

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Signing Authority	POLICY NO.: 4.3 PAGE 1 of 1
FILE UNDER SECTION: 4	EFFECTIVE DATE: October 21, 1992 REVISION DATE: July 2009 APPROVAL DATE: October 21, 1992

PURPOSE

To ensure the safeguarding and efficient use of Agency monies.

POLICY

The Agency shall operate in accordance with its Operating By-Laws.

PROCEDURE

- 1.0 All cheques must be signed in accordance with Article 39 and Article 43 of the Agency's Operating By-Laws as follows:
 - 1.1 The Board of Directors at any time by resolution shall designate signing authority to any such Officer, employee or agents of the organization.
 - 1.2 No employee, Director or Officer of the Agency shall affix his or her signature to an Agency cheque unless properly authorized by the Board of Directors to do so, and unless said cheque is full and complete in its form with respect to the identity of the payee and the amount of the cheque.