

Policy 26 - Signing Authorities

The purpose of this policy is to delineate the roles and responsibilities relating to purchasing and legal authorities. Proper authorization of transactions is required to ensure adequate safeguarding of the Division's assets against loss or improper use, as well as to produce reliable financial records for internal and external reporting. All staff acting on behalf of the Division share in the overall responsibility for the sound stewardship of the Division's finances.

Specifically

1. The Board authorizes signatures to sign on its behalf on fiscal and legal related matters of the Division at least annually at the Organizational Meeting of the Board.
2. Bank Signing Authorities
 - 2.1. All Division bank accounts require two signatures which shall be:
 - 2.1.1. the Secretary-Treasurer, or if unavailable, the Superintendent, and
 - 2.1.2. the Chair or if unavailable, the Vice-Chair
 - 2.2. The Chair, or if unavailable the Vice-Chair, may authorize payments through email confirmation. The Director of Financial Services will keep authorizations on file in accordance with records management guidelines.
 - 2.3. The electronically reproduced signatures of the Chair and the Secretary-Treasurer may be used to sign any current account cheques in any amount.
 - 2.4. The Secretary-Treasurer, or if unavailable the Superintendent, is authorized to approve payments for the following:
 - 2.4.1. Purchasing cards
 - 2.4.2. Telephone and cellular expenditures
 - 2.4.3. Utilities
 - 2.4.4. Postage
3. Schools
 - 3.1. All school bank accounts shall have the school office as the mailing address. The Principal, the Secretary-Treasurer and up to two other Division-employed people shall have signing authorization on the accounts. The Secretary Treasurer's approval is required for the designation of all signing authorities on the accounts.
 - 3.2. All bank accounts relating to the Division and school operations will be submitted monthly by principals with the bank reconciliations of the accounts.
 - 3.3. School bank accounts may not be opened or closed without the approval of the Secretary-Treasurer.

- 3.4. The Secretary-Treasurer is authorized to approve procedures for schools regarding signing authorities for business administration matters.
4. Credit Arrangements
 - 4.1. In the case of normal business operations, only the Secretary-Treasurer, or in the absence of the Secretary-Treasurer, the Superintendent is authorized to sign documents related to credit arrangements necessary for carrying out the Division's business.
5. Contracts and Agreements
 - 5.1. The Chair (or in the absence of the Chair, the Vice-Chair) and the Secretary-Treasurer (or in the absence of the Secretary-Treasurer, the Superintendent) are authorized to sign all leases and agreements on behalf of the Division following approval of the Board.
 - 5.2. The Secretary-Treasurer is authorized to sign agreements up to the limits of the position's purchasing authority in accordance with *Policy 27 - Purchasing Oversight*.
 - 5.3. All agreements for signature, including purchasing and grant agreements, must be reviewed by the Secretary-Treasurer.
6. Staff Contracts
 - 6.1. Signing officers for contracts with individual employees shall be the Superintendent for all staff.
7. Other
 - 7.1. The Chair (or in the absence of the Chair, the Vice-Chair) and the Superintendent are authorized to sign documents where no specific authority for signature has been delegated in existing Board policy, regulations, or procedural manuals.

Reference: Section 33, 52, 53, 68, 222, 225 Education Act

Effective: February 23, 2011

Amended: November 10, 2020, February 29, 2024