



## AUTHORITY TO SIGN CHEQUES POLICY

Policy number	2.2	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

### 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 SLNC.

### POLICY

All cheques issued on behalf of the organisation must be signed by minimum of two authorised persons and documented adequately. Authorised by Bank Branch.

### AUTHORISATION

Signature of Secretary

Date of Approval by Committee

Springfield Lake Nature Care Inc (SLNC)

  
05 / AUG / 2019





## AUTHORITY TO SIGN CHEQUES PROCEDURES

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### RESPONSIBILITIES

It is the responsibility of the Treasurer to ensure that:

- All committee members 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 members to ensure that their usage of organisational cheques conforms to this policy.

### PROCESSES

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

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

All details on the cheque request form must be filled in before signature can be applied to the cheque

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

### RELATED DOCUMENTS

- [Credit Card/Financial Transaction Cards Policy](#)
- [Authority to Sign Cheques Policy](#)

### AUTHORISATION

Signature of President

Name of President

Date:

  
Luise Manning  
05/ AUG/ 2019