

Madawaska Valley

Association For

Community Living

**POLICY: SIGNING AUTHORITY**

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**REVISED: MAY 31, 2019**

**REVIEWED: NOVEMBER 4, 2022**

**APPROVED: FEBRUARY 25, 2003**

**NUMBER: 1-8**

**CATEGORY: FINANCIAL**

Policy Statement:

The Association requires two authorized signatures on all issued cheques to maintain financial control and safeguards.

**Procedures:**

1. Signing authority resolution is passed at a Board of Directors meeting following the Annual General Meeting.
2. All cheques must be co-signed by any two of the following for:

Association Accounts

* President
* Treasurer

Operational, Ministry of Housing and Capital Accounts

* President
* Treasurer
* Executive Director

The Corporate Seal of the Association shall when required, be affixed to documents. The Corporate Seal shall be kept in the central office.