

Municipality of the District of Lunenburg

POLICY

Title: Signing Authority Policy	
Policy No. MDL-76	
Effective Date: December 12, 2017	Amended Date:

1.0 Purpose

The purpose of the Signing Authority Policy is to permit Council to authorize designated officials to sign cheques and other forms of payments as permitted in Section 13 (3) of the Municipal Government Act.

2.0 Policy Statement

- 1) The separation of duties is a powerful internal control. To increase the chance an error is caught before a transaction is complete, it is important to establish internal controls that prevent one person from controlling a process from start to finish. A clear policy around signing authority is one way to reduce the risk of error or fraud.
- 2) All cheques and other forms of payment, regardless of value, shall be signed by two signing officers.
- 3) Payments based on HST returns prepared by the Assistant Treasurer shall be authorized by the Municipal Treasurer. If the payment is of an unusual nature, the Municipal Treasurer shall immediately inform the CAO and Council.
- 4) For all Municipal bank accounts, one of the following three elected officials shall have signing authority:
 - Mayor
 - Deputy Mayor
 - Chair of the Audit & Finance Committee, or Vice-Chair if the Chair is the Deputy Mayor

With one of the following three Senior Staff having co-signing authority:

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Municipal Treasurer

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members
of intent to consider

December 5, 2017

Date of Adoption:

December 12, 2017

Date of Notice to Council Members
of intent to consider amendments

Date of Passage of Amendments

I certify that this "Signing Authority Policy" MDL-76 was adopted by Council as indicated
above.


Municipal Clerk

Dec. 12/17
Date