorized signers will be on record with the Financial Institute and the appropriate documents establishing signer rights will be updated as needed.
4. The following individuals will be the Organization's representatives that are authorized to sign checks drawn on the Organization's accounts:
 - A. Treasurer
 - B. Executive Director
5. This policy will be reviewed at least yearly by the Officers of the Board or upon changing one of the Organizations check-signing representatives.