

Section/Number: Financial Administration – 003	Approval Date: (DD/MM/YY)
Subject: Internal Controls/Signing Authorities	Amendment Dates:
<p>Policy</p> <p>The Senior Administrative Officer (SAO) will ensure all internal controls and signing authorities are maintained on all financial transactions.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Designated staff member will be responsible to enter financial transactions while <u>another</u> designated staff member will review and authorize all financial transactions, postings and posting payments.</li> <li>2. The Mayor or his/her designated alternate will be required to authorize and approve for payment all payroll and expenses disbursement lists prior to cheques and other payment documents being processed and issued for payment.</li> <li>3. Once all disbursements lists have been duly approved, the Community Government cheque signing authorities will have authorization to sign and distribute cheques and other payment documents. <ol style="list-style-type: none"> <li>3.1. Two signatures are required for all payment documents</li> </ol> </li> <li>4. The Community Government cheques and other payment documents signing authorities are: <ol style="list-style-type: none"> <li>4.1. Principal Signing Authorities: Mayor and SAO</li> <li>4.2. Secondary Signing Authorities (to be used if the Principal Signing Authorities are not available or are in a conflict situation): Director of Finance, Acting SAO, Deputy Mayor, Assistant Deputy Mayor.</li> </ol> </li> <li>5. Cheques and other payment documents must clearly state the individual or organization the payment is for, the exact amount of the payment and the date.</li> <li>6. Principal and/or Secondary Signing Authorities are not authorized to sign cheques or other payment documents for themselves or for members of their immediate family except in the event of an emergency and in the absence of other authorized Council members.</li> </ol>	

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Community Government Name

Attachments
N/A
References
Community Procurement or Purchasing Bylaw