

AUTHORITY TO SIGN CHEQUES POLICY

| | | | |
|--------------------|--------------|-----------------------|-----------------|
| Policy number | ASC_fc | Version | 1 |
| Drafted by | Karen Ramsay | Approved by Board on | 3 April 2019 |
| Responsible person | Chairperson | Scheduled review date | <<insert date>> |

Introduction

An organisation without cheque signing procedures may be vulnerable to fraud or error.

Purpose

To spell out procedures that must be followed in the signing of cheques on behalf of Bandiana Neighbourhood House.

Policy

All cheques issued on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately.

Authorisation

Terri O’Sullivan – Chairperson. 03/04/2019

Bandiana Neighbourhood House

NOTES: this policy replaced financial delegation policy implemented 22/06/2010

AUTHORITY TO SIGN CHEQUES PROCEDURE

| | | | |
|--------------------|-------------------|------------------------|-------------------|
| Procedure number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by MANAGER on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

Responsibilities

It is the responsibility of the MANAGER to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the employees and volunteers to ensure that their usage of organisational cheques conforms to this policy.

Processes

All cheques must contain two eligible signatures. Eligible signatories are Board members or staff members who have been previously nominated and endorsed by the Board.

Any two of the above have the authority to sign cheques.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

A list of all cheques issued each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer.

Related Documents

- [Acceptable Use of Vehicles & Equipment Policy](#)
- ~~[Credit Card/Financial Transaction Cards Policy](#)~~
- [Delegations Policy](#)

Authorisation

.28/09/2018 - Bandiana Neighbourhood House Inc

