

POLICY STATEMENT AND REGULATIONS

Number: 200.501

MUNICIPAL SIGNING AUTHORITY

The signing of all Municipal payroll and general account cheques and the authority for transfers of municipal funds and for access to the municipal safety deposit box shall be as outlined in the regulations and procedures.

REGULATIONS AND PROCEDURES

1. The Administrator, Municipal Clerk, Municipal Treasurer, Deputy Clerk and Deputy Treasurer are the authorized signing officers of The Corporation of the District of Summerland.
2. The Signing Officers are authorized to sign all payroll cheques, payroll transfers and all other cheques up to, but not exceeding, the sum of \$2,000.
3. All general cheques over and above \$2,000, along with the voucher, shall be signed by the Mayor or Acting Mayor, along with the Treasurer, Administrator, Municipal Clerk, Deputy Clerk or Deputy Treasurer.
4. The Treasurer is authorized to transfer funds between the Corporation of the District of Summerland bank accounts as may be required.
5. Any two of the following persons - the Mayor, Administrator, Municipal Clerk, Treasurer, Deputy Clerk and Deputy Treasurer - are authorized to have access to the Municipal Safety Deposit Box and to execute the required documents with the Summerland & District Credit Union.

ADOPTED:
MAY 27, 1991