



AUTHORITY TO SIGN CHEQUES POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

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 Community Veracity.

POLICY

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

RESPONSIBILITIES

It is the responsibility of the Executive Manager: Community Engagement 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.