

	CHEQUE SIGNING POLICY	
	Policy Number: F-002	
	Section: Finance	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2015 02 09

Policy Statement:

It is the policy of Council to maximize cheque-signing security.

Policy Background:

Cheques issued by the Village are co-signed by one member of staff on behalf of the administration, and by one member of Council on behalf of Council. Every member of Council is granted signing authority. Either a designated Administrative Assistant or the Administrator may co-sign on behalf of the administration. The established procedure has been that cheques are co-signed by the Chief Administrative Officer and one member of Council. The Auditor has raised concern that often the same person the cheque is issued to have also signed the cheque.

Policy Goal:

It is the goal of this policy that cheques issued are not signed by the same person the cheque is issued to.

Policy Objectives:

That no person with signing authority shall sign his or her own cheque.

Initially approved at Meeting #38-06 on November 14, 2006.

Last reviewed and confirmed unchanged at meeting #3-09 on February 10, 2009.

Renumbered and confirmed on July 22, 2015 (Former Policy #1740)

Renumbered on February 9th, 2016 (Former Policy #CA-006 RES #R4-722-15)