

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**  
**BOARD POLICY / REGULATIONS**

**Board Policy Number:** 6.70  
**Subject:** **Signing Authority**  
**Effective Date:** (382) July 27, 2004; Revised (033) January 29, 2008;  
(350) November 23, 2010

**OPERATING, U.S. FUNDS, EDC'S PEEL REGION, EDC'S  
DUFFERIN COUNTY, CAPITAL, RESERVES PAG**

Requires **two** signatures as listed below:

*- any two in group (A)*

**(A)**

Director of Education and Secretary of the Board  
Associate Director of Education, Corporate Services & Chief Financial Officer  
Associate Director of Education, Instructional Services  
Superintendent, Financial Services & Treasurer  
Superintendent, Planning and Operations

**- OR -**

*- the individual named in (B) with any one in group (A) above*

**(B)** General Manager, Financial Services

**PAYROLL ACCOUNT**

One signature

*- any one in group (A)*

*or*

*the individual named in (B) above*

**PROMISSORY NOTES INCLUDING DEMAND LOAN NOTES AND BANKER'S  
ACCEPTANCES**

Requires **two** signatures as indicated below:

*- any one in group (C)*

**- AND -**

*- the individual named in (D)*

**(C)** Chairperson of the Board  
Vice-Chairperson of the Board

**(D)** The Treasurer of the Board  
(in the absence of the Treasurer, the Chief Financial Officer)

## **REGULATIONS**

### **6.70 SIGNING AUTHORITY**

#### **OTHER CONTROL PROCEDURES**

- a) Cheques and electronic funds' transfers drawn on all Operating, Capital, U. S. dollar and Payroll bank accounts may also be signed by the use of other signature methods necessary to produce cheques from a computer database.
- b) All signatures facsimiles necessary for the cheque production process are to be controlled by the persons authorized to sign cheques under Board Policy 6.70.
- c) The Superintendent of Financial Services and Treasurer OR the General Manager, Financial Services, will initial the computer produced list of disbursements.
- d) A log or other suitable permanent record must be maintained in the Finance Department to record the following information:
  - i) the serial numbers of all cheques issued and cancelled, and the dates of those transactions;
  - ii) the serial numbers of all cheques held in the unissued cheque inventory, the date of receipt from the cheque supplier and the date that these cheques were placed in use;
  - iii) the names and signatures of all persons authorized to receive, issue, sign and cancel cheques;
  - iv) the initials of those who have signed a manual cheque or who have cancelled a manual cheque.

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